

**MECOSTA COUNTY BOARD OF COMMISSIONERS**

**AFTERNOON SESSION – 3:00 P.M.**

**April 15, 2021**

**AGENDA**

**1. CALL TO ORDER & QUORUM:**

Marilynn Bradstrom \_\_\_\_\_  
District 1

William Routley \_\_\_\_\_  
District 7

Jerrilynn Strong \_\_\_\_\_  
District 2

Linda Howard \_\_\_\_\_  
District 3

Ray Steinke \_\_\_\_\_  
District 4

Tom O'Neil \_\_\_\_\_  
District 5

Wendy Nystrom \_\_\_\_\_  
District 6

**2. REVIEW & APPROVAL OF AGENDA – ADDITIONS**

**3. APPROVAL OF MINUTES**

1. Board Minutes – April 1, 2021

**4. PUBLIC MATTERS & COMMENTS:  
(5 MINUTES PER PERSON LIMIT)**

**5. UNFINISHED BUSINESS:**

**6. NEW BUSINESS:**

1. Cooperative Reimbursement Program - FOC
2. 2021 Mecosta County Equalization Report
3. Report on Landfill
4. AAAWM Renewal Form – COA
5. Update on Fundraisers – COA

**7. FINANCIAL MATTERS:**

Pre-approved Bills: \$655,495.53  
Non-approved Bills: \$51,519.29

**8. COMMITTEE REPORTS:**

**9. ADMINISTRATORS REPORT:**

**10. PUBLIC MATTERS & COMMENTS:  
(5 MINUTES PER PERSON LIMIT)**

**11. COMMUNICATIONS:**

1. Michigan Works! West Central LEO Special Meeting Minutes – February 3, 2021
2. Michigan Works! West Central WDB/LEO Joint Meeting Minutes – February 3, 2021

**12. MINUTES & REPORTS:**

1. Personnel – March 30, 2021
2. Sheriff & Jail – April 7, 2021
3. Equalization – April 7, 2021
4. Finance

**13. RESOLUTIONS:**

1. Genesee County Resolution #2021-200
2. Berrien County Resolution B2104193

**14. MISCELLANEOUS & ANNOUNCEMENTS:**

**15. ADJOURNMENT:**

**SCHEDULED APPEARANCE**

3:15 pm – Michelle Hoitenga – Legislative Update

**MECOSTA COUNTY BOARD OF COMMISSIONERS**

April 1, 2021

**UNAPPROVED**

Chair Marilynn Bradstrom called the morning session of the Mecosta County Board of Commissioners to order at 10:00 A.M. in Conference Room F of the County Services Building with access to the public via Zoom. All those present stood and recited the Pledge of Allegiance to the United States Flag.

Commissioners present on roll call: Marilynn Bradstrom, Jerrilynn Strong, Linda Howard, Ray Steinke, Tom O'Neil, Wendy Nystrom and William Routley.

Others present: Paul Bullock, County Administrator and Amber Johnson, Deputy Mecosta County Clerk via Zoom.

**REVIEW & APPROVAL OF AGENDA:**

R. Steinke moved to approve the Agenda as presented. J. Strong seconded; motion carried.

**APPROVAL OF MINUTES:**

W. Routley moved to approve the March 18, 2021 Board Minutes as presented. L. Howard seconded; motion carried.

**PUBLIC MATTERS & COMMENTS:**

None

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS:****6.1 EMPLOYMENT AGREEMENT/ADMINISTRATOR**

The Administrator requests the Board approve and sign a 3-year extension of the Administrator's Employment Agreement.

W. Nystrom moved to approve the Employment Agreement. J. Strong seconded; motion carried.

**6.2 REQUEST FOR PERMISSION TO SUBMIT GRANT REQUEST**

The Administrator requests permission to submit a grant request, for up to \$20,000, for Dragon Trail construction to the Mecosta County Community Foundation.

W. Routley move to approve submission of the grant request. W. Nystrom seconded; motion carried.

### **6.3 REQUEST TO FILL VACANCY-SOBRIETY/TREATMENT COURT**

The Administrator requests, on behalf of the Court, approval to fill a pending vacancy in the part-time Field Service Worker position.

J. Strong moved to approve the Court's request to fill the vacancy. R. Steinke seconded; motion carried.

### **SCHEDULED APPEARANCE:**

Shari Spoelman-MSU Extension District Director – appeared before the Board to present the 2020 Annual Report. Shari gave highlights of activities that were offered throughout the year.

### **FINANCIAL MATTERS:**

#### **Listed Bills:**

R. Steinke moved to pay the pre-approved vouchers in the amount of \$538,502.14 and approve and pay non-approved vouchers in the amount of \$53,362.16. J. Strong seconded; roll call vote: 7 yeas, 0 nays; motion carried.

### **COMMITTEE REPORTS:**

W. Routley reported attending Personnel Meeting, Executive Comm. Meeting, Finance Committee and today's Commission Meeting.

#### **Personnel Committee:**

Request for Job Title Changes/Probate & Family Court. Judge Thompson requested retitling/reclassification of the Juvenile Register (Level 4) to Juvenile Register/Deputy Probate Register (Level 4) and the Deputy Probate Register (Level 3) to Probate and Family Court Clerk (Level 3). W. Routley moved that the request be approved, and job descriptions adopted. J. Strong seconded; motion carried.

MSU Extension Proposal/Clerical Position. MSU Extension requested to convert the vacant clerical position from a county-employed position within the office to a .6 or .5 FT MSU employee; TPOAM concurred with the request. W. Routley moved that the request for a .6 MSU clerical person be approved and the MSU Annual Assessment be amended to reflect this change. J. Strong seconded; motion carried.

L. Howard reported attending Mid-Michigan Community Action Meeting, Central Michigan Community Mental Health Meeting, Finance Meeting and today's Commission Meeting.

T. O'Neil reported attending District 10 Health Meeting and today's Commission Meeting.

W. Nystrom reported attending DHHS Meeting, District 10 Health Meeting, AAUW Meeting and today's Commission Meeting.

J. Strong reported attending Finance Committee, Martiny Township Meeting, Sheridan Township Meeting, 2 Fork Township Meetings, Personnel Committee and today's Commission Meeting.



R. Steinke reported attending District 10 Health Meeting, Finance Committee, MOTA Meeting, and today's Commission Meeting.

M. Bradstrom reported attending Finance Committee and today's Commission Meeting.

**ADMINISTRATOR'S REPORT:**

Paul Bullock reported on the following:

- MOTA vacancy coming up; Commissioner Steinke would like to continue serving on that Board. J. Strong so moved. W. Nystrom seconded; motion carried.
- Requesting permission to sign Notice to Proceed with Buist Electric for use of electric/sound system for jury trials to be conducted at Ferris State University's Williams Auditorium. R. Steinke so moved. J. Strong seconded; roll call vote: 7 yeas, 0 nays; motion carried.
- Approximately 40 employees were vaccinated during the County's reserved time slots.
- Well testing at Rodney is done; raw data was received; 3<sup>rd</sup> well was located.

**PUBLIC MATTERS & COMMENTS:**

None

**MISCELLANEOUS & ANNOUNCEMENTS:**

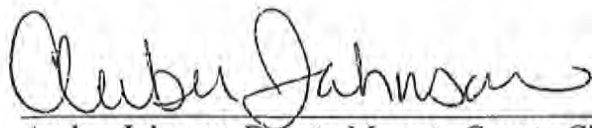
Commissioners discussed Federal aid money the County will be receiving. The Administrator noted it will be given over a period of 2 years with 4 years to spend and will be subject to audit.

**COMMUNICATIONS, MINUTES & REPORTS, RESOLUTIONS:**

J. Strong moved to accept and place on file Communications #1-6, Minutes & Reports #1-5 and Resolutions #1-5. W. Nystrom seconded; motion carried.

**ADJOURNMENT:**

R. Steinke adjourned to the next regular scheduled meeting or call of the Chair at 10:58 A.M.



Amber Johnson, Deputy Mecosta County Clerk and  
Clerk for the Board of Commissioners

Marilynn Bradstrom, Chair  
Mecosta County Board of Commissioners

**UNAPPROVED**

10/10/2020 10:10:10 AM

**Mecosta County Friend of the Court**

400 Elm St • P.O. Box 508

Big Rapids, MI 49307-0508

Phone (231)592-0115 • Fax (231)592-0187



49th Judicial Circuit

The Friend of the Court (FOC) is primarily funded through the Cooperative Reimbursement Program (CRP) with the State government and also the Federal government through the IVD program. This program reimburses 66% of the wages, benefits and other expenses associated with the collection of child support. Additionally, there are State and Federal incentives that contribute to the overall FOC budget. In 2020, the program and incentives reimbursed \$445,185.00 to the FOC budget of \$528,694.00. The program requires detailed submissions on a monthly basis to both the Federal and State government utilizing specific forms and computer programs. The Friend of the Court Office has utilized MGT of America Consulting (MGT) for over 25 years to prepare and submit documentation for reimbursement through program. MGT also prepares and submits mandated State reports including the annual User Verification report (registration and updating of permissible users to the State paternity portal), the annual Tax Data confidentiality report (each worker is required to complete an annual training and test and the results must be reported to the State), and the required monthly compilation and reporting of worker hours spent on child support initiation and collection for IVD reimbursement. The expense for utilizing MGT services is reimbursable through the CRP contract. Since 2010, MGT has charged \$4600.00 annually for this service. After reimbursement, the annual cost to the county has been \$1868.00. Commencing fiscal year 2022, MGT will be charging an annual amount of \$6600.00 for the service. After reimbursement, the new annual cost to the county will be \$2680.00 for a difference of \$812.00 per year. MGT has provided these vital services for many years and has not increased their pricing in over 10 years. I would recommend the contract to continue the services be formalized.

David Oostdyk  
Friend of the Court  
Attorney/Referee

**RECEIVED**  
MAR 30 2021  
BOARD OF  
COMMISSIONERS



## CONSULTING SERVICES AGREEMENT

By and Between  
Mecosta County, Michigan  
Friend of the Court Office

and

MGT of America Consulting, LLC

**THIS AGREEMENT** is made this day \_\_\_\_\_, by and between Mecosta County, Michigan, and the Mecosta County Friend of the Court Office ("Client"), and MGT of America Consulting, LLC (MGT), a Florida Company ("MGT").

In consideration of the mutual covenants set forth in this Agreement, the parties agree as follows:

### 1. Description of Services.

MGT shall, as an independent contractor, provide the services specified in section 1.1 below ("the Services"), on the schedule specified in section 1.2 below.

#### 1.1 Scope of Services

MGT shall provide the following Title IV-D claiming services to the Client:

- Prepare the Client's annual Title IV-D Cooperative Reimbursement Program (CRP) application through **EGrAMS** for funding from the Michigan Department of Health and Human Services – Office of Child Support (OCS).
- Prepare the monthly Title IV-D claiming invoices through **EGrAMS** with all supporting documentation required for reimbursement under the Title IV-D (CRP) program.
- Develop and maintain all required depreciation schedules for equipment purchases over \$5,000.
- Providing Client with periodic status of budgetary positions and provide pro-active assistance in the preparation and presentation of all required budgetary amendments and line-item transfers required by the OCS under terms specified by the State of Michigan.
- Provide technical assistance in response to all audits performed on the Client's CRP program, whether by the Client's auditor or the OCS auditor.
- Provide technical assistance to the Client as required to identify policies and procedures to assist in compliance with the various state and federal policies regarding the proper reporting and accounting for the Title IV-D Child Support program.
- Assistance with completing/submission of various reports in **EGrAMS** during the year including, but not limited to: User Verification Report, Tax Data Confidentiality Questionnaire, Obligation Report, Security Assessment, LIT's, Amendments, Annual CRP Budget.
- Guidance in setting up users in **EGrAMS** for approval and submissions.

MGT shall also provide an automated time log processing service to the Client, including providing the following services:

- Assist the client in the identification of those staff members required to participate in the State of Michigan – Office of Child Support (OCS) daily time studies. Assisting the Client in reviewing job descriptions, organization charts and other documents used in the determination of the staff members covered by the time study mandate.
- Develop the various categories to be identified by the time study and to be collected by the client. Develop the data base necessary to track identified employees and the programs or tasks to be identified with the automated system. To "pre-populate" the automated timesheets for distribution prior to the beginning of the month covered by the subject timesheets.
- Provide phone support to the Client during the time period responding to any questions from either the Client or the Client's staff members regarding the subject timesheets and their proper completion.
- Upon receipt of the completed timesheets, MGT will process each sheet and identify the percentage of effort spent on the various identified programs of each employee subject to the guidance provided by the OCS and the Client.
- MGT will provide the Client with a monthly recap of the staff members covered by the time study including cumulative averages for use in the budget monitoring process and any subsequent budget preparation calculations.

### **1.2 Timetable for Services.**

The Services shall be performed, and the product(s) of the services shall be delivered commencing on the above identified date and will be provided in such a manner to meet the State of Michigan – Office of Child Support's deadlines as shall be established by the State and adjusted by the State from time to time.

## **2. Compensation.**

For its work under this Agreement, MGT shall be paid a fixed fee of **\$ 6,600** per year for the Title IV-D Claiming and **\$ 1.40** per timesheet processed for the automated time log processing service. The fees shall be paid on the following schedule:

### **2.1 Invoicing**

MGT will invoice quarterly 25 percent of the annual fee set out above, plus the fee established above for processing timesheets during the quarter.

MGT will render to Client one invoice per quarter for the fees specified herein, with payment due by thirty (30) days after each submission. No payment shall be withheld or delayed by Client when, or to the extent that, such delay is the result of Client's failure promptly to review and accept the product or the Services or to perform any act necessary for MGT to proceed or continue with providing the Services.

## **3. Additional Services.**

Additional services will be provided to the Friend of the Court Office as requested by the office. Any request for additional services will be made in writing and signed by each party, and will be included as an amendment to this agreement. Additional services will be billed at an hourly rate of \$ 185.00 per hour. MGT will invoice client monthly for any additional services, with payment due 30 days after each submission.



#### 4. Term and Termination.

This agreement shall become effective upon its execution and shall remain in effect until completion of, and full payment for, the Services. This contract may be terminated prior to completion of the Services at the option of either party, upon delivery of written notice by the terminating party to the other party. In the event of early termination by Client, MGT shall be paid, upon invoicing in accordance with this Agreement, the agreed compensation (or if, due to termination, there is no agreed value for the services performed to date, MGT's standard hourly rates) for Services performed, plus expenses incurred, prior to termination.

#### 5. Independent Contractor Status

The relationship of MGT to Client is that of an independent contractor, and nothing in this Agreement shall be construed as creating any other relationship. As an independent contractor, MGT shall comply with all laws relating to federal and state income taxes, associated payroll and business taxes, licenses and fees, workers compensation insurance, and all other applicable state and federal laws and regulations. Neither MGT nor anyone employed or subcontracted by MGT shall be, represent, act, purport to act, or be deemed to be an agent, representative, employee or servant to Client.

#### 6. Project Managers

**Gordon Stryker** shall serve as Principal in Charge for point of contact and overseeing quality control for MGT under this Agreement.

**David Oostdyk** shall serve as Project Manager and point of contact for Client under this Agreement. By written notice to the other party, either party may change the identity of its project manager during the term of this Agreement.

#### 7. Miscellaneous

##### 7.1. No Continuing Waiver

The failure or forbearance by either party in exercising any remedy available to it upon a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent or continuing breach by either party.

##### 7.2. Entire Agreement.

This written Agreement represents the entire agreement of the parties, and neither party is relying upon any negotiation, representation, warranty, promise, or covenant not set forth in this Agreement. This Agreement may not be modified or amended except by a written instrument for that purpose duly executed by both parties.

##### 7.3. Subcontracting and Assignment.

MGT may use subcontractors in performing the Services, but MGT shall remain responsible to Client for performance under this Agreement. This contract shall be binding upon and inure to the benefit of both Client and MGT and their respective successors and assigns, if any, and legal representatives.

##### 7.4. Interpretation, Venue, and Severability.

This agreement shall be construed, interpreted, and enforced in accordance with Michigan law without regard to conflicts of laws principles. Should any provision of this Agreement be held invalid or unenforceable by final judgment of a court of competent jurisdiction, it is the parties' intention that the remainder of this Agreement shall nevertheless be given effect as written. Any action arising out of or relating to this Agreement may be brought in the Michigan state court having jurisdiction.

**7.5. Prior Performance.**

Services performed by MGT pursuant to Client's authorization, but before execution of this Agreement, shall be considered as having been performed pursuant to the terms and conditions of this Agreement.

**7.6. Notices.**

All written notices, demands or requests pursuant to this Agreement may be served (as an alternate to personal service) by registered or certified mail or air freight services that provide proof of delivery, with postage and fees thereon fully prepaid, and addressed to the parties so to be served as follows:

If to MGT:

MGT of America Consulting, LLC  
Attn: Gordon Stryker  
2343 Delta Road  
Bay City, Michigan 48706

If to Client:

Mecosta County, Friend of the Court  
Attn: David Oostdyk  
400 Elm Street  
Big Rapids, MI 49307

Service of any such notice or demand so made by mail shall be deemed complete on the day of actual delivery as shown by the addressee's registry or certification receipt. Either party hereto may, from time to time, by written notice served upon the other as aforesaid, designate a different mailing address, or (a) different or additional person(s) to which or to whom all such notices or demands are thereafter to be addressed. Persons named to receive copies of notices are listed for accommodation only and are not required to be personally served to comply with service of notice on a party.

**IN WITNESS WHEREOF**, this agreement has been executed and delivered by Client and MGT on the date first written above.

**MECOSTA COUNTY, MICHIGAN**

By: \_\_\_\_\_

Name: \_\_\_\_\_

As its: \_\_\_\_\_

400 Elm Street  
Big Rapids, MI 49307

**MGT OF AMERICA CONSULTING, LLC**

By: \_\_\_\_\_

Name: J. Bradley Burgess

As its: Executive Vice President

2343 Delta Road  
Bay City, Michigan 48706



**MECOSTA COUNTY COMMISSION ON AGING & ACTIVITY CENTER**12954 80<sup>th</sup> Avenue Mecosta, MI 49332 P: 231-972-2884 F: 231-972-4735 [www.mecostacounty.org/mccoac](http://www.mecostacounty.org/mccoac)

**To:** Paul Bullock, County Controller/Administrator  
Mecosta County Board of Commissioners  
**From:** Cynthia Mallory, Director  
**Date:** 4/7/2021  
**RE:** AAAMW Renewal form- Continuation of funding for FY 2022

Area Agency on Aging requests agencies submit an FY 2022 Older Americans Act Continuation of Funding Request for the October 1st 2021-September 30th 2022 time frame. Our current contract with Area Agency covers FY 2020-2022 and this was signed on October 17, 2019. However, we are asked to submit a renewal of this document to cover any updates we may have each year.

The new continuation of funding form is now an online submission. We are requesting authorization to renew our current contract.

Thank you!

**RECEIVED**  
APR 07 2021  
BOARD OF  
COMMISSIONERS



**MECOSTA COUNTY COMMISSION ON AGING & ACTIVITY CENTER**12954 80<sup>th</sup> Avenue Mecosta, MI 49332 P: 231-972-2884 F: 231-972-4735 [www.mecostacounty.org/mccoa](http://www.mecostacounty.org/mccoa)

**To:** Paul Bullock, County Controller/Administrator  
Mecosta County Board of Commissioners  
**From:** Cynthia Mallory, Director  
**Date:** 04/07/2021  
**RE:** Update on Fundraisers: Mecosta County Fair

Update on fundraisers:

Along with the plan to participate in the Wheatland Festival, which is September 9-12, 2021, we would also like to plan to participate in the Mecosta County Fair which will be July 12-17. This is as long as the county and the Governor give a green light to these activities. We will be able to perform keeping in mind social distancing and masks.

Please find attached the form for The Mecosta County Fair. They are not asking for money now, but would like to have the contracts signed so they know who is planning on attending.

**RECEIVED**  
**APR 07 2021**  
**BOARD OF**  
**COMMISSIONERS**

MECOSTA COUNTY AGRICULTURAL FAIR ASSOCIATION  
CONCESSIONAIRE CONTRACT

Contract Dates: Monday, July 12 through Saturday, July 17, 2020-2021

CONCESSIONAIRE: CONTACT NAME: MEALS on wheels Mecosta County

MAILING ADDRESS: 12954 80th Avenue

PHONE: 231-972-2884

PRODUCT SOLD/DISPLAYED: Pies (Fair has the right to exclude any product.)

SPACE INFORMATION: Electric: 220 (\$1.00/amp) 110 (\$20.00/min)  
Space: Concession space on Midway (\$30.00/ft) Total feet x \$30.00 = \$ due  
Outside merchant space on Midway (\$25.00/ft) Total feet x \$25.00 = \$ due  
Merchant Building space (\$15.00/ft) Total feet x \$15.00 = \$ due  
Grandstand one-half space (\$100.00)  
Grandstand full space (\$180.00)

**RULES AND REGULATIONS:**

1. Concessions will confine themselves to the space allotted and will not in any way violate the laws of the State of Michigan of rules governing fairs.
2. All food stands shall display the price of all items for sale.
3. All deliveries shall be before noon daily on the midway, at which time the midway will be closed to vehicle traffic.
4. All pets will be kept on a leash within your rental space. No pets are allowed on the midway during hours.
5. All space must be maintained in an orderly fashion and trash placed in approved containers at the close of each day.
6. The right is reserved by the Association to annul any contract for space. The Association or its officers shall not be liable to any person, firm or group because of cancellation. It is agreed that the Association shall not be liable for any injury or damage to any person or property by any reason.
7. All concessions shall provide Proof of Liability and Product Insurance in the amount of a least \$300.00 to enter the grounds. Please check one:
  - a. I will have a copy of my Insurance Policy from \_\_\_\_\_, and Veterinarian certification on ponies. I enclose a copy of this Certificate of Insurance.
  - b. I wish to be added to the Fair's Master Insurance Package.
8. All food stands must meet and be licensed by the Michigan Department of Agriculture's standards. The water supply must have a double check valve with vent connected with a good grade hose.
9. No living quarters are allowed on the midway.

**PAYMENT:**

This completed application and a minimum deposit of 25% for concession space will hold your spot. Cancellation with full credit on or before May 1 will be accepted.

Please make your check or money order payable to The Mecosta County Fair and mail to The Mecosta County Fair, Space Manager, 540 West Avenue, Big Rapids MI 49307. The balance of the contract is due and payable to our space manager between 9:00 a.m. and noon on Wednesday and/or Thursday of fair week. Payment can be made at the fair office just south of the grand stand. Thank you.

*No payment due now.*

**AGREEMENT:**

I (we) \_\_\_\_\_ hereby accept this contract and agree to abide and conform to the Rules and Regulations as presented herein.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Space Manger Use:**

Amount due: \_\_\_\_\_  
Deposit made: \_\_\_\_\_

Balance due: \_\_\_\_\_  
Paid in full date: \_\_\_\_\_

MICHIGAN WORKS! WEST CENTRAL  
LEO SPECIAL MEETING  
MECOSTA COUNTY VIRTUAL – ZOOM  
WEDNESDAY, FEBRUARY 3, 2021

MINUTES

Members Present

Balulis, Christine  
Cooper, Burt  
DeLaat, Ken  
Gregory, Mark  
Hartley, Jody  
Hogenson, Tom  
Johnson, Les  
Meyette, Martha  
Nystrom, Wendy

Members Absent

Michigan Works! Staff  
Keene, Shelly

Roll Call

The LEO Special Meeting was brought to order at 12:01 p.m. by Executive Director Shelly Keene via Zoom. Roll Call indicates a quorum is present.

Minutes of October 7, 2020 LEO Special Meeting – Emailed Prior

**Tom Hogenson moved to accept the Minutes of the October 7, 2020 LEO Special Meeting as printed; supported by Wendy Nystrom; motion accepted unanimously.**

Mecosta County Private Sector (Select One)

◇ Dave Hamelund, Owner – Hamtech, Inc.

**Ken DeLaat moved to appoint Dave Hamelund, Owner, Hamtech Inc., effective immediately, to fill the Mecosta County Private Sector position on the Workforce Development Board of Michigan Works! West Central; supported by Les Johnson; motion accepted unanimously.**



Osceola County Private Sector (Select One)

- ◇ Paige Wheeler, Human Resource Generalist – Tubelite Inc.

**Burt Cooper moved to appoint Paige Wheeler, Human Resource Generalist, Tubelite Inc., effective immediately, to fill the Osceola County Private Sector position on the Workforce Development Board of Michigan Work! West Central; supported by Les Johnson; motion accepted unanimously.**

Community Based Organization (Select One)

- ◇ Larry Emig, Board Member – Youth Attention Center

**Burt Cooper moved to appoint Larry Emig, Board Member, Youth Attention Center effective immediately to fill a Community Based Organization position on the Workforce Development Board of Michigan Works! West Central; supported by Tom Hogenson; motion accepted unanimously.**

Election of LEO Chair

**Les Johnson nominated Tom Hogenson for LEO Chair; supported by Wendy Nystrom; Mark Gregory moved nominations be closed; supported by Christine Balulis.**

**Tom Hogenson, LEO Chair**

Election of LEO Vice Chair

**Tom Hogenson nominated Les Johnson for LEO Vice Chair; supported by Jody Hartley; Mark Gregory moved nominations be closed; supported by Christine Balulis.**

**Les Johnson, LEO Vice Chair**

Other Business

Reserved for the Public

Adjournment

**Tom Hogenson moved for adjournment; supported by Martha Meyette; motion accepted unanimously.**

**Meeting stands adjourned 12:11 p.m.**

MICHIGAN WORKS! WEST CENTRAL  
WDB/LEO JOINT MEETING  
VIA ZOOM  
WEDNESDAY, FEBRUARY 3, 2021

MINUTES

LEO Members Present

Balulis, Christine  
Cooper, Burt  
DeLaat, Ken  
Gregory, Mark  
Hartley, Jody  
Hogenson, Tom  
Johnson, Les  
Meyette, Martha  
Nystrom, Wendy

LEO Members Absent

WDB Members Present

Eisler, David  
Emig, Larry  
Griffin, Nancy  
Gustad, Eric  
Hager, Lindsay  
Hamelund, Dave  
Kosheba, Dan  
Massy, Dan  
Romanowski, Cynthia  
Smith-Olson, Debbie  
Stark, Liz  
Thompson, Sheri  
Timmers, Jon  
Trucks, Mary  
Visser, William  
Vyse-Staszak, Janet  
Wheeler, Paige  
Wilson, Adam

WDB Members Absent

Cooper, David  
Johns, Tracy  
Kemnitz, Karl  
Vanderputte, Larissa  
Vasquez, Jill

Michigan Works! West Central Staff

Bennett, Merri	Keene, Shelly
Buss, Mark	Marcellus, Lynsey
Davis, Toni	Marr, Chad
Eppley, Jonathan	Reed, Brigitte

Sanders, Julie  
Shoemaker, Connie  
Smith, Aleshia  
Smith, Cassie  
Williams, Ellen

Other Guests

Anderson, Janet, Mason County  
Marek, Ron, Reed City Group



Call to Order

WDB Chairperson, Deborah Smith-Olson brought the joint meeting of the Workforce Development Board/Local Elected Officials to order at 12:34 p.m. via Zoom. There is a quorum of both the WDB and the LEO.

Consent Agenda – Handout (*Action Item*)

- ◇ Minutes of December 2, 2020 WDB/LEO Joint Meeting – Emailed Prior
- ◇ December Financial Report – Emailed Prior/Handout (Goldenrod)

**David Eisler moved to accept the Consent Agenda as printed; supported by Tom Hogenson; motion accepted unanimously by both the WDB and the LEO. 12:34 p.m.**

Welcome New LEO Members

- ◇ Christine Balulis, Lake County

Christine is a second generation County Commissioner. This is her third term on the Lake County Board of Commissioners and is looking forward to serving and learning.

- ◇ Jody Hartley, Mason County

Jody (Jordon) is in his first term being on the County Board of Commissioners. He retired from the Sheriff's Department and the last six years was Under Sheriff. He is excited to get this appointment.

- ◇ Wendy Nystrom, Mecosta County

Wendy is in her second term on the County Board of Commissioners. She has had a variety of work experience; lived in six different states and also on foreign soil. She is looking forward to working with Michigan Works!

◇ Martha Meyette, Oceana County

Retired from Dairy Farm and is in her third term on the County Board of Commissioners.

◇ Mark Gregory, Osceola County

Working in family business second generation. This is his fourth term on the County Board of Commissioners, and he realizes that replacing Larry Emig on the Michigan Works! Board are pretty large shoes to fill.

Recognizing Outgoing LEO Members

◇ Janet Anderson, Mason County

Debbie thanked Janet for her service to Michigan Works! For nearly ten years Janet has represented the good people of Mason County on the County Board of Commissioners. She was elected to the County Commission in 2012 and was appointed to our LEO Board after taking office. She also has been serving as chairperson of the County Commission for the past two years, the first woman to do so in Mason County.

Currently, she serves on several County Boards and Committees, including the Building, Planning, Drains & Airport Committee; Finance, Personnel & Rules Committee; Intra-County Drainage Board; Council on Aging Board; Thunder Lake Improvement Board; Ford Lake Improvement Board; and Emergency Operations Center Board.

Janet's history with Michigan Works! West Central started long before she joined the LEO Board. Her father, Russ Anderson, served as JTPA Chair for many years, and she has found memories of former Michigan Works! West Central Executive Director, Paul Griffith spending time at their family farm working with her father.

◇ Linda Howard, Mecosta County

Linda has represented the people of Mecosta County on the County Board of Commissioners for many years. She first served on the County Commission from 2006 to 2010, then returned to the Commission by appointment in 2012. She was re-elected in 2014 and 2018. Her current term is through 2022. Every year that she has been a County Commissioner, she has served on the West Central Local Elected Officials Board.

Linda serves on several County Boards and Committees, including Building Grounds/MSU Extension Committee; Building, Zoning Planning Committee; Drain & Solid Waste Committee; Equalization Committee; Human Services Coordinating Body; Tri-Lake Improvement Board; Jehnsen Lake Improvement Board; and the Youth Attention Center Board.

She also is heavily involved in promoting and supporting the east-side of Mecosta County, serving as president of the Remus Area Historical Society; is a member of the Friends of School Section Lake Veterans Park Committee; is a member of the Mecosta Revitalization group; and more. She also is a Board Member for Community Mental Health for Central Michigan; is a member of the Republican Women of West Central Michigan group; and chaired the effort to make Mecosta County a Connect Michigan-Certified Community in 2013.

Since serving on the County Board, she has been involved with creating an inter-county morgue authority; approving funds for county support of Michigan's Dragon at Hardy Dam Trail; and more.

She also represented Mecosta County in 2017 when 50 County Commissioners from across Michigan traveled to Washington DC to meet with White House cabinet officials to discuss greater cooperation opportunities between local and federal leaders.



◇ Ron Marek, Reed City Group

Debbie thanked Ron for his many years and noted that Ron has served on the WDB since 2014, representing what is now known as Reed City Group. He has served as West Central's WDB Vice Chair since 2018.

Ron worked for Reed City Group (previously Reed City Tool) off and on over the years. Most recently Ron has been a Sales Manager for Reed City Group since 2012. His career also has led him to serve as a Program & Sales Manager for Whitehall Industries in Ludington; and as the City Manager of Reed City from 2010 to 2012.

In preparation for his retirement, Ron regularly met with key Reed City Group staff members over the course of several months to share his vast tool-building and institutional knowledge to help train the next generation at Reed City Group. They affectionately called this time "Marek University."

Ron is the Chair of the Richmond Township Downtown Development Authority; has been Vice Chair of the Michigan Works! West Central Career & Education Advisory Council (CEAC) since its creation in 2018; and is active with the Reed City Chapter of Rotary International.

Ron plays saxophone in the Scottville Clown Band; is very active in his church; and enjoys playing golf in his spare time.

Welcome New WDB Members

◇ Dave Hamelund, Hamtech, Inc.

Dave is happy to be on the Board. He plans to be quiet and do a lot of listening.

◇ Larry Emig, Youth Attention Center

Larry Chairs the Youth Attention Center Board, so this allows him to “change hats” to be eligible to serve on the Workforce Development Board for Michigan Works! He is happy to do so and continues to believe in what Michigan Works! does.

◇ Paige Wheeler, Tubelite, Inc.

Paige is happy to be on the Board and especially excited to be part of Michigan Works!

Plans/Modifications Summary – Handout *Blue (Action Item)*

1. Michigan Works! System Plan for Calendar Year 2020 (PI 21-02) – Action – Signatures

Required

The System Plan is the Annual Plan that Michigan Works! Agencies follow to receive federal funding. The Plan designates signatory authority for the Vice Chairs of the WDB and LEO in the absence of the Chairs. It identifies Michigan Works! West Central as the administrative entity that provides staff support to the Boards and serves as the fiscal agent.

This plan also identifies Mr. Marvin Pichla, Inspiring Innovations, as the One-Stop Operator for Michigan Works! West Central.

2. WIOA Activities Allocation for Support Integrated Education and Training (IET) Programs – (PI 21-01) – Action – Signatures Required

Integrated education and training is defined as a service approach that provides adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement. The IET program must include the three required components:

a. adult education and literacy activities

- b. workforce preparation activities
- c. occupational training.

The three required components must occur simultaneously within the overall scope of the IET program and must each be of sufficient intensity and quality.

The funds allocated by the policy will support current IET programs that have been developed by adult education providers and/or that will be jointly developed by the MWAs and adult education providers. Michigan Works! West Central has received an allocation for \$15,000.

3. Trade Act Plan 21-00 (PI 20-29 change 1, draft) – Action – Signatures Required

This Plan is Trade Adjustment Act funding for training, case management and services for workers of companies with certified dislocations due to imports. Trade Act funding has been allocated on an individual customer basis, with case management funding being in addition to. This draft policy allocates an additional \$63,000 in TAA funds to West Central to cover expenses for participants enrolled in the Trade program that were laid off from Vitro. This additional funding brings the total allocation for Fiscal Year 21 to \$77,000; \$60,000 for program costs, \$3,000 for Administrative costs, and \$14,000 for case management costs.

4. Fiscal Year 2021 Program Plan and Reporting Instructions for the Business Resource Network (BRN) Program (PI 20-23, change 1) – Action – Signature Required

The BRN program delivers wrap-around services necessary to assist eligible employees in retaining long-term, meaningful employment. The BRNs are locally driven, private-public consortia whose purpose is to improve the employer's workforce retention through employee support and training. Through the BRN model, services are directly delivered to eligible employees to offer long-term, sustainable employment options and deliver supportive services that reduce barriers to employment retention. This policy change does not change

the original allocation amount of \$39,672 for the time period of 10/1/2020-9/30/2021. The policy change removes the option of providing employer incentives that could be offered in the previous program design.

**Larry Emig moved to approve the Michigan Works! System Plan for Calendar Year 2020 (21-02) including the authorization of the Vice Chairs of both Boards to sign documents in the absence of Board Chairs; the WIOA Activities Allocation for Support Integrated Education and Training (IET) Programs (21-01); the Trade Act Plan 21-00 (20-29 Change 1); the Fiscal Year 2021 Program Plan and Reporting Instructions for the Business Resource Network (BRN) Program (20-23 Change 1); supported by Dan Massy; motion accepted unanimously by both the WDB and the LEO. (1:20 p.m.)**

Election of Vice Chair (*WDB Only – Action Item*)

**Deborah Smith-Olson nominated Cynthia Romanowski for WDB Vice Chair; supported by Larry Emig – no other nominations.**

**Cynthia Romanowski WDB Vice Chair**

Oceana County Service Center – (*Action Item*)

Shelly explained that the lease for the Oceana County Service Center expires September 30, 2021 and all the options for renewal have been used. Shelly asked for approval to release a Request for Bid for a location in Oceana County.

The current location does not meet the Americans with Disabilities Act and at the last EO review it was strongly encouraged that we find another location.

This location has limited parking and limited space for staff and meetings. Currently the rent is \$3.58 per square foot and the average rent for the other locations is \$12 per square foot.



**Christine Balulis moved to authorize Shelly Keene to release a Request for Bid to lease office space in Oceana County; supported by William Visser; motion accepted unanimously by both the WDB and the LEO. (1:14 p.m.)**

Mecosta County Information

Cassie Smith, Talent Specialist informed the Boards that the Curbside service started Monday the 2<sup>nd</sup> of February and seems to be working well.

The Fremont Community Foundation COVID funds have been a huge relief to the local communities. Michigan Works! was able to help a PATH client with critical vehicle repairs. This client was able to obtain employment and is excited about moving ahead.

Cassie has been working with clients who qualify for the Trade Act: one client started attending training for Engineering at Ferris State University; she has had contact with eight other clients and five of them plan to attend a training program; and one is enrolled in a Medical Assistant program through Mid-Michigan for the Spring of 2021.

West Central continues to get referrals from Michigan Rehabilitation Services for youth interested in virtual job shadowing. Another SYP client completed the virtual job shadow program and plans to attend Montcalm Community College to become a veterinary technician.

There continues to be interest in healthcare such as dental hygiene and phlebotomy. Two clients completed their first round of state exams for dental hygiene and both passed with flying colors.

We continue to reach out to companies to build relationships that will result in Work Experience for out of school youth.

PATH clients are being assisted, with three of them obtaining full-time employment; three have been assisted in getting their driving permits and all attend weekly group zoom meetings.

Mecosta County Economic Development Corporation

Shelly reported to the Boards that the current Mecosta County Economic Developer, Jim Sandy, has announced his retirement effective June 11, 2021.

She was contacted by the Big Rapids City Manager to see if Michigan Works! would be interested in becoming the economic developer in Mecosta County. The position is currently funded by Ferris State University, Mecosta County, the City of Big Rapids and some other townships. Their current annual budget is \$100,000.

This would involve hiring a full-time staff person, this position is similar to the Business Services position, but they would focus more on new business attractions, assist companies with tax incentives and help facilitate different small business loans and grants for business during this pandemic.

She explained this is not a new concept for Michigan Works! Agencies, especially in rural areas.

The Right Place has also been contacted, they are making a presentation today. This is their area of expertise, but since Michigan Works! was contacted it would be beneficial to follow through with a presentation.

**Mary Trucks moved to authorize Shelly Keene to make a presentation to the Mecosta County Economic Development Corporation to provide economic development services; supported by Larry Emig; motion accepted by both the WDB and the LEO. (1:31 p.m.)**

Michigan Works! West Central Organizational Updates – Handouts

1. Business Services

Merri Bennett explained that the Going Pro Talent Fund is a competitive grant process offered through the State of Michigan and administered by local Michigan Works! agencies.

Employers apply for funds to train their employees. Early in December the Business Service team submitted 26 applications, in January the State announced that all but one had been approved for a total amount of more than \$628,000. This funding will train 566 employees, including 19 US Department of Labor registered apprenticeships. Michigan Works! West Central received \$44,000 to help with administrative costs.

Mark Buss reported on comparative data for BRN services delivered in 2019 and 2020. Even with services being delivered virtually, the number of BRN services delivered showed an increase during the past year. The total unduplicated count of persons served increased from 179 employees in 2019 to 248 employees in 2020. In addition, Success Coaches have been busy with processing requests for COVID-19 funds that were generously awarded by the Fremont Community Foundation to Lake, Mecosta, Newaygo and Osceola counties. A total of \$28,000 were made available to provide assistance to individuals who had experienced a COVID-19 related hardship. This funding has been instrumental in assisting citizens with financial relief for a variety of emergent needs.

Merri Bennett reported that a virtual job fair was held for GEO in January and a multi-employer virtual job fair was held in December which was one of the most successful events. There were 13 employers and 31 job seekers participating; 11 were offered job opportunities. Another job fair will be held February 25<sup>th</sup> and a job fair for food and ag processing will be held March 25<sup>th</sup>.

Merri reminded the Boards that Family Video stores are closing all locations; West Central has provided services to the Big Rapids, Fremont and Ludington locations.

## 2. Communication

Jonathan Eppley, Communication & Marketing Manager, shared the Success Stories which include Amanda who was sent to Michigan Works! through the PATH program. With four



children she was living in a house she could not afford to pay for on her own, bills in her boyfriend's name she could not pay, no electricity, no vehicle, no phone, no GED and no recent job history. Amanda was able to complete her GED, a relative gave her a vehicle and West Central assisted her with title transfer, tags/registration and insurance. Mid-Michigan was able to assist her in changing the utility bills in her name and get them paid off. With the help of the Talent Specialist she applied for a position at Spectrum Health as a patient representative, earning \$13 per hour.

"Thanks so much, I wouldn't have been able to do it without your help," she said to the Talent Specialist at West Central. "I don't feel like I'm much of a success most days; there's still so much I need to figure out! But without Michigan Works! kindness and support, I would not be where I am today!"

Jade, has disabilities and faces obstacles daily. Jade has plans to become a teacher but needed practice building relationships and gaining confidence. Jade started her Work Experience at Love Inc. running a cash register, pricing items and counting revenue. Jade improved tremendously. In her words, "I was nervous about assisting customers when I started, but now it is a lot easier. I feel I am successful here." Jade's mother stated, "She will be starting a special driver's training program this fall. I do not feel that she would have been able to do this without the experience she is having at Love Inc."

Michael found himself without a job and having to collect unemployment. Michael was determined to make the best of this opportunity. He decided that a career in truck driving was the next career choice, he worked with Michigan Works! West Central Talent Specialist to complete all the Dislocated Worker paperwork and started his CDL training at West Michigan CDL – a two-week training program. He completed his training in September

2020, he applied for a driving job with Swift Refrigerated and was hired. He is working 40 to 70 hours per week earning approximately \$34 per hour.

Michael said, "I could not have accomplished this feat on my own."

Omar worked at the Spectrum Ludington Hospital as a part-time employee earning \$11.50 per hour. He was already attending Muskegon Community College studying to become a Respiratory Therapist. Omar was ready to accept getting into the Wagner Peyser Adult WIOA program. Michigan Works! West Central assisted Omar with supportive services to complete his course of studies including gas mileage. West Central also assisted financially for each semester. He earned his credential in Applied Science in Respiratory Therapy, took his licensing exam and passed in April 2020. He accepted employment at Butterworth Hospital and has doubled his wage from when he first walked through the doors at Michigan Works!

Jonathan Eppley explained that the latest edition of the quarterly e-Newsletter was released last week and emailed to the Board members. In this issue a call has been sent out to employers to participate in the upcoming virtual MiCareer Quest – the 25 companies who were awarded the Going Pro funds were highlighted – the new curbside services were mentioned and other interesting items including the office Christmas virtual ugly sweater contest.

Jonathan reported that more than 120,000 people have applied for the Futures for Frontliners scholarship program. A total of 1,289 people from West Central's six-county region applied for this scholarship.

The Futures for Frontliners is the state scholarship program for Michiganders without a college degree who worked in essential industries during the state shutdown between April

and June 2020. The program provides frontline workers with tuition-free access to local community colleges to pursue an associate degree or a skills certificate.

He also explained that Governor Gretchen Whitmer launched the \$30 million Michigan Reconnect program to ensure that more than 4.1 million Michiganders age 25 and older who do not have a college degree have the opportunity to earn a tuition-free associate degree or skills certificate. Eligible individuals can apply at [Michigan.gov/reconnect](https://Michigan.gov/reconnect).

### 3. Offender Success

Ellen Williams, Offender Success Program Manager, stated that Region 4 year-to-date Placement Rate is slightly higher while the Retention Rate for the same period is slightly lower. The Supportive Services is at zero due to COVID-19 and not being able to go inside prison for orientations. Behavioral Health Services is also down due to COVID-19.

The Grand Rapids Police Department is pursuing a federal grant. The partnership would be with Offender Success, MDOC probation and other various agencies to create supportive housing for the probation population.

MSHDA has partnered with MDOC over the past few years and allocated Housing Choice Vouchers for the population served by West Central. West Central has received 25 in Region 4; 17 individuals have leases, six are in the process to receive vouchers and two vouchers are available.

West Central is in Phase 1 of the planning stage for the Welding Program that will mirror the Truck Driving Program.

### 4. Program Reports

Aleshia Smith, Quality Assurance Performance Specialist, explained that in the WIOA Program there are not a lot of changes from the last meeting; the number of participants with long term unemployment as an employment barrier has risen slightly. The number of WIOA



Youth is down but six new Adult participants and three Dislocated Workers have been enrolled.

The healthcare field is still the most popular and average post program wages has increased by ten-cents.

For Wagner-Peyser, participants are still listing long-term unemployment as their largest employment barrier. In January, West Central served a total of 44 participants.

PATH participants has increased by 30 from only two months ago and the average hours worked is down slightly with a small raise in average wages.

## 5. What's New in Our Region

Lynsey Marcellus, Talent Development Manager, explained that over the last couple months she and Toni Davis, Talent Development Manager, and all the Talent Specialists in the six county region have come together collectively to meet virtually to learn about the training institutes and what their process is to start building partnerships with the training opportunities available to our clients. At the same time, we have the opportunity to share what Michigan Works! can offer their students.

2020 found a lot of people who were experiencing hard times due to COVID-19 but hopefully the silver lining is that through their dislocation from work, they were assisted and able to receive a credential that will result in a lifelong career change that helps them to move forward in 2021.

Toni explained that the Talent Specialists have also been working on the Youth programming. They are now offering three different tracks for youth to participate in. One option would be entirely virtual and would offer soft skills development. The Second option is Work Experience on site with an employer and the Third option offers the youth to participate in a hybrid of the in-person Work Experience, as well as, the virtual.

NOTE: Nancy Griffin left at 1:55 p.m.

#### WDB Bylaws & Fraud Policy Committee Update

Shelly said more information will be forthcoming at the next Board meeting.

#### November/December Unemployment Ranking – Handout

Both November and December show a slight increase in the unemployment rate for our six county area.

#### Michigan Minimum Wage Increase Delayed Due to High Unemployment Rate

Minimum Wage stayed \$9.65 due to the high unemployment rates.

#### Next Meeting April 7, 2021 Hart Community Center/Zoom

The next WDB/LEO Joint meeting will be held April 7, 2021.

#### ◇ Updated Membership Lists

Updated lists of both Boards was mailed to the Board members.

#### Round-the-Table

- » Nystrom, Wendy, Mecosta County Commissioner – thank you for the acronym list, she referred to it several times.
- » Emig, Larry, Youth Attention Center – glad to still be on the Board. Reed City is looking forward to the new Ebel's Store coming soon.
- » Eisler, Dave, Ferris State University – thank you Michigan Works! for helping people fund virtual learning during the pandemic. Ferris is doing well.

- » Massy, Dan, Osceola County Community Development – the Vitro building (or PGW) has a new occupant, it is a material handling company and will be hiring employees.
- » Hogenson, Tom, City of Big Rapids – there is a citizens' group working on amenities for Hemlock Park and they have raised about a half million dollars.
- » Balulis, Christine, Lake County Commissioner – there are a couple buildings being refurbished in Baldwin and we are hoping for more snow.
- » Vyse-Staszak, Janet, Department of Health & Human Services – services are being done by appointment and they are getting the vaccines out as fast as they can.
- » Thompson, Sheri, Mecosta-Osceola Intermediate School District – the schools are still trying to sort things out. This has been a difficult time with a lot of trauma for kids and families.
- » Stark, Liz, Mason-Lake Adult Education – the Adult Ed programs for Mason and Lake are open and doing things virtually. One surprising element is that parents are asking for skills to help their students who are doing their schooling from home. Earlier this year the Adult Ed has already had their first three graduates.
- » Smith-Olson, Debbie, Lake-Osceola State Bank – agrees with Christine that more snow is needed. Good to know that Michigan Works! has established a hot spot for students to use in the parking lot of the Baldwin Center. A couple businesses are remodeling and the Dollar General has moved to a new location.

#### Other Business

#### Reserved for the Public

#### Adjournment

**Meeting stands adjourned at 2:37 p.m.**

PERSONNEL COMMITTEE MEETING  
March 30, 2021 2:00 PM  
Conference Rm F and Zoom ID 608 471 9153

PRESENT: Bill Routley – Chair, Wendy Nystrom, Jerrilynn Strong

OTHERS PRESENT: Paul Bullock

CALL TO ORDER: 2:00 PM

OLD BUSINESS: NONE

NEW BUSINESS:

- Request for Job Title Changes/Probate & Family Court: The Committee reviewed a request from Probate Judge Thompson for a retitling/reclassification of the Juvenile Register (Level 4) to Juvenile Register/Deputy Probate Register (Level 4) and the Deputy Probate Register (Level 3) to Probate and Family Court Clerk (Level 3). The changes would result in no significant shifting of duties, but it would consolidate the positions within the court to allow for smoother workflow and supervision. No rescoring of the positions would be necessary. The Judge is requesting this as a pending vacancy in the Juvenile Register position makes the changes possible without any disruption to the office. The Judge intends to place the already cross trained Deputy Probate Register in the Juvenile Register/Deputy Probate Register position at the two year level and hire a new employee to fill the Clerk position. **The Committee will recommend to the Board that the request be approved and the job descriptions adopted.**
- MSU Extension Proposal/Clerical Position: The Committee reviewed a request from the MSU Extension District Director for consideration of a proposal to convert the vacant County employed position within the office to a .6 or .5 FTE MSU employee. The TPOAM has concurred with the request, a requirement of any conversion under the current contract. **The Committee will recommend to the Board that the proposal for a .6 MSU clerical person be approved and added to the MSU Annual Assessment be amended to reflect the change.**

Meeting: At the Call of the Chair.

Adjournment: 2:18 PM



## SHERIFF AND JAIL COMMITTEE MINUTES

April 7, 2021 10:00 AM Virtual @ Zoom

Call to Order: 10:00 AM

PUBLIC COMMENT: NONE

PRESENT: Tom O'Neil – Chair, Bill Routley, Wendy Nystrom, Sheriff Miller, Undersheriff Williams, Capt. Wood, Lt. Danielson, and Paul Bullock.

## SHERIFF'S REPORT:

- Personnel: The Sheriff advised that they are finishing backgrounds on two road patrol officers, one of whom will start next Monday, and beginning a third. The Sheriff also discussed filling the vacancy created by the military deployment of a road deputy and provided a written request to fill that vacancy in the understanding that two more vacancies, through retirements, will occur prior to the deputy's return from deployment. The request would take the total road deputies on staff from 14 to 15, but no more than 14 would be on the active payroll at any time. Upon the first anticipated retirement in November of 2021 the deputies on staff would be back to 14.
- General Briefing: The Sheriff gave a verbal report on recent activity.
- Vehicle Fleet: Sheriff Miller advised that they are continuing to talk with Enterprise Fleet Management, fine tuning a proposal on fleet makeup to allow Enterprise to make an informed proposal.
- Adopt a Highway: The staff have applied and been granted an adopt a highway assignment.
- Grants: The Sheriff advised that he is awaiting action on a grant to replace protective vests, and one for stop sticks. He is also anticipating requesting a grant for replacement of one of the two main marine boats. Various other grant requests are being researched.

## JAIL ADMINISTRATOR'S REPORT:

- Jury Trials: Capt. Wood briefed the Committee on some of the issues surrounding resumption of jury trials in Williams Auditorium.
- Inmate Phone Systems: Lt. Danielson presented a proposal to extend the current Inmate Phone contract with IC Solutions for five years. As part of the extension IC Solutions would install inmate video visitation, reducing staff time spent on visitation and allowing for extended video visitation times for the inmates. **The Committee will recommend to the Board that the contract extension be approved as presented.**

UNDERSHERIFF'S REPORT: NONE

ADJOURNMENT: 10:59 AM

NEXT MEETING: May 5, 2021 at 10:00 AM

Location: Zoom 608 971 9153 TBD

**EQUALIZATION COMMITTEE MEETING**  
**1:30 P.M. ROOM 202**  
**April 7, 2021**

**PRESENT:**, Wendy Nystrom and Linda Howard.

**CALL TO ORDER:** 2:30 p.m.

**OTHERS PRESENT:** Paul Bullock, Shila Kiander

**PUBLIC COMMENT:** NONE

**OLD BUSINESS:** NONE

**DIRECTOR'S REPORT:**

- L-4024 Equalization Report: The Director went over the report. She noted that overall taxable values increased 3.54% over 2020 values, Assessed values increased 5.44%. She noted that the County, 13 townships, and the village of Barryton will likely be assessed millage reduction fraction factors due to significant increases in taxable value. The 2021 Equalized Value of \$1,874,719,050 for Mecosta County will be reported to the Board on April 15<sup>th</sup>. This consists of \$1,761,762,750 Real Property and \$112,956,300 Personal Property. **The Committee will recommend to the Board that the L-4024 form be approved for signature as presented.**
- Maintenance and Printing: 11 townships are contracted with the Equalization Dept. for maintenance of the roll and printing/mailing of tax bills and assessment change notices. The printing and mailing is contracted thru KCI and after 3 years has shown the system to be accurate and cost effective.
- Designated Assessor: The contract has been ratified and is now awaiting the State Tax Commission approval to implement. Seth Lattimore is the designated assessor for the County.
- Principal Residence Exemption (PRE) Audits: The process continues with fewer and fewer denials each year. The local assessors are doing an excellent job of administering the program, with the County serving as a backup.
- Michigan Association of Equalization Directors: Ms. Kiander requested permission to attend the MAED annual conference July 25<sup>th</sup> thru the 28<sup>th</sup>. The conference is currently scheduled for the Holiday Inn in Big Rapids, as Ms. Kiander is the sitting MAED President. **The Committee will recommend to the Board that the request be approved.**
- Michigan Assessors Association: Ms. Kiander has been asked to teach at the Conference August 8-11 at Boyne Falls.
- International Association of Assessing Officers: Ms. Kiander requested permission to attend the Conference in Chicago August 29 thru September 1. She has been asked to present at the conference. She will be applying for a scholarship to cover costs and asked only that her time be covered. **The Committee will recommend to the Board that the request be granted.**
- Michigan Assessors Association Board: Ms. Kiander has been asked to consider applying for a district representative position on the MAA Board. The term would be

for one year and begin January 1, 2022. The time commitment would be one day per month. **The Committee will recommend to the Board that the application be authorized.**

**NEXT MEETING:** Scheduled for October 13, 2021 at 2:30 PM.

**ADJOURNMENT:** 3:38 P.M.



GENESEE COUNTY BOARD OF  
COMMISSIONERS

CP 13-1

**RESOLUTION # 2021-200**  
**SUPPORTING PASSAGE OF LEGISLATION TO ADOPT 4-YEAR TERMS FOR COUNTY COMMISSIONERS**

**WHEREAS** the 1963 Michigan Constitution stipulated four-year terms for the county Board of Supervisors, the preceding body to today's Board of Commissioners; and

**WHEREAS** the Legislature voted in 1966 to abolish Boards of Supervisors and formally replace them with Boards of Commissioners after the 1968 elections; and

**WHEREAS** Public Act 261 of 1966 promulgated that the length of terms for the new county commissioners shall be concurrent with that of state representatives, as specified in Article IV, section 3 of the Michigan Constitution; and

**WHEREAS** the scope of duties of a county commissioner has greatly increased in the last century — road patrols, indigent defense, mental health treatment and substance abuse prevention programming, solid waste pick-up and disposal, food and water supply safety, park operations, economic development efforts, emergency management and response; and

**WHEREAS** Michigan is one of only five states in the United States that provides for exclusively two-year terms for county commissioners; and

**WHEREAS** all other county and township elected officials in Michigan are elected to terms of at least four years; and

**WHEREAS** the position of county commissioner is a highly complex oversight role that requires years to master; and

**WHEREAS** legislation to amend state law to enact four-year terms has been filed in the form of Senate Bills 242 and 245; and

**WHEREAS** the Michigan Association of Counties supports the legislation as introduced;

**THEREFORE, BE IT RESOLVED that GENESEE COUNTY** supports Senate Bills 242 and 245 to enact four-year terms for county commissioners.

**Adopted this 24 day of March 2021**





STATE OF MICHIGAN

County of Genesee

**CERTIFIED COPY OF RECORD**

} SS.

I, **JOHN J. GLEASON**, County Clerk/Register of the County of Genesee, Michigan, and Clerk of the Genesee County Board of Commissioners, and Clerk of the Circuit Court for said County, do hereby certify that I have compared the foregoing copy of Resolution approving of a Resolution Supporting the Passage of Legislation to Adopt 4-Year Terms for County Commissioners with original record thereof now remaining in my office, and that the attached is a true and correct copy therefrom, and of the whole of such original record.

In Testimony Whereof, I have hereunto set my hand, and affixed the seal of said Court and County, this 30th day of March A.D. 2021.

GENESEE COUNTY BOARD  
OF COUNTY COMMISSIONERS  
Resolution No.: 2021-200  
Date Adopted: March 24, 2021

**JOHN J. GLEASON, Clerk/Register**

BY: *Alea Gardner*  
Deputy County Clerk

CP 13-2



**THE HONORABLE BOARD OF COMMISSIONERS OF BERRIEN COUNTY,  
MICHIGAN ADOPTS THE FOLLOWING RESOLUTION:**

**WHEREAS**, it has been three months since the Federal Government allocated nearly \$5 billion dollars in COVID relief funds to Michigan; and

**WHEREAS**, these funds were intended to provide crucial relief to small businesses, public health, and education in our state; and

**WHEREAS**, the state legislature passed legislation appropriating \$3.5 billion towards these priorities, including nearly \$555 million in small business relief funds; and

**WHEREAS**, despite bipartisan support for the small business relief proposals, the Governor line-item vetoed all \$555 million, citing "key points of difference" between her administration and the state legislature; and

**WHEREAS**, these proposals were promptly repackaged into subsequent legislation and sent back to the Governor's desk; and

**WHEREAS**, on Friday, March 26, 2021, these proposals were vetoed by Governor Whitmer for a second time; and

**WHEREAS**, the state is due to receive another \$10 billion from the American Rescue Plan Act; and

**WHEREAS**, Lansing still has not found a path forward on fully appropriating the \$5 billion it already received; and

**WHEREAS**, if there is one thing state leaders should agree on, it is getting help to the struggling small businesses in our state; and

**WHEREAS**, it is imperative these funds be disbursed to job providers who are still fighting for solvency and survival; and

**WHEREAS**, passing state budgets are a shared responsibility between both branches and both political parties.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** that the Berrien County Board of Commissioners urges the Governor's Administration to reach a compromise with the Michigan Legislature and their recommended relief initiatives, in the very near future, that would release these funds into the hands of the businesses and communities that need it most.

**BE IT FURTHER RESOLVED** that the Board of Commissioners directs staff to forward this resolution to all Michigan counties, our State Legislature, the Governor's office, and the Michigan Association of Counties.

Respectfully submitted,  
Berrien County Board of Commissioners:

Mamie L. Yarbrough Robert P. Harrisor Jon Hinkelman

Ezra A. Scott Jim Curran Rayonte D. Bell

Don Meeks Michael J. Majerek Julie Wuerfel

Teri Sue Frechling David Vollrath R. McKinley Elliott, Board Chair