

Health and Public Safety Committee

Karen Bargy

Brenda Ricksgers, Chair

Melissa Zelenak

Minutes January 24, 2018

Members present: Brenda Ricksgers, Karen Bargy, Melissa Zelenak

Members absent: None

Others present: Pete Garwood, Mathew Cooke, Dan Bean, Dean Pratt, Judy Parliament, John Strehl, Al Meacham,

1. The meeting was called to order at 9:06 a.m. by Chair Brenda Ricksgers

2. Public Comment

None.

3. Commission on Aging (COA) (see attached pgs. 5-8)

Judy Parliament, Commission on Aging Director, updated the Committee on the status of the Commission on Aging. Ms. Parliament indicated that the budget for snowplowing had been exceeded for 2017, but there were funds in their fund balance to cover it.

AAANM – Evidence-Based Program Volunteer Contract

Ms. Parliament stated that this contract allows the COA to receive grant funding for educational workshops. Pete Garwood, County Administrator, indicated the contract has been through the required review process.

Motion by Bargy, seconded by Zelenak, to recommend the Board of Commissioners authorize the Board Chairman to execute an Evidenced-Based Program Volunteer Personal Services Contract with the Area Agency on Aging of Northwest Michigan on behalf of the Antrim County Commission on Aging for services completed between October 1, 2017 and September 30, 2018.

Motion carries- Unanimous

Aging & Disability Resource Collaborative (ADRC) Sub-contract Agreement

Motion by Bargy, seconded by Zelenak, to recommend the Board of Commissioners authorize the Board Chairman to execute the FY2018 MIPPA ADRC – Beneficiary Outreach and Assistance Services Sub-Contract Agreement with the Area Agency on Aging of Northwest Michigan (AAANM) on behalf of the Antrim County Commission on Aging.

Motion carries- Unanimous

Northern Health Care Management – Provider Agreement Amendment

Ms. Parliament said that the amendment contained a new requirement. Ms. Bargy asked for confirmation on a way to get out of the contract if necessary. Ms. Parliament provided the Committee with a copy of the page in the contract that referred to contract termination (see attached pg. 9).

No action was taken at this time.

Ms. Bargy asked Ms. Parliament to provide a list of programs offered by COA that are underutilized and to include basic parameters (costs, etc.) and contact information for those programs.

4. Veteran's Affairs

Deborah Peters, Director of Veterans Affairs, was unable to attend the meeting. Mr. Garwood informed the Committee that Ms. Peters is working on a request for the Administration Committee to consider reclassifying the part-time clerk position to a full-time position that aligns with a grant she is pursuing.

5. Emergency Services

Due to a conflicting meeting, Emergency Services Coordinator Leslie Meyers was unable to attend the meeting. Ms. Meyers included a written update to be included with the agenda packet.

Public Information Officer

Mathew Cooke, Deputy Administrator, gave notice that he is signed up for the Basic Public Information Officer Workshop on May 23 and 24, 2018. Ms. Bargy asked the Administration Office to check into appointing a commissioner as an alternate designate to send to training as well.

Motion by Zelenak, seconded by Bargy, to recommend the Board of Commissioners appoint Deputy County Administrator Mathew Cooke as the Public Information Officer for the Antrim County Emergency Operations Plan.

Motion carries- Unanimous

Hazardous Materials Emergency Preparedness (HMEP) Grant Application (see pgs. 10-11)

Motion by Zelenak, seconded by Bargy, to recommend the Board of Commissioners authorize the Local Emergency Planning Committee (LEPC) Chairman to execute the Hazardous Materials Emergency Preparedness (HMEP) Grant Application and to submit it to the Emergency Management and Homeland Security Division of the Michigan State Police.

Motion carries – Unanimous.

6. Sheriff's Department

Sheriff Dan Bean spoke of the \$47,000.00 mic fees, an access charge for the Sheriff's Department's radios that are connected to the State's 800MHz system, that were back-billed by the State. He said he has been working with Deb Haydell, Finance Director, on this matter. Ms. Bargy asked that County legal counsel begin looking into the matter. Undersheriff Dean Pratt said the department was considering the purchase of a new mobile radio, but would hold off until this issue has been resolved. Sheriff Bean and Mr. Garwood will work together to get comment from legal counsel with plans to bring it to Finance Committee.

Undersheriff Pratt told the Committee that a significant leak in the hydraulic steering of a boat was discovered during a search and rescue operation. He indicated that the cost to repair the steering in the 21' boat would be approximately \$2,200; he also said there are other repairs that should be done as well, but would cost more than what is currently budgeted.

Undersheriff Pratt informed the Committee that most positions in the department are filled.

Canine Program

Ms. Zelenak asked about the canine insurance. Mr. Pratt said all but a \$1,000 deductible had been paid out by the County insurance carrier. There has been a lot of community support and a small donation line item has been created. Mr. Pratt said the canine death has received national attention, and local community members have offered money to assist with the canine program.

Because the next class for the canine program is in April, Mr. Garwood contacted the Board Chair, the Finance Committee Chair, and the Health & Public Safety Committee Chair to obtain approval to transfer the \$1,000 (deductible) necessary to purchase a replacement dog for the K-9 program. If the County were to wait until the next round of training classes, the cost would increase by \$3,000 and it could not happen until August 2018.

Motion by Zelenak, seconded by Ricksgers to recommend the Finance Committee authorize a \$1,000.00 transfer of funds from 268 MI Justice Training to 272000-301-763.000 for the purchase of a preplacement dog for the K-9 Program.

Yes-Zelenak, Ricksgers

No- Bargy

Motion carries.

Animal Control Report

Sheriff Bean included an Animal Control report in the agenda packet. He informed the Committee that Animal Control will begin to spay/neuter stray cats in an effort to reduce the stray population.

Sheriff Bean updated the Committee on a case that involves animal hoarding. The situation escalated and criminal charges of animal cruelty were sought in the case.

7. Tele-Rad Maintenance Agreement

According to Sergeant Mike Gank, there are no substantial changes to the agreement from previous years which had been reviewed by legal counsel. Sheriff Bean told the Committee Tele-Rad is a “preferred company” for servicing by Motorola for this region. Sergeant Gank said that the County could go outside Tele-Rad to a different certified vendor, but the cost for travel time for the other vendors increases greatly. Mr. Gank indicated Tele-Rad does a good job servicing the radios.

Motion by Bargy, seconded by Zelenak, to recommend the Board of Commissioners authorize the Board Chairman to execute a service agreement with Tele-Rad, Inc. to maintain the Antrim County Sheriff Department’s radio system from January 1, 2018, through December 31, 2018.

Motion carries- Unanimous

8. Airport Consulting Services Statement of Qualifications

John Strehl, Airport Manager, told the Committee the only respondent to the request for qualifications came from Mead and Hunt. The Committee discussed Mead and Hunt’s proposal.

Motion by Zelenak, second by Bargy, to recommend the Board of Commissioners approve Mead and Hunt, Inc. as the firm selected to provide professional airport consulting services for the Antrim County Airport.

Motion carries- unanimous

Mr. Strehl announced the airport had received recognition from Aircraft Owners and Pilot Associations for the runway upgrade.

Capital Improvement Plan

Mr. Strehl said he had budgeted to replace two 500-gallon skid tanks used to fill up airport maintenance equipment. Neither the aeronautics agency nor the fire marshal have regular guidelines for the replacement of the tanks. He asked which type of tank the committee believed should be pursued; the Committee agreed on double-walled tanks on concrete pads with crash bars. Ms. Zelenak suggested Mr. Strehl get a letter from the fire marshal stating what is being pursued is allowed.

9. Antrim County Transportation (ACT) Update

Al Meacham, ACT Director, presented expense and revenue schedules for ACT.

Mr. Meacham a Contract Clauses Certification (see attached pg. 12) from Michigan Department of Transportation (MDOT). It was asked that legal counsel review before being signed by the Board Chair.

Mr. Meacham also presented a resolution of intent to apply for state funding from MDOT for fiscal year 2019 (see attached pg. 13).

Motion by Bargy, seconded by Zelenak, to recommend the Board of Commissioner authorize the Board Chair to execute the FY 2019 Resolution of Intent.

Motion carries- unanimous

Ms. Zelenak asked about the possibility of moving recycling bins within the ACT parking lot to allow for better maneuverability for busses. It was the consensus of the Committee that the Administration Office contact Tom Clement with the Antrim Conservation District, who manages the recycling program for the County.

Ms. Zelenak also asked about the possibility of providing passengers with emergency totes that include blankets in the event of an emergency .

10. Various Matters

It was the consensus of the committee to have the Administration Office send a reply to Judge Hayes regarding bill SB-730 that has been pulled, and to inform us if and when there is new traction/additional information.

Mr. Garwood reminded the Committee the Michigan Association of Counties (MAC) Legislative Conference is scheduled for March 26-28. He suggested rescheduling the March committee meeting to accommodate those members who wish to attend the conference.

Motion by Zelenak, seconded by Bargy, to move the March meeting to March 21 due to scheduling conflicts.

Motion carries- unanimous

11. Public Comment

None.

The meeting adjourned at 12:47

GL NUMBER	DESCRIPTION	2017		YTD BALANCE 12/31/2017	ACTIVITY FOR MONTH 12/31/17	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2017 AMENDED BUDGET				
Fund 297000 - COMMISSION ON AGING							
Revenues							
Dept 000							
297000-000-403.000	CURRENT TAX COUNTY	620,625.00	620,625.00	627,525.41	0.00	(6,900.41)	101.11
297000-000-407.000	DELINQUENT TAX COUNTY	39,605.00	39,605.00	40,780.93	(27.83)	(1,175.93)	102.97
297000-000-412.000	DDA RECAPTURE REIMBURSEMENT	350.00	350.00	216.64	0.00	133.36	61.90
297000-000-417.000	PERSONAL PROP. TAX-COUNTY PORTION	31,060.00	31,060.00	28,085.00	0.00	2,975.00	90.42
297000-000-423.000	INDUSTRIAL FACILITIES TAX	350.00	350.00	291.76	0.00	58.24	83.36
297000-000-424.000	COMM FOREST RESR-CO PORTION	75.00	75.00	97.33	0.00	(22.33)	129.77
297000-000-425.002	P.I.L.T.	2,500.00	2,500.00	2,533.33	0.00	(33.33)	101.33
297000-000-426.010	SUMMER TAX INTEREST	75.00	75.00	90.98	0.00	(15.98)	121.31
297000-000-522.001	FEDERAL - CONGREGATE MEALS - U.S.D.A	17,626.00	17,626.00	8,945.65	0.00	8,680.35	50.75
297000-000-522.002	FEDERAL - HOME DELIVERED - U.S.D.A.	16,659.00	16,659.00	8,673.57	0.00	7,985.43	52.07
297000-000-565.001	FROM STATE - AGING - C-1	38,594.00	38,594.00	43,388.00	3,615.67	(4,794.00)	112.42
297000-000-565.002	FROM STATE - AGING - C-2	63,027.00	63,027.00	57,900.80	4,639.42	5,126.20	91.87
297000-000-565.008	FEMA	1,600.00	1,600.00	1,143.00	0.00	457.00	71.44
297000-000-565.012	STATE - CARE MANAGEMENT	37,500.00	37,500.00	24,483.50	2,698.20	13,016.50	65.29
297000-000-586.001	CONTRACTED WAIVER PAYMENT	40,000.00	40,000.00	50,211.10	2,726.25	(10,211.10)	125.53
297000-000-586.004	MIPPA REIMBURSEMENT	2,000.00	2,000.00	3,250.00	150.00	(1,250.00)	162.50
297000-000-640.040	AGING PROJECT INCOME-MEALS-DINING	4,000.00	4,000.00	813.00	90.00	3,187.00	20.33
297000-000-640.041	AGING PROJECT INCOME - MEALS - BELLAIRE	28,000.00	28,000.00	31,752.68	2,490.18	(3,752.68)	113.40
297000-000-640.042	AGING PROJ. INCOME - MEALS - CENTRAL LA	4,000.00	4,000.00	4,134.47	373.00	(134.47)	103.36
297000-000-640.045	AGING PROJ. INCOME - MEALS - ELK RAPIDS	8,800.00	8,800.00	7,180.40	453.20	1,619.60	81.60
297000-000-640.047	AGING PROJECT INCOME - MEALS - MANCELON	8,200.00	8,200.00	10,849.11	901.00	(2,649.11)	132.31
297000-000-640.048	MEMORIALS - AGING	1,000.00	1,000.00	3,585.00	20.00	(2,585.00)	358.50
297000-000-640.049	HOME CHORE	18,000.00	18,000.00	17,080.00	2,400.00	920.00	94.89
297000-000-640.050	AGING PROJ. INCOME - HOME DELIVERED MEA	19,500.00	19,500.00	19,862.00	1,518.00	(362.00)	101.86
297000-000-640.060	SENIOR TRIPS	4,500.00	4,500.00	7,563.00	585.00	(3,063.00)	168.07
297000-000-641.003	SENIOR ACTIVITIES	500.00	500.00	122.00	25.00	378.00	24.40
297000-000-641.004	AGING - FROM OUTSIDE FUND RAISERS	5,000.00	5,000.00	8,636.99	165.00	(3,636.99)	172.74
297000-000-641.005	AGING - MISCELLANEOUS	1,500.00	1,500.00	2,224.00	370.00	(724.00)	148.27
297000-000-641.006	BUSINESS OPERATIONS	8,000.00	8,000.00	7,620.08	459.65	379.92	95.25
297000-000-641.007	CSS HOMEMAKER IN HOME SERVICES	5,000.00	5,000.00	6,229.88	469.13	(1,229.88)	124.60
297000-000-641.008	CSS PERSONAL CARE IN HOME SERVICES	8,500.00	8,500.00	8,555.81	548.75	(55.81)	100.66
297000-000-641.009	CSS AGING - RESPITE CARE	6,000.00	6,000.00	4,769.48	412.00	1,230.52	79.49
297000-000-641.010	TRUCK FUND SPECIAL FUNDRAISER	450.00	450.00	530.00	0.00	(80.00)	117.78
297000-000-641.013	SPECIALIZED FUNDRAISERS	0.00	7,000.00	6,838.00	0.00	162.00	97.69
297000-000-665.000	INTEREST EARNED INVEST & CDS	1,500.00	1,500.00	4,640.79	404.33	(3,140.79)	309.39
297000-000-669.000	RENTS	1,800.00	1,800.00	2,100.00	450.00	(300.00)	116.67
297000-000-675.000	CONTRACT TRANSPORTATION/SENIOR COMPANIO	14,500.00	14,500.00	14,908.24	3,238.90	(408.24)	102.82
297000-000-698.001	UNREALIZED GAIN/LOSS	75.00	75.00	(115.22)	(122.55)	190.22	(153.63)
Total Dept 000		1,060,471.00	1,067,471.00	1,067,496.71	29,052.30	(25.71)	100.00
TOTAL REVENUES		1,060,471.00	1,067,471.00	1,067,496.71	29,052.30	(25.71)	100.00
Expenditures							
Dept 000							
297000-000-933.000	BANKING SERVICE FEES	40.00	40.00	36.12	3.00	3.88	90.30
Total Dept 000		40.00	40.00	36.12	3.00	3.88	90.30
Dept 668 - AGING - HOMECHORE							
297000-668-802.000	CONTRACTUAL SERVICES-IN HOME	3,000.00	3,000.00	637.50	375.00	2,362.50	21.25
297000-668-861.000	TRAVEL	150.00	150.00	0.00	0.00	150.00	0.00
297000-668-901.000	PRINTING AND PUBLISHING	300.00	300.00	470.80	0.00	(170.80)	156.93



GL NUMBER	DESCRIPTION	2017		YTD BALANCE 12/31/2017	ACTIVITY FOR MONTH 12/31/17	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2017 AMENDED BUDGET				
Fund 297000 - COMMISSION ON AGING							
Expenditures							
297000-668-931.000	PLOWING	55,000.00	55,000.00	61,220.00	26,805.00	(6,220.00)	111.31
Total Dept 668 - AGING - HOMECHORE		58,450.00	58,450.00	62,328.30	27,180.00	(3,878.30)	106.64
Dept 672 - AGING - TITLE III C1 CONGREGATE MEALS							
297000-672-703.000	WAGES - DEPUTY#1, OFF MGR, SEC, 1ST ASS	13,030.00	13,030.00	13,100.94	1,115.94	(70.94)	100.54
297000-672-705.000	OTHER WAGES	50,270.00	50,270.00	50,937.41	4,837.32	(667.41)	101.33
297000-672-708.000	WAGES - PART TIME	62,440.00	62,950.00	44,308.68	4,238.94	18,641.32	70.39
297000-672-715.000	FICA - COUNTY SHARE	9,620.00	9,620.00	9,198.46	779.71	421.54	95.62
297000-672-718.000	RETIREMENT - COUNTY SHARE	7,485.00	17,697.00	10,329.37	960.26	7,367.63	58.37
297000-672-724.000	WORKERS' COMPENSATION	10,200.00	10,200.00	7,881.00	(2,238.00)	2,319.00	77.26
297000-672-725.000	TRAINING	500.00	500.00	226.00	184.00	274.00	45.20
297000-672-741.000	OPERATING SUPPLIES	4,000.00	4,000.00	4,355.28	1,023.73	(355.28)	108.88
297000-672-742.000	UNIFORMS	3,000.00	3,000.00	3,088.17	219.31	(88.17)	102.94
297000-672-802.000	CONTRACTUAL SERVICES	750.00	4,050.00	3,939.78	0.00	110.22	97.28
297000-672-802.016	CONTRACTUAL SERVICES-DINING OUT	8,000.00	8,000.00	8,214.00	2,076.00	(214.00)	102.68
297000-672-807.000	DUES & SUBSCRIPTIONS	1,000.00	1,000.00	930.00	0.00	70.00	93.00
297000-672-814.001	RAW FOOD COST	70,000.00	70,000.00	62,921.06	8,690.87	7,078.94	89.89
297000-672-814.002	DISPOSABLES	6,000.00	6,000.00	5,720.41	765.46	279.59	95.34
297000-672-855.000	TELEPHONE	2,100.00	2,100.00	2,298.43	436.68	(198.43)	109.45
297000-672-861.000	TRAVEL	500.00	500.00	562.82	169.06	(62.82)	112.56
297000-672-922.000	GAS	4,000.00	4,000.00	2,783.58	512.68	1,216.42	69.59
297000-672-923.000	WATER	0.00	0.00	197.19	197.19	(197.19)	100.00
297000-672-932.000	BUILDING MAINTENANCE	2,000.00	2,800.00	2,562.04	6.56	237.96	91.50
297000-672-933.001	EQUIPMENT MAINTENANCE	3,000.00	3,000.00	2,416.70	0.00	583.30	80.56
297000-672-935.000	TRASH REMOVAL	1,300.00	1,300.00	1,138.50	103.50	161.50	87.58
297000-672-940.000	RENT BUILDING SPACE	11,000.00	11,000.00	9,580.00	1,706.00	1,420.00	87.09
297000-672-980.000	EQUIPMENT-COA-TITLE III-C1	2,500.00	2,500.00	6,040.70	3,547.46	(3,540.70)	241.63
Total Dept 672 - AGING - TITLE III C1 CONGREGATE MEALS		272,695.00	287,517.00	252,730.52	29,332.67	34,786.48	87.90
Dept 674 - AGING - TITLE III C2 HOME DELIVERED MEAL							
297000-674-703.000	WAGES - DEPUTY#1, OFF MGR, SEC, 1ST ASS	12,025.00	12,865.00	13,970.90	989.61	(1,105.90)	108.60
297000-674-705.000	OTHER WAGES	46,405.00	46,405.00	52,055.54	3,274.80	(5,650.54)	112.18
297000-674-708.000	WAGES - PART TIME	16,500.00	16,632.00	15,310.32	1,154.59	1,321.68	92.05
297000-674-715.000	FICA - COUNTY SHARE	5,735.00	5,893.00	5,312.33	414.56	580.67	90.15
297000-674-718.000	RETIREMENT - COUNTY SHARE	6,795.00	16,355.00	10,650.06	687.85	5,704.94	65.12
297000-674-741.000	OPERATING SUPPLIES	500.00	500.00	260.91	44.23	239.09	52.18
297000-674-802.000	CONTRACTUAL SERVICES	932.00	932.00	893.13	0.00	38.87	95.83
297000-674-807.000	DUES & SUBSCRIPTIONS	1,000.00	1,000.00	660.00	0.00	340.00	66.00
297000-674-814.001	RAW FOOD COST	62,000.00	62,000.00	47,869.55	5,583.53	14,130.45	77.21
297000-674-814.002	DISPOSABLES	13,000.00	13,000.00	12,370.03	2,230.62	629.97	95.15
297000-674-855.000	TELEPHONE	100.00	100.00	77.97	6.13	22.03	77.97
297000-674-864.000	VEHICLE MAINTENANCE	8,000.00	8,000.00	4,743.97	941.96	3,256.03	59.30
297000-674-865.000	GAS AND OIL	15,000.00	15,000.00	8,522.42	1,795.52	6,477.58	56.82
297000-674-923.000	WATER	2,500.00	2,500.00	2,133.77	182.64	366.23	85.35
297000-674-980.000	EQUIPMENT-COA-TITLE III C2	1,000.00	1,000.00	91.71	23.68	908.29	9.17
Total Dept 674 - AGING - TITLE III C2 HOME DELIVERED MEAL		191,492.00	202,182.00	174,922.61	17,329.72	27,259.39	86.52
Dept 677 - AGING - EVENTS COORDINATOR							
297000-677-705.000	OTHER WAGES	12,700.00	12,700.00	10,396.68	1,786.06	2,303.32	81.86
297000-677-705.000	PART TIME EVENTS	2,900.00	2,900.00	2,901.36	301.44	0.00	100.05

User: parliamentj

PERIOD ENDING 12/31/2017

DB: Antrim County

% Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	2017		YTD BALANCE 12/31/2017	ACTIVITY FOR	AVAILABLE BALANCE	% BGDG USED
		ORIGINAL BUDGET	2017 AMENDED BUDGET		MONTH 12/31/17		
Fund 297000 - COMMISSION ON AGING							
Expenditures							
297000-677-715.000	FICA - COUNTY SHARE	1,194.00	1,194.00	1,231.54	155.65	(37.54)	103.14
297000-677-718.000	RETIREMENT - COUNTY SHARE	1,872.00	3,921.00	3,745.26	312.78	175.74	95.52
297000-677-719.000	OTHER FINGE - AD&D ETC.	130.00	460.00	328.20	27.53	131.80	71.35
297000-677-725.000	TRAINING	200.00	200.00	200.00	0.00	0.00	100.00
297000-677-802.297	ACTIVITIES - COMM ON AGING	5,000.00	5,000.00	3,218.25	242.50	1,781.75	64.37
297000-677-861.000	TRAVEL	500.00	500.00	408.06	26.75	91.94	81.61
297000-677-965.000	SPECIALIZED EXPENDITURE-SENIOR TRIP	0.00	6,000.00	5,878.03	737.40	121.97	97.97
Total Dept 677 - AGING - EVENTS COORDINATOR		24,496.00	32,875.00	28,307.38	3,590.11	4,567.62	86.11
Dept 679 - AGING - TRANSPORTATION							
297000-679-802.000	CONTRACTUAL SERVICES	18,000.00	18,000.00	12,478.87	2,816.55	5,521.13	69.33
297000-679-861.000	TRAVEL	6,800.00	6,800.00	8,062.42	1,266.14	(1,262.42)	118.57
Total Dept 679 - AGING - TRANSPORTATION		24,800.00	24,800.00	20,541.29	4,082.69	4,258.71	82.83
Dept 681 - AGING - MEMORIALS							
297000-681-802.000	CONTRACTUAL SERVICES	4,500.00	4,500.00	1,991.28	450.76	2,508.72	44.25
Total Dept 681 - AGING - MEMORIALS		4,500.00	4,500.00	1,991.28	450.76	2,508.72	44.25
Dept 683 - AGING - HEALTH SCREENS							
297000-683-708.000	WAGES - PART TIME	35,800.00	35,800.00	28,013.72	3,586.82	7,786.28	78.25
297000-683-715.000	FICA - COUNTY SHARE	2,739.00	2,739.00	2,143.06	274.41	595.94	78.24
297000-683-861.000	TRAVEL	6,500.00	6,500.00	3,861.89	281.69	2,638.11	59.41
Total Dept 683 - AGING - HEALTH SCREENS		45,039.00	45,039.00	34,018.67	4,142.92	11,020.33	75.53
Dept 685 - AGING-PERSONAL CARE							
297000-685-708.000	WAGES - PART TIME	29,750.00	29,750.00	19,736.60	1,759.33	10,013.40	66.34
297000-685-715.000	FICA - COUNTY SHARE	2,276.00	2,276.00	1,404.41	100.16	871.59	61.71
297000-685-861.000	TRAVEL	15,000.00	15,000.00	7,643.84	458.23	7,356.16	50.96
Total Dept 685 - AGING-PERSONAL CARE		47,026.00	47,026.00	28,784.85	2,317.72	18,241.15	61.21
Dept 686 - AGING - BUSINESS OPERATIONS							
297000-686-703.000	WAGES - DEPUTY#1, OFF MGR, SEC, 1ST ASS	25,050.00	27,372.16	26,384.32	2,105.55	987.84	96.39
297000-686-705.000	OTHER WAGES	31,340.00	31,340.00	27,201.05	6,433.72	4,138.95	86.79
297000-686-708.000	WAGES - PART TIME	37,440.00	37,440.00	34,967.81	7,090.42	2,472.19	93.40
297000-686-709.000	OVERTIME AND HOLIDAY	0.00	0.00	46.24	0.00	(46.24)	100.00
297000-686-714.000	EMPLOYEE ANNUITY BENEFIT	8,688.00	8,688.00	12,531.00	6,014.88	(3,843.00)	144.23
297000-686-714.002	1:1 RATIO ANNUITY BENEFIT	250.00	507.00	506.07	0.00	0.93	99.82
297000-686-715.000	FICA - COUNTY SHARE	7,845.00	8,039.00	7,395.65	1,623.90	643.35	92.00
297000-686-716.000	HEALTH INSURANCE	69,241.00	69,241.00	45,368.63	3,448.21	23,872.37	65.52
297000-686-716.008	DELTA DENTAL INSURANCE	5,640.00	5,640.00	5,062.04	439.36	577.96	89.75
297000-686-718.000	RETIREMENT - COUNTY SHARE	8,456.00	8,456.00	2,715.97	943.06	5,740.03	32.12
297000-686-719.000	OTHER FINGE - AD&D ETC.	2,545.00	2,545.00	2,319.52	199.53	225.48	91.14
297000-686-721.000	PERSONAL LEAVE	0.00	0.00	2,396.24	2,396.24	(2,396.24)	100.00
297000-686-724.000	WORKERS' COMPENSATION	6,500.00	6,500.00	2,632.55	(3,621.00)	3,867.45	40.50
297000-686-725.000	TRAINING	4,800.00	4,800.00	498.61	28.85	4,301.39	10.39
297000-686-725.000	Head & Public Safety - OFFICE	0.00	0.00	1,224.34	59.49	(1,224.34)	100.00

REVENUE AND EXPENDITURE REPORT FOR ANTRIM COUNTY
 PERIOD ENDING 12/31/2017
 % Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	2017		YTD BALANCE 12/31/2017	ACTIVITY FOR MONTH 12/31/17	AVAILABLE BALANCE	% BGDY USED
		ORIGINAL BUDGET	2017 AMENDED BUDGET				
Fund 297000 - COMMISSION ON AGING							
Expenditures							
297000-686-741.000	OPERATING SUPPLIES	5,000.00	5,000.00	4,035.28	222.47	964.72	80.71
297000-686-802.000	CONTRACTUAL SERVICES	37,000.00	37,000.00	30,719.00	7,203.52	6,281.00	83.02
297000-686-807.000	DUES & SUBSCRIPTIONS	600.00	600.00	204.00	0.00	396.00	34.00
297000-686-814.001	RAW FOOD COST	0.00	2,000.00	2,000.00	0.00	0.00	100.00
297000-686-841.000	PHYSICAL EXAMS EMPLOYEES	500.00	500.00	805.00	0.00	(305.00)	161.00
297000-686-852.000	POSTAGE	2,800.00	2,800.00	2,558.66	205.49	241.34	91.38
297000-686-855.000	TELEPHONE	2,800.00	2,800.00	2,570.58	368.86	229.42	91.81
297000-686-861.000	TRAVEL	750.00	750.00	675.37	302.28	74.63	90.05
297000-686-862.000	CONFERENCE/CONVENTION	500.00	500.00	458.64	185.64	41.36	91.73
297000-686-864.000	VEHICLE MAINTENANCE	5,000.00	5,000.00	325.48	0.00	4,674.52	6.51
297000-686-865.000	GAS AND OIL	1,200.00	1,200.00	421.78	0.00	778.22	35.15
297000-686-881.000	ADVERTISING - RECRUITING	500.00	500.00	497.40	0.00	2.60	99.48
297000-686-901.000	PRINTING AND PUBLISHING	2,000.00	2,000.00	2,376.11	0.00	(376.11)	118.81
297000-686-921.000	ELECTRIC	13,000.00	13,000.00	9,956.01	1,517.54	3,043.99	76.58
297000-686-931.000	PLOWING	2,000.00	2,000.00	1,945.00	935.00	55.00	97.25
297000-686-932.000	BUILDING MAINTENANCE	10,000.00	55,829.00	47,532.50	192.50	8,296.50	85.14
297000-686-933.001	EQUIPMENT MAINTENANCE	5,000.00	5,000.00	117.42	0.00	4,882.58	2.35
297000-686-933.002	EQUIP. MAINT. AGREEMENTS	1,500.00	1,500.00	1,131.48	199.04	368.52	75.43
297000-686-934.000	GROUPS MAINT.	2,500.00	2,500.00	1,758.84	20.25	741.16	70.35
297000-686-940.000	RENT BUILDING SPACE	1,800.00	1,800.00	1,620.00	180.00	180.00	90.00
297000-686-980.000	EQUIPMENT	0.00	0.00	190.60	0.00	(190.60)	100.00
Total Dept 686 - AGING - BUSINESS OPERATIONS		302,245.00	352,847.16	283,149.19	38,694.80	69,697.97	80.25
Dept 687 - AGING - RESPITE							
297000-687-708.000	OTHER WAGES	69,380.00	69,380.00	39,032.08	2,332.14	30,347.92	56.26
297000-687-715.000	FICA - COUNTY SHARE	5,308.00	5,308.00	3,091.39	212.84	2,216.61	58.24
297000-687-861.000	TRAVEL	15,000.00	15,000.00	8,267.42	587.44	6,732.58	55.12
Total Dept 687 - AGING - RESPITE		89,688.00	89,688.00	50,390.89	3,132.42	39,297.11	56.18
TOTAL EXPENDITURES		1,060,471.00	1,144,964.16	937,201.10	130,256.81	207,763.06	81.85
Fund 297000 - COMMISSION ON AGING:							
TOTAL REVENUES		1,060,471.00	1,067,471.00	1,067,496.71	29,052.30	(25.71)	100.00
TOTAL EXPENDITURES		1,060,471.00	1,144,964.16	937,201.10	130,256.81	207,763.06	81.85
NET OF REVENUES & EXPENDITURES		0.00	(77,493.16)	130,295.61	(101,204.51)	(207,788.77)	168.14

Handicappers' Civil Rights Act, P.A. 220 of 1976, as amended, and the Americans with Disabilities Act, P.L. 101-336, 1990.

20. As required by Section 1395x(V)(1) of Title 42 of the United States Code, until the expiration of four years after the termination of this agreement, shall make available upon request to the Secretary of the US Department of Health and Human Services or upon request of the Comptroller General of the US General Accounting Office, or any of their duly authorized representatives, a copy of this agreement and such books, documents, and records as are necessary to certify the nature and extent of the costs of the services provided by the Contractor under this Agreement and verify the proper use and disclosure of confidential participant information.
21. Provide ongoing supervision and required training to staff as is indicated in the MDHHS/OSA Operating Standards for Service Programs.
22. Assure qualifications of staff by performing, at a minimum, criminal background and driving history checks.

Both Parties agree that:

1. The Provider is an independent contractor with respect to the PAHP, and that nothing in this agreement is intended to create an employer/employee relationship, a joint venture relationship, or any other relationship that allows the PAHP to exercise control or direction over the manner or method by which the Provider furnishes the services covered in this agreement. The services to be performed shall be provided in a manner consistent with all applicable laws, regulations, rules and standards governing such services, the provisions of the master contract with MDHHS, and the provisions of this agreement.
2. Subordinate to the master contract with MDHHS, periodic review may include amending the Agreement to reflect pertinent agreements that may be developed between the PAHP and other federal, state, and local agencies.
3. The PAHP retains the right to review, approve, and monitor the Provider's compliance with all rules, regulations, requirements applicable to the MI Choice Waiver program and that the PAHP, MDHHS, and CMS reserve the right, as a condition of funding, to require the development and implementation of corrective action plans if the subcontractor demonstrates inadequate performance.
4. This contract may be terminated prior to the expiration date by either party by giving sixty (60) days written notice to the other party by certified mail, except for circumstances in which federal, state or local resources for this program are reduced in which case termination of the contract requires thirty (30) days notice. Termination shall not relieve either party of any obligations incurred prior to the effective date of termination. In the event of the termination of this contract, the Provider agrees to promptly submit to the PAHP all information necessary for the reimbursement of any outstanding Medicaid claims, as requested.
5. This contract may be terminated with twenty-four hours notice based on any of the following actions on the Provider (Agency) or any member of its staff:
 - (1) Charges of gross misconduct of either a professional or personal nature.
 - (2) Suspension, restriction, or revocation of professional license or registration.
 - (3) Conviction of a crime, irrespective of whether such conviction is final.
 - (4) Is included in the Medicare/Medicaid list of providers who are suspended or excluded.
 - (5) Is the subject of an adverse action.
 - (6) Is determined to have committed a compliance violation.
 - (7) Fails to perform any services required in accordance with this agreement or standards of quality; or
 - (8) Violates PAHP policies and procedures after being given notice of failure to comply.
6. This contract is effective from 10/01/2017 through 09/30/2019, unless sooner terminated. Provider understands that this contract does not assure or imply continued funding beyond 09/30/2019. If neither party has informed the other party in writing that the contract will not be renewed and if the parties have not agreed to a new contract on before the expiration date, the contract shall automatically be extended on a month-to-month basis until a new contract is reached or the contract is terminated.



Memorandum Administration Office

January 23, 2018

TO: Health and Public Safety Committee

FR: Pete Garwood, Administrator 

RE: Hazardous Materials Emergency Preparedness (HMEP) Grant Application

Leslie Meyers, Emergency Services Coordinator, requests (see attached) that Peter Garwood, Local Emergency Planning Committee Chairman be authorized to execute the FY 2017-2018 Hazardous Materials Emergency Preparedness (HMEP) Grant Application.

The following motion is presented for your consideration:

Motion by _____, seconded by _____, to recommend the Board of Commissioners authorize the Local Emergency Planning Committee (LEPC) Chairman to execute the Hazardous Materials Emergency Preparedness (HMEP) Grant Application and to submit to the Emergency Management and Homeland Security Division of the Michigan State Police.

Memo: Public Safety Committee
From: Leslie Meyers, Coordinator
cc: Peter Garwood, County Administrator
Date: January 23, 2018
Re: HMGP Grant – SARA Title III

Each year, we receive funding from the Superfund Federal Authorization Act for the purpose of reviewing and updating documentation relating to all county facilities that store hazardous materials.

We received this year's application this afternoon with a due date of tomorrow. There is a new person overseeing the program. There are no changes and the application requires the signature of the LEPC Chair, which is Pete. The grant amount is subject to many factors and we range between \$1000 and \$1900 each year. I have discussed the lateness of our receiving the application with MSP (the fiduciary of the grant) and we can submit following the February 9, 2018 Commissioners meeting.

Recommendation

As the grant has not changed from the past several years, I respectfully request that the Public Safety Committee recommend that the County Board of Commissioners authorize Pete to execute the grant application on behalf of the Antrim County LEPC.

I acknowledge that I have reviewed a copy of the Contract Clauses. I understand that the nature of the project will determine which requirements of the contract clauses apply and I will comply with all applicable clauses for all FTA-funded contracts for the application year.

Name Of The Person Authorized To Sign A Contract Or Project Authorization

Ed Boettcher

Legal Organization Name

Antrim County Transportation

Title Of Authorized Signer

Signature Of Authorized Signer ** (See Below)

Date

Chairman

.....

** If the organization has a master agreement with MDOT, the organization name must match the name as it appears on the master agreement and the signature must be the same as the authorized signer of the master agreement or an individual with legal authority to sign a project authorization for the organization. Your agency can change, add or remove and authorized signer at any time by completing a signature resolution.

FY 2019 RESOLUTION OF INTENT

The approved resolution of intent to apply for state formula operating assistance for
fiscal year 2019 under Act 51 of the Public Acts of 1951, as amended.

WHEREAS, pursuant to Act 51 of the Public Acts of 1951, as amended (Act 51), it is necessary for the
Antrim County Transportation (hereby known as THE APPLICANT)
established under Act 241-233 to provide a local transportation program for the state fiscal year of 2018 and,
therefore, apply for state financial assistance under provisions of Act 51; and

WHEREAS, it is necessary for the governing body, to name an official representative for all public
transportation matters, who is authorized to provide such information as deemed necessary by the State
Transportation Commission or department for its administration of Act 51; and

WHEREAS, it is necessary to certify that no changes in eligibility documentation have occurred during
the past state fiscal year; and

WHEREAS, the performance indicators have been reviewed and approved by the governing body.

WHEREAS, THE APPLICATION , has reviewed and approved the proposed balance (surplus) budget,
and funding sources of estimated federal funds \$ 154,669 estimated state funds \$ 327,628
estimated local funds \$ 175,000 with total estimated expenses of \$ 836,000

(Note: Local funds include fare box and any other local revenue)

NOW THEREFORE, be it resolved that THE APPLICANT hereby makes its intentions known to provide
public transportation services and to apply for state financial assistance with this annual plan, in accordance
with Act 51; and

HEREBY, appoints Alan Meacham, ACT Executive Director as the Transportation Coordinator, for all public
transportation matters, who is authorized to provide such information as deemed necessary by the State
Transportation Commission or department for its administration of Act 51 for 2019

i, Sheryl A Guy (Name) Clerk of the County of Antrim County
(Secretary/Clerk) of THE Applicant , having custody of the records and proceedings of THE APPLICANT,
does hereby certify that I have compared this resolution adopted by THE APPLICANT at the meeting of
20 with the original minutes now on file and of record in the office and that this resolution
is true and correct.

IN TESTIMONY WHEREOF, I have hereunto set my hand
and affixed seal of said , this
day of A.D. 20
SIGNATURE

Health and Public Safety Committee

Karen Bargy

Brenda Ricksgers, Chair

Melissa Zelenak

Minutes February 21, 2018

Members present: Brenda Ricksgers, Karen Bargy, Melissa Zelenak

Members absent: None

Others present: Pete Garwood, Mathew Cooke, Ed Boettcher, Leslie Meyers, Todd Rawlings, Mike Gank, Dean Pratt, Dan Bean, Deb Peters, Al Meachem

1. The meeting was called to order at 9:04 a.m. by Chair Brenda Ricksgers

2. Public Comment

None.

3. Emergency Services

Leslie Meyers, Emergency Services Coordinator, provided a written update with the agenda packet. Ms. Meyers indicated that the first FIRE CORPS meeting went well and saw interest from many citizens. She informed the Committee of an agriculture focused Emergency Services Rescue Training program, March 28th 7:00 p.m. at Kearney Township Hall. Ms. Meyers is also working on a location for a two-day farm equipment rescue training with Stan Moore and Rocky Top Farms.

FIRE CORPS Name Change Consideration

Ms. Meyers explained that this name change will help with uniformity and funding from Region 7.

Motion by Melissa Zelenak, seconded by Karen Bargy to recommend the Board of Commissioners approve a motion to change the name of the Antrim County Fire Corp to the Antrim County Community Emergency Response Team (CERT).

Motion Carries- Unanimous

Ms. Meyers said that the RAVE system is in place and the Emergency Services Facebook page and Commission on Aging are promoting the program. Sergeant Mike Gank spoke on the benefits the RAVE system provides to dispatchers.

4. Sheriff's Office

Sheriff Dan Bean discussed with the Committee the Animal Control summary report that was included in the agenda packets.

Capital Outlay Budget Amendment Request

Sheriff Bean and Sergeant Gank presented the 911 Operating and Wireless Capital Outlay requests for 2017 and 2018. The Committee discussed the 2018 projects request. Sheriff Bean told the Committee the 2018 updated budget numbers are for total project costs all in a single year as opposed to multi-phased project costs over more than one year.

Motion by Karen Bargy, seconded by Melissa Zelenak to recommend the Finance Committee identify the 911 Operating Fund 261 as the funding source to complete the MCT Project, if the Board of Commissioners approve a budget amendment to add the project to the 2018 budget.

Motion Carries- Unanimous

Motion by Karen Bargy, seconded by Melissa Zelenak to recommend the Finance Committee identify the 911 Wireless Fund 262 as the funding source to increase the amount budgeted for capital outlay for the 911 Dispatch Center, if the Board of Commissioners approve a 2018 budget amendment to increase funding for the identified projects.

Motion Carries- Unanimous

Motion by Karen Bargy, seconded by Melissa Zelenak to recommend the Board of Commissioners approve a 2018 budget amendment to increase funding for capital outlay (261000-901-980.000) from the ending fund balance in Fund 261 in the amount of \$419,731.91 for the MCT project and authorize the Finance Director to make the appropriate budget amendments.

Motion Carries- Unanimous

Motion by Karen Bargy, seconded by Melissa Zelenak to recommend the Board of Commissioners approve a 2018 budget amendment for Fund 262 911 Wireless - Capital Outlay (262000-901-980.000) to increase funding for the identified projects as listed below in the amount of \$96,000 and authorize the Finance Director to make the appropriate budget amendments.

UPS	\$ 30,000
Dispatch Furniture	\$ 52,000
Carpet	\$ 11,000
NG9-1-1	\$150,000
Virtual Server	<u>\$ 60,000</u>
TOTAL	<u>\$303,000</u>

Motion Carries- Unanimous

K-9 Program Budget Amendment Request

Motion by Melissa Zelenak, seconded by Karen Bargy to recommend the Board of Commissioners authorize the Finance Director to make the following 2018 budget amendments and fund transfers for the General Fund and the K-9 Fund.

Increase Revenue transfer in from the General Fund \$5815.

Fund 272, K-9, Revenue, Transfer In from General Fund (272000-000-699.101) \$5815

Decrease Expenditures in the General Fund, Sheriff Department for the above transfer to Fund 272 Revenue.

General Fund, Sheriff, Operating Supplies (101000-301-741.000) \$815

General Fund, Sheriff, Gas & Oil (101000-301-865.000) \$5,000

TOTAL Decrease in General Fund 101 Expenditures \$5815

Increase Expenditure

General Fund, Transfer out to K-9, Fund 272 (101000-967-956.272) \$5815

Increase Expenditures- Additional information for the General Ledger detail below is that Veterinary is for emergency care, operating supplies includes food and Equipment is for leashes and toys.

Fund 272, Sheriff, Veterinary (272000-301-741.001) \$5000

Fund 272, Sheriff, Dues & Subscriptions (272000-301-807.000) \$65

Fund 272, Sheriff, Operating Supplies (272000-301-741.000) \$500

Fund 272, Sheriff, Equipment (272000-301-980.000) \$250

TOTAL Increase in Fund 272 Expenditures \$5815

Motion Carries- Unanimous

5. Commission on Aging (COA)

Ms. Bargy informed the Committee she submitted information to the local newspaper in regards to services offered by COA. She asked Ms. Parliament to let her know if there is an uptick in services, as well as if there are any other services that could be advertised.

Manna Sponsored Agency Agreement

Mr. Garwood indicated that there were no changes to this agreement and that it had been reviewed by legal in the past. **Ms. Bargy noted that this is a supplemental agreement that refers to the initial application and reinstates our relationship separate of the MOU that was signed in 2015.**

Motion by Karen Bargy, seconded by Melissa Zelenak, to recommend the Board of Commissioners authorize the Board Chairman to execute, on behalf of the Commission on Aging, the Sponsored Agency Agreement & Release with The Manna Food Project effective for 24 months from date of execution.

Motion Carries- Unanimous

Northern Healthcare Management (NHCM) Agreement – Amendment

Ms. Parliament told the Committee that without an agreement in place, funds can be withheld. She said the County has a great relationship with NHCM and recommended entering into this agreement with them.

Motion by Melissa Zelenak, seconded by Karen Bargy, to recommend the Board of Commissioners authorize the Board Chairman to execute, on behalf of the Antrim County Commission on Aging, Addendum A, Amendment No. 1 running from 1/1/18 – 9/30/19, to the FY2017-2019 Northern Health Care Management Provider Agreement.

Motion Carries- Unanimous

Area Agency on Aging of Northwest Michigan (AAANM)

Ms. Parliament highlighted an email from Denise Plakmeyer regarding Champs.

Motion by Karen Bargy, seconded by Melissa Zelenak, to recommend the Board of Commissioners authorize the Board Chairman, on behalf of the Commission on Aging, to execute Fiscal Year 2017-2018 Purchase of Service Agreement - Amendment No. 1 with the Area Agency on Aging of Northwest Michigan (AAANM) from 1/1/18 – 9/30/18.

Motion Carries- Unanimous

Motion by Karen Bargy, seconded by Melissa Zelenak, to recommend the Board of Commissioners authorize the Board Chairman, on behalf of the Commission on Aging, to execute the Business Associate Agreement with the Area Agency on Aging of Northwest Michigan (AAANM) beginning 1/1/18.

Motion Carries- Unanimous

Michigan Medicare/Medicaid Assistance Program (MMAP) Beneficiary Outreach & Assistance Agreement

~~Mr. Boettcher~~ **Ms. Parliament** said there was a possibility this program may disband. Ms. Bargy noted there may be outside funding available if that happened.

Motion by Karen Bargy, seconded by Melissa Zelenak, to recommend the Board of Commissioners authorize the Board Chairman to execute, on behalf of the Antrim County Commission on Aging, the MIPPA Beneficiary Outreach & Assistance Purchase of Service Agreement with MMAP, Inc. from 10/1/17 – 9/29/18.

Motion Carries Unanimous

6. Veterans Affairs Update

Deborah Peters, Veterans Affairs Director, informed the Committee the open Veterans Service Officer position had received ten applications to date. The application deadline is March 1, 2018; she is hoping for an early April start date. Ms. Peters informed the Committee of the days that the office will be closed with no staff available (March 5th, 14th, 19th and 21st). The Committee asked that notification be available for veterans. Mr. Garwood said the Administration Office can help while the office is closed.

7. Airport Update

Financial Reports

John Strehl, Airport Manager, had included financial information in the agenda packets.

Automated Weather Observation System (AWOS) Operational Contract (see attached pg. 6)

Mr. Garwood explained that the AWOS has been at the airport since 1995. The 5-year contract being presented includes a change that states any legal action goes through MDOT.

Motion by Melissa Zelenak, seconded by Karen Bargy, to recommend the Board of Commissioners adopt the provided resolution to authorize the Board Chairman to execute an agreement between Antrim County and the Michigan Department of Transportation (MDOT) for the continued operation and maintenance of the Weather Observation and Data Dissemination System commonly referred to as the Automated Weather Observation System (AWOS) for a five (5) year period.

Motion Carries- Unanimous

8. Antrim County Transportation (ACT) Update

Al Meacham, ACT Director, presented expense and revenue schedules for ACT. Ms. Bargy sent information to the local newspaper to promote ACT. She asked Mr. Meacham to note whether he sees an increase in rider traffic. The Committee also discussed looking into volunteer drivers for seniors. Mr. Garwood indicated he had spoken with legal counsel regarding emergency kits on buses. The Committee asked that Mr. Meacham look in to providing thermal blankets for each seat on each bus.

Amendment of ACT Master Contract

Motion by Melissa Zelenak, seconded by Karen Bargy to recommend the Board of Commissioners approve a resolution to approve the amendment to the Master Agreement between the Michigan Department of Transportation (MDOT) and the Antrim County Board of Commissioners (No. 2017-0009).

Motion Carries- Unanimous

9. Various Matters

Ms. Bargy asked about the fuel tank replacement project at the airport. Mr. Garwood indicated that Mr. Strehl is working with the Fire Marshall and other airports.

Ms. Bargy asked about the LEPC (HEMP Grant) fund. Deb Haydell, Finance Director, said that money was budgeted.

Ms. Bargy asked about the status of mic fees. Ms. Haydell said we are still searching for a signed contract between the County and the State. Mr. Garwood said because we have no signed contract, we cannot have civil counsel review the contract. Ms. Haydell said if a contract is not located by the end of the week, we will have to seek legal advice on the next steps. Ms. Bargy asked that civil counsel be consulted because there are issues with 911 systems that the State will not fix because of the unpaid mic fees.

Ms. Bargy asked about Judge Hayes' legislative concerns. Mr. Garwood said Carol Stocking, 86th Court Administrator, and Mike Stepka, 86th District Court judge, are proposing a compromise that would make Antrim County a single court, leaving Leelanau and Grand Traverse counties a combined unit.

10. Public Comment

None.

The meeting adjourned at 12:10

Antrim County
Resolution #___ of 2018

Whereas, Antrim County purchased an Automated Weather Observation System (AWOS) with the use of a grant from the Michigan Department of Transportation (MDOT) in 1995 and has successfully operated said system since that time, and

Whereas, the AWOS is crucial to the safe operation of the Antrim County Airport.

Therefore be it resolved, the Board Chairman be authorized to execute an agreement between Antrim County and the Michigan Department of Transportation (MDOT) for the continued operation and maintenance of the Weather Observation and Data Dissemination System commonly referred to as the Automated Weather Observation System (AWOS) for a five (5) year period.

Health and Public Safety Committee

Karen Bargy

Brenda Ricksgers, Chair

Melissa Zelenak

Minutes March 21, 2018

Members present: Brenda Ricksgers, Karen Bargy, Melissa Zelenak

Members absent:

Others present: Pete Garwood, Mathew Cooke, Ed Boettcher, Dawn LaVanway, Dean Pratt, Dan Bean,

1. The meeting was called to order at 9:00 a.m. by Chair Brenda Ricksgers

2. Public Comment

Undersheriff Dean Pratt read a written statement (see attached pgs. 7-8) regarding the actions taken by the Sheriff's Department during the March 10, 2018, homicide investigation. Mr. Pratt also read the following statement from a relative of the 15-year-old survivor:

"I strongly feel that all the law enforcement involved including the Antrim County Sheriff Department, Kalkaska County Sheriff's Department, Michigan State police, EMS, fire dept, Munson hospital did a great job with such a tragic situation. I am confident that law enforcement had it handled. If any of you want to do anything helpful and kind, keep all involved in your thoughts and prayers, especially for the man who passed from his injuries and his wife and family. If you don't have anything nice or helpful to say, keep it to yourself. There is a lot of families hurting from this tragedy and I want to remind you to be kind to one another and keep in mind most posts on social media regarding this tragedy have not been accurate. I wish I had known about this meeting so I could share my thoughts. "

Jim Janisse, Antrim County Detective Sergeant, stated that he was downstate during the incident but reminded the Committee the suspect was captured within eight hours. He thanked the Board for supplying the deputies with the tools that assisted in the capture; thanked the surrounding communities that sent responders; and stated he was proud of the work Antrim County Sheriff's deputies did to apprehend the suspect.

Donna Gundle-Krieg said she did not think anyone was criticizing the work of the officers during the capture but was expressing concern regarding the lack of notification from the Sheriff's Department, which she felt could have alleviated citizens' concerns.

Jess Davison said the suspect was dangerous; therefore, the people had a right to be informed. She also stated that utilizing social media could alleviate misinformation when incidents occur.

Barb Bradford said she does not have cell phone coverage where she lives, which means Smart 911 does not work. She was discouraged that her granddaughter alerted her to the incident and not the police.

Dawn LaVanway asked why the RAVE system was not used to alert the citizens of the incident. She said that social media is more popular today, and we should find ways to use it when emergencies occur. She said the incident has opened her eyes that communication needs to be improved during emergencies.

Ms. Ricksgers read an email she received from state representative Tristan Cole (see attached pgs. 9-10)

3. Emergency Services

Leslie Meyers, Emergency Services Coordinator, provided a written update with the agenda packet. Ms. Bargy asked that acronyms be spelled out in the future to provide context. Ms. Meyers informed the Committee the Community Emergency Response Team (CERT) has not yet adopted its by-laws. She stated a press release will be issued encouraging community members to join the CERT. She also indicated that the Sheriff's Department will be kept in the loop about CERT. Ms. Meyers went over the Emergency Action Guidelines with legal counsel to make sure he was aware of his responsibilities per the Emergency Action Guidelines.

Regarding the homicide response, Ms. Meyers said that Emergency Management is activated only when resources are exhausted and in this incident they were not, which is why she was not contacted. She also mentioned plans for Verizon bringing a tower to Shanty Creek, which could help with cell coverage in the County.

Paddle Antrim Ripple Effect Grant

Ms. Meyers said Paddle Antrim had approached her to apply for a grant to purchase two (2) 800 Mhz radios that could be used by Sheriff's Recreation Patrol, the CERT team, and relevant nonprofits. Ms. Meyers also said those who use the radios will have to be trained, and the radios will only be used as a part of Emergency Management.

Motion by Melissa Zelenak, seconded by Brenda Ricksgers to recommend the Board of Commissioners approve the Emergency Services Coordinator submit an application to the Paddle Antrim Ripple Effect Grant program for the purchase of two (2) 800 MHz radios.

Motion carries- Unanimous

Emergency Management Performance (EMP) Grant Application

Ms. Meyers said this money can be applied for because other communities had not spent their allocated grant dollars. The grant monies would go toward the purchase of fifteen (15) computers to be used for training purposes. The County would bear 50% of the costs, which Valerie Craft, IT Director, quoted a total cost of \$8,521.80. Ms. Bargy said she did not believe they were used enough and were not part of the five-year replacement policy. Ms. Meyers said that she uses them frequently for training, and are able to be checked out any time by MSU Extension for use by County staff, local fire departments, or in the event the Emergency Operation Center (EOC) is activated.

Motion by Karen Bargy, seconded by Melissa Zelenak, to recommend the Board of Commissioners approve the Emergency Services Coordinator submit an application for an Emergency Management Performance Grant through the Michigan State Police for the purchase of 15 laptop computers; and if awarded, the computers will not be subject to the five-year replacement policy.

Motion carries- Unanimous

4. E911

NG911 Intergovernmental Agreement Letter of Support

Peter Garwood, County Administrator, said legal counsel recommended signing the letter of intent. Ms. Bargy asked about the maintenance fees, which had not yet been determined. Mike Gank, 911 Dispatch Sergeant, said they were not yet determined because of the anticipation of being a part of the collaborative group. He said the \$6,000 figure listed represented the cost to the County as an individual entity rather than as part of a group for onsite maintenance. It was anticipated that the group onsite maintenance costs would be substantially cheaper than the individual costs. Mr. Gank said the proposed letter is a request to join the collaborative group and eventually the County Board of Commissioners would need to pass a resolution approving the Intergovernmental Agreement for NG 911 Call Handling System Project.

Motion by Karen Bargy, seconded by Melissa Zelenak to recommend the Board of Commissioners authorize the Chairman to sign the letter of intent to join the collaborative group for NG 911 Call Handling System Project.

Motion carries- Unanimous

Remote Viper System – West Agreement

Sergeant Gank said the Viper System is the only system that works with the collaborative group. The initial costs include the first year's maintenance, with years 2 through 5 quoted at \$6,974.81 per year. Sergeant Gank indicated the County would sign a new contract at the end of the five-year agreement and mentioned there may be some additional costs as hardware ages. Sergeant Gank confirmed the costs were in addition to the collaborative group's onsite maintenance costs. Ms. Bargy noted the initial year was included in the budget.

Motion by Karen Bargy seconded by Melissa Zelenak to recommend the Board of Commissioners authorize the Board Chairman to execute the Remote VIPER System Agreement between West Safety Solutions Corp. and Antrim County at a cost of \$127,437.63 for the first year and \$6,974.81 per year for years 2 through 5 for maintenance and recurring services.

Motion carries- Unanimous

Motion by Karen Bargy seconded by Melissa Zelenak to recommend the Finance Committee release the funds (\$127,437.63) for the Remote Viper System.

Motion carries- Unanimous

Sergeant Gank told the Committee that previous 911 legislation expired in March, but the State legislature had approved Senate Bill 400. This bill included an increase of 2% to 5% on surcharges for prepaid cell phones and an increase from \$.19 to \$.25 on technical surcharges. The funds from the prepaid surcharges would go to the County where the phone is registered. The funds from the technical surcharges would go to fund NG 911 build outs.

5. Sheriff's Office Update

Sheriff Dan Bean provided the Committee with a written Animal Control summary report that was included in the agenda packets. Sheriff Bean said that the Animal Control report is generated by Lauren Richards and said she was doing a great job.

Ms. Bargy asked about including an inventory of the total number of animals. She also inquired about the three dog bites. Sheriff Bean said the dogs had been quarantined, did not have rabies, and were eventually released to the owners. Quarantined animals are quarantined for ten days at \$10 dollars a day that must be paid before the animal is released.

Ms. Bargy asked about the RAVE system not being used during the homicide investigation. Sheriff Bean said that the system does not have the mass notification system yet. He said iPAWS is the mass notification system, but it is not ready yet. Ms. Bargy asked about amber alerts, weather alerts, etc. that notify the public. Ms. Meyers said that there are three tiers to the RAVE system: 1) Smart 911 provides information to the dispatchers about the home and individual(s) if registered; 2) RAVE Alert System, enrollment allows the dispatch center to alert a registered user in case of an emergency; and 3) the iPAWS System is for mass communications. Both Smart 911 and RAVE Alert System are volunteer based. Ms. Meyers indicated that the County needed to have RAVE Alert System before applying for iPAWS. The County is currently waiting for authorization to be able to utilize iPAWS System.

Ms. Bargy said if individuals were signed up for alerts, we could have alerted those who were signed up and that could have alleviated misinformation spreading. Mr. Janisse said he remotely managed his team and that information could not be released to the public because of processes. Ms. Bargy said that the decision not to alert the public was the opposite of Kalkaska County and she would be concerned with a helicopter with spotlight flying over her house. She was concerned that not releasing information to the public lead to misinformation being spread. Mr. Janisse said that social media was the only thing that was out of control during the investigation. Ms. Zelenak said that this is an example of policy development and believed it would be taken care of. Sheriff Bean said that he has just returned from vacation and has not been able to be briefed on all the information. He affirmed that there would be discussions regarding policy. Ed Boettcher asked why information needed to be confidential. Mr. Janisse said that the suspect still has rights and no information has been released to ensure the case is not in jeopardy before the preliminary exam.

6. Commission on Aging (COA)

Judy Parliament, Commission on Aging Director, provided written financial information with the agenda packet. Ms. Parliament said the biggest expense was \$5,000 to Diamond Tours for a senior trip to Niagara Falls. Ms. Bargy asked about personal care and respite, noting those programs do not appear to be utilized much. Ms. Parliament said she always budgets more than needed in case of an uptick in referrals. Ms. Parliament also answered questions regarding congregate meals and said that the percentages were flipped compared to last year. She also said transportation was higher due to the usage of private transportation for medical transport.

Ms. Parliament is scheduled to meet with Sherry Comben regarding credit card services for COA services.

Senior Project FRESH Memorandum of Understanding (MOU)

Ms. Parliament said this MOU is the same as the past and that we will receive an increase to \$40 per person.

Motion by Karen Bargy seconded by Melissa Zelenak to recommend the Board of Commissioners approve for signature by the Commission on Aging (COA) Director the Memorandum of Agreement between the Michigan Department of Health and Human Services Aging and Adult Services Agency and Antrim County COA for the Senior Project FRESH/Market FRESH program for 2018 at no cost to the County. Motion carries- Unanimous

7. Antrim County Transportation (ACT) Update

Al Meacham, ACT Director, included financial information in the agenda packets.

8. Airport Update

John Strehl, Airport Manager, included financial information in the agenda packets.

Mead & Hunt Contract – Runway 2-20 Design

Mr. Strehl said funds from a Federal grant would pay for the majority of this project. He also passed out the agenda for the March 28, 2018, Michigan Aeronautics Commission meeting (see attached pgs. 11-12). Mr. Strehl also reminded the Committee that this agreement is for the design phase of the project only and a request for approval of the construction phase will come in August.

Motion by Karen Bargy seconded by Melissa Zelenak to recommend the Board of Commissioners authorize the Board Chairman to execute a contract for professional engineering service with Mead & Hunt, Inc. for the design for rehabilitation of lighting on Runway 2/20 at a total cost of \$18,643 and the County share to be \$932, to be paid through Fund 581000-295-954.295 Grant Match Airport, pending approval of the Airport Improvement Plan 2018 federal block grant.

Motion carries- Unanimous

Capital Outlay Projects Update

Mr. Strehl said he did not feel comfortable drafting the bid specifications for the fuel reclaiming tanks and would like to have them done by professionals. He handed out an example of bid specifications (see attached pg. 13). He estimated the reclaiming tanks would help recover around six gallons of fuel a day. Mr. Garwood believed that what was budgeted and what had been quoted so far, left a surplus, which could be used for professional bid specifications. This would place liability on the company who did the bid specifications.

Mr. Strehl also said that he would prefer to waive the bid process and use Sparling Corporation as they did the fuel farm work. Strehl said that Sparling Company would honor the estimate they provided earlier. The Committee discussed the options that would allow for the waiver of competitive bids in the purchasing policy for the reclaiming tanks.

Motion by Karen Bargy seconded by Melissa Zelenak to recommend the Finance Committee waive the competitive bids process for the purchase of the reclaiming tanks, due to Sparling Company having done the original fuel farm and to maintain continuity with the installation of the fuel farm, and to release the funds in the amount of \$14,151.00.

Yes- Bargy, Zelenak

No- Ricksgers

Motion carries

Airport Courtesy Car Discussion

Mr. Strehl said that some customers need a courtesy car and since the closing of Leslie's Leasing, there are no rental car businesses at Antrim County Airport; therefore, customers are more likely to fly in to Traverse City or Gaylord. Mr. Strehl said there are a couple of old police cruisers that could be used from the Sheriff's Department. Strehl also discussed the survey of surrounding airports and their courtesy car use. Ms. Ricksgers said if it brings in business, it is good. Ms. Zelenak sees a marketing opportunity for the airport. Ms. Bargy said she was concerned about the

airport being involved with maintenance of vehicles and noted the survey showed most vehicles were purchased and maintained by fixed-base operators. She said she was not opposed to the concept of a courtesy vehicle, but preferred it not be a County vehicle. Some concerns raised were the liability the County subjects itself to and how insurance would work if the user is from out of state. Mr. Boettcher was interested in hearing what MMRMA had to say regarding courtesy vehicles, as well as Gaylord Airport.

Mr. Strehl will do more research on liability to the County regarding courtesy cars.

DTE Easement

Mr. Strehl was made aware of DTE's request to put in a new gas line under the airport. Mr. Cooke said he was looking for an agreement showing when a gas line was last installed at the airport. Mr. Strehl also said that he wanted Mead & Hunt involved with the project, given the runway rehabilitations had been completed in 2017. Mr. Garwood said that this issue would be addressed at the Buildings, Lands, and Infrastructure Committee meeting on April 3.

9. Communications

The Committee agreed that this had been handled during public comment and during the Sheriff's update.

10. Closed Session – LaSusa v. Antrim County

From the Open Meetings Act 267 of 1976, 15.268 Closed sessions, permissible purposes, Section 8(e): "To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body."

Motion by Melissa Zelenak, seconded by Karen Bargy to go into closed session to discuss the LaSusa v. Antrim County lawsuit with Committee Members, Ed Boettcher, Pete Garwood, Mathew Cooke, Dan Bean, Jim Rossiter and Haider Kazim (on telephone).

Motion carries- Unanimous

Closed session 11:30 a.m.

Returned from closed session 12:09 p.m.

Motion by Karen Bargy, seconded by Melissa Zelenak that legal counsel handle the LaSusa v. Antrim County Lawsuit consistent with the direction provided by the Committee during closed session.

Motion carries- Unanimous

11. Various Matters

None.

12. Public Comment

None.

The meeting adjourned at 1:05 p.m.

I, Undersheriff Dean Pratt, am the person responsible for the actions of the Sheriff's Office on 3/10/18 concerning the Homicide investigation that occurred on M66 near Green River Rd.

The reason I ~~asked that this be~~ read today is that our office has been publicly criticized by citizens, commissioners and our local State Representative, and today is set by those who have done so. ~~I would normally be in attendance today to face those who believe I have placed our county at risk with the lack of public information, but I had a months long planned medical procedure scheduled for today that could not be rescheduled.~~

We still will not be able to provide much detail as to the complaint due to the simple fact that we are pending trial and public release will place justice for the victim and their loved ones at risk/jeopardy for successful resolution on this most grievant of crimes.

I can say that Social Media was wrong with what was reported and here are a few examples that I can discuss:

1. It was not an Active Shooter Event
2. Resources purchased for mass notification were never intended to inform the public in this type of event. Even if we had released public notification per the commissioner's criticism, we had no witness information to provide clothing description, or a name of the subject to release initially. To say that we should have told people to lock their doors, out-buildings, and vehicles would be a redundancy because it has been done for years thru public meetings.
3. Due to the self-generated Social Media, we had suspicious persons complaints all over the county. If I would have reported an Active Shooter (which it wasn't) and your son or daughter walked across the wrong yard and got shot, then what?
4. We had a quick response and good perimeter within a vast secluded area to search. MSP went door to door in the involved area. The crime scene area had little to no cellphone coverage.
5. Our 2 on Duty Central Dispatchers received 277 incoming and outgoing calls during this event. By the way, calling our 911 center during an event like this is irresponsible, like what Tristan Cole did.
6. I had told Central Dispatch not to release anything on Social Media. We were using Social Media to assist us by interviewing people that had information that was confidential in nature to help us with the investigation.
7. Finally, when the Search Warrants were executed, and it was discovered that the suspect was out of our containment area, I put the BOL out. ~~I~~ ^{we} included other agencies and put all the information out that I had.

The suspect was not in our county and to release anything and what other agencies do or don't do I have no authority over, only BOL's.

In conclusion, I am disappointed in the public display of uninformed criticism of our office by the commissioners and our State Representative. It was unwarranted and irresponsible to say the least. Our staff showed great resolve and teamwork to bring a successful resolution to this event for the true victims and their families. To call our Central Dispatch Center during a critical event to gain information is a distraction to our limited resources and just plain selfish.

Homicides take a least 2 weeks to get all the reports into the PAO, and this public display of negative Social Media by our commissioner is demoralizing to our staff and it should be embarrassing to the remaining members. I went to Pete Garwood with as much information as I could and asked him to release an email, yet 2 commissioners continued the rant on open Social Media.

So, it was my decision, based on my experience of 27 years in this profession and at this office, and mine alone. I am fully aware of what resources I have at my disposal at any given event. Based on the information provided to me, I still would repeat my choices.

I welcome discussion after this case clears the courts. Until then, we still should have your trust. The responsible party was arrested in under 7 hours.

**The Honorable Triston Cole
241 East Eddy School Road
Mancelona, MI 49659**

**Ms. Brenda Ricksgers
Chairwomen, Health & Public Safety committee
P.O. Box 187
Bellaire, MI 49615**

March 20, 2018

Dear Madam Chair Ricksgers and distinguished members of the committee,

Thank you for the opportunity to address you today via this letter. I am sorry I am not able to be here in person for your committee meeting. As a lifetime resident of Antrim County, a father, husband, and son, I am very disturbed that the immediate community was not made aware of the incident and potential danger that occurred in my rural area on March 10, 2018. Please know my criticism is not about the job that law enforcement performed, as I am an adamant supporter of our First Responders, it is solely the deliberate lack of communication that I am extremely appalled at.

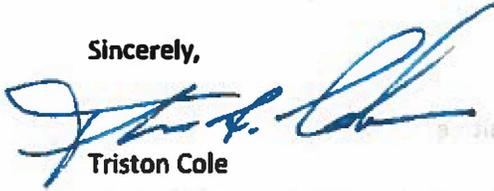
My family and I reside in close proximity to the site of the incident on Saturday March 10th. There was no notification, nor communication between the neighbors and the emergency responders. My children were on their own while this terrible situation unfurled, and had my wife and I known, we would have stopped our Saturday activities and returned to our home to ensure our family, home, and property, were safe. Instead, we were intentionally kept in the dark while a violent individual was on the loose. Social media had rumors and vague statements, yet not one official alert was sent out. Dispatch was following orders when I was told "we are keeping it on the down low". Had the 20 or so homeowners had been notified, it would not have created a public safety concern, in fact, I tend believe the more you know the more likely you are to just stay out of the way.

There are several questions that come to my mind as I have pondered the situation, such as where have the taxpayer dollars gone that have been poured into the RAVE communication system, why wasn't the emergency manager notified and brought in to handle the emergency and traffic control. The biggest question I have is, why were specific orders given to withhold information from the immediate neighbors?

Again, I want to thank you for your time today and urge you to review the emergency management plan and ensure the system is up to date and working properly, in addition to that, I ask that the policy on when and how to use the emergency management plan be immediately placed in effect to ensure future incidents are not handled in an inappropriate manner such as this. It is imperative to me, as a father, that all the individuals in leadership understand the purpose and procedures on when and how to implement it. I would also urge you to hold a public Townhall on this incident to ensure all the voices are heard. This will make us all safer and more secure. On a personal note I am heartbroken that one of my neighbors lost his life, and I am praying for the speedy recovery for the young man that was also injured. My family and I are thankful that no one else was hurt during the apprehension of the suspect. Should you need additional clarification on my concerns please feel free to contact me at 231.631.6659 or by email at tristoncole@gmail.com

**The Honorable Triston Cole
241 East Eddy School Road
Manvelona, MI 49659**

Sincerely,



Triston Cole

- CC:**
Ed Boettcher, Antrim County Board of Commissioners Chairman
Karen Bargo, Antrim County Board of Commissioners Vice-Chair
David Heeres, Antrim County Board of Commissioners
Melissa Zelenak, Antrim County Board of Commissioners
Bryan Smith, Antrim County Board of Commissioners
Dawn LaVanway, Antrim County Board of Commissioners
Scott Kruger, Antrim County Board of Commissioners
Christian Marcus, Antrim County Board of Commissioners
Daniel S. Bean, Sheriff

TC/dp



Michigan Aeronautics Commission

Wednesday, March 28, 2018 – 10:00 a.m.
Aeronautics Auditorium
2700 Port Lansing Road, Lansing, Michigan

I. OPENING REMARKS AND THE PLEDGE OF ALLEGIANCE

Chairman Dave VanderVeen

II. COMMISSION BUSINESS

A. Minutes of the January 25, 2018 Meeting

B. Request for Approval and Transfer of Appropriated Funds – Elyse Lower

Air Service Program Grants

1. Alpena County Regional Airport, Alpena
2. Willow Run Airport, Detroit
3. Delta County Airport, Escanaba
4. Bishop International Airport, Flint
5. Gerald R. Ford International Airport, Grand Rapids
6. Houghton County Memorial, Hancock
7. Ford Airport, Iron Mountain Kingsford
8. Gogebic Iron County Airport, Ironwood
9. Kalamazoo/Battle Creek International, Kalamazoo
10. Capital Region International, Lansing
11. Manistee County – Blacker, Manistee
12. Sawyer International, Marquette
13. Muskegon County Airport, Muskegon
14. Pellston Regional Airport of Emmet County, Pellston
15. Chippewa County International Airport, Sault Ste. Marie
16. Cherry Capital Airport, Traverse City

Airport Sponsor Contracts

1. Antrim County Airport, Bellaire
2. Wexford County Airport, Cadillac
3. Fitch H. Beach Municipal, Charlotte
4. Branch County Memorial, Coldwater
5. Dowagiac Municipal Airport, Dowagiac
6. Frankfort Dow Memorial Field, Frankfort
7. Gladwin Zettel Municipal, Gladwin
8. Abrams Municipal Airport, Grand Ledge
9. Greenville Municipal Airport, Greenville
10. Greenville Municipal Airport, Greenville
11. Oceana County Airport, Hart/Shelby
12. Oceana County Airport, Hart/Shelby
13. Lakeview - Griffith Field, Lakeview
14. Mason County Airport, Ludington
15. Mason County Airport, Ludington
16. Manistee County – Blacker, Manistee
17. Marlette Township Airport, Marlette

18. Marlette Township Airport, Marlette
19. Marlette Township Airport, Marlette
20. Luce County Airport, Newberry
21. Presque Isle County, Rogers City
22. Kirsch Municipal Airport, Sturgis
23. Kirsch Municipal Airport, Sturgis
24. West Branch Community Airport, West Branch

Supplemental Transfer Not Requiring Action

1. Oakland County International Airport, Pontiac
2. Chippewa County International Airport, Sault Ste. Marie

C. Request for Approval of AWOS/WBS Contracts – Bryan Budds

Automated Weather Observation Systems

1. Antrim County Airport, Bellaire
2. DuPont - Lapeer Airport, Lapeer
3. Jack Barstow Airport, Midland
4. Roben-Hood Airport, Big Rapids
5. Charlevoix Municipal Airport, Charlevoix
6. Fitch H. Beach Municipal Airport, Charlotte
7. Branch County Memorial Airport, Coldwater
8. Hillsdale Municipal Airport, Hillsdale
9. Schoolcraft County Airport, Manistique
10. Mason Jewett Field, Mason
11. Monroe Custer Airport, Monroe
12. Mt. Pleasant Municipal Airport, Mt. Pleasant
13. Luce County Airport, Newberry
14. Owosso Community Airport, Owosso
15. Saginaw County H. W. Browne Airport, Saginaw
16. Kirsch Municipal Airport, Sturgis
17. West Branch Community Airport, West Branch

Weather Briefing Systems

18. Ann Arbor Municipal Airport, Ann Arbor
19. Delta County Airport, Escanaba
20. Gaylord Regional Airport, Gaylord
21. Houghton County Memorial Airport, Hancock
22. West Michigan Regional Airport, Holland
23. Mackinac Island Airport, Mackinac Island
24. Pellston Regional Airport of Emmet County, Pellston
25. Chippewa County International Airport, Sault Ste. Marie

III. REPORTS

- A. MAC Director's Report – Mike Trout
- B. General Aviation Advisory Committee – Vice Chairman Pete Kamarainen
- C. Commercial Air Service Advisory Committee – Commissioner Russ Kavalhuna
- D. Safety Advisory Committee – Commissioner Roger Salo
- E. UAS Advisory Committee – Commissioner Rick Fiddler

IV. COMMISSIONER COMMENTS

V. PUBLIC COMMENTS

Health and Public Safety Committee

Karen Bary

Brenda Ricksgers, Chair

Melissa Zelenak

Minutes April 25, 2018

Members present: Brenda Ricksgers, Karen Bary,
Members absent: Melissa Zelenak
Others present: Pete Garwood, Mathew Cooke, Deborah Peters, Walter Bedell, Leslie Meyers,
Dean Pratt, Judy Parliament, Dan Bean, Al Meacham, John Strehl

1. The meeting was called to order at 9:00 a.m.

2. Public Comment

None.

3. Veteran Affairs

Deborah Peters, Director of Veterans Affairs, introduced the new Veterans Service Officer Walter Bedell to the Committee.

County Incentive Grant Award

Ms. Peters explained that the grant funds were for the creation of the new Veterans Service Officer position.

Motion by Karen Bary, seconded by Brenda Ricksgers, to recommend the Board of Commissioners approve acceptance of the \$15,000 grant funding from the Michigan Veterans Affairs Agency and authorize the Chair to send a letter of acceptance.

Motion Carries- Unanimous

Motion by Karen Bary, seconded by Brenda Ricksgers, to recommend the Finance Committee direct the Finance Director to increase the General Fund Revenue line item 101000-000-541.682 by \$15,000, if the Board of Commissioners accept the grant.

Motion Carries- Unanimous

4. Emergency Services

Emergency Services Coordinator Leslie Meyers provided a written update with the agenda packet, which included information on: looking into closed and open Point of Dispensing (POD) changes, which administer medications during an emergency; Community Emergency Response Team (CERT) training in Grayling on April 27-29; successful Basic Strategies for Farm Emergencies event; finishing up move to Sheriff's Annex. The Paddle Antrim and Michigan State Police grants were completed and Ms. Meyers is finishing her training to be a Trainer for Damage Assessment. Ms. Meyers also mentioned there is an Antrim County Emergency Services (ACES) meeting on 800 MHz radios on April 25, 2018, at 7:00 p.m.

5. Sheriff's Office

Sheriff Dan Bean provided a written Animal Control summary report with the agenda packet. Ms. Bary noted that there was an uptick on dog intakes and Sheriff Bean expects cat intakes to rise with spring finally showing up. Sheriff Bean explained that the cat trap-and-release program is

working out some kinks, but he did not want the Animal Shelter staff being the drop point for the animals.

Marine Budget Amendment - Informational

Sheriff Bean gave information on the M21 boat that needs the hydraulic steering and starter repaired. Since he had to use the Equipment Repair Budget line item for repairs on the M21 boat, he no longer has enough funding to pay for the regular annual maintenance on the rest of the boats in the fleet. He will be going to the Finance Committee for a budget amendment.

Ms. Bargy asked what the Sheriff's Office has looked at regarding communication policies stemming from the March 10th homicide. Sheriff Bean said that he felt the correct decision was made between Undersheriff Pratt and Michigan State Police not to use Facebook. He also indicated that the County had received the Integrated Public Alert and Warning System (IPAWS) Agreement and it had been sent to the Federal government for approval. Sheriff Bean said that no two situations are the same and indicated they will assess each situation accordingly. Sheriff Bean said that he has been working with Ms. Meyers on getting pamphlets for Smart911 and RAVE Alerts to help educate and sign up the public. Ms. Bargy suggested working with libraries to do "sign up" events. The Committee discussed ways to encourage sign up for Smart911 and RAVE Alerts, as well as the process for communications during the March 10th homicide. Ms. Bargy asked about looking into guidelines for communications when events arise.

6. Commission on Aging (COA)

Judy Parliament, Commission on Aging Director, provided written financial information with the agenda packet. Ms. Bargy asked about the status of COA implementing the use of credit cards. Ms. Parliament said she has been working with the company to get the website page set up and a training for the COA staff. Ms. Parliament went over the COA budget with the Committee members. Ms. Parliament also pointed out the amount of meals delivered halfway through the fiscal year. She pointed out that Antrim County COA helped the Kalkaska COA during the month of March providing meals while they were remodeling their kitchen.

Bay Area Senior Advocates (BASA) Donation and Funding Application

Ms. Parliament said that she has joined the Bay Area Senior Advocates program. She is asking for approval to receive the funds from the BASA Program.

Motion by Karen Bargy, seconded by Brenda Ricksgers, to recommend the Board of Commissioners approve the Bay Area Senior Advocates program to be administered through the Commission on Aging including the acceptance of funding in the amount of \$2,000.00.

Motion Carries- Unanimous

Motion by Karen Bargy, seconded by Brenda Ricksgers, to recommend the Finance Committee authorize the Finance Director make the appropriate budget amendments to increase revenue in fund 297000-000-641.012 by \$2,000.00 and increase expenditure in fund 297000-681-800.000 by \$2,000.00, contingent upon Board of Commissioner approval of the Bay Area Senior Advocates Program.

Motion Carries- Unanimous

Retirement Budget Amendment

Ms. Parliament gave an overview of the budget amendments related to retirement funding that will be going to the Finance Committee.

7. Antrim County Transportation (ACT) Update

Financial Reports

Al Meacham, ACT Director, provided expense and revenue schedules for ACT as part of the agenda packet. Mr. Meacham said he had some concerns with mounting fuel and repair expenses. The Committee discussed those concerns.

8. Airport

John Strehl, Airport Manager, included financial information as part of the agenda packet. Mr. Strehl said that he has put the courtesy car issue on the backburner for the time being. He added that he is still working on the reclaiming tanks. Mr. Strehl indicated that the airport plow truck needs repairs and will be taken to ACT to be looked at. If ACT cannot do the repairs, Mr. Strehl will take the truck to Burt Thompson at the Road Commission.

Mr. Strehl said he has started the bid process for LED lighting at the airport. He also added that he is still working with DTE on the installation of a natural gas pipeline, which will take place at the same time as the installation of the LED lighting. Mr. Strehl said the Federal Aviation Administration (FAA) has announced that there is \$1 billion dollars in the Transportation Bill for airports with no required match. He will be looking at trying to get funds to do a new taxiway at the airport.

9. Medical Examiner Facility Use Agreement

Pete Garwood, County Administrator, said the County has been receiving bills that were not consistent with the current agreement with Spectrum Hospital for forensic pathology services. He said once it had been brought to their attention, they reimbursed the County but also sent an amendment to the agreement that will be consistent with future billing. Ms. Bargy said her concern was that the County has not had pay these extra services fees that are in the new agreement, rather they used to be bundled in to the autopsy costs. The Committee discussed autopsy costs and collaborative options. The consensus of the Committee was to try and negotiate lower dollar amounts on the proposed amendment to Section IV on the Agreement. Mr. Garwood will try to do this before the May 10th Board of Commissioners meeting.

No action was taken at this time.

10. Approval of 3/21/2018 Closed Session Minutes

The Committee reviewed the closed session minutes from 3/21/2018.

Motion by Karen Bargy, seconded by Brenda Ricksgers, to approve the closed meeting minutes of March 21, 2018 as presented.

Motion carries- Unanimous

11. Various Matters

Ms. Bargy asked Mr. Garwood to look into whether the County can recoup attorney fees and if the plaintiff can appeal the Court ruling in the LaSusa lawsuit. Mr. Garwood will look into this.

12. Public Comment

None.

The meeting adjourned at 12:03 p.m.

Health and Public Safety Committee

Karen Bargy

Brenda Ricksgers, Chair

Melissa Zelenak

Minutes May 30, 2018

Members present: Brenda Ricksgers, Karen Bargy, Melissa Zelenak

Members absent:

Others present: Pete Garwood, Mathew Cooke, Ed Boettcher, Leslie Meyers, Bill Hefferan, Al Meacham, John Strehl

1. The meeting was called to order at 9:02 a.m. by Chair Brenda Ricksgers

2. Public Comment

None.

3. Emergency Services

Emergency Services Coordinator Leslie Meyers provided a written update with the agenda packet. Ms. Meyers said she has received the Emergency Management Performance Grant (EMPG) from Michigan State Police, which will cover half of the cost of new laptop computers. She indicated that Antrim County has also received \$1,750 Ripple Effect Grant from Paddle Antrim for the purchase of an 800MHz radio. Ms. Meyers will apply for the grant again during the fall cycle. If awarded, the funds would be used to purchase a second radio. She said that she would not be applying for the body camera grant due to unforeseen and unattainable deadlines. However, she believes this grant will be available for the next year.

Ms. Meyers said we have received approval of the second of three reviews from the State to use IPAWS. Ms. Meyers will be going to the Buildings, Lands, and Infrastructure Committee to seek approval for electrical work at the old animal control building to be able to test and have ready if needed the Emergency Management trailer, generator and other equipment. Ms. Meyers said that she did not get three quotes because only one company has done the work in the past and other companies would not guarantee the work done by another contractor.

Ms. Meyers brought to the Committee's attention the incident on US-31 over Memorial Weekend that involved fatalities and a diesel fill spill. She had an issue with Northern A1 not responding immediately to the site for cleanup citing, "there was no one to charge." Ms. Meyers has identified a backup company for future use, if needed. Ms. Bargy asked if Ms. Meyers would look into why Otsego County Road Commission signs were used for traffic routing rather than Antrim County Road Commission signs. Ms. Meyers will also look into who is responsible for cleaning up debris that gets spread along the road from accidents like this.

Paddle Antrim Grant (see attached pgs. 5-6)

**Motion Karen Bargy, seconded by Melissa Zelenak, to recommend the Board of Commissioners authorize Leslie Meyers, Emergency Services Coordinator, to apply for a second Paddle Antrim grant in the fall of 2018 for the purchase of a second 800 MHz radio.
Motion Carries- Unanimous**

Motion Karen Bargy, seconded by Melissa Zelenak, to recommend the Board of Commissioners approve acceptance of the \$1,750 grant funding from the Ripple Effect Grant through Paddle Antrim for the purchase of one (1) 800 mHz radio and authorize the Chair to execute the grant agreement.

Motion Carries- Unanimous

Motion Karen Bargy, seconded by Melissa Zelenak, to recommend the Finance Committee and ultimately the BOC approve an amendment to the General Fund and authorize the Finance Director to increase the General Fund revenue line item 101000-000-676.000 by \$1,750.00.

Motion Carries- Unanimous

800 mHz Checkout Procedure

The Committee reviewed the drafted procedure and made one recommendation to add a date created note on the document.

Emergency Management Performance Grant (EMPG) (see attached pgs. 7-8)

Ms. Meyers said Antrim County had been awarded the EMPG from Michigan State Police. She said the only downside to the grant is we must use the money by June 30th or lose the funds. This grant is a 50-50 match so it would have to be budgeted for immediately.

Motion by Melissa Zelenak, seconded by Karen Bargy, to recommend the Board of Commissioner approve acceptance of the \$4,261 grant funding from the Emergency Management Performance Grant through the Michigan State Police for the purchase of fifteen (15) laptop computers and authorize the Chair to execute the agreement.

Motion Carries- Unanimous

Motion by Melissa Zelenak, seconded by Karen Bargy, to recommend the Finance Committee and ultimately the Board of Commissioners approve an amendment to the General Fund and authorize the Finance Director to increase the General Fund Revenue line item 101000-000-544.00 by \$4,261.

Motion Carries- Unanimous

4. Family/Probate Court

Bill Hefferan, Probate Court Administrator, provided financial updates in the agenda packets and passed out a fund expenditure report for Child Care and Monthly Collections (see attached pgs. 9-10). The Committee reviewed the financial information. Mr. Hefferan spoke of a proposal in legislation to raise the age that Family Court is responsible for from 17 to 18. He said that Judge Hayes is working in District Court on Thursdays. Mr. Hefferan thanked civil counsel for their assistance with a lawsuit filed against Probate Court.

5. Commission on Aging (COA)

Judy Parliament, Commission on Aging Director, provided written financial information with the agenda packet. Due to a scheduling conflict, Ms. Parliament was unable to attend the meeting.

6. Sheriff's Office

Sheriff Dan Bean provided a written Animal Control summary report with the agenda packet. Sheriff Bean was unable to attend the meeting.

7. Antrim County Transportation (ACT) Update

Financial Reports

Al Meacham, ACT Director, provided expense and revenue schedules for ACT as part of the agenda packet. The Committee reviewed the finance report. Ms. Ricksgrers asked how many people were transported by ACT during Petoskey Stone Festival. Mr. Meacham will ask his drivers and bring it back to the Committee.

8. Airport

John Strehl, Airport Manager, gave an update on the airport. Mr. Strehl indicated bids had been received for the LED lighting project and that Mead & Hunt and the State of Michigan have made recommendations based on those bids.

Mr. Strehl said he has solved the courtesy car issue by using Hertz Rent-a-Car. The Committee told Mr. Strehl that the County would require a memorandum of understanding (MOU) with Hertz stating that they are responsible for liability and payment from users. Mr. Strehl said he would check with AV Flight to see what they use for an MOU, and Mr. Garwood will look at using civil counsel's boiler plate if needed. Ms. Bary asked that this be brought to the Finance Committee meeting before it goes to the Board of Commissioners.

Mr. Strehl said that the Aviation Facility was inspected by Michigan State Licensing and Regulatory Affairs (LARA) and had received approval. He added that LARA also reviewed the bid specifications for the fueling tanks and were good with them.

Mr. Strehl also said that Glacial Hills had picked up leftover gravel for use at their parking lot. He also noted that the Airport runway paint striping was supposed to take place soon.

Mr. Strehl informed the Committee that one of the airport field operations employees will be retiring August 1, 2018. Mr. Strehl said he has found a company who supplies employees to many surrounding and similar sized airports. A proposal from the company will be discussed by the Administration Committee. Eventually, the Board of Commissioners will have to decide whether to enter into an agreement with the company or continue to hire employees. In talking to the company, it was emphasized that whatever the company does they want to preserve options for the remaining employees.

Ms. Bary asked about the DTE Energy easement. Mr. Strehl said he had a meeting set up with Nate Krommendyke, DTE Land Representative. He added that they will be meeting when the striping is done at the airport and he hopes the DTE project will be done when the LED lights are done later this year. Ms. Bary asked about the Federal bill that provided funding for smaller airports. Mr. Strehl said that he has presented a project for a new taxi-way that would utilize those funds.

Runway 2/20 Contracts

Mr. Strehl said Mead & Hunt does two phases for projects with two separate contracts: 1) Design Phase and 2) Construction Phase. They are looking for approval of construction phase. Ms. Bary noted that the administration fees had increased. Mr. Strehl said the initial cost estimate did not include the Michigan Department of Transportation's (MDOT) administration fees. Mr. Strehl said MDOT is supposed to look into the possibility of including their fees with the initial quote.

Motion by Melissa Zelenak, seconded by Karen Bary, to recommend the Board of Commissioners approve, as a part of the Rehabilitation Runway Lighting 2/20 – design project, an additional cost of \$2,857.00 with the cost to the County (5% of project) totaling \$143.00 for project administration and design by the Michigan Office of Aeronautics be

approved to be paid through Fund #581 (581-295-954.295) Grant Match Airport, contingent on the project grant agreement.

Motion Carries- Unanimous

Motion by Melissa Zelenak, seconded by Karen Bargy, to recommend the Board of Commissioners approve for execution by the Board Chair, the 2018 federal block grant agreement entitled Michigan Department of Transportation Antrim County Board of Commissioners Contract for a Federal/State/Local Airport Project under the Block Grant Program, Contract No. 2018-0434, the project description of which is, “Rehabilitate Runway Lighting 2/20 – Design.”

Motion Carries- Unanimous

Motion by Melissa Zelenak, seconded by Karen Bargy, to recommend the Board of Commissioners approve Amendment #1 to the contract between Antrim County and Mead & Hunt for Construction Administration of the Rehabilitate Runway 2-20 Lighting at the Antrim County Airport at a total cost of \$14,764.00 with the County portion at \$739.00, with authorization for signature by the Chairman of the Board of Commissioners, contingent on approval of the project grant agreement.

Motion Carries- Unanimous

Equipment Maintenance Intergovernmental Agreement

Mr. Strehl indicated the airport snowplow truck was damaged during the heavy snowfall in April and the mechanics at ACT were unable to repair the damage. He said the best option was to have the repairs completed by Antrim County Road Commission (ACRC). The agreement does not bind ACRC or the Airport to each other for future work, but leaves the door open to have ACRC do work if needed.

Motion by Melissa Zelenak, seconded by Brenda Ricksgers, to recommend the Board of Commissioners authorize the Board Chairman to execute, on behalf of the Airport, an intergovernmental agreement with the Antrim County Road Commission for vehicle repair and maintenance services for vehicles owned by the Antrim County Airport.

Motion Carries- Unanimous

9. Various Matters

Mr. Garwood said he had not contacted civil counsel regarding the LaSusa decision, but he said that judgement did not include the cost of legal fees. He also said he checked with MMRMA about recouping legal fees, but had been told the money spent for defending ourselves was not covered by the insurance policy.

10. Public Comment

None.

The meeting adjourned at 11:29 a.m.



Memorandum Administration Office

May 29, 2018

TO: Health & Public Safety Committee

FR: Peter Garwood, Administrator

RE: Paddle Antrim – Ripple Effect Grant Award

Emergency Services Coordinator, Leslie Meyers, received notice over the holiday weekend that Antrim County has been awarded grant funding from the Ripple Effect Grant through Paddle Antrim. The funds will be used to purchase one (1) 800 MHz radio. The grant must be accepted at the Board of Commissioner's June 14, 2018 meeting. In order to complete the purchase of the radio, an amendment must be made to increase the equipment line item in the Emergency Service department budget, which can be accomplished during the meeting cycle next month.

The following motions are presented for your consideration:

Motion by _____, seconded by _____, to recommend the Board of Commissioners approve acceptance of the \$1,750 grant funding from the Ripple Effect Grant through Paddle Antrim for the purchase of one (1) 800 MHz radio and authorize the Chair to execute the grant agreement.

Motion by _____ seconded by _____ to recommend the Finance Committee and ultimately the Board of Commissioners approve an amendment to the General Fund and authorize the Finance Director to increase the General Fund Revenue line item 101000-000-676.000 by \$1,750.



P.O. Box 1011 | Bellaire, MI 49615
info@paddleantrim.com
www.paddleantrim.com
231-492-0171

May 22, 2018

Ms. Leslie Meyers
Antrim County Emergency Management
PO BOX 333
Bellaire, MI 49615

Dear Leslie:

Thank you so much for your application to our Paddle Antrim Ripple Effect Mini-Grant Award Program. We are pleased to award \$1,750 for the Antrim County Emergency Management's 800 MHz Radio project this grant cycle. The grant agreement is attached. Please mail/email a signed copy to Paddle Antrim within two weeks of receiving this letter to accept the award.

Should you have any questions, please contact me at 231-492-0171 or deana@paddleantrim.com.

Sincerely,

Deana Jerdee
Executive Director

Enclosure: Ripple Effect Grant Agreement



Memorandum Administration Office

May 29, 2018

TO: Health & Public Safety Committee

FR: Peter Garwood, Administrator

RE: FY 2017 Emergency Management Performance Grant (EMPG)

Emergency Services Coordinator, Leslie Meyers, received notice over the holiday weekend that Antrim County has been awarded grant funding from the Emergency Management Performance Grant (EMPH) to go toward the purchase of fifteen (15) laptop computers. The grant must be accepted before June 30, 2018.

In order to make the purchase of the laptops, the County must match the \$4,261 with an equal amount (50% match). The action necessary make that happen can be accomplished during next month's cycle of meetings.

The following motion is presented for your consideration:

Motion by _____, seconded by _____, to recommend the Board of Commissioners approve acceptance of the \$4,261 grant funding from the Emergency Management Performance Grant through the Michigan State Police for the purchase of fifteen (15) laptop computers and authorize the Chair to execute the agreement.

Motion by _____ seconded by _____ to recommend the Finance Committee and ultimately the Board of Commissioners approve an amendment to the General Fund and authorize the Finance Director to increase the General Fund Revenue line item 101000-000544.00 by \$4,261.



STATE OF MICHIGAN
DEPARTMENT OF STATE POLICE
LANSING

RICK SNYDER
GOVERNOR

COL KRISTE KIBBEY ETUE
DIRECTOR

May 21, 2018

Ms. Leslie Meyers
County of Antrim
110 Grove Street
Bellaire, Michigan 49615

Dear Ms. Meyers:

Re: Fiscal Year 2017 Emergency Management Performance Grant, Grant Agreement, Amendment #1

Congratulations on behalf of the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD). Your application submitted under the Fiscal Year (FY) 2017 Emergency Management Performance Grants (EMPG), Emergency Operations Center (EOC) Support Program has been approved. Please accept this letter as an official notification that the State of Michigan, Fiscal Year 2017 Emergency Management Performance Grants grant agreement between the County of Antrim and the MSP/EMHSD has been amended. The attached Grant Agreement Amendment details the changes to the original grant agreement

Enclosed with this letter are the following attachments:

- FY 2017 Emergency Management Performance Grants, Grant Agreement Amendment - the amendment must be retained with the original grant agreement in your grant file.
- EMPG EOC Attachment A - this document details the eligible equipment items included in your application. This must be retained in your grant file.
- EMPG EOC match certification - this certification must be signed and submitted with an Alignment and Allowability Form (AAF) for eligibility review.

To be reimbursed under the EMPG EOC Support Program, the following steps must be completed:

- Complete and submit an AAF with the signed EMPG EOC match certification by June 30, 2018.
- Make all equipment purchases, including receipt of equipment, by August 30, 2018.
- Submit all required reimbursement documentation by September 30, 2018.

If you have any questions regarding this correspondence or the FY 2017 EMPG EOC Support Program, please contact Mr. Paul Lounsberry at LounsberryP@michigan.gov or 517-284-3655.

Sincerely, . / t \

Capt. Chris A. Kelenske, Commander
Deputy State Director of Emergency Management
and Homeland Security

	Private Pay(292-604.080)	Public Ben.(292-678.030)	Collection Fee(101-622.000)	CCF 10%(292-604.111)	YTD	YTD%Expenditures
October	\$4,645.19	\$192	\$1,547.96	\$1,170.45	\$7,555.60	92%
November	\$2,519.19	\$202	\$839.78	\$1,143.53	\$12,260.10	80%
December	\$1,416.17	\$2,871.81	\$516.34	\$907.34	\$17,971.76	69%
January	\$2,502.05	\$1,807.31	\$725.84	\$2,831.24	\$25,838.20	53%
February	\$2,147.49	\$1,830.46	\$715.98	\$1,200.08	\$31,732.21	52%
March	\$1,551.99	\$3,042.24	\$496.97			
April	\$3,463.82	\$767.35	\$1,154.32			
May						
June						
July						
August						
September						
YTD	\$18,245.90	\$10,713.17	\$5,997.19	\$7,252.64		
Est. Year	\$31,279	\$18,365	\$10,281	\$17,406	\$77,331	47%

	Foster Care	Institutional Care	Therapy	Independ. Living	NonReimb.	Subtotal	YTD Total	Basic Grant	YTD%Budget
October	\$1,723.80	\$0.00	\$5,040	\$0.00	\$126.56	\$6,890.36	\$6,890.36	\$270	3%
November	\$5,065.27	\$2,265	\$4,105	\$0.00	\$158.84	\$11,594.11	\$18,484.47	\$645	7%
December	\$6,338.40	\$0.00	\$2,735	\$0.00	\$72.28	\$9,145.68	\$27,630.15	\$1,185	11%
January	\$7,109.78	\$9,880.08	\$6,322.50	\$0.00	\$64	\$23,376.36	\$51,006.51	\$2,375	20%
February	\$1,706.88	\$5,067.20	\$1,140	\$0.00	\$273.50	\$8,187.58	\$59,194.09	\$695	23%
March	\$7,735.14	\$16,830.39	\$2,565	\$0.00	\$0.00	\$27,130.53	\$86,324.62	\$3,545	33%
April	\$3,599.86	\$7,705.69	\$1,750	\$0.00	\$0.00	\$13,055.55	\$99,380.17	\$2,375	38%
May									
June									
July									
August									
September									
YTD	\$33,279.13	\$41,748.36	\$23,657.50	\$0.00	\$695.18		\$99,380.17	\$11,090	38%
Est. Year	\$57,050	\$71,568	\$40,557		\$1,191		\$170,365	\$15,000	66%
Budgeted	\$100,000	\$115,000	\$40,000	\$5,000			\$260,000	\$15,000	100%

Health and Public Safety Committee

Karen Bargy

Brenda Ricksgers, Chair

Melissa Zelenak

Minutes June 27, 2018

Members present: Brenda Ricksgers, Karen Bargy, Melissa Zelenak

Members absent:

Others present: Pete Garwood, Mathew Cooke, Ed Boettcher, Sheryl Guy, Judy Parliament, Al Meacham, John Strehl

1. The meeting was called to order at 9:05 a.m. by Brenda Ricksgers, Chair.

2. Public Comment

None.

3. Emergency Services

Emergency Services Coordinator Leslie Meyers was unavailable for the meeting. Ms. Meyers provided the Committee with written updates as part of the agenda packet.

Pete Garwood, County Administrator, gave an update on RAVE Systems. Mr. Garwood indicated on June 22, 2018, Dispatch Sergeant Mike Gank, Ms. Meyers, Officer John Morris, and himself spoke with a RAVE representative and discussed assisting the schools with creating a profile which is required if and when funding for the "Panic Button" system becomes available through the State. On July 6, 2018 Ms. Meyers and Officer Morris will be meeting with a RAVE representative for training so they will be able to complete profiles of County facilities, which will enable them to also answer question from the schools once they choose to complete their profiles.

Karen Bargy noted that Ms. Meyer's response to the road signs was contradictory to Antrim County Road Commission Director Burt Thompson's answer. Mr. Thompson said that the road on which the accident took place was a state road; therefore, the Michigan Department of Transportation MDOT was responsible for the signage. Mr. Garwood will ask Ms. Meyers for clarification.

4. Commission on Aging (COA)

Judy Parliament, Commission on Aging Director, provided the Committee with financial information as part of the agenda packet and the Committee reviewed. Ms. Parliament noted that the COA is soliciting donations for their truck fund, had 90 to 95 volunteers attend Volunteer Recognition Night, learned we are doing many things right at the national conference she attended, and that the Meals on Wheels program now offers three different meal choices.

FY 2018 Aging Services Contract Amendment

Ms. Parliament noted that this amendment to the Aging Services contract would add an additional \$12,111 to congregate meals.

Motion by Karen Bargy, seconded by Melissa Zelenak, to recommend the Board of Commissioners authorize the Commission on Aging Director to execute the Notice of Contract Award for additional funds for Congregate Meals in the amount of \$12,111 which will be Amendment 1 to the 2017-2019 Multi-Year Aging Services Contract.

Motion carries - Unanimous

5. Sheriff's Office Update

Sheriff Dan Bean provided a written Animal Control summary report with the agenda packet. Due to mandatory mobile computer terminal (MCT) training, a representative from the Sheriff's Department was unavailable to attend the meeting. Ms. Bargy noted that there was no running inventory or total capacities noted on the report. She was also interested in what "total other" entailed and why total of euthanized animals was high when compared to past months.

6. Antrim County Transportation (ACT) Update

The Committee reviewed the expense and revenue reports for ACT provided by Al Meacham, ACT Director. Mr. Meacham said that there were 39 riders during the Petoskey Stone Festival. He added that he has been working with Mr. Garwood to create a regular part-time position that can remain flexible from an operational standpoint.

7. Airport

John Strehl, Airport Manager, provided financial information from the Airport. He gave an update on the Airport, noting that the snowplow truck was taken to Antrim County Road Commission for repair. He also indicated the fuel farm capital outlay project had been issued a purchase order; the fuel tank bids are getting ready to go out to bid; and that they are on track for a contract with the contractor for the lighting project.

He informed the Committee that he was unable to get a memorandum of understanding with Hertz Rent-a-Car, but had worked out a deal with One-on-One Auto sales for rentals. The Committee discussed the potential liability the County may incur without a MOU with Hertz.

Mr. Strehl and Mr. Garwood will work on the interview process for the hiring of a new employee to replace the retiring employee in August.

The Committee discussed the old animal shelter building at the Airport. They also discussed the Airport DTE billing issue. The Committee discussed the process of handling the situation if this were to come up again. MR. Garwood recommended, and Ms. Bargy agreed, that accounts payable should contact the Department head if a bill looks out of the ordinary, and the department head should address the situation. Sheryl Guy, County Clerk, said she would advise her staff to contact Department Heads if bills look out of the ordinary. Mr. Strehl added that he was able to recuperate money from DTE and the overcharged bills.

8. Various Matters

Opioid Lawsuit

Jim Rossiter, Prosecuting Attorney, gave an update on the Opioid Lawsuit. He said he has not received information from the District Court, the Circuit Court, Traverse Narcotics Team, or the Antrim County Sheriff's Office regarding opioids to pass on to Weitz & Luxenberg, PC. Mr. Garwood said the update from last month was the most recent communication he had received. Mr. Garwood also indicated the update did not have much of an update regarding Antrim County but noted Monroe County in Michigan was selected as the bellwether county, perhaps due to Michigan having a drug immunity statute. Mr. Garwood asked for an update from Weitz & Luxenberg, PC in an email and ensured that Mr. Rossiter had been added to the communication list. Mr. Garwood will find out the hard deadline for information, any changes since the last update, and how the selection of a bellwether county affects Antrim County. Mr. Rossiter will send an email to gather the opioid information from the aforementioned agencies.

10. Public Comment

None.

The meeting adjourned at 10:44 a.m.

Health and Public Safety Committee

Karen Bargy

Brenda Ricksgers, Chair

Melissa Zelenak

Minutes July 25, 2018

Members present: Brenda Ricksgers, Karen Bargy, Melissa Zelenak

Members absent:

Others present: Pete Garwood, Mathew Cooke, Ed Boettcher, Patty Niepoth, Mike Gank, Dean Pratt, Deb Haydell, Leslie Meyers, Bill Hefferan, Dan Bean, Judy Parliament, Al Meacham

1. The meeting was called to order at 9:04 a.m. by Brenda Ricksgers.

2. Public Comment

Patty Niepoth, Register of Deeds, passed out an article about Emmet County implementing new building security procedures (see attached pg. 4). She said that some employees are concerned with building security and cited an incident of a suspicious person.

3. Probate/Family Court

Family/Probate Court Administrator Bill Hefferan asked that the Committee recommend the Board of Commissioners Chair sign the County Child Care Budget Summary, which allows for reimbursement from the State for childcare expenditures.

Motion by Karen Bargy, seconded by Melissa Zelenak, to recommend the Board of Commissioners approve the proposed 2019 Child Care Fund Budget Summary as presented totaling \$321,000 and that the budget be submitted to the State of Michigan prior to the October 1, 2018 deadline.

Motion Carries- Unanimous

4. Emergency Services

Leslie Meyers, Emergency Services Coordinator, provided the Committee with a written report as part of the agenda packet. The Committee reviewed the report and discussed it with Ms. Meyers. She said that she provided "weather support" during Torch Fest by working with the National Weather Service to stay up to date with weather alerts and potential issues. She does this for many events including Harbor Days, Paddle Antrim, and the Antrim County Fair.

Ms. Meyers said she has been working with John Morris, School Liaison Deputy, and a RAVE representative to review buildings to add to the system. While they were doing the Grove Street Annex, it was discovered that there was an issue with the phones. Because some phones ring at multiple points, the address point that appears that the call may not reflect the address where the phone call came from. Ms. Meyers is working with RAVE to fix this issue. She added that on August 6, Mr. Morris and she would be meeting with Central Lake Public Schools to start the process with local schools. They are starting with Central Lake Public Schools because it will be easier to learn on a small, tight school campus.

Ms. Meyers also said that she has been examining what other counties do for roadway accident cleanups. She noted that many counties have a “wrecker policy” which indicates the responding wrecker company tasked with performing the cleanup. Ms. Meyers and Dean Pratt, Undersheriff, noted that Roscommon County seems to have the best policy; Karen Bargy was interested in seeing the policy. Ms. Meyers and Mr. Pratt will continue working to develop a draft policy. They will bring the issue to the next Antrim County Emergency Services (ACES) meeting on August 22. Ms. Bargy said she was interested to hear the feedback from this meeting.

Emergency Management Performance Grant (EMPG)

Ms. Meyers said this grant directs some of the activities she does as the Emergency Services Coordinator. She said that typically the reimbursement is around 35% of total cost of the Emergency Services Coordinator.

Motion by Karen Bargy, seconded by Melissa Zelenak, to approve the FY2019 Emergency Management Performance Grant (EMPG) Work Agreement/Quarterly Report for signature by the Chairman of the Board of Commissioners

Motion Carries- Unanimous

5. Sheriff’s Office Update

Sheriff Dan Bean addressed a concern from the June 27 committee meeting regarding that month’s animal control report. Sheriff Bean indicated May saw a higher than usual number of animals euthanized due to a group of unadoptable dogs. He also stated that the “Other Animals” listed on the report were turkeys and pigs. Ms. Bargy asked for an inventory of animals at the beginning of the month and end of the month to help understand capacities. Sheriff Bean added that they have hired a new Animal Control officer who is working out well. She is currently going through all the appropriate trainings. Undersheriff Pratt noted that animal control data is being tracked in house, rather than through a third-party vendor. They are now using Report Right Management Software and have added on a module that will help track animal control similar to how inmates are tracked at the jail (with items such as intake, animals, quarantine, lost and found, etc.).

Undersheriff Pratt went through the current vacancies in the Sheriff’s Office, noting three (3) of the vacancies were attributed to FMLA or disability cases. He also discussed issues with workers’ compensation. Ms. Bargy asked about the status of iPAWS; Sheriff Bean said he would check with Ms. Meyers.

Sheriff Bean said that because of MCT training, the Summary of Offenses were not available at the time of the Sheriff’s Office annual report. The Committee asked that the Summary of Offenses be updated in the annual report. Undersheriff Pratt will be at the August 9 Board of Commissioner meeting to review the data with commissioners. Undersheriff Pratt also added that the new canine will be purchased in August and will attend training on September 24.

Ms. Bargy asked if MCTs were online yet. Undersheriff Pratt said they have some pilot vehicles, but it takes some time to transfer everything. He said trainer’s training is completed, and user training begins on August 7. Undersheriff Pratt hopes to have all systems up and running in October, but added that it would probably be six months to work all the kinks out. Undersheriff Pratt also stated he will be including body camera purchases in the 2019 budget, as they are ready to implement the new cameras, as they have purchased a new server.

6. Commission on Aging (COA)

Judy Parliament, COA Director, provided the Committee with a financial report as part of the agenda packet. Ms. Parliament said the next senior trip was to Chicago and added that they had about 45 people attend the Niagara Falls trip. She is currently working on budgets, has three

positions open (homemaker, personal care provider, and kitchen aide), lot of contracts coming up, catching up on six-month assessments, expecting a large donation for the truck fund, and is looking at LED light replacement.

7. Antrim County Transportation (ACT)

Al Meacham, ACT Director, provided the Committee with a financial report as part of the agenda packet. Melissa Zelenak asked if ACT runs on Saturdays; Mr. Meacham said it would be too costly. He estimated about a \$160,000 increase in costs to run Saturdays. The Committee asked Mr. Meacham to provide ridership data for future meetings.

8. Airport

John Strehl, Antrim County Airport Manager, provided the Committee with a financial report as part of the agenda packet. Ms. Zelenak was concerned about the applications that have been received, and believes we need to rethink what the County is doing at the airport. The Committee discussed the vacancy at the airport.

Motion by Melissa Zelenak, seconded by Karen Bargy, to hold a special Health and Public Safety meeting with John Strehl, Stephanie Murray and Pete Garwood on August 6th after the Finance Committee meeting, contingent upon Mr. Garwood's and Ms. Murray's discussion with labor counsel.

Motion Carries - Unanimous

9. Various Matters

None.

10. Public Comment

None.

The meeting adjourned at 11:36 a.m.

Emmet County Implements New Building Security Procedure

emmetcounty.org/emmet-county-implements-new-building-security-procedure/

July 16, 2018

New building entry security measures take effect at the Emmet County Division Street location effective **Monday, July 23**. All members of the public entering the building will use the District Court entrance on Lake Street and pass through a metal detector. Inspection of all bags, backpacks, brief cases and containers will be conducted.



There have been a steadily increasing number of violent acts involving various weapons that resulted in deaths and injuries in courthouses, public buildings, and other places of public assembly in the United States.

The Emmet County Board of Commissioners desires to provide an enhanced level of safety and security in the Emmet County Building by restricting the entry of weapons posing a risk of harm to the public and employees. The protection of the public and employees in the building is a high priority for the Board of Commissioners.

Use of a metal detector is the least intrusive way of detecting objects posing a potential threat. Upon detection of a metallic object on a person, similar to airports, a secondary screening will occur. Failing that, the person will have the option of leaving the building or removing the object and seeking entry. The new screening procedure is ADA compliant with processes in place to accommodate people who use walkers, wheelchairs, etc. or who have metallic implants.

This change applies to members of the public entering the building for any reason at any time, including attending public meetings after normal business hours. After clearing security, visitors will leave by the same door they entered.

Employees may enter the building from any entrance by means of their identification badge. They may not permit a non-employee to enter with them for any reason.

For additional information, contact County Administrator John Calabrese at 231.348.1701 or jcalabrese@emmetcounty.org.

Health and Public Safety Committee

Karen Bargy

Brenda Ricksgers, Chair

Melissa Zelenak

Minutes August 29, 2018

Members present: Brenda Ricksgers, Karen Bargy, Melissa Zelenak

Members absent:

Others present: Pete Garwood, Mathew Cooke, Bill Hefferan, Judy Parliament, Sheriff Dan Bean, Leslie Meyers, John Strehl, Al Meacham

1. The meeting was called to order at 9:00 a.m. by Brenda Ricksgers.

2. Public Comment

None.

3. Probate/Family Court

Bill Hefferan, Probate Court Administrator, said this grant agreement allows for the reimbursement of transportation and detainment costs for juveniles accused of a crime, as Antrim County does not have its own juvenile detention facility. The grant reimburses 100% of the costs up to \$18,000.

Motion by Karen Bargy, seconded by Melissa Zelenak, to recommend the Board of Commissioners authorize the Board Chairman to execute an amendment to the grant agreement with the Department of Health & Human Services to extend the current contract for Regional Detention Support Services to expire September 30, 2019, and increase funding by \$18,000.

Motion Carries- Unanimous

Mr. Hefferan passed out an article on negative effects of the juvenile justice system and the Child Care financial information (see attached pgs. 6-10).

4. Commission on Aging (COA)

Judy Parliament, COA Director, noted that the COA received a generous donation for the purchase of a new truck for the Meals on Wheels service. The Committee reviewed and discussed the financial information that was included as part of the agenda packet.

Ms. Bargy asked about the interest of use in services that are low on revenues, such as respite care. Ms. Parliament said that there is no waiting list for the services, but they are not able to meet the demand of some clients who would like the service daily. As staff increases, Ms. Parliament believes that they will be able to meet the demands.

The status of congregate meals- Contractual Services, and Contractual Services- Dining Out: was discussed. Ms. Bargy noted the high phone bill costs and stated that she has requested Information Technology look into phone costs. She noted when the Health Department was transitioning the DCN clinics, there was a substantial savings for the organization to change providers. She believed the Health Department used the same provider as the County and suggested getting more information.

5. Sheriff's Office Update

Sheriff Dan Bean gave an update on the Animal Control program, noting that the running inventory is currently a handwritten note. He mentioned that the quarantined animals were from dog bites, and they have been receiving many calls for distempered raccoons. Sheriff Bean said that these raccoons are not rabid. Sheriff Bean said there are a few live traps available for public use if requested.

Sheriff Bean told the Committee he is still waiting on the federal government for confirmation of the IPAWS agreement. Ms. Bargy said the RAVE system has multiple layers, which could notify those who opt in to receive notice of events, such as community events. This layer of RAVE could be administered by someone other than Sheriff's Office personnel. She wanted to make sure the Sheriff knew, as it could be a potential discussion point for potential communication opportunities. Sergeant Mike Gank reminded the Committee that the RAVE system is paid for through the 911 millage. Mr. Gank wanted to make sure there were no issues with the 911 millage funds being used outside of 911 operations. He added that he was not opposed to the use of the RAVE system outside of 911 operations as it increases the potential user pool, but he warned against using funding from the millage to fund non-911 projects.

Sheriff Bean said accident cleanup responsibilities will be discussed at the next Antrim County Emergency Services (ACES) meeting. Sheriff Bean also said there have been internal discussions on communications for law enforcement events. He said they will discuss the use of IPAWS once the agreement is approved, the use of social media on a case by case basis, and possibly RAVE systems in the future. Ms. Bargy indicated there could be a policy or guidelines for which events could go on to social media.

6. Emergency Services

Leslie Meyers, Emergency Services Coordinator, provided the Committee with a written report as part of the agenda packet. She is working with RAVE on finishing the mapping of Grove Street Annex and Central Lake Public Schools; she is aiming for a finish date of October 1, 2018.

Ms. Meyers indicated she would let the Board of Commissioners know the number of users who were alerted of the late August storms by the RAVE alert system. She also informed the Committee the Antrim Review will be highlighting the RAVE system in order to assist with signups for three (3) weeks at no cost to the County. This will happen during the lead up to the October emergency operations drill at Meadow Brook. Ms. Bargy suggested contacting the Elk Rapids News to help get the information on RAVE out as well.

Ms. Meyers said planners of large community events, such as the Short's Enduro Race, generally reach out to her for assistance with an emergency operations plan. She added she does reach out when she knows of an event, and that she helped Short's with setting up an emergency plan, training for using the 800 Mhz radios, and that Short's completed an "after action report."

Emergency Management Performance Grant (EMPG)

This grant agreement is for the reimbursement of wages and benefits for the Emergency Services Coordinator in the 2018 fiscal year.

Motion by Karen Bargy, seconded by Melissa Zelenak, to recommend the Board of Commissioners authorize the Board Chairman to execute a grant agreement with the State of Michigan for the fiscal year 2018 (October 1, 2017-September 30, 2018) Emergency Management Performance Grant for \$19,687.

Motion Carries- Unanimous

7. Airport

John Strehl, Airport Manager, updated the Committee on the Airport. Mr. Strehl noted the purchase of \$25,000 of fuel, a new submersible pump, and having to repair a failed ramp access gate.

Fuel Tank Replacement

Mr. Strehl indicated the bids received for replacement of fuel tanks were significantly higher than what was budgeted, a figure that was based off a quote provided to the County from a company that did not bid on the project. He said that the company who submitted the quote agreed to honor the quote for the tanks, but would charge about \$3,000 more for the cement pad which was not part of the original quote. Pete Garwood, County Administrator, said the Bid and Purchasing Policy allows for the budget administrator to request their standing committee or the Finance Committee to waive the competitive sealed bids process if it is advantageous. It was the consensus of the Committee that this be addressed at the next Finance Committee meeting per the Bid and Purchasing Policy.

Runway Lighting Project

This is a contract for the LED lighting project at the airport to do the work at the airport between the low bidding company and Antrim County. The following action is for the MDOT Block Grant that will pay for this project.

Motion by Melissa Zelenak, seconded by Karen Bargy, to recommend the Board of Commissioners authorize the Chairman to execute a contract between Antrim County and County Line Power, LLC for the Rehabilitate Runway 2-20 Lighting project at a cost of \$102, 865.

Motion Carries- Unanimous

8. Michigan Department of Transportation (MDOT) Block Grant – Runway 2/20 Rehabilitation

This is the agreement between Antrim County and MDOT for the grant money for the lighting project.

Moved by Melissa Zelenak, seconded by Karen Bargy, to recommend the Board of Commissioners accept the grant between Antrim County Board of Commissioners and the Michigan Department of Transportation under the Block Grant Program by resolution for the project entitled: Rehabilitate Runway Lighting 2/20 – Construction, Federal Project No. B-26-0011-3418 and Contract No. 2018-0738, with the County’s share of the project to be \$6,050 with a total project cost of \$121,000, to be paid from #581000-295-954.295 Grant Match - Airport.

Motion Carries- Unanimous

Mr. Strehl spoke of the 2018 Transportation Bill that contained \$1 billion dollars for airports. He is applying for a \$4 million dollar grant to resurface the runways that were not done with the runway 2/20 rehabilitation. Mr. Strehl stated engineering plans are needed in order to get the grant. He said that the engineering plans will not be needed until next summer. The Committee asked that the information be brought to the Finance Committee during budget discussions on September 7. The Committee discussed paying some costs for the engineering plans in order to be eligible to receive the grant.

Mr. Strehl also updated the Committee on the hiring process. The field operator position has been advertised and interviews have been scheduled for September 4.

9. Antrim County Transportation (ACT)

Al Meacham, ACT Director, provided the Committee with financial information as part of the agenda packet. The Committee reviewed the monthly passenger counts for July 2018. Mr. Meacham said that with school starting up, the ridership numbers will grow.

10. Communications Working Committee

The Committee discussed future meetings to focus specifically on communications. It was the consensus of the Committee to discuss communications after business at the next regular Health & Public Safety Committee meeting.

The Committee discussed the benefits of informing the Board of Commissioners on the status of each project. Ms. Zelenak passed out a spreadsheet from Meadow Brook Medical Care Facility as an example of project status updates (see attached pg. 11). The Committee discussed communications to the full Board for notice of informal meetings and department head vacations, and the potential use of an “email blast” to inform the BOC of issues and on goings. Mr. Garwood acknowledged that Ms. Bary has previously asked for written updates on projects; however, it was his recollection she was the only commissioner to request this. He added that he would be amenable to doing this if the full Board directed him to do so.

It was the consensus of the Committee to recommend that the Administration Office begin a monthly written status report on Board of Commissioner approved items (motions), info items, upcoming issues, human resources activities and Board of Commissioner/ Chair directed task projects.

Mr. Garwood brought to the Committee’s attention to the Communications Flow Chart that had been adopted by the Board of Commissioners. He noted that official issues being discussed between commissioners and department heads ran counter to the adopted communication flow chart, which shows the County Administrator as the avenue for contact to the department heads as their supervisor. Mr. Garwood added that he was not saying that conversation between commissioners and department heads should be curtailed, but that according to the Communications Flow Chart, discussion related to official business should go through the County Administrator.

The Committee discussed the best process for making changes to minutes, as sometimes they do not get changed. Mr. Garwood said that changes should be emailed to him and copied to Tina Schrader. Deb Haydell asked that she be copied on changes to Finance Committee minutes.

It was the consensus of the committee to recommend corrections and changes to committee/standing committee minutes by the Board of Commissioners or department heads be submitted via email to Pete Garwood and Tina Schrader. Deb Haydell should be copied if the changes involve finances.

The Committee discussed having a time slot for reports from those commissioners appointed as a liaison to outside agencies as a regular item on the Board of Commissioner agendas.

It was the consensus of the committee to recommend that the Board of Commissioners agenda include a time slot for “Outside Agency Liaison Reports.”

Patty Niepoth, Register of Deeds, expressed concerns over staff complaints going directly to Commissioners, who sometimes take it upon themselves to solve the issue. Ms. Niepoth said that such complaints should go either to the department head/elected official or to the County Administrator. Ms. Bary stated the Human Resources Director should help alleviate these issues.

11. Various Matters

Berrien County Resolution (see attached pgs. 12-13)

The Committee discussed and reviewed a resolution on recreational marijuana from Berrien County. Mr. Garwood stated that the BOC could draft a letter, rather than a second resolution, to support the resolution of Berrien County, or as a supplement to the previous resolution adopted by Antrim County.

Motion Melissa Zelenak, Karen Bargy, to direct the Administration Office draft a letter of support to address additional concerns and further support Antrim County Resolution #21-2018 opposing the legalization of marijuana for general use.

Motion Carries- Unanimous

Mr. Garwood said that a lawsuit has been filed against Bill Hefferan as the Administrator of the Family Division of the Circuit Court, along with two other counties, and the State Court Administrator's Office. The lawsuit stems from the enforcement of a circuit court order twchich limits what information can be shared with the public upon request.

Mr. Garwood noted the Indigent Defense is fully funded in the State of Michigan budget, but appears to be set up as a reimbursement process. The County will have to fund the amount that was submitted as County costs.

Mediation has been scheduled for Rossiter v. Gilbert lawsuit regarding.

Due to scheduling conflicts, the next regular Health & Public Safety Committee meeting was rescheduled for Monday, September 24th.

12. Public Comment

None.

The meeting adjourned at 2:12 p.m.

From: Hefferan, William
Sent: Wednesday, August 29, 2018 8:26 AM
To: Hefferan, William
Subject: FW: MIRS/Gongwer 8-13-18

More reading



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Juvenile Justice System Often Does More Harm Than Good

(LOS ANGELES) -- The key to helping juveniles who become involved in the criminal justice system? Make sure they avoid it in the first place.

That was the message from a panel at the National Conference of State Legislatures

(NCSL) Legislative Summit during a session on "Cornerstones of Effective Juvenile Justice Policy in the 21st Century." Their recommendations were based on a report produced by NCSL and a bipartisan work group of state legislators and experts.

Panelist Dana **SHOENBERG**, from the Pew Charitable Trusts, said that while violent crimes committed by juveniles have declined, "the rates of recidivism are frequently far from what policymakers find acceptable."

She said that lawmakers should know that, in general, community-based interventions show greater reductions in rearrests than institutional responses. Second, the length of stay in an institutional setting after a certain point doesn't matter.

Moreover, low-risk kids who are incarcerated are more likely to be repeat offenders.

"We do more harm by actually processing them through the juvenile justice system than by taking a lighter touch," she said.

Utah Rep. V. Lowry **SNOW**, a member of the work group and session panelist, agreed. He said the charge to the group was to pay attention to public safety, improve recidivism rates and look for ways to reduce costs.

"One of the things I was most excited about was putting more focus on leaving our young people with their families in the home," he said. "Those are the best places for children to change behavior. We don't get the good outcomes we think we're getting by putting them in intensive treatment. In fact, we often get results that are worse. The best investment is on the front end."

California Sen. and panelist Holly J. **MITCHELL** said her state needed to "redefine childhood." She is most proud of a package of seven bills she co-authored with a Latino colleague designed to divert young people from the criminal justice system and make sure those who end up in it receive due process.

Their mission was to educate their colleagues about early childhood brain development and help them understand that "we literally were throwing babies out with bath water," she said.

Mitchell advised lawmakers to start by asking, "What is our role? Is it solely to punish? Or is to educate, support . . . and make whole?"

"Children are not pint-sized adults," she added.

The session was introduced by group co-chairs Sen. Patty Pansing **BROOKS** of Nebraska and Sen. Whitney H. **WESTERFIELD** of Kentucky. Westerfield pointed to the human side of the issue.

"Some of the most impactful testimony comes from those who have been through the system and use that experience to tell so powerfully why it's so wrong," he said.

Attendees got to find that out as Miguel **GARCIA** shared his story. Garcia grew up with an abusive father and a mother who worked two jobs after his parents divorced. Too young to understand his mother's sacrifice, he felt abandoned.

"Her absence took a toll on me," he said. "I started seeking recognition from the streets."

He ran with the "wrong crowd," became depressed, and at age 14 was charged with premeditated attempted murder. The district attorney wanted to try him as an adult. Garcia's mother took money out of her 401K retirement account to hire an attorney and he ended up taking a plea deal.

Garcia could see that other youth were not so lucky. Inspired by Nelson **MANDELA's** autobiography, he decided to take advantage of his second chance. He earned a scholarship, graduated from college and turned his attention to helping others. As a Youth Policy Promise Fellow in California, Garcia works on efforts like giving judges discretion to take into account a youth's history and trauma.

"A lot of youth deserve a second chance because they weren't even given a chance at all," he said.

The full report is "12 Principles of Effective Juvenile Justice Policy."

Courtney VanCamp

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Net Local Child Care Fund Costs 2018

	Child Care Fund	Reimbursement	Net Child Care	State Ward Costs	Family Support	Subtotal	YTD Total	YTD%Budget
October	\$6,890.36	\$1,131.64	\$5,758.72	\$0.00	\$2,470.35	\$8,229.07	\$8,229.07	4%
November	\$11,594.11	\$4,448.19	\$7,145.92	\$0.00	\$0.00	\$7,145.92	\$15,374.99	7%
December	\$9,145.68	\$2,392.71	\$6,752.97	\$3,770.17	\$0.00	\$10,523.14	\$25,898.13	11%
January	\$23,376.36	\$9,501.50	\$13,874.86	\$6,323.10	\$2,500	\$22,697.96	\$48,596.09	21%
February	\$8,187.58	\$2,376.86	\$5,810.72	\$4,215.40	\$2,043.36	\$12,069.48	\$60,665.57	26%
March	\$27,130.53	\$10,836.56	\$16,293.97	\$3,870.68	\$1,882.51	\$22,047.16	\$82,712.73	36%
April	\$13,055.55	\$4,563.13	\$8,492.42	\$4,215.40	\$5,063.12	\$17,770.94	\$100,483.67	44%
May	\$20,319.66	\$8,044.73	\$12,274.93	\$0.00	\$9,316.02	\$21,590.95	\$122,074.62	53%
June	\$13,328.87	\$4,243.43	\$9,085.44	\$4,215.40	\$2,315.84	\$15,616.68	\$137,691.30	60%
July	\$10,669.24	\$3,130.24	\$7,539.00					
August								
September								
YTD	\$143,697.94	\$50,668.99	\$93,028.95	\$26,610.15	\$25,591.20			
Est. Year	\$172,438	\$60,803	\$111,635	\$35,480	\$34,121		\$181,236	78%
Budgeted	\$237,000	\$60,000	\$177,000	\$15,000	\$39,000		\$231,000	100%
Percent	100%	36%	64%					

Monthly Collections 2018

	Private Pay(292-604.080)	Public Ben.(292-678.030)	Collection Fee(101-622.000)	CCF 10%(292-604.111)	YTD	YTD%Expenditures
October	\$4,645.19	\$192	\$1,547.96	\$1,170.45	\$7,555.60	92%
November	\$2,519.19	\$202	\$839.78	\$1,143.53	\$12,260.10	80%
December	\$1,416.17	\$2,871.81	\$516.34	\$907.34	\$17,971.76	69%
January	\$2,502.05	\$1,807.31	\$725.84	\$2,831.24	\$25,838.20	53%
February	\$2,147.49	\$1,830.46	\$715.98	\$1,200.08	\$31,732.21	52%
March	\$1,551.99	\$3,042.24	\$496.97	\$3,089.56	\$39,912.97	48%
April	\$3,463.82	\$767.35	\$1,154.32	\$2,318.18	\$47,616.64	47%
May	\$2,245.46	\$1,984.74	\$711.05	\$3,895.17	\$56,453.06	46%
June	\$3,214.58	\$1,627.43	\$1,006.80			
July	\$2,950.47	\$695.80	\$983.54			
August						
September						
YTD	\$26,656.41	\$15,021.14	\$8,698.58	\$16,555.55		
Est. Year	\$31,987	\$18,025	\$10,437	\$24,834	\$85,283	47%

Child Care Fund Expenditures 2018

	Foster Care	Institutional Care	Therapy	Independ. Living	NonReimb.	Subtotal	YTD Total	Basic Grant	YTD%Budget
October	\$1,723.80	\$0.00	\$5,040	\$0.00	\$126.56	\$6,890.36	\$6,890.36	\$270	3%
November	\$5,065.27	\$2,265	\$4,105	\$0.00	\$158.84	\$11,594.11	\$18,484.47	\$645	7%
December	\$6,338.40	\$0.00	\$2,735	\$0.00	\$72.28	\$9,145.68	\$27,630.15	\$1,185	11%
January	\$7,109.78	\$9,880.08	\$6,322.50	\$0.00	\$64	\$23,376.36	\$51,006.51	\$2,375	20%
February	\$1,706.88	\$5,067.20	\$1,140	\$0.00	\$273.50	\$8,187.58	\$59,194.09	\$695	23%
March	\$7,735.14	\$16,830.39	\$2,565	\$0.00	\$0.00	\$27,130.53	\$86,324.62	\$3,545	33%
April	\$3,599.86	\$7,705.69	\$1,750	\$0.00	\$0.00	\$13,055.55	\$99,380.17	\$2,375	38%
May	\$4,446.59	\$13,688.07	\$2,185	\$0.00	\$0.00	\$20,319.66	\$119,699.83	\$2,185	46%
June	\$4,876.81	\$5,807.06	\$2,645	\$0.00	\$0.00	\$13,328.87	\$133,028.70	\$1,725	51%
July	\$5,879.24	\$0.00	\$3,990	\$0.00	\$800	\$10,669.24	\$143,697.94	\$0.00	55%
August								\$0.00	
September								\$0.00	
YTD	\$48,481.77	\$61,243.49	\$32,477.50	\$0.00	\$1,495.18		\$143,697.94	\$15,000	51%
Est. Year	\$58,178.40	\$73,491.60	\$38,973.60		\$1,794		\$172,438	\$15,000	66%
Budgeted	\$100,000	\$115,000	\$40,000	\$5,000			\$260,000	\$15,000	100%

**MEADOW BROOK MEDICAL CARE FACILITY
CAPITAL BUDGET REQUEST FOR 2018**

Approved by Board on 10/26/17
Amended 2/22/18, 3/22/18, 4/26/18, 5/24/18, 6/28/18

ITEM #	REQUEST	QUARTER				REASON	COST	ADDITIONAL COMMENTS
		1ST	2ND	3RD	4TH			
DEPRECIATION FUNDS CAPITAL BUDGET								
	BOARD DESIGNATED DEPRECIATION FUNDS							
1	MAINTENANCE DEPT Original Courtyard Renovation	X	X	X		Remove overgrown shrubs & siewalks/patios - replace w/new	-	Remove overgrown shrubs, sidewalks and patios and redesign for increased resident use & minimal annual maint.
2	MAINTENANCE DEPT Daikin Condenser Sheds		X	X		Add housing sheds to moderate temps around Daikin condensers	-	Add rooftop housing sheds to moderate outdoor temperature around Daikin Condensers to reduce defrost cycle time
3	ADMINISTRATION Replace Email Server	X				Current email server software no longer supported by Microsoft	17,000	Server software no longer supported by Microsoft. Also, the need for better encryption for inbound/outbound email
4	ADMINISTRATION Upgrade Facility Phone System	X				Unable to purchase wireless phones for current system	17,000	
5	MAINTENANCE DEPT Reseal and paint parking lots			X		North lot (5 yrs old) and South lot in need of resealing/painting	12,000	Periodic Preventative Maintenance
6	HOUSEKEEPING DEPT Replacement Dining Rm. Chairs		X			Replace damaged/worn dining room chairs in one household	6,500	
7	ADMINISTRATION Add cameras - north parking lot			X		Cameras for the north parking lot were removed in value engineer.	25,000	Add monitoring in the North Parking Lot and garage area also add video storage capacity to existing recorders
8	MAINTENANCE DEPT Updated Door Access Changes	X				CMS Life Safety Plan of Correction	57,222	CMS required plan of correction requiring the ability to allow delayed egress
9	MAINTENANCE DEPT Meguzee Hall Floor Replacement		X			Replace existing flooring due to damage	19,649	
10	MAINTENANCE DEPT Window Replacement		X			Replace exterior windows in all renovated portions of the Facility	172,729	
11	MAINTENANCE DEPT 3rd Floor Smoke Barrier	X				CMS Life Safety Plan of Correction	13,321	CMS required plan of correction requiring the correction for Smoke Barrier designation
12	MAINTENANCE DEPT Chlorination - Village Water supply		X			Requirement to chlorinate incoming Village Water Source	9,500	Chlorination of incoming water supply from Village line is required to meet State/Federal safety guidelines
13	MAINTENANCE DEPT Heating Sytem Revision/Upgrade		X	X		Replace current Daikin heating systemfor primary heating needs	600,000	Replace underperforming Daikin heating systems in areas A, B, C, D and E wings
14	DIETARY DEPT Emergency Food Supply		X			Replace and expand emergency preparedness food supply	27,000	Reduce emergency nutrition risk, expense and storage needs with a "Meals for All" solution
15	MAINTENANCE DEPT Eyewash stations - janitor closets			X		MIOSHA inspection - plan of correction	30,000	MIOSHA required plan of correction requiring the addition of eyewash stations to all janitor closets
16	NURSING DEPT Welch Allen Vital Signs monitor			X		Purchase software license for Vital Signs monitor	7,063	Purchase software license to allow Vital Signs monitor to communicate with PointClickCare
GRAND TOTAL							\$ 1,013,984	

TO THE CITIZENS OF BERRIEN COUNTY, MICHIGAN: Your Board of _____ respectfully submits to you the following:

RESOLUTION

WHEREAS, The _____ feels strongly that the health and safety of our residents should be the primary focus of any and all legislation considered; and

WHEREAS, recreational marijuana places a significant strain on our health care system, and poses considerable danger to the health and safety of the users themselves, their families, and our communities; and

WHEREAS, marijuana use, particularly long-term, chronic use that begins at a young age, can lead to dependence and addiction as supported by *The National Institute on Drug Abuse* who reports that 9% of people who use marijuana will become dependent on it, with a risk of addiction increasing to roughly 17% for those who start using in their teens; and

WHEREAS, recent findings from Colorado's Retail Marijuana Public Health Advisory Committee have shown that regular use of marijuana by adolescents and young adults is associated with impaired learning, memory, math and reading, as well as failure to graduate high school; these adolescents and young adults are more likely to have psychotic symptoms as adults further burdening community mental health outcomes; and

WHEREAS, recent studies have found that individuals using cannabis are more likely to abuse opioids, adding further risk of increasing the public health epidemic of opioid abuse; and

WHEREAS, there is biological evidence that demonstrates that Tetrahydrocannabinol (THC) can pass through the placenta to the fetus of a mother who uses marijuana during pregnancy or to a baby through breastfeeding; these effects are seen for months to years after birth and can cause decreased growth, impaired cognitive function and attention and an increase in depression symptoms; and

WHEREAS, increased consumption of marijuana would likely lead to higher public health and financial costs for society, far outweighing the potential revenue it could generate; this is observed through national revenue from alcohol and tobacco taxes and fees of \$39 billion per year, however, the legal, health, social and regulatory costs exceed \$449 billion per year; and

WHEREAS, the legalization of recreational marijuana would not eliminate the black market for the drug, as evidenced by experiences from states like Colorado, that continues to struggle with persistent black market activity including drug cartels that trade marijuana for heroin and take marijuana back to Mexico; this increase in drug trade has also increased human trafficking and prostitution by 223% between 2014 and 2016; and

WHEREAS, there has been limited attention given to the development of regulations and oversight, penalties for sale to minors and/or misuse, standardization of dosing levels, prevention education and early intervention counseling for minors, or an infrastructure for addressing industry safety issues and needs; and

NOW, THEREFORE BE IT RESOLVED, the _____ strongly oppose the use of marijuana for recreational purposes and will continue to inform and educate residents and policymakers on the potential harms, risk factors, and devastating public health effects that expanding marijuana use could have in the State of Michigan.

Resolution adopted
this 4th day of April, 2018
by the
Name of Agency

Board Chair

Vice Chair

Name

Name

Name

Name

Name

Health and Public Safety Committee

Karen Bargy

Brenda Ricksgers, Chair

Melissa Zelenak

Minutes September 24, 2018

Members present: Brenda Ricksgers, Karen Bargy, Melissa Zelenak

Members absent:

Others present: Pete Garwood, Ed Boettcher, Leslie Meyers, Dan Bean, Mike Gank, Sheryl Guy, Judy Parliament, Valerie Craft, Al Meacham, John Strehl, Sherry Comben, Stephanie Murray, Margie Boyd

1. The meeting was called to order at 9:02 a.m. by Chair Brenda Ricksgers.

2. Public Comment

Sheryl Guy spoke to the Committee about an incident that occurred at the Clerk's Office on September 14, 2018. A man approached the staff at the Clerk's Office in a threatening manner. Ms. Guy shared copies of impact statements from her staff (see attached pgs. 6-9). She reiterated incidents with belligerent members of the public are not uncommon. Mike Gank, Dispatch Sergeant, noted there have been issues with the panic button that rings in 911 Dispatch in emergency situations. Karen Bargy asked about the possibility of having a RAVE panic button for the staff to use as a backup in place of the current set up. Leslie Meyers, Emergency Services Coordinator, said she will ask about this during the RAVE training she will be attending on October 2. Sergeant Gank noted the application requires the purchase of user licenses per cellular devices. Ed Boettcher asked that Todd Johnson and Dave Vitale be contacted to discuss the concerns with the current system. Mr. Boettcher asked that this be referred to the Buildings, Lands, and Infrastructure Committee.

Brenda Ricksgers commented on recent advertisements in which youth speak against the usage of marijuana.

3. Fire Evacuation Plan

The Committee received a copy of the proposed Fire Evacuation Plan. The topic was tabled until the next regular Health & Public Safety meeting. The Committee members returned the copies of the Evacuation Plan to the County Administrator.

No action taken at this time.

4. Emergency Services

Leslie Meyers, Emergency Services Coordinator, provided a written update to the Committee as part of the agenda packet. She informed the Committee the IPAWS agreement **should** be signed and go into effect at the federal level on September 25. Ms. Meyers said once the memorandum of understanding is signed, the program will be ready for the upcoming presidential nation-wide text alert.

Ms. Meyers told the Committee about a farm emergencies training session. She indicated there was an issue with people who had RSVP'd to the events, but did not attend. It was recommended she set up a refundable deposit system to discourage the practice in the future.

2% Tribal Grant Application Request

Ms. Meyers said there are a number of antiquated 800MHz radios that need to be replaced. She said ultimately, she would like to have ten (10) radios to be used for events throughout the County.

Motion by Melissa Zelenak seconded by Karen Bargy, to recommend the Board of Commissioners approve the Emergency Services Coordinator to apply to the Grand Traverse Tribe of Ottawa & Chippewa Indians for a 2% Tribal Grant for the purchase of six 800mHz radios.

Motion carries - unanimous

Glacial Hills Natural Area Request

Motion by Melissa Zelenak seconded by Karen Bargy to recommend the Board of Commissioners approve the Emergency Services Coordinator to submit a request to the Friends of Glacial Hills Natural Area for the sponsorship and purchase of one (1) 800 MHz radio.

Motion carries - unanimous

Ms. Meyers told the Committee the opportunity to apply for a grant from the Great Lakes Energy People's Fund to purchase 800MHz radios. The fall grant cycle ends in October.

Motion by Melissa Zelenak seconded by Karen Bargy to recommend the Board of Commissioners approve the Emergency Services Coordinator to apply for a grant from the Great Lakes Energy People's Fund for the purchase of 800 MHz radios.

Motion carries - unanimous

5. Commission on Aging (COA)

Judy Parliament, Commission on Aging Director, provided the Committee with financial information as part of the agenda packet. She told the Committee the senior trip to Chicago departed on September 24, and she expects there will be charges to the County credit card.

Ms. Parliament noted the Central Lake meal site is consistently above its budgeted revenue.

Ms. Parliament addressed the COA fund balance. She indicated her goal is to keep a fund balance equal to at least six months of expenses in case there is a shortfall with millage funding. Ms. Bargy asked about the wage – overtime line item. Ms. Parliament said the majority of the overtime comes from staffing parades, picnics, trips, and expos. She said since the County does not allow compensatory time, it goes into the overtime line item.

Ms. Parliament informed the Committee the COA will be able to take credit cards as of October 1. She also noted expensive landline phones have been replaced with cell phones at a cost of \$50 per month.

Nutrition Purchase of Services Contracts

Motion by Karen Bargy seconded by Melissa Zelenak to recommend the Board of Commissioners authorize the Board Chairman on behalf of the Commission on Aging to execute nutrition purchase of service agreements for the dining-out meal program with SST Enterprises, Inc. (Shirley's Café) and Hammy LLC dba B.C. Pizza for a term of one year from 10/1/2018 – 9/30/2019.

Motion carries – unanimous

Health Department of NW Michigan – Non-skilled Nursing Agreement

Motion by Karen Bary seconded by Melissa Zelenak to recommend the Board of Commissioners authorize the Board Chairman and the Director of Commission on Aging to sign the two-year contract for Non-Skilled Community Health Nursing Services between Antrim County on behalf of the Commission on Aging and the Northwest Michigan Community Health Agency.

Motion carries - unanimous

Area Agency on Aging of Northwest Michigan (AAANM) – Purchase of Service Agreement

Motion by Karen Bary seconded by Melissa Zelenak to recommend the Board of Commissioners authorize the Board Chairman to execute on behalf of the Commission of Aging a purchase of service agreement with the Area on Agency on Aging of Northwest Michigan for Fiscal Year 2019 and Fiscal Year 2020.

Motion carries - unanimous

AAANM – Notice of Contract Award (see attached pgs. 10-11)

Motion by Karen Bary seconded by Melissa Zelenak to recommend the Board of Commissioners authorize the Commission on Aging Director to execute the Notice of Contract Award #2019-1 for Fiscal Year 2019 (10/1/2018 – 9/30/2019) in the amount of \$96,683 for Congregate Meals and Home Delivered Meals which is an amendment to the 2017-2019 Multi-Year Aging Services Contract.

Motion carries - unanimous

Motion by Karen Bary seconded by Melissa Zelenak to recommend the Board of Commissioners authorize the Commission on Aging Director to execute the Notice of Contract for additional funds for Congregate Meals in the amount of \$3,234 which will be Amendment 2 to the 2017-2019 Multi-Year Aging Services Contract.

Motion carries - unanimous

AAANM – Evidence Based Program Volunteer Personal Services Contract

Motion by Karen Bary seconded by Melissa Zelenak to recommend the Board of Commissioners authorize the Board Chairman to execute on behalf of the Commission on Aging an Evidenced-Based Program Volunteer Personal Services Contract with the Area Agency on Aging of Northwest Michigan for services completed between October 1, 2018 and September 30, 2019.

Motion carries – unanimous

Snow Removal Contracts

Ms. Bary asked that this matter be referred to the October Finance Committee to allow time for bids to be received. No action taken at this time.

6. Sheriff's Department

Antrim County Sheriff Dan Bean provided the Committee with an Animal Control report as part of the agenda packet. He told the Committee to expect the intake number for cats to increase over the next month as there are a number of houses in the County that will be cleared of hoarded animals.

Ms. Bargy asked about the possibility of providing a quarterly report that indicates the number of inmates housed in the Antrim County jail. Sheriff Bean said he would work with Todd Rawling, Corrections Sergeant, to come up with something for the Committee.

Sheriff Bean updated the Committee on the situation with Munson Medical Control. He indicated that the rules recently put in place requiring medical first responders attend all calls from dispatch put an undue financial burden on the townships and volunteer fire departments in Antrim County. Sheriff Bean said there is an appeals process that the local units are following to try to amend the current process to include a “tiered” response.

Ms. Bargy asked Sheriff Bean about whether a policy was in place regarding RAVE and social media use for the disbursement of information to the public. Sheriff Bean indicated his department does have a policy in place for social media. Sergeant Gank said the department’s social media policy was based on Grand Traverse County’s, but there is not yet a policy in place for RAVE usage. Ms. Bargy said she would like to have a bigger discussion at the next Health & Public Safety meeting scheduled for October 16th.

7. Antrim County Transportation (ACT)

Al Meacham, ACT Director, provided the Committee with financial and rider information for August 2018 as part of the agenda packet.

8. Antrim County Airport

John Strehl, Airport Manager, provided the Committee with August 2018 financial information as part of the agenda packet. Mr. Strehl informed the Committee DTE is setting up for running the new pipeline. He was also notified by a different department from DTE regarding the County’s safety concerns over the **pipes/barriers around the sub-station** at the end of Derenzy Road. The DTE representative said the company will not be moving the **barriers**.

The lighting project will proceed in October. The fuel farm contracts are being drafted by County Administration and will be going out soon. Mr. Strehl indicated he had given the company a completion date of November 15. Mr. Strehl indicated he has not yet heard from the local fire department about using the former Emergency Operations Center building for fire department training purposes. He plans on working with Maintenance Director Dave Vitale to winterize the building.

Mr. Strehl said he received information from Mead & Hunt (see attached pg. 12) regarding the five-year airport capital improvement plan. He noted the cost of the 2021 Airport Layout Plan was significantly higher than in previous years.

Motion by Karen Bargy seconded by Melissa Zelenak to approve the Airport Improvement Plan as presented.

Motion passed – unanimous

Personnel

Mr. Garwood indicated interviews had been held to fill an available position at the Airport. The candidate who was offered the position declined to accept. New advertisements are being placed in the Traverse City Record-Eagle, Antrim Review, various veteran’s sites, zip recruiter, and other online job boards. Ms. Ricksgers asked that the recommendation for hiring for this position come from the Administration Committee.

9. Communications Working Committee

It was the consensus of the Committee to push this item to the special Committee meeting scheduled for October 16, 2018. Items for discussion will include:

- addressing public concerns and requests
- communications training
- public interaction and communications training
- social media policy
- development of ongoing training opportunities
- dissemination of information to the public

Ms. Zelenak will be meeting with Sheriff Bean regarding RAVE and the Sheriff's Office social media policy.

10. Various Matters

Mr. Garwood spoke with Valerie Craft regarding the phone systems at the Health Department. He indicated the process used for the dental clinics at the Health Department does not translate to the County's system or needs. The greatest expense related to the County's current phone bill is derived from the cost of fax lines. Mr. Garwood said it is important to note the fax lines are not part of the phone system.

Motion by Melissa Zelenak seconded by Karen Bargy to recommend the Administration Committee to consider inviting a consultant to perform an evaluation of the current phone, internet, and fax lines and the costs associated with them.

Motion passed –unanimous

Motion by Melissa Zelenak seconded by Karen Bargy to direct the appropriate staff to compile and analyze the current situation with fax lines and report results to the Administration Committee.

Motion passed - unanimous

Mr. Garwood will work with staff to compile the relevant information.

11. Public Comment

Ms. Zelenak told the Committee Antrim County Substance Free Work Group, a new group on county-wide drug use, has been formed and has met twice. The group included the Health Department, CMH, Sheriff's Department representatives, local physicians, and others.

A special meeting has been scheduled for October 16.

The meeting adjourned at 12:28



SHERYL A. GUY
Antrim County Clerk
P.O. Box 520
Bellaire, Michigan 49615
Phone (231) 533-6353
Fax (231) 533-6935
guys@antrimcounty.org

September 17, 2018

To: Antrim County Prosecuting Attorney, James Rossiter

Re: [REDACTED] Harassing and verbal abuse of my staff.

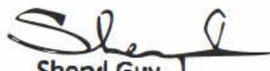
IMPACT STATEMENTS OF INCIDENT

Friday, September 14, 2018 at approximately 4:45p.m.

Danell Doucette
Connie Wing
Micki Hocking

Friday, September 21, 2018

[REDACTED] returned to the office and apologized.


Sheryl Guy
Antrim County Clerk

On Friday, September 14 at approximately 4:45pm, ██████ came to the Clerk's office demanding to see a Judge and/or the Magistrate. He wanted someone "right now" to get his buddy ██████ out of jail. He stated that we were all just a bunch of corrupt assholes. He then leaned over the counter and pointed to Micki Hocking, who was sitting at her desk towards the back of the office, and proceeded to tell her that she was the most corrupt bitch of them all, that she better put her head in the sand and that he had her number, he knew who she was. He said again I want the Judge or Magistrate right now, if not I will have 60 minutes and the news here in 5 minutes and tell them how corrupt you all are.

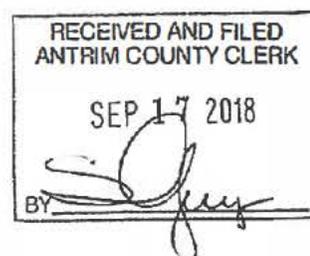
It was about this time that Micki went to Sheryl's desk to hit the PANIC button and ██████ said, that's right bitch you make a phone call, bring them in, I know you. He then turned to Connie and said, "You Cam Lacy are the most corrupt" I told him that this was not Cam Lacy and he said "well I can't see her but (as his is still pointing at her) I bet you are just as corrupt as that bitch is too.

He just kept saying he wanted ██████ out of jail, that he was going to get the news here and tell them all how corrupt we are and that we all lie. I could smell alcohol and something that smelled like skunk on him. He was VERY agitated with me and walked out the side entrance toward the Courthouse.

I came back to my desk, at the back of the office, and called dispatch to see why someone had not responded yet. I am sure that Jennifer Gregory answered and I told her that ██████. ██████ was either going to District Court or heading to the jail and that he was not happy and that he appeared to be under the influence of something. She asked for a description of what he was wearing. It was at this time that I noticed Officer Todd Johnson on the sidewalk between the Court House and the County Building, talking to ██████. ██████ still looked agitated and his hands were moving all over and seemed to be yelling at Mr. Johnson.

I walked out of the office down the hall to the main entrance of the county building and learned that the Treasurer's office had called Officer Johnson and told him what was happening. I then noticed, in front of the building, Deputy Cicansky got out of his vehicle to address ██████ who was standing at the front of the Deputy's vehicle. ██████ put his hands in front of him as a gesture of getting hand cuffed(which he did not) then another Officer arrived (who I learned later was Officer McBee). Officer Johnson, Deputy Cicansky and Officer McBee came into the county building and we told them what had happened.

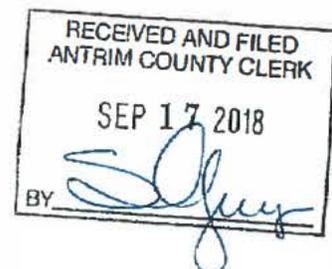
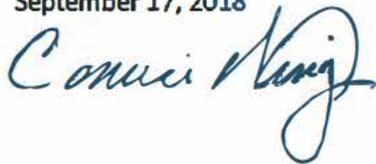
At 5:00pm, after we locked up for the weekend, Office Johnson was waiting for us to make sure that we got to our vehicles with no issues.



On September 14 approximately 4:45 p.m. an individual by the name of [REDACTED] came to the window hit the counter with his hand demanding a judge. He was clearly agitated, he wanted to get his friend out of jail. He was shouting and pointing his hand in the direction of Micki and claiming he knew who she was and had her number (not saying what number). Danell went to the front and spoke with him trying to calm him down. She let him vent hoping it would give him an opportunity to bring himself to a calm and then leave. He continued to address Micki calling her names, then he looked at me and referred to me as Cam Lacy, he must have realized that I wasn't because he said "You have the same color hair" and "You're probably as corrupt as that bitch!" He ranted this way for about 3 minutes, Micki went to Sheryl's desk to push the panic button and he said "Go ahead bitch and make that phone call!" All the while Danell was trying to keep his attention and speaking calmly to him. At one point he started to move in the direction of the door and I had fully expected him to come through the door. He left the counter as agitated as when he arrived. Danell called dispatch and notified them that [REDACTED] had been to our counter and had left. I observed Todd Johnson coming to the County Building and speaking with [REDACTED] outside. When Danell, Micki, and I left at 5:00 Todd Johnson gave us an escort to our vehicles because [REDACTED] was asked to stay in his vehicle until the employees had left the parking lot, it is my understanding that [REDACTED] refused, hence the escort.

Connie Wing

September 17, 2018



Impact statement of Michelle Hocking from events on 7/14/2018

On Friday September 14th, 2018 at roughly 4:45 pm [REDACTED] came to our counter at the Clerk's office. Before anyone could get to the counter to wait on him he immediately started yelling that he wanted his buddy [REDACTED] out of jail. He pointed at me and yelled that he knew me, and that I should be ashamed, and that I am a corrupt bitch. Danell went to the counter to speak with him and try and diffuse the situation. As she got to the counter he leaned towards her and pointing a finger at her kept yelling that he wanted a Judge or a Magistrate right away and that if we did not get one for him he would have the news here in 5 seconds.

He then went back to yelling at me calling me a bitch again, and that I should hide my head in the sand, he kept yelling that he knew me and that I was corrupt and he was going to take me down. He turned to look at Connie and started addressing her-still yelling "I see you Cam, I see you Cam Lacy" "You're just as corrupt as that other bitch" Danell told him to calm down and stated "that is not Cam Lacy" he responded by saying "well she looks like her, and I'm sure she's just as crooked as the rest of you"

At this point I left my desk to go to Sheryls' desk and push the panic button. He again yelled at me specifically "go ahead and make a phone call bitch, see what happens" I pressed and held the button on Sheryls' desk for a few seconds as we have been told to do. I then went back to my desk and sat down, I was trying to move slowly and calmly and not address him or the comments he was making. [REDACTED] has a very lengthy criminal history in Antrim County and is known for having a volatile temper.

After pressing the panic button and hoping it was working, [REDACTED] trailed off on his tangent and left out the doors next to our office headed towards the courthouse. It had probably been 2-3 minutes since I pressed the panic button. At this point he was intercepted on the sidewalk by Officer Johnson. He still appeared to be agitated and yelling at the officer. He was walked by the officer towards the front of the building where he was met by County Deputy Cicansky, and Village Officer McBee.

The three officers spoke with him briefly in the front of our building then he walked off. The officers then came in to speak with us for a couple of minutes and make sure we were alright. When we left the building at 5pm Deputy Johnson was standing outside the courthouse watching to make sure we made it to our cars without any issues.

I have been dealing with [REDACTED] off and on for almost 10 years now while working in the Clerk's office. Every time we see him he is more detached from reality, he seems to have an explosive temper, with little thought to the consequences of his actions. He often appears to be under the influence of alcohol or drugs. I was honestly scared for the safety of myself and my coworkers, I took the long way home with a few extra turns because no one was sure if he had driven away from the courthouse or if he had walked somewhere.

Thank you,

Michelle Hocking



Memorandum Administration Office

September 21, 2018

TO: Health & Public Safety Committee

FR: Peter Garwood
County Administrator

RE: Commission on Aging – Multi-Year Aging Services Contracts Amendment and Notice of Award

In July, 2018 the Board of Commissioners approved Amendment 1 (\$12,111) to the 2017-2019 Multi-Year Aging Services Contract.

Attached you will find information submitted by Judy Parliament, Commission on Aging (COA) Director regarding a Notice of Contract Award (NCA) for an additional \$3,234 for Congregate Meals (received today), which must be approved as Amendment 2 to the 2017-2019 Multi-Year Aging Services Contract. As the last NCA was signed by Ms. Parliament I am recommending she also be authorized to sign this amendment.

The following motion is presented for your consideration:

Motion by _____ seconded by _____ to recommend the Board of Commissioners authorize the Commission on Aging Director to execute the Notice of Contract Award for additional funds for Congregate Meals in the amount of \$3,234 which will be Amendment 2 to the 2017-2019 Multi-Year Aging Services Contract.

Deb Haydell, Finance Director will propose a budget amendment on the revenue side of the COA budget at the Finance Committee meeting in the future.

Health and Public Safety Committee

Karen Bargy

Brenda Ricksgers, Chair

Melissa Zelenak

Minutes October 16, 2018

Members present: Brenda Ricksgers, Karen Bargy, Melissa Zelenak

Members absent:

Others present: Pete Garwood, Mathew Cooke, Ed Boettcher, Christian Marcus, Sheryl Guy, Sherry Comben, Dean Pratt, Val Craft, Stephanie Murray, Patty Niepoth, John Strehl

1. The meeting was called to order at 1:01 p.m. by Brenda Ricksgers

2. Public Comment

None.

3. Working Communications Committee

Social Media Policy

Pete Garwood, County Administrator, distributed a draft of a social media policy for Antrim County (see attached pgs. 4-5). The policy was drafted by Stephanie Murray, Human Resources Director, and Valerie Craft, Information Technology (IT) Director. Karen Bargy noted that this policy does not address how the public could interact with County social media accounts. The Committee discussed that there is no use policy for the public to follow (e.g. guidelines for comments for public). Ms. Craft confirmed this policy was drafted specifically for County employees. She noted there have been cases of elected officials implementing their own policies for their employees (particularly the Sheriff's Department).

It was mentioned that there could be a separate policy to address the public's interaction with County social media sites. It was also mentioned that RAVE Systems could be used to inform the community of events. Ed Boettcher, Chairman of the Board, said he had concerns that overuse of RAVE would ruin its effectiveness for emergencies.

Regarding a social media policy that would include the public, Ms. Bargy thought these following subjects should be addressed:

- Purpose of social media policy;
- Guidelines for public posting;
- A disclaimer;
- Criteria for removal of content;
- Posting criteria and violations;
- Contact information.

Ms. Craft said the IT Department is currently an administrator for all County related Facebook pages. She also added that the draft policy states that the IT Department oversees all official department social media accounts. Melissa Zelenak stated she thought that the roles of Facebook pages should be spelled out in the policy. Ms. Bargy and Ms. Zelenak agreed that the

Administration Office should also be listed as an Administrator on the Facebook pages should there be an emergency.

Ms. Bary suggested including a disclaimer that the County Facebook pages are not monitored 24/7 but do offer the appropriate contact information and business hours. Sherry Comben, Treasurer, asked how retention policies would be met within this policy. Ms. Craft indicated the department head/elected official would make the determination depending on the required retention policy for the information involved. Ms. Craft also suggested that before a policy goes to the Administration Committee, it should go to department heads first. It was the consensus of the Committee that the process for the Social Media Policy will be to go to Health and Public Safety Committee, then to department heads, and then to Administration Committee for recommendation to the Board of Commissioners. The Committee discussed consequences for violating policies.

Ms. Craft, Ms. Murray, and Mr. Garwood will continue to work on this policy.

Addressing Public Concerns and Requests

Ms. Zelenak said she thought the issue of addressing public concerns and requests was more about dealing with public comment. The Committee discussed erring on the side of caution with responding to public comment which could lead to debate. They discussed thanking citizens who make public comment and directing them to the appropriate office who may be able to handle their problem. Mr. Garwood said oftentimes when he receives citizen complaints or questions, he is able to direct them to the appropriate organization, committee, or department. He noted most of the time he is able to resolve their inquiry. Mr. Boettcher said that the Commissioners should work on giving full attention to members of the public speaking during public comment.

Mr. Boettcher and Sheryl Guy will work on language that will be added to the Board of Commissioners agendas thanking citizens for public comment section on the agenda and directing them to the Administration Office for further consideration and/or action on their issue. An update will be brought to the Health and Public Safety Committee meeting.

Communications Training

Mr. Garwood indicated he has directed Stephanie Murray, Human Resources Director, to look into communication training opportunities. He also mentioned the possibility of contacting an individual who gave a workshop he attended last spring at a Michigan Association of Counties Administrative Officials event. Ms. Bary suggested using Lohrman which has worked with municipalities in our region. She also mentioned attending a session (with Ms. Guy and Ms. Zelenak) about difficult conversations put on by Networks Northwest and Traverse City Rotary. She added that the person putting on the session had other sessions which could be useful. Ms. Guy will send the contact information to the Administration Office for the person referenced by Ms. Bary. Ms. Zelenak said that she would like any opportunities to be available for all County employees. Ms. Bary mentioned that MSU Extension has someone who talks about Robert's Rules of Order and other roundtables. She also asked about the County having a similar function as the Health Department's Workplace Wellness Committee. The Committee expressed interest in options available and what is of interest to employees. Ms. Bary said that she would like to see opportunities available for all employees, rather than segmented by departments.

The Administration Office will gather information on potential communication training opportunities and bring them to a future Health and Public Safety Committee meeting.

Code of Ethics

Melissa Zelenak left the meeting at 3:21 p.m.

Mr. Garwood said he thought a code of ethics could follow suit with increasing accountability and communications. Ms. Bary mentioned that we already have something similar with the Board

Procedures and Rules. Mr. Boettcher said things could be added to the Board Procedures and Rules if they seem to fit. Mr. Garwood said a code of ethics would help address communications from commissioners to staff, and commissioner to commissioner, and could help avoid making embarrassing comments during public meetings which would be better served outside of meetings. The Committee discussed examples of behavior that a code of ethics could potentially help combat and help improve communications among the Board members as well as and board-staff relations. Ms. Guy said she believes that this could help with public view of the Board of Commissioners, particularly how they are viewed during meetings. Chairwoman Brenda Ricksgers expressed enthusiasm for the concept.

This will be discussed further at the next Health and Public Safety Committee meeting.

The following items will be addressed during future communications discussions:

- Public Interaction and Communications Training/ Dissemination of Information to the Public
- Development of Ongoing Training Opportunities

4. Various Matters

Ms. Comben asked whether there would be issues if RAVE were to be used for non-911 purposes since it is paid for by the 911 millage. Ms. Bargy said she would see it as a proportional expense split between departments. She added that Leslie Meyers could advise the Committee on what RAVE can be used for, since she attended a RAVE training.

5. Public Comment

None.

The meeting adjourned at 3:42 p.m.

ANTRIM COUNTY Social Media Policy Adopted:

1.0 Purpose

This document defines the social networking and social media policy for Antrim County. Social media tools such as Facebook, Twitter and blogs can improve interactivity between government agencies and the public, reaching new and different populations from traditional media sources. Antrim County supports the use of social media technology to enhance and improve communication, collaboration, information exchange, and transparency with the public. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist in making responsible decisions about the use of social media, we have established these guidelines for its appropriate use.

2.0 Scope

This policy applies to all Antrim County employees or volunteers that create or contribute to social media for Antrim County.

3.0 Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the internet, including to your own or someone else's blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with Antrim County, as well as any other form of electronic communication.

The same principles and guidelines found in Antrim County policies and three basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, adversely affects employees or members of the community, may result in disciplinary action up to and including termination.

Carefully read these guidelines, the Antrim County Acceptable Use of Information Technology Policy, and the Discrimination & Harassment Policy to ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

4.0 Use of Social Media

4.1 Personal

- Refrain from using social media while at work or while using Antrim County devices, unless it is work-related as authorized by your Director.
- Do not use a County email address when using social media in personal capacities.
- If you identify yourself as an Antrim County employee when conducting personal social media activities, consider stating in your profile that your comments are not representative of Antrim County.

4.2 Professional

- Only authorized agents may post content to social media pages on behalf of a department.
- Maintain the confidentiality of Antrim County private or confidential information. Do not post internal reports, policies, procedures or other internal confidential communications.
- Do not create a link from your blog, website or other social networking site to an Antrim County website without identifying yourself as an Antrim County employee.
- Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

5.0 Authorized Use

Elected Officials and Department Heads are responsible for designating who is authorized to use social media on behalf of the department and for determining appropriate access levels. The Information Technology Department will oversee all official department social media accounts.

6.0 Site Content

Departments are responsible for establishing and maintaining content posted to their social media sites.

7.0 Records Retention

Because social media sites are not government sites, they do not follow the State of Michigan Record Retention Laws and Policies for Local Government. Social media conducted on behalf of the County is subject to these laws and policies and to the Michigan Freedom of Information Act (FOIA). You must follow the State's record retention laws and policies.

Departments are responsible for the creation, administration and deactivation of social media accounts. Be prepared to treat each comment, post, photo, and list of individuals connected to a social media site as an open record. Do not assume third-party platforms such as Facebook and Twitter will keep accurate records of your content.

Content deemed inappropriate shall be promptly documented (screenshot/printout), and saved per the retention policy and then removed immediately.

For more information

If you have questions or need further guidance, please contact your Human Resources representative.

**FY 2017-2019 Multi-Year Aging Services Contracts
Notice of Contract Award (NCA)**

AREA AGENCY ON AGING
of Northwest Michigan

1609 Park Drive, Traverse City, Michigan 49686
(800) 442-1713 (231) 947-8920 Fax: (231) 947-6401
www.aaanm.org info@aaanm.org

Contractor:

Antrim County Commission on Aging
308 E Cayuga, Bellaire, MI 49615

Federal ID Number:

36-6000098

Contract Period:

FY17-19: October 1, 2016 - September 30, 2019

Budget Period:

FY19: October 1, 2017 - September 30, 2018

Award No:

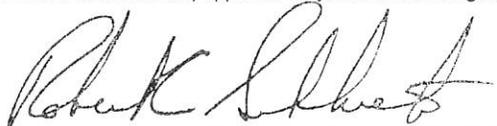
2018-3

Provider	Antrim County Commission on Aging
Fiscal Year	2018

Award Date: 9/7/2017 6/7/2018 9/18/2018

Service	Funding Source	Original Award	Amendment 1	Amendment 2	TOTAL AWARD
Congregate Meals	Title III-C-1 (93.045)	\$ 43,388	\$ 12,111	\$ 3,234	\$ 58,733
Congregate Meals Total		\$ 43,388	\$ 12,111	\$ 3,234	\$ 58,733
Home Delivered Meals	State HDM	\$ 55,673			\$ 55,673
Home Delivered Meals Total		\$ 55,673			\$ 55,673
Grand Total		\$ 99,061	\$ 12,111	\$ 3,234	\$ 114,406

1. Award is hereby made in the amount and for the period shown above on the basis of the Contractor's approved application, budget, other supporting documentation and any attached provisions and conditions.
2. Award is to be used to implement the services listed above, at the negotiated levels of units and clients agreed upon, in accordance with contract terms and provisions as described in the FY 2017-2019 Multi-Year Contract for Aging Services, as approved by the Area Agency on Aging of Northwest Michigan Board of Directors.
3. Award is conditionally approved subject to and contingent upon the availability of funds from Michigan Aging & Adult Services Agency (AASA).



Executive Director
Area Agency on Aging of Northwest Michigan

9/18/18

Date

Signature of Authorized Official, Title
Antrim County Commission on Aging

Date

**MICHIGAN STATE BLOCK GRANT PROGRAM
FIVE-YEAR AIRPORT CAPITAL IMPROVEMENT PROGRAM (CIP) FY-2019* to FY-2024**

*ACIP includes current development year (2019 already programmed - minor changes acceptable)

Airport Name: Antrim County Airport						Date prepared: 09/21/2018				
Associated City: Bellaire, Michigan						Prepared By: Mead & Hunt, Jeff Thoman				
Sponsor: Antrim County						Sponsor email address & phone: John Strehl, (strehlj@antrimcounty.org) (231				
Airport Identifier: ACB						NIPIAS = C				
Development Year	Project Description	Shown on ALP**? (Yes or No)	ACIP Code**	NPIAS Priority Rating**	Federal Entitlements	Federal Apportionment	Federal Discretionary	State	Local	Total
2019	<i>Carry over 2018 NPE = \$36,140</i>									
	Design for Rehabilitate Taxiway A & Taxiway B Pavement	Yes	RE TW IM	64	\$132,278			\$7,349	\$7,349	\$146,975
	Design for Install Rehabilitate Taxiway A & Taxiway B Lighting	Yes	SP TW LI	75	\$46,868			\$2,604	\$2,604	\$52,075
2020	<i>Carry over 2019 = \$6,994</i>									
	Design for SRE Acquisition	N/A	ST EQ SN	45	\$12,330			\$685	\$685	\$13,700
	SRE Acquisition	N/A	ST EQ SN	45	\$137,070			\$7,615	\$7,615	\$152,300
2021	<i>Carry over 2020 NPE = \$7,594</i>									
	Airport Layout Plan	N/A	PL PL MA	64	\$157,594	\$67,406		\$12,500	\$12,500	\$250,000
2022	<i>Carry over 2021 NPE = \$0</i>									
	Rehabilitate Taxiway A & Taxiway B Pavement	Yes	RE TW IM	64		\$1,851,867		\$102,882	\$102,882	\$2,057,630
	Install Rehabilitate Taxiway A & Taxiway B Lighting	Yes	SP TW LI	75	\$150,000	\$506,145		\$36,453	\$36,453	\$729,050
2023	<i>Carry over 2022 NPE = \$0</i>									
	Carry forward for SRE Acquisition	N/A								
2024	<i>Carry over 2023 NPE = \$150,000</i>									
	Carry forward for SRE Acquisition	N/A								
2025	<i>Carry over 2023-2024 NPE = \$300,000</i>									
	Design for Acquire SRE (Plow Truck)	N/A	ST EQ SN	45	\$36,000			\$2,000	\$2,000	\$40,000
	Acquire SRE (Plow Truck)	N/A	ST EQ SN	45	\$402,300			\$22,350	\$22,350	\$447,000

*Proposed airport development must be shown on current FAA-approved ALP prior to funding project.

**In accordance with FAA Order 5100.39A, Appendix 6 - Fields should be completed

(Refer to Airport Code spreadsheet provided on MDOT Aeronautics website under Block Grant Program for specific airport code)

Do NOT alter spreadsheet format

Health and Public Safety Committee

Karen Bargy

Brenda Ricksgers, Chair

Melissa Zelenak

Minutes October 31, 2018

Members present: Brenda Ricksgers, Karen Bargy, Melissa Zelenak

Members absent:

Others present: Pete Garwood, Carol Stocking, Ed Boettcher (left meeting at 2:30), Jim Rossiter, Michael Stepka (joined meeting at 2:40)

1. The meeting was called to order at 2:00 p.m.

2. Public Comment

None.

3. Discussion: Drug & Sobriety Court

Member of the Health & Public Safety Committee, along with others in attendance, discussed both the current sobriety court and the drug court operating in Grand Traverse County, and the possibility of starting both programs in Antrim County.

The group will revisit the issue in approximately six (6) months.

No action was taken at this time.

4. Public Comment

None.

The meeting adjourned at 3:30 p.m.

Health and Public Safety Committee

Karen Bargy

Brenda Ricksgers, Chair

Melissa Zelenak

Minutes November 28, 2018

Members present: Karen Bargy, Brenda Ricksgers, Melissa Zelenak

Members absent:

Others present: Pete Garwood, Mathew Cooke, Ed Boettcher, Al Meacham, Undersheriff Dean Pratt, Sheriff Dan Bean, John Strehl, Judy Parliament, Mike Gank, Sherry Comben, Sheryl Guy, Stephanie Murray, Patti Niepoth, Jim Rossiter, Deb Haydell

1. The meeting was called to order at Brenda Ricksgers by 9:03 a.m.

2. Public Comment

None.

3. Commission on Aging (COA)

Judy Parliament, COA Director, provided financial information to the Committee as part of the agenda packet, which she reviewed with the Committee. She said that she will be working with Deb Haydell, Finance Director, to ensure all finances are finalized for the end of the year. Ms. Parliament said the ongoing LED project is nearly complete throughout the Bellaire senior center building. She noted COA is under budget on most items, except events which are balanced out by revenues that come in for those events. The Committee reviewed the revenues and expenses. Ms. Parliament said she is still looking at the possibility of a maintenance person and a new Meals-on-Wheels route. She added that there are a few new volunteers, which comes with the holiday season.

Medicare/Medicaid Assistance Program (MMAP) Purchase of Service Agreement (see attached pgs. 6-7)

Ms. Parliament said the amendment extended the date of the contract that would allow the County to continue to receive funds.

Motion by Karen Bargy, seconded by Melissa Zelenak, to recommend the Board of Commissioners authorize the Board Chairman to execute, on behalf of the Commission on Aging, Amendment No. 1 to the 2017-2018 Purchase of Service Agreement between MMAP, Inc. (Michigan Medicare/Medicaid Assistance Program) and Antrim County Commission on Aging for the delivery of MIPPA Beneficiary Outreach and Assistance Services.

Motion Carries- Unanimous

4. Antrim County Transportation (ACT)

Al Meacham, ACT Director, provided financial and ridership information to the Committee as part of the agenda packet. He mentioned that this is the beginning of their fiscal year. Mr. Meacham referred the Committee to the monthly passenger data which broke down the 2,007 school rides they provided by district. Karen Bargy noted that some of the expense items are front loaded such as office supplies and radio maintenance. Mr. Meacham said that some of the expense items, like conferences, are reimbursable expenses.

5. Antrim County Airport

John Strehl, Airport Manager, provided financial information to the Committee as part of the agenda packet. The Committee reviewed the revenues and expenditures for the airport.

He noted the lighting project is nearly complete and he expects a reduction in future energy costs.

Mr. Strehl said that he received a communication from the Federal Aviation Agency (FAA) that requested a breakdown of proposed taxiway repaving project.

Mr. Strehl said that the 2018 capital projects have been completed (Fuel Farm, SRE Tanks, terminal furniture) and showed the Committee photographs of the projects. He noted that the projects finished \$15,000 under budget.

Mr. Strehl added that he is working on strategies to increase revenues utilizing the cold storage hangar.

Mr. Strehl said DTE Energy ran in to engineering problems and will be proposing an amendment to the contract in the near future. They will be looking to run the easement along the fence line of the airport, which will require the installation of an access road. Mr. Strehl said that this will be helpful as it will remove the trees that are against the fence. It was the consensus of the Committee to allow John Strehl to negotiate with DTE Energy to amend the contract.

Personnel Update

Pete Garwood, County Administrator, updated the Committee on the open position at the airport. He said that three more people were interviewed, which brought the total to fifteen (15) interviews of the sixty (60) total applicants. There is one candidate to whom they would like to extend an offer, and have recently completed the reference checks. Ms. Murray said she has contacted the potential hire to see if he would be interested in the position. If the employee accepts the position, the pre-employment process can begin (drug tests, background checks, physical, etc.). Mr. Garwood thought that if the County were able to hire, it should be easier to extend the contract for the contracted employee if necessary. Ms. Bary asked that the possibility of fully contracting this one position be discussed with labor counsel, as a worst-case scenario. Mr. Garwood indicated the Chairman of the Board and the Committee Chair agreed to wait and see the chosen candidate accepts the position prior to having the meeting with counsel.

Airport Land Lease: Loy

Mr. Garwood said that there were changes to the contract regarding indemnification and insurance, based on review from legal counsel. Neither Mr. Garwood nor Mr. Strehl recalled discussions on having legal counsel review personal property tax issue. The Committee discussed the land lease in regards to personal property tax. Sherry Comben, County Treasurer, said that the township folded on the pursuit of personal property tax, which she believed was due to language of the contract. Ms. Comben said she had concerns that a change may lead to the County being susceptible to property taxes as it is the County's land.

Motion by Karen Bary, seconded by Melissa Zelenak, to send the airport land lease with Glenn A. Loy to legal counsel for further review, specifically regarding information from the Michigan Tax Tribunal regarding Antrim County Airport lease ~~litigation.~~

Motion Carries- Unanimous

6. Sheriff's Department Update

Antrim County Sheriff Dan Bean provided an Animal Control report and a Dispatch report to the Committee as part of the agenda packet. The Committee reviewed the information provided, and expressed interest in a further breakdown of dispatch calls by township and incident.

Undersheriff Dean Pratt said that the canine is still doing training, and will be up for recertification in March of 2019. He said the canine has all of its State certifications, but has one category left in the Dogs in Law Enforcement certification.

Ms. Bary asked about a memorandum of understanding regarding County 911 and Munson Medical Care. Undersheriff Pratt said that Sherriff Bean is working on this matter.

Undersheriff Pratt said a wrecker clean up policy is still in the works, but there were a few steps that still needed to be addressed. He said that it would be discussed at the next police chiefs meeting.

Tele-Rad Services Agreement

Dispatch Sergeant Mike Gank said that this agreement reflected an increase due to additional equipment and existing equipment coming off warranty. He said that it is about \$52 more annually than the previous contract. Ms. Bargy asked about the automatic renewal in the contract, and Mr. Gank said it was the same as the previous contract.

Motion by Melissa Zelenak, seconded by Brenda Ricksgers, to recommend the Board of Commissioners authorize the Board Chairman to execute a service agreement with Tele-Rad, Inc. to maintain the Antrim County Sheriff Department's radio system from January 1, 2019, through December 31, 2019 for a monthly payment of \$2,520.70.

Motion Carries- Unanimous

7. Emergency Services Update

Leslie Meyers, Emergency Services Coordinator, was unable to attend the meeting but provided the Committee with a written update as part of the agenda packet.

Ms. Bargy asked about the RAVE school panic button and if it was funded by the State. Mr. Garwood said that according to Ms. Meyers it has not been funded. Ms. Bargy asked about the completion of the RAVE facilities plan at the Grove Street annex. Mr. Garwood will discuss with Ms. Meyers the status of the project. Ms. Zelenak mentioned that Marna Robertson at Meadowbrook Medical Care Facility was interested in the contact information for RAVE panic buttons, and asked if an email had been sent to local municipalities making them aware of the availability of the program. Mr. Garwood said he will discuss with Ms. Meyers, and will send the RAVE contact information for panic buttons to Ms. Robertson.

Deb Haydell, Finance Director, told the Committee the County received the invoices related to the incident last month in Mancelona and will be brought to the Finance Committee. She added that she will also bring the costs associated with the Kitchen Farms fire, but that those would be reimbursed by Kitchen Farms insurance.

Ms. Haydell informed the Committee she will also be discussing the creation of a new Chart of Accounts fund: Disaster Contingency. The Committee discussed how the new fund should be budgeted moving forward: putting money in or using budget amendments when the fund is needed. Ms. Bargy said that having some background information on incidents at Finance Committee is helpful when there is a budget amendment is of this kind. Mr. Boettcher wanted the Committee and the Board of Commissioners to show support for the Emergency Services Coordinator making decisions to call in services in emergencies such as HAZMAT. Ms. Zelenak asked if there could be a policy regarding emergency purchase of disaster services. Mr. Garwood said there is an emergency action plan but it does not specifically address purchases. He added that the Emergency Services Coordinator job description allows for that person to make emergency purchases. Ms. Haydell mentioned the possibility of a rider policy through MMRMA for hazardous material incidents. She also said that she felt the Emergency Services Coordinator should have the authority to enact purchases, rather than creating a policy.

Motion by Melissa Zelenak, seconded by Karen Bargy, to direct the County Administrator, Sheriff, Finance Director, and Emergency Services Director to develop an emergency disaster payment procedure, that outlines the process, to be brought for review to the HPS Committee in March of 2019.

Motion Carries- Unanimous

8. Discussion: Proposal 1

Jim Rossiter, County Prosecuting Attorney, gave an overview of the new recreational marijuana laws and their meaning to the County. He said that the County cannot opt out of Proposal 1, but townships and villages may. Mr. Rossiter said that opting out allows municipalities to disallow recreational marijuana facilities and distribution within their jurisdiction. Sheriff Bean noted that there are a number of townships

in Antrim County that have or are working on opting out. The Committee discussed the proposal of the passage of Proposal 1:

- recreational marijuana is legal starting 12/6/2018;
- how the process of recreational marijuana shops may work;
- the State having a year to create the regulations for the sale of recreational marijuana;
- Mr. Rossiter is dismissing some cases that involve marijuana;
- how long THC (active ingredient of marijuana) stays in the system.

Ms. Zelenak suggested education programming through the Northern Michigan Regional Entity (NMRE). Mr. Rossiter said that a good investment would be the Drug Roadside Enforcement (DRE) program. Undersheriff Dean Pratt said that if the department participated in the DRE program, training would be best done in stages so as not to disrupt services. Mr. Rossiter said county prosecutors have created a committee to go through the statute for enforcement. He said that there is no clear direction, and it is best suited for legislators to determine the direction.

9. Michigan Indigent Defense Commission (MIDC) Agreement

Mr. Garwood suggested the signing of this agreement should be put on hold until the Michigan Association of Counties (MAC) has completed their negotiations. Mr. Garwood informed the Committee civil counsel reviewed the agreement and did not have any recommended changes. Mr. Garwood said that he is incorporating some changes from Oakland and Marquette Counties, which he will discuss with legal counsel. He said that MIDC would like something signed as soon as possible, but expenses can be tracked and reimbursed upon signing the agreement. He said one thing MAC is recommending language that allows an extension if the County is unable to meet the 180 day requirement for compliance for all items. MAC also worked out getting 50% up front and 2 payments of 25%.

10. House Bills 5750, 5751 – “Baby Boxes”

The house bills would essentially allow for parents to voluntarily deliver their newborn (under 30 days) to newborn safety devices attached to the building by emergency service providers. Ms. Zelenak was providing this as a heads up and that there may be action required in the future.

11. Working Communications Committee

Code of Ethics

Ms. Ricksgers said she liked the draft of the Code of Ethics and Conduct, and Mr. Garwood said that it was modeled from the Emmet County Code of Ethics. Ms. Bary felt there were other policies that should have been completed and implemented before this was created. Ms. Zelenak agreed that there were other things that should have been done, and had concerns with why this was a priority. Mr. Boettcher said that he felt it was a part of creating improvements on communications. Mr. Garwood said that this would help guide commissioner interactions with each other and with department heads. He said Jonathon Scheel, Emmet County Commissioner, said having a code of ethics has helped their board dynamics.

Ms. Bary this could be used as a preamble in the employee handbook. The Committee discussed the usage of Code of Ethics. Mr. Boettcher said that this was a way for commissioners to accept that they have responsibility, and they have an impact on the morale of the County. The Committee discussed having this included as part of the Board of Commissioner’s Rules and Procedures.

It was the consensus of the Committee to direct the County Administrator to prepare a draft preamble Code of Ethics in the Board of Commissioners Rules and Procedures for board review, to be acted on at the Board’s organization meeting.

Development of Ongoing Training Opportunities

The Committee reviewed the training survey done by the Administration Office and discussed potential training opportunities. They discussed further breaking down what employees want to learn with the BS&A Software and County website. The Committee discussed an additional survey to further identify specific

training based on the general topics that were identified in the initial survey. Ms. Bargy thought this was a way to see what the issues are, and how we can fix the issues.

Social Media Policy

Because Ms. Zelenak was the driving force behind establishing a social media policy and is leaving the Board of Commissioners on December 31, 2018, the Committee decided to have a special meeting regarding topics related to social media. It was the consensus of the Committee to hold a special meeting on December 5, 2018 at 2:00 p.m. regarding communications, specifically Social Media Policy, Public Interaction/Dissemination of Information to the Public, and follow-up surveys on training topics.

12. Various Matters

Ms. Bargy spoke of the process the Health Department uses for review of new or revised policies:

1. the policy goes to legal review;
2. the policy is reviewed by department team;
3. the policy is reviewed by employee committee;
4. the policy is sent to staff for review and comment;
5. comments are taken into consideration ~~which runs back through the process(steps 1-4);~~ **starting the process again at step 1, continuing through step 4, before going to the Board for final approval.**
6. the vetted policy goes to the full board for decision.

She said that this was a good procedure for policy because it involves everyone in the organization before it goes to the board for approval.

13. Public Comment

Undersheriff Pratt said he was disappointed that the Code of Ethics discussion led to the removal of a signature page. He felt that as leaders, the Board should take the lead in acknowledgement of the code of ethics. Undersheriff Pratt said while there is no enforcement, it is a good thing for everyone to acknowledge.

The meeting adjourned at 2:22 p.m.



Memorandum Administration Office

November 27, 2018

TO: Health & Public Safety Committee

FR: Peter Garwood, Administrator 

RE: Amendment No. 1 to the 2017-18 Purchase of Service Agreement with MMAP, Inc.

Attached is a proposed amendment provided by Judy Parliament, Commission on Aging (COA) Director, regarding a purchase of service agreement. The purpose of the amendment will alter the period of performance for the delivery of the MIPPA Beneficiary Outreach and Assistance Services (MIPPA). This agreement (Amendment) begins October 1, 2018 and continues as long as funds for the Application Submission Purchase of Service Pool remain available, but no later than September 29, 2019. The following motion is presented for your consideration:

Motion by _____, seconded by _____, to recommend the Board of Commissioners authorize the Board Chairman to execute, on behalf of the Commission of Aging, Amendment No. 1 to the 2017-18 Purchase of Service Agreement Between MMAP, Inc. (Michigan Medicare/Medicaid Assistance Program) and Antrim County Commission on Aging.



6105 W. St. Joseph Hwy. • Suite 204 • Lansing, MI 48917 • Ph. 517.886.1242 • Fax 517.886.1305 • www.mmapinc.org

**Amendment No. 1 to the 2017-18 Purchase of Service Agreement Between
MMAP, Inc.**

6105 W. St Joseph Hwy, Suite 204, Lansing, MI 48917

And

Antrim County Commission on Aging

P. O. Box 614 Bellaire, MI 49615

EIN: 38-6000098

For the Delivery of MIPPA Beneficiary Outreach and Assistance (MIPPA) Services

Amendment Purpose: The purpose of the amendment is to alter the period of performance for the delivery MIPPA Beneficiary Outreach and Assistance Services (MIPPA).

Period of Performance: This agreement begins October 1, 2018 and continues as long as funds for the Application Submission Purchase of Service Pool remain available, but no later than September 29, 2019. This agreement is in full force and effect for the period specified.

Original Agreement Conditions: It is understood and agreed that all other conditions of the original agreement remain the same.

The individual or officer signing this amendment certifies by his/her signature that s/he is authorized to sign this amendment on behalf of the responsible governing board, official, or contractor.

Signature of Authorized Representative

Date

Organization/Title

Jo Murphy

Executive Director MMAP, Inc.

November 8, 2018

Date

Health and Public Safety Committee

Karen Bargy

Brenda Ricksgers, Chair

Melissa Zelenak

Minutes December 5, 2018

Members present: Karen Bargy, Brenda Ricksgers, Melissa Zelenak

Members absent:

Others present: Pete Garwood, Mathew Cooke, Ed Boettcher, Patty Niepoth, Sheryl Guy,

1. The meeting was called to order at 2:08 p.m. by Brenda Ricksger

2. Public Comment

None.

3. Communications Effort

Social Media Policy

Melissa Zelenak indicated the Health Department said it was okay for the County to review their handbook for use as a potential template.

The social media policy of the Northwest Michigan Health Department and page two (2) of the Oakland County social media policy were distributed for review (see attached pgs. 4-8). Ms. Zelenak said she thought an internal social media policy could be modeled after the Health Department's social media policy. Karen Bargy said she liked that the Health Department's social media policy applied to Health Department business outside of work hours.

The Committee reviewed the drafted County internal social media policy and made the following recommendations:

- Reference to the Health Insurance Portability and Accountability Act (HIPAA) policy
- Inclusion of language that the social media policy is not meant to unduly limit employees
- Inclusion of language that the County will not ask for employee's social media passwords
- Inclusion of language that posting online may have legal consequences
- Adding venting complaints about employer (#5 in Health Department social media policy)
- Adding use of privacy settings (#6 in Health Department social media policy)
- Change name to Antrim County Social Media Internal Use Policy
- Expand scope to include volunteers and individuals representing the County in an official capacity (County social media policy 4.2)
- Reference external policy to internal policy
- Remove last paragraph of section 4.2, as it is the same as last paragraph of section 3
- Include contact information for who to contact regarding social media; a disclaimer that pages are not monitored 24/7; who is responsible to keep site content up to date (County social media policy 6.0)

- Utilize language from Oakland County social media policy to enhance Antrim County’s (County social media policy 7.0)

Questions raised from the internal social media policy include:

- What are the three basic beliefs? (referenced in County internal social media policy 3.0)
- Who handles inappropriate content? What is the process? (County social media policy 6.0)

Social Media Site Posting External Policy (see attached pg. 9-11)

The Committee reviewed the drafted County social media external policy and made the following recommendations:

- Change name to Antrim County Social Media Public Use Policy
- Include a disclaimer referencing this policy as pop up before leaving County webpage to external social media sites
- Ensuring visible disclaimers on social media pages
- Language that is more clear as to whom this policy applies
- Cross reference with internal social media policy
- In Section 1 2nd paragraph, adding “commenting or posting to the County’s social media pages.”
- Remove Section I, within the title of Section IV
- Ensuring a link is included on social media pages to access this policy
- Reference the State of Michigan’s record retention schedule in County policy
- Put a period after “...Antrim County employees.” Remove the other sentences between that and the next “Antrim County shall preserve...” (County social media external policy Section V)
- Include language that, “Most posting and comments are transient in nature...”

Dissemination of Information to the Public

Ms. Bargy noted that, although RAVE is paid for through the 911 millage, RAVE offers the ability to disseminate information to the public not related to emergencies. If the County can use RAVE in this manner, the County could reimburse some of the costs for RAVE utilization. Mr. Garwood suggested the possibility of inviting the RAVE representative to attend a Board of Commissioners meeting in the future, specifically to discuss the capabilities of RAVE outside of emergency use. The Committee discussed the benefits of additional RAVE services, and who would administer additional services.

Ms. Bargy asked if there were another way to publicize special meetings other than through the County website. Mr. Garwood said that it is difficult to get to special meetings to newspapers. Sheryl Guy, County Clerk, said there used to be an email list, which was used to send agendas to the public who signed up for it. The Committee discussed possible options to help get information out to the public. This will be brought to a future Health and Public Safety agenda (sub topics of Rave, Social Media, Special meetings).

Mr Boettcher said Patty Niepoth, Register of Deeds, **indicated she** hopes any training sessions are held because they are necessary and not held just to do them.

Mr. Boettcher left at 4:55 p.m.

Follow-up: Survey – Training (see attached pg. 12)

Mr. Garwood said Mathew Cooke, Deputy Administrator, worked with Valerie Craft, Information Technology Directory, to create a brief survey regarding the webpage. The Committee reviewed the survey and made the following recommendations:

- Adding a question about what you like most/least about the website (e.g. difficulty finding information)
- Combined questions 2 and 3 to be, “If you are an administrator, do you need additional training or assistance?”
- Remove question 5 and change to “Do you think that you are using BS&A modules to its fullest capabilities?”
- Adding a question regarding BS&A about what do you want it to do, that it currently does not do?
- Adding a question regarding BS&A and what could be improved (e.g. data entry, access, reporting)?

Ms. Zelenak asked to have department heads review the survey. The Committee agreed that this would be beneficial as the department heads use the software most. Mr. Cooke will try to have this to the Committee members by the December 10, 2018 Finance Committee meeting for review.

Communications Flow Chart

Tabled for a future Committee meeting.

4. Various Matters

None.

5. Public Comment

Joanna Thornton, Antrim County resident, said she has been trying to get information on meetings out to the public. She said that print media is dying, which is a reason why people did not know about the facilities master plan event. She suggested that the County utilize Facebook to assist with getting information, particularly meetings, out to the public. She said she was interested in learning more about RAVE, but felt it may be too cumbersome and potentially expensive.

The meeting adjourned at 5:30 p.m.

Examples of illegal or dishonest activities are violations of federal, state or local laws. If an employee has knowledge of or a concern of illegal, dishonest or fraudulent activity, the employee is required to immediately contact the Human Resource Manager or any other department manager (an individual who was not the focus of the concern.)

Employees must exercise sound judgment to avoid baseless allegations. Employees who intentionally file a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas – confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The Health Department will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threat of physical harm.

Any whistleblower who believes he/she is being retaliated against must contact the Human Resource manager or a department manager (an individual who is not the focus of the concern.) The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated, nor does it prohibit supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance related factors.”

9. SOCIAL MEDIA POLICY

The purpose of this policy is to ensure that the Health Department of Northwest Michigan's employees (1) understand their obligations when using social media, such as Facebook, Twitter, Snap Chat, Instagram, YouTube, blogs and any other social media networking sites, and (2) are informed of the importance of managing the risks associated with such use that may impact the reputation of the agency, and/or the confidentiality of its employees and clients, resulting in a breach of the agency's core values, policies, procedures, or HIPAA.

This policy is for the mutual protection of the agency and its employees and is not intended to prevent, discourage, or unduly limit employees' expression of personal opinion or online activities.

This policy covers employee activity on all social networking sites, including, but not limited to, Facebook, Twitter, Snap Chat, Instagram, LinkedIn, YouTube, blogs, and any other internet social networking sites.

The Health Department recognizes that many employees use electronic social media networking sites such as those listed above, and in accordance with Michigan's Internet Privacy Protection Act, the Health Department will not (1) request access to pages of employees' private internet account that are not visible to the public, (2) request passwords to allow access to private pages, or (3) discipline any employee who refuses/fails to provide such access or passwords.

Postings on social media networking sites are permanent and may have legal consequences. Given the potential ramifications to the Health Department and its

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business, it is establishing guidelines for employee use of social media. Employees are required to abide by these guidelines, even outside of work, as a condition of employment.

Based on the policy statement, HDNW staff will adhere to the following -

1. In accordance with HDNW's HIPAA policy, employees are prohibited from posting or discussing confidential client information on any social media sites. Since social media sites are not the proper format for communicating with clients regarding, but not limited to, appointment reminders or follow up visits, employees are prohibited from doing so.
2. Employees must maintain the confidentiality of proprietary information. Proprietary information may include information regarding the development of systems, processes, services, know-how, and technology. Posting internal reports, photos, policies, procedures, or other internal business related, confidential information is prohibited. Additionally, the confidentiality of the private information of HDNW's employees, vendors, suppliers, or other persons associated with HDNW must be maintained.
3. Employees should be respectful and honest in their postings and not post obscenities or make personal attacks that can harm their reputation, the reputation of another, or the reputation of the Health Department.
4. Employees are prohibited from making malicious, untruthful, and/or defamatory comments about
 - a. Health Department Northwest Michigan's operations or services
 - b. current and former employees
 - c. persons associated with the Health Department
 - d. clients
 - e. customers
 - f. vendors or suppliers
5. Social media sites are not the proper forum for venting complaints about the Health Department in order to accomplish positive change. All employees who have complaints or suggestions related to their employment are encouraged to communicate directly with their supervisor or Human Resources.
6. While such settings are not fool proof, employees should use privacy settings, when appropriate, to prevent personal information from becoming public. Also, employees should be aware that anonymous postings do not necessarily remain anonymous.
7. Employees who discover malicious, untruthful, and/or defamatory information posted about the Health Department or its employees, operations, or services are required to report the posting to management, and are prohibited from posting a response to the comments.
8. Employees are required to avoid copyright and trademark infringements, and never use any images, branding materials, or trademarks without permission of the owner. It also prohibits the use of the Health Department's logo or other branding information.
9. Employees are prohibited from using social media while on working time, unless the employee's job duties specifically require the use of social media platforms.

X

10. Employees who post commentary that may be viewed as an official statement by the Health Department must include the following disclaimer:
"The views and opinions expressed are my own and do not necessarily reflect the views of the Health Department of Northwest Michigan."

Employees will be held personally accountable for their posts. Violations of this policy may result in disciplinary action, up to, and including, termination, and may result in legal action, if appropriate. This policy is not intended and does not infringe on employees' rights under Section 7 of the National Labor Relations Act.



10. COMPUTER USE/INFORMATION SYSTEMS

Because of the changing nature of computers, software and information systems in general, Personnel Policy Supplements will be issued regarding these items. In addition to compliance with applicable Personnel Policy Supplements, employees will use these resources in a professional, ethical and lawful manner.

- a. Employees are given access to computer resources to assist them in the performance of their jobs. The computer, telecommunications system, data files, and software development belong to the Health Department and may only be used for authorized Health Department business unless written authorization is obtained for limited personal use. Division Directors may approve personal use of the computer resources by employees, but only during non-business hours.
- b. Accessing the Internet. Employees may only access the Internet through an approved Internet firewall.
- c. While using Health Department computers, employees may not use them in a way which violates the Health Department's Personnel Policies.
- d. No messages with derogatory or inflammatory remarks about an individual or group's race, religion, national origin, physical attributes, or sexual preference will be transmitted.
- e. Without limiting the Health Department's computer resources policy, examples of prohibited activities include:
 - Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users without consent.
 - Making misrepresentation in regard to the Health Department or yourself on the Internet.
 - Disrupting the operation of the computer system or Internet through abuse of the hardware or software.
 - Interfering with others' use of the Network.
 - Illegal installation or use of copyrighted software.
 - Downloading, copying, or use of free, licensed or copyrighted software without prior authorization of the IT Department.
 - Altering of system software.
 - Placement of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages.
 - The use of the Health Department's computer resources for commercial or personal advertisements, solicitations, promotions, destructive programs, political material, or any unauthorized use.

Be Aware of Legal Considerations

In order to avoid liability for yourself and the County, do not make comments that:

- 1) discriminate on the basis of race, creed, color, age, religion, sex, marital status, sexual orientation, national origin, weight, height or genetic information;
- 2) are sexual in nature;
- 3) compromise the safety or security of the County or individuals;
- 4) support or oppose a political candidate or ballot measure;
- 5) promote illegal activity;
- 6) violate another party's copyright, trademark or other protected property;
- 7) are obscene or profane.

Use good judgment when providing personal information and be aware of legal requirements and County/Department policies protecting a person's right to privacy. (e.g., HIPAA -- the Health Insurance Portability and Accountability Act protects a person's health information.) Ask for permission before posting someone's image, information, or intellectual property. Do not post information about employees, citizens, vendors, patients or clients being served by the County without first obtaining their written consent.

Retain posts

Because social media sites are not government sites, they do not follow the State of Michigan Record Retention Laws and Policies for Local Government. But social media conducted on behalf of the County is subject to these laws and policies and to the Michigan Freedom of Information Act. You must follow the State's record retention laws and policies¹.

¹ More information about them can be found at the State of Michigan Department of Technology, Management and Budget website. http://www.michigan.gov/dmb/0,4568,7-150-9141_21738-96210--,00.html

Under the State's record retention rules, many of the items and documents you might post, such as notices of special events or holidays, and copies of documents already kept in your department do not need to be saved permanently. You must save a copy of these materials only until the event has passed, the case is closed, the project is completed, or the information has served its useful purpose. Most tweets and posts fall into this category because of their transient and temporary nature and because they do not perform a governmental function or create a County policy. However, you must also be prepared to respond to Freedom of Information Act requests or to produce documents and materials in a lawsuit. If you post something that is the only record of a County operation or is the only record that a County function has been performed, you must keep a copy.

SOM

Social Media Community Guidelines

The state of Michigan engages with the public through many digital outlets. We do this to provide information of statewide interest to state residents, the business community, visitors to our great state, and other members of the general public. We encourage you to engage with the state through these digital outlets, especially through official state of Michigan social media pages. Please feel free to submit comments and questions for a specific agency, or even for Michigan government as a whole, regarding topics posted on official state of Michigan social media platforms. Please also feel free to share the information that the state of Michigan posts on our digital outlets with your friends and family.

*** If you decide to submit comments or questions on official state of Michigan social media sites, we will do our best to respond to you as soon as we can. However, as you can imagine, the state of Michigan receives a lot of correspondence – via social media and otherwise – so responses should only be expected during regular state of Michigan business hours, and it may take some time to get back to you.

Response Time

When engaging with the state through social media you agree to the following state of Michigan Social Media Customer Use Policy.

SOM Social Media Customer Use Policy

*** When engaging with the state of Michigan on social media you are subject to the Terms of Service (TOS) of the host site. The state of Michigan encourages anyone interested in sending comments or questions to the state via social media to review host site TOS prior to engaging with the state on specific social media sites. Please make sure that you fully understand your rights before posting.

*** If you decide to comment or ask questions on social media, please keep in mind that the state of Michigan uses social media to engage with all members of the public. Thus, the state will moderate discussions on social media to ensure that everyone who

Antrim County

Social Media Site Posting External Policy

Adopted:

I. Background

Antrim County encourages the use of social media technologies to enhance communication, collaboration, and information exchange in support of the **County's mission**. By openly sharing knowledge, best practices, and lessons learned, we can provide more effective solutions, and enhance efficiencies within the business of government. The County's social media pages which may include, but are not limited to Facebook, Twitter, Instagram, LinkedIn, and YouTube are intended to serve as another way in which our community can connect and learn about County services, events, and activities. Just like public meetings and the many other ways we engage one another, our social media pages are intended for our community to foster a dialog regarding topics that pertain to County business, and to have constructive discussions.

This policy is a guideline and terms of service for using the site for anyone commenting to the County's social media pages.

As technology evolves, this policy will evolve; but in general terms, the use of social media technology follows the same standards of professional practice and conduct associated with everything else we do.

II. Purpose

The purpose of this policy is to provide guidelines to the general public when commenting on Antrim County's social media pages.

III. Definition

For the purpose of this policy, social media refers to venues that integrate technology, community, and the sharing of words, pictures, videos and audio. This may include, but is not limited to:

- Multimedia and social networking sites such as Facebook, Twitter, Flickr, Tumblr, Reddit, Instagram, Snapchat and YouTube;
- Social networking sites with an emphasis on professional exchange of information and development of business, such as LinkedIn;
- Blogs, microblogs, wikis, message boards, comment sections, social bookmarking websites and other community-based sites or collaboration tools;
- Social commerce postings, product and/or experience reviews such as Amazon, Facebook groups and Craigslist; and
- Other sites where information (text, images, video, sound or other files) can be uploaded or posted).

IV. Section I General Public Use Policy

When engaging with the County through social media you agree to the following General Public Use Policy.

Comments noting the positives about Antrim County are always welcome, but so too are constructive criticisms. The County actively monitors its social media pages and takes your input seriously; so we encourage everyone to be respectful and thoughtful in their comments.

We understand that social media is a 24/7 medium; however, our monitoring capabilities are not. We may not see every inappropriate comment right away, so we must rely on the maturity of our community to ignore personal attacks and negative speech or respond politely. A posted comment (which could be in the form of text, image, video or hyperlink) is the personal opinion of the original author – not of Antrim County – and publication of a comment does not imply endorsement or agreement by Antrim County.

You are fully responsible for everything you submit in your comments, so please remember that all posted comments are in the public domain. Comments may be retained by Antrim County and may be subject to disclosure, if requested under the Freedom of Information Act. Antrim County will not edit but reserves the right to delete comments that are deemed to violate the following criteria:

- a. Comments not related to County business or not related to the original posted social medium content being commented upon;
- b. Comments in support of, or in opposition to, political campaigns, candidates, political parties or a stance on ballot proposals;
- c. Personal attacks on individuals or groups that contains offensive content or language which target racial, ethnic, or religious groups, gender, sexual orientation or disability status;
- d. Violent, sexual, racist, discriminatory, obscene, or profane language or content;
- e. Comments that physically threaten any person or organization;
- f. Comments that contain random or unintelligible text;
- g. Information that may compromise the safety or security of the public or public systems;
- h. Copyrighted material or other content that violates the legal ownership interest of another party;
- i. Commercial advertisements for products or services;
- j. Comments that suggest or encourage illegal activity;
- k. Multiple, off topic posts or repetitive posts that are copied and pasted;
- l. Anonymous postings, or multiple postings by the same user or individual using a fictitious or different name;
- m. Posted content that contains personal information, including, but not limited to, identification numbers, phone numbers, email addresses, or information that is confidential by law or regulation.

Antrim County reserves the right to ban and/or block users who violate the above policy and guidelines.

Social media content posts may include content or hypertext links to information created and maintained by public or private sources. When viewing content or a link outside Antrim County's social media page, users are subject to security and privacy policies of the host website. Antrim County is not responsible for, and cannot control, the content on third party sites. Antrim County does not control nor guarantee the accuracy or completeness of information contained in external content or hypertext links linking to or from third party websites, and such content, links, and websites are not intended to reflect the opinion or position of Antrim County.

Antrim County shall post the content of Section IV in a prominent location on the County's official website and/or its social media pages. Placing a link on a social media page linking to the County's official website meets the requirements of this section.

V. Records Retention

Social media sites contain communications sent to or received by Antrim County and its employees, and such communications are therefore public records subject to the Freedom of Information Act. These retention requirements apply regardless of the form of the record (i.e. digital text, photos, audio and video). Antrim County shall preserve records pursuant to the extent required by law.

County Website and BS&A Training Survey

The purpose of this survey is to further examine potential training opportunities for the county website.

1. Please identify your grouping.

Mark only one oval.

- Elected Official/Department Head
 Staff

2. Are you currently a web page editor?

Mark only one oval.

- Yes
 No
 Other: _____

3. Have you contacted the IT Department or the Administration Office for training or assistance with editing web pages?

Mark only one oval.

- Yes
 No
 Other: _____

4. Regarding the County website, what would you most like to learn?

5. Which BS&A applications do you use the most?

Check all that apply.

- Accounts Payable
 Assessing
 General Ledger
 Purchase Order
 Timesheets

6. Regarding BS&A, what would you most like to learn?
