



Wexford County

FINANCE AND APPROPRIATIONS COMMITTEE

Michael Musta, Chair

NOTICE OF MEETING

The Finance & Appropriations Committee of the Wexford County Board of Commissioners will hold a meeting on Wednesday, July 22, 2020 beginning at 4:00 p.m. in the Commissioners' Room, third floor, 437 E. Division St., Cadillac, Michigan.

TENTATIVE AGENDA

- A. CALL TO ORDER
- B. ROLL CALL
- C. ADDITIONS / DELETIONS TO THE AGENDA
- D. APPROVAL OF THE AGENDA
- E. APPROVAL OF THE JULY 9, 2020, REGULAR MEETING MINUTES 1
- F. PUBLIC COMMENTS
The Committee welcomes all public input.
- G. AGENDA ITEMS
 - 1. Approval of Claims (*A. Nyman, County Clerk*)
 - 2. Year-to-Date Revenue & Expense Reports..... 16
 - 3. Child Care Fund Budget FY 2021 18
 - 4. Budget Amendment(s)
- H. CORRESPONDENCE
- I. ADMINISTRATOR'S COMMENTS
- J. PUBLIC COMMENTS
- K. COMMITTEE COMMENTS
- L. CHAIR COMMENTS
- M. ADJOURN

COUNTY OF WEXFORD
FINANCE & APPROPRIATIONS COMMITTEE MEETING
REGULAR MEETING MINUTES
July 9, 2020

E.

The meeting was called to order by Chairman Musta at 4:00 p.m. in the Commissioners' Room of the Courthouse.

Members Present: Mike Musta, Brian Potter, Gary Taylor and Julie Theobald
Members Absent: None
Also Present: Duane Alworden, 911 Director; Melanie Danforth, Chief Deputy Clerk; Norma Kijorski, Senior Executive Assistant; Janet Koch, County Administrator; Annie Strom, Chief Deputy Treasurer; Members of the Public

ADDITIONS OR DELETIONS TO THE AGENDA

Added: G.6. First Responder Hazard Pay Premium Program

APPROVAL OF THE AGENDA

A motion was made by Taylor and supported by Theobald to approve the agenda, as amended. A vote was requested. All in favor.

APPROVAL OF THE MINUTES

A motion was made by Theobald and supported by Potter to approve the June 24, 2020 Regular Meeting Minutes. A vote was requested. All in favor.

PUBLIC COMMENTS

None.

AGENDA ITEMS

G.1. Approval of Claims

A motion was made by Potter and supported by Taylor to pay the bills in the amount of \$268,438.24. A vote was called. All in favor.

G.2. FY 2021 Draft Budget Calendar – Attachment 1

A motion was made by Taylor and supported by Theobald to forward the Fiscal Year 2021 Draft Budget Calendar to the full board with a recommendation to approve.

Ms. Koch stated that she spoke with the departments heads regarding the changes. The proposed calendar has been condensed from previous years and anticipates approval of the 2021 budget at the second meeting in December.

A vote was called. All in favor.

G.3. RFP Historic Courthouse Windows – Attachment 2

A motion was made by Taylor and supported by Potter to forward the bid received by City Glass in the amount of \$174,000 to the full board with a recommendation to request a contract, contingent upon approval of bid details by the County's Maintenance Director.

Ms. Koch reported that only one bid was received, and it was submitted by City Glass Shop, Inc. Additional clarification on the "alternate cost" is needed on the cost of the windows, and Ms. Koch and Mr. Kerr will be speaking with the owner. Once this information is obtained, it will be forwarded to the board.

A vote was requested. All in favor.

G.4. Canteen Services of Northern Michigan

A motion was made by Theobald and supported by Potter to forward the Canteen Services Contract Amendment 1 to the full board with a recommendation to approve.

It was noted that Lt. McDaniel is fine with the amendment. This is a temporary amendment due to the reduced capacity of inmates during the COVID-19 pandemic.

A vote was requested. All in favor.

G.5. Budget Amendment(s)

A motion was made by Taylor and supported by Theobald to forward the budget amendment dated 7/15/2020 to the full board with a recommendation to approve.

No questions were asked.

A vote was requested. All in favor.

G.6. First Responder Hazard Pay Premium Program

A motion was made by Theobald and supported by Potter to authorize the County Administrator to apply to the First Responder Hazard Pay Premium Program for maximum allowed hazard pay for all eligible employees with the application to be submitted July 9 and ratified by the Board of Commissioners on July 15.

Ms. Koch stated that information from the State Department of Treasury was received late yesterday. Today information was supplied through a webinar, however, it did not clarify several questions. She stated that it is unclear if submission of the application is a commitment to make the payments to the first responders. This is a first come, first serve grant and time is of the essence. She is requesting the authorization of the Finance Committee for the submission of the application and then at the board's next meeting they can ratify the submission. Additional conversation took place on the workings of grants.

Ms. Koch then provided information on a payroll reimbursement grant. The deadline is July 17. More information will be obtained to find out if the County is eligible. She will bring the information to the board meeting for direction.

A vote was called. All in favor.

CORRESPONDENCE

None.

ADMINISTRATOR'S COMMENTS

Ms. Koch, County Administrator, reported that Steve Peacock, Rehmann, will present the 2019 Audit at the August 19th Board of Commissioners meeting.

PUBLIC COMMENTS

None.

COMMITTEE COMMENTS

Comm. Theobald thanked Janet and her staff for their efforts on the COVID-19 grants.

CHAIR COMMENTS

None.

ADJOURN

A motion to adjourn was made by Taylor and supported by Potter at 4:16 p.m. A vote was called. All in favor.

Michael Musta, Chairman

Norma Kijorski, Recording Secretary

DRAFT

Attachment 1
WEXFORD COUNTY

G.2.

FISCAL YEAR 2021 BUDGET CALENDAR

Finance Committee: Mike Musta (Chair), Brian Potter, Gary Taylor, Julie Theobald

Date	Time	
07/09/20	4:00 PM	Finance Committee requested to recommend 2021 budget calendar for discussion and approval at the following regular Board of Commissioners meeting.
07/15/20	4:00 PM	Board of Commissioners considers approval of 2021 budget calendar.
07/16/20	--	Administrator distributes budget calendar to department heads. Departments begin to gather information for their budgets.
09/23/20	4:00 PM	Finance Committee recommends 2021 departmental budget targets for discussion and approval at the following regular Board of Commissioners meeting.
10/07/20	4:00 PM	Board of Commissioners approves budget targets for departments to follow in submitting requested budgets.
10/08/20	--	Administrator to distribute budget target information and blank 2021 budget worksheets (or BS&A instructions) to departments/offices.
10/23/20	--	Departments/Elected Offices submit completed budget requests and narratives to Administrator.
10/23 to 11/11	--	Adminstrator works with department heads to reach the BOC's targets.
11/12/20	4:00 PM	Administrator provides the Finance Committee with a draft of requested & recommended budgets for discussion and review at the next Finance meeting.
11/19/20	4:00 PM	SPECIAL meeting: Finance Comm. reviews budgets, hears appeals from department heads, provides any necessary direction to the Administrator for budget changes, after which the Administrator will work w/ dept. heads to revise.
11/25/20	4:00 PM	Finance Committee recommends budget for consideration by the Board of Commissioners.
12/02/20	4:00 PM	Administrator presents budget to Board of Commissioners.
12/05/20	9:00 AM	Public Hearing notice in <i>Cadillac News</i> .
12/16/20	4:00 PM	Public Hearing, consideration of approval of the budget by BOC, and adoption of the General Appropriations Act.

NOTE: Meeting dates may be revised and meeting dates may be added.

July 2020

S	Mon	Tues	Wed	Thurs	Fri	S
			1	2	3	4
5	6	7	8	9 Fin. rec. calendar	10	11
12	13	14	15 BOC app calendar	16 Admin - clndr; dpts inf	17	18
19	20	21	22 Finance	23	24	25
26	27	28	29	30		

August 2020

S	Mon	Tues	Wed	Thurs	Fri	S
2	3	4	5 BOC mtg	6	7	8
9	10	11	12	13 Finance	14	15
16	17	18	19 BOC mtg	20	21	22
23	24	25	26 Finance	27	28	29
30	31					

September 2020

S	Mon	Tues	Wed	Thurs	Fri	S
			1	2	3	4
6	7	8	9 BOC mtg	10 Finance	11	12
13	14	15	16 BOC mtg	17	18	19
20	21	22	23 Fin. rec. budget targets	24	25	26
27	28	29	30			

October 2020

S	Mon	Tues	Wed	Thurs	Fri	S
				1	2	3
4	5	6	7 BOC appr targets	8 Fin. Admin send xls & targets	9	10
11	12	13	14	15	16	17
18	19	20	21 BOC mtg	22 Dept. budgets to Admin	23	24
25	26	27	28 Finance	29	30	31

November 2020

S	Mon	Tues	Wed	Thurs	Fri	S
1	2	3	4 BOC mtg	5	6	7
8	9	10	11	12 Draft budget to Fin.	13	14
15	16	17	18 BOC mtg	19 SPCL Fin bdgt rvw/ appeals	20	21
22	23	24	25 Fin. rec. bdgt to BOC	26 Thnksvg	27	28
29	30					

December 2020

S	Mon	Tues	Wed	Thurs	Fri	S
			1	2 BOC Admin & budget	3	4
6	7	8	9	10 Finance	11	12
13	14	15	16 BOC adopts budget	17	18	19
20	21	22	23 Finance	24	25	26
27	28	29	30 Finance	31		

Attachment 2



Wexford County
BID SUBMISSION FORM
Historic Courthouse Window Project

Bid Deadline: Thursday, July 9, 2020 at 3:00 p.m.
Submit in person to: Wexford County Administration Office
2nd Floor, Wexford County Courthouse
Or by mail to: Wexford County Administration Office
437 E. Division St.
Cadillac, MI 49601

- 1. Historic Courthouse Window Project: Base Bid (required) \$ 174,000.00
Includes, but is not limited to, the following:
Removal and disposal of 80 existing windows.
Provision and installation of 80 windows.
Removal and disposal of existing south entrance doors and windows.
Provision and installation of south entrance doors and windows.
Maintenance of 33 wood window frames.
2. Historic Courthouse Window Project: Alternate \$ 24,200.00
Same as base bid, except remove "maintenance of 33 wood window frames" and
insert "replace with fixed glass windows in a style that matches new windows."
3. Window manufacturer/brand Quaker Windows
4. Length of manufacturer's window warranty 10 years, will
5. Estimate start date measure mid July on site Sept 2020 Estimated completion date Oct. 2020
6. Receipt of the following addenda are acknowledged:
Addendum No. 1 Date received 6-26-2020
Addendum No. 2 Date received 7-02-2020
7. On-site meeting completed on June 30, 2020 (circle one) Yes No

Contractor Information:

Company Name City Glass Shop, Inc. Office phone 231-775-4600
Address 401 Bell Avenue, Cadillac, MI Cell phone 231-878-0186
Email skip.cityglass@yahoo.com

Skip Seelye
Typed or printed name and title of official authorized
to find the firm to the provisions of the RFP

Skip Seelye
Signature of official authorized to bind
the firm to the provisions of the RFP

Date 7-09-2020

Failure to complete this form may be considered grounds for elimination from the selection process.



Fekete Knaggs & Burr
INSURANCE

1025 S. Mitchell Street • Cadillac, MI 49601 • Phone 231-779-7919 • Fax 231-779-7925

July 09, 2020

Wexford County
County Administrator
437 E Division St.
Cadillac, MI 49601

RE: The City Glass Shop Inc
Performance Bid Bond

Dear County Administrator;

This letter is to serve that upon the award of the contract for Wexford County- RFP Windows Project, our insured, The City Glass Shop, will be able to secure all required insurances, including a Surety Performance and Maintenance and Guarantee Bond, made payable to Wexford County for the full amount of the award. The carrier for the bond will be with Auto Owners Insurance, an A++ rated carrier.

If there are any questions or concerns, please feel free to reach out to our agency.

Respectfully,

A handwritten signature in black ink that reads 'Tasha Blake'.

Tasha Blake
Commercial Account Manager
E: tblake@fkbinsurance.com

Friendly, Knowledgeable, Best choice for all of your insurance needs

Addendum #1
Request for Proposals for Historic 1913 Courthouse Windows Project

Issued: June 26, 2020

This Addendum is issued prior to receipt of bids to provide for certain clarification to the specifications for the Historic 1913 Courthouse Windows Project.

The Bidder shall acknowledge the receipt of this addendum by signing and dating this document and incorporating in the bid package.

Company: City Glass Shop, Inc

By: Ship Seelye

Title: President

Changes, additions or deletions to specifications:

DELETE: Section 13.2. Each bid must be accompanied by a bid bond duly executed by a surety company approved by the owner and payable to the owner for 5% of the total amount of the bid. A certified check, drawn in the owner's name, may be used in lieu of a bid bond.

Addendum #2
Request for Proposals for Historic 1913 Courthouse Windows Project

Issued: July 2, 2020

This Addendum is issued prior to receipt of bids to provide for certain clarification to the specifications for the Historic 1913 Courthouse Windows Project.

The Bidder shall acknowledge the receipt of this addendum by signing and dating this document and incorporating in the bid package.

Company: City Glass Shop, Inc

By: Skip Seelye

Title: President

Changes, additions, clarifications, or deletions to specifications:

1. New windows in the two first floor bathrooms must allow for existing venting.
2. All existing aluminum surrounding windows must be replaced in an earth-tone color to closely match existing earth-tone windows.
3. Section 12.2.10 notes that "appropriate flashing must be installed." Existing flashing can be re-used if it is metal and in good condition. Membrane flashing must be replaced. Contractor is responsible for the complete system being water tight and must take responsibility for all flashing, old or new. Any exposed flashing must match the earth-tone color of the new windows.
4. Section 12.2.12 states that "Contractor must dispose of existing mesh and provide and install equivalent after window installation." The existing mesh may be reused if its condition upon removal is acceptable to the Owner's Representative.



www.quakerwindows.com



www.quakercommercialwindows.com

PO Box 128 | 504 Highway 63 South | Freeburg, MO 65035 | 800-347-0438 | 573-469-4151 (fax)

Installation Guidelines for all aluminum Quaker products through jamb

Read these instructions completely before starting any installation. Failure to install and maintain our product according to these instructions may void any product warranty. Please visit our website at www.quakerwindows.com or call 1-800-347-0438 for additional information.

Tools required by installer:

Safety glasses		Utility knife	
Drill/Driver		Caulk gun	
Level		Tape measure	
Hammer		Putty Knife	

Materials required by installer:

Foam Backer Rod		Minimally Expanding Foam	
Shims (Waterproof)		Sealant	
Fasteners		Denatured Rubbing Alcohol	

WARNING

Tools

- Follow manufacturers instructions for safe operation of tools, and ladders/scaffolding. Always wear safety glasses. Failure to do so could result in injury, product or property damage.

Handling

- Do not store units outside, or in a hot environment. Doing so could result in product damage.
- Do not carry flat.** Doing so could result in product damage, injury, or property damage.
- Stack units as straight as possible to avoid bowing. **Do not lay flat!**

Glass

- If broken, glass can fragment causing injury. All Quaker products are available with safety glass. In many areas, local building codes require safety glass in certain locations and/or applications. Unless safety glass is ordered, Quaker windows are not provided with safety glass. Before ordering, consult your local building codes for more definitive information.

Fastening

- Metal fasteners and components could corrode when used with preservative-treated lumber. Use approved fasteners and components to fasten window or door. Failure to do so could cause a failure resulting in injury, product or property damage.
- Fastener must attach to a structural framing member with 1 1/2" minimum fastener embedment, or minimum 3 full threads with a minimum 5/16" head as products were tested with.
- Quaker does not supply anchorage/fastener calculations, and is not responsible for determining structural adequacy of the anchorage and fasteners used to install our products, or the openings into which they are installed.**
- Do not over drive screws or nails.** Doing so could result in product damage.

⚠ CAUTION

Installation

- Always support window or door in opening until fully fastened. Failure to do so could result in the window or door falling out or causing injury, product, or property damage.
- Nailing flanges and drip caps (integral or applied) **do not** take the place of window flashing. All windows and doors must be properly flashed and sealed with material compatible sealant for protection against water and air infiltration around the entire perimeter. Failure to do so could result in product or property damage.
- **Do not** set window directly on sill plate. Place shims under the side jambs. Window or door must be properly shimmed. Failure to do so could affect operation and product performance and could result in product damage.
- Live or dead loads transferred into our product can affect functionality, damage frame joinery or cause glass failures. Dead loads such as upper levels, roof, etc. Should be constructed before window or door is installed.
- Loads shall be designed to withstand the most critical effects of load factors and load combinations as required by the building code. (Loads are including but not limited to Live, Dead, Collateral, Auxiliary, Thermally induced, Seismic, etc.)
- Maximum vertical deflection of the header under all Load combination should not exceed the Span/720 or 1/4" whichever is less.
- Windows and doors have small parts. Small parts if swallowed could pose a choking hazard to young children. Dispose of unused, loose, or easily removed small parts. Failure to do so could result in injury.
- **Do not** drill through or into window sill to install alarm wires.

Sealing

- Follow instructions of foam, sealant, and flashing manufacturers regarding safety, material application, compatibility, and periodic maintenance for continued weather resistance of their products. Failure to do so could result in product or property damage. **DO NOT** overfill between the frame and opening.
- Minimally expanding foam insulation must be compliant with AAMA 812-04.
- Quaker recommends 100% silicone (ASTM C920 compliant) neutral cure only sealant. Always clean all areas where sealant will be applied. Failure to do so could result in product or property damage.
- Flashing tape must meet ASTM-D779 performance requirements.
- Maintain a minimum of 1/4" between the window or door frame and exterior finish materials. Failure to do so could result in product or property damage.

Joining

- Do not join any window or door to any window or door not designed for joining. Joined windows and doors must be individually supported in the opening. Failure to do so could affect operation and product performance and could result in product or property damage.

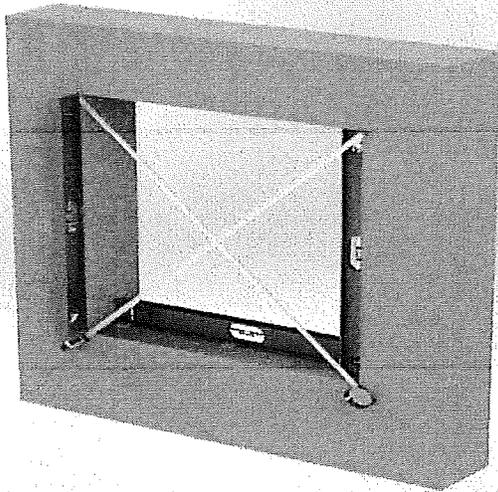
Cleaning

- Acid solutions used for cleaning will damage glass, fasteners, hardware, and metal flashing. Protect these products and follow cleaning products manufacturers instructions. If acid contacts the window or door, wash all surfaces immediately with clean water.
- **Do not** use razor blades to clean glass surface. Glass damage could result.
- Clean glass using liquid glass cleaner.
- Clean frame, sash, panels, and insect screens using mild detergent and warm water with a soft cloth or brush.

IMPORTANT

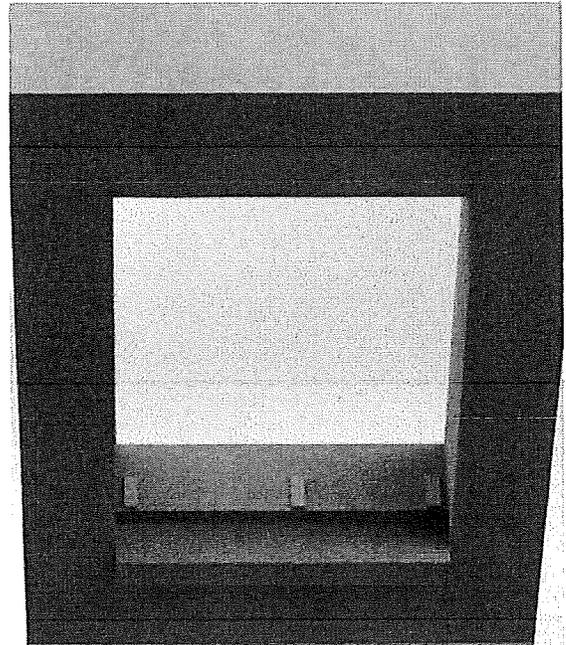
- Buildings constructed prior to 1978 could contain lead paint which could be disturbed during window or door replacement. For more information on proper management of lead paint, go to: www.epa.gov/lead
- Care must be taken to properly recycle or dispose of old materials. Any recyclable materials should be separated from non-recyclable or hazardous materials. Please consult with local or state authorities regarding proper disposal of non-recyclable or hazardous materials.
- These are generic instructions intended to cover most common situations, which may not be appropriate for all installations due to building design, construction materials, or methods used and/or building or site conditions. Consult a contractor or architect for recommendations.
- Inspect all units for any damage or defects prior to installation. Contact the nearest Quaker distributor if there are any problems.

1



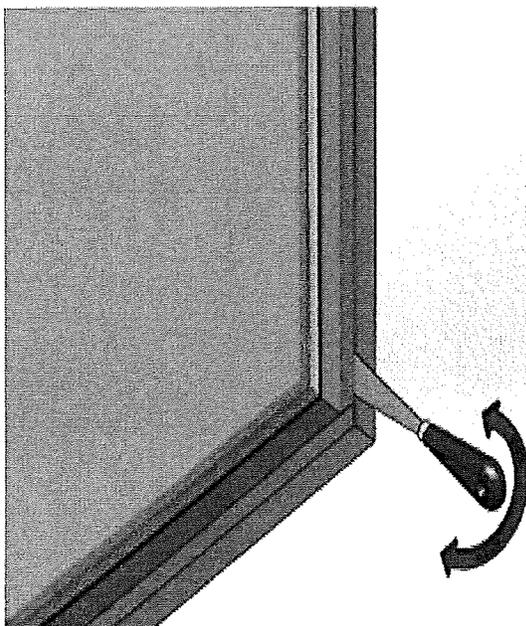
Measure and verify the size of the rough opening. The rough opening should be a minimum $\frac{1}{2}$ " (but not to exceed 1") wider and taller than the unit. The masonry opening should be sized $\frac{1}{2}$ " wider and $\frac{9}{16}$ " higher than the units exterior frame. Verify the rough opening is flat, plumb, level, and square. Take diagonal measurements to check for square. The sill beneath the unit must be level for proper unit operation.

2



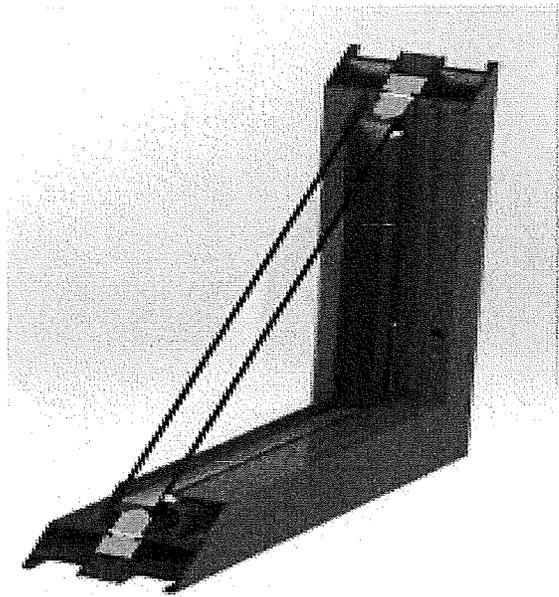
Check the fit of the unit making sure the conditions are level, the installer can pre-apply the shims to the sill condition prior to installation of the window frame.

3



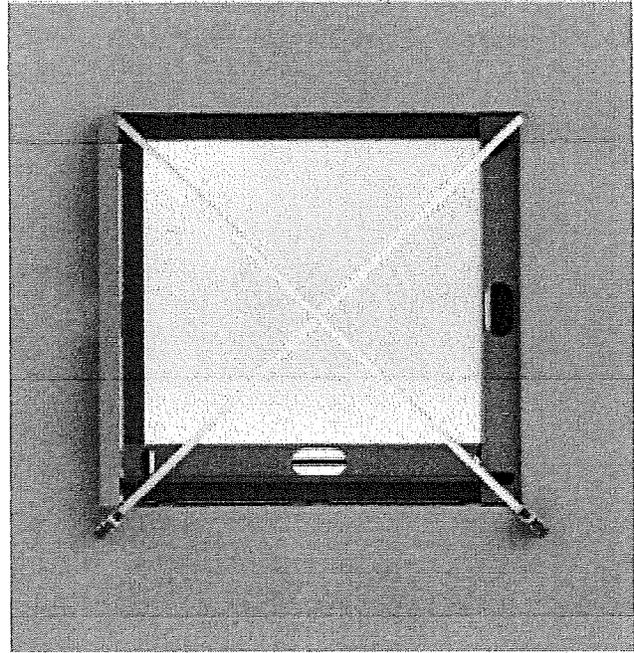
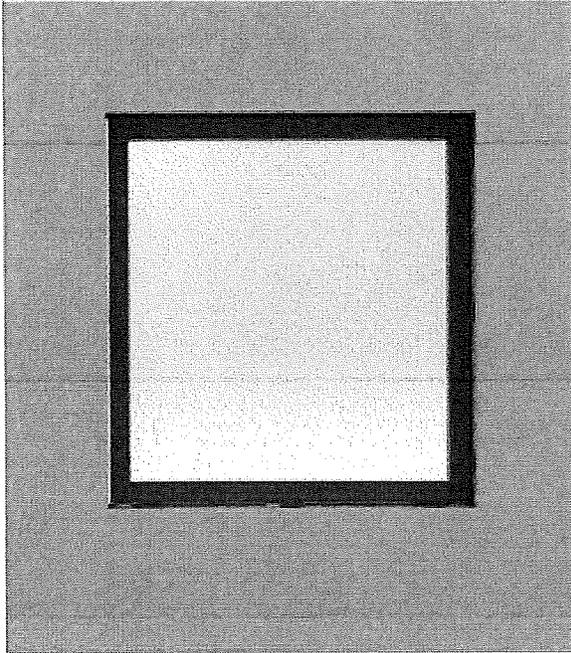
The glazing bead may require removal and reinstallation. Be careful to avoid damaging the glazing beads and finish. Slide a putty knife between the glazing bead and frame at the bottom corner and apply pressure as you rotate the putty knife away from the window frame.

4



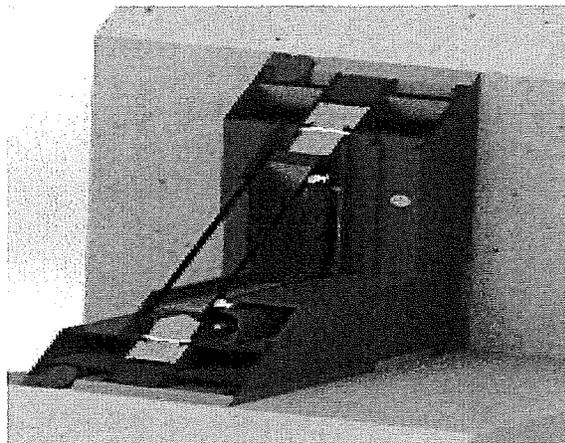
Drill a pilot hole thru the side jamb 4" from each corner and 16" on center.

5



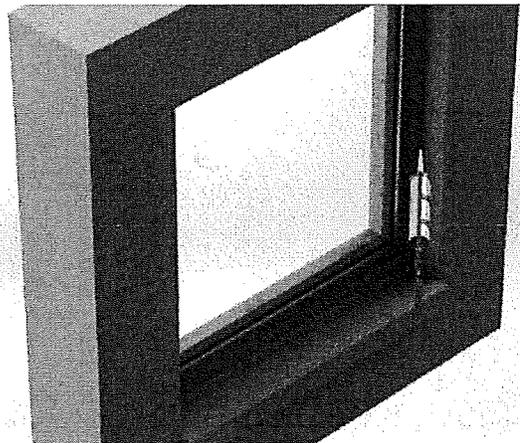
Set the window in place on top of the shims at the sill, and center in opening. Place a level on the window sill to verify that the sill is level. Adjust the shims as needed to ensure a level condition. Check the head, sill and jambs with a level again to make sure the window is setting plumb, level, and square within the opening. Measure across the diagonals to determine if the window is square.

6



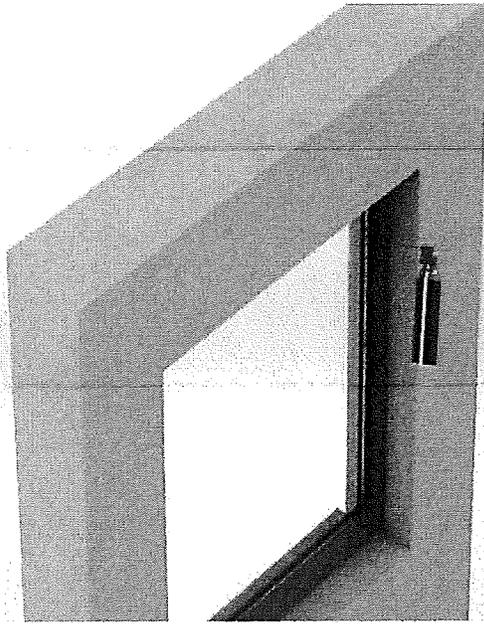
Install fasteners as required at the remaining anchor points per shop drawings and or anchorage calculations. Always follow the fastener/anchor manufacturer's guidelines for proper edge distance, load capacity and installation techniques. For casement windows, add blocking and anchors at the hinge locations. For sliding windows, add support blocking behind the jamb condition at the locking point. Check the installed product to ensure that it operates properly and that the reveal is equal between the sash and frame. Reinstall glazing beads using a shim or rubber mallet to lock them back in place.

7



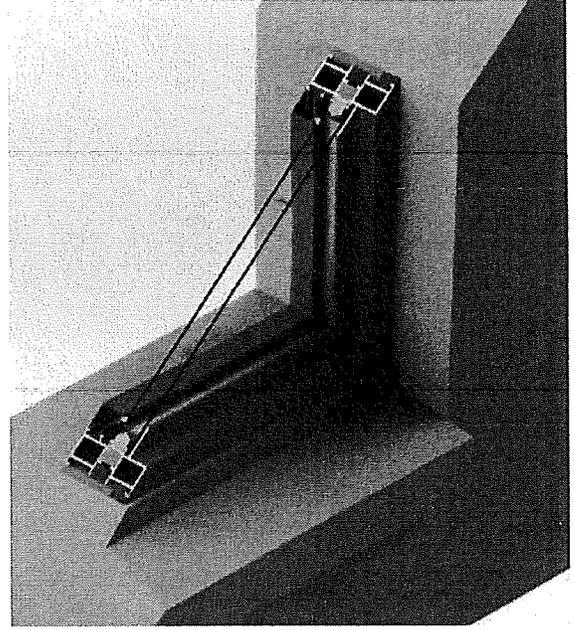
If total frame replacement in brick or siding was preformed maintain a minimum of $\frac{1}{4}$ " between the window frame, trim, siding, or masonry. Failure to do so could result in product or property damage. Apply backer rod (if needed) and a continuous bead of sealant between the window frame and exterior finish material on all four sides of unit. Make sure to clean all surfaces before applying 100% neutral cure silicone sealant (some surfaces may need to be primed so check with sealant supplier).

8



Insulate between the window frame and the rough opening using minimally expanding window and door spray foam or fiberglass insulation that is compliant with AAMA 812-04. Read and follow the manufacturers' recommendations for application and use.

9



Operate window unit to ensure proper operation. Sash will not operate correctly if window is out of square, over-shimmed or over-insulated. Allow foam to fully cure before installing interior trim. Install interior finish trim.



Installation Guidelines

For All aluminum Quaker Products Through Jamb

If this set of instructions doesn't match your installation method or wall conditions please check our website listed below for other options, or call the office.

Scan here for a digital version of these guidelines in English



Scan here for a digital version of these guidelines in Spanish



Or go to: <http://quakerwindows.com/installation-instructions-videos/>

Or go to: <http://quakerwindows.com/installation-instructions-spanish/>



REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY

PERIOD ENDING 06/30/2020
 % Fiscal Year Completed: 49.73

GL NUMBER	DESCRIPTION	2020 AMENDED BUDGET	NORMAL (ABNORMAL)	YTD BALANCE 06/30/2020	MONTH 06/30/2020 INCREASE (DECREASE)	ACTIVITY FOR	AVAILABLE BALANCE	% BDT USED
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Fund 101 - GENERAL FUND								
Revenues								
UNCLASSIFIED	Unclassified	13,993,946.32	4,425,784.80	2,072,292.95	9,568,161.52	31.63		
TOTAL REVENUES		13,993,946.32	4,425,784.80	2,072,292.95	9,568,161.52	31.63		

Expenditures								
101	COMMISSIONERS	67,537.00	26,197.91	4,329.53	41,339.09	38.79		
131	CIRCUIT COURT	338,599.00	159,387.73	26,782.68	179,211.27	47.07		
136	DISTRICT COURT	652,175.00	305,737.35	42,592.05	346,437.65	46.88		
141	FRIEND OF THE COURT	888,449.00	384,328.13	58,148.90	504,120.87	43.26		
147	JURY COMMISSION	3,550.00	2,545.20	2,439.74	1,004.80	71.70		
148	PROBATE COURT	637,235.00	296,907.54	43,830.91	340,327.46	46.59		
151	PROBATION AND PAROLE	2,730.00	577.51	84.32	2,152.49	21.15		
166	CIRCUIT COURT FAMILY COUNS.	75,319.00	36,676.65	5,956.83	38,642.35	48.70		
168	PUBLIC DEFENDER	246,340.00	89,621.53	13,096.78	156,718.47	36.38		
172	COUNTY ADMINISTRATION	203,788.32	95,423.62	16,891.19	108,364.70	46.82		
191	ELECTIONS	53,800.00	31,120.50	22,679.50	57.84	57.84		
215	COUNTY CLERK	295,782.00	136,173.65	21,952.23	159,608.35	46.04		
225	EQUALIZATION	438,590.00	207,756.45	34,888.66	230,833.55	47.37		
229	PROSECUTING ATTORNEY	496,546.00	233,851.76	37,351.99	262,694.24	47.10		
230	PROS ATTYN CO-OP REIMB	50,940.00	23,266.54	3,481.43	27,673.46	45.67		
236	REGISTER OF DEEDS	261,541.00	125,191.43	19,156.59	136,349.57	47.87		
245	STATE SURVEY & REMONUMENTATION	42,737.00	3,400.00	3,400.00	39,337.00	7.96		
253	COUNTY TREASURER	335,451.00	158,569.32	25,085.93	176,881.68	47.27		
265	BUILDING AND GROUNDS	414,972.00	140,614.41	22,364.00	274,357.59	33.89		
266	HUMAN SERVICES BLDG	45,600.00	33,907.15	5,067.51	11,692.85	74.36		
270	DISTRICT HEALTH DEPARTMENT	38,200.00	27,538.25	3,373.90	10,661.75	72.09		
271	JAIL - BLDG/GRDS	164,000.00	77,497.72	8,881.42	86,502.28	47.25		
272	JAIL - BLDG/GRDS CARMEL ST	2,935.00	1,950.23	616.19	984.77	66.45		
275	MAINT/STORAGE - BLDG/GRDS	5,150.00	2,220.45	352.61	2,929.55	43.12		
282	DRAIN COMMISSION	40,105.00	10,118.64	2,005.64	29,986.36	25.23		
290	DEPT OF AGRICULTURE	144,000.00	0.00	0.00	144,000.00	0.00		
301	GEN SERVICES ADMINISTRATION	696,600.00	538,377.00	131,323.84	158,223.00	77.29		
302	SHERIFF	2,439,085.00	1,050,760.42	177,362.36	1,388,324.58	43.08		
315	SHERIFF COURT SECURITY	30,000.00	4,673.68	0.00	25,326.32	15.58		
315	SECONDARY ROAD PATROL	101,672.00	34,832.90	7,241.75	66,839.10	34.26		
331	MARINE	24,848.00	808.50	808.50	24,039.50	3.25		
333	FEDERAL FOREST	4,500.00	0.00	0.00	4,500.00	0.00		
334	SNOWMOBILE	25,250.00	11,694.47	0.00	13,555.53	46.31		
335	ORV GRANT	25,396.00	12,261.88	3,237.04	13,134.12	48.28		
351	JAIL	2,733,414.00	1,136,837.60	197,714.78	1,596,576.40	41.59		
426	EMERGENCY MANAGEMENT	74,708.00	44,572.06	7,703.19	59,135.94	59.66		
526	SANITARY LANDFILL	76,650.00	10,559.15	1,930.50	66,090.85	13.78		
605	CONTAGIOUS DISEASES	600.00	131.35	0.00	468.65	21.89		
648	MEDICAL EXAMINER	95,400.00	27,411.72	2,006.20	67,988.28	28.73		
681	VETERANS BURIAL	10,000.00	5,100.00	0.00	4,900.00	51.00		
861	FRINGE BENEFITS	0.00	15,118.64	13,387.31	(15,118.64)	100.00		
890	CONTINGENCIES	50,000.00	0.00	0.00	50,000.00	0.00		
965	TRANSFERS	1,091,398.00	383,274.22	46,469.57	708,123.78	35.12		
966	APPROPRIATIONS	568,354.00	296,699.34	57,820.32	271,654.66	52.20		
TOTAL EXPENDITURES		13,993,946.32	6,183,692.60	1,049,245.44	7,810,253.72	44.19		

REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY

PERIOD ENDING 06/30/2020
 % Fiscal Year Completed: 49.73

GL NUMBER	DESCRIPTION	2020		YTD BALANCE 06/30/2020	ACTIVITY FOR MONTH 06/30/2020	AVAILABLE BALANCE	% BDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 225 - ANIMAL CONTROL							
Fund 225 - ANIMAL CONTROL:							
TOTAL REVENUES		219,002.00		198,574.68	645.37	20,427.32	90.67
TOTAL EXPENDITURES		218,961.00		87,267.72	14,205.08	131,693.28	39.86
NET OF REVENUES & EXPENDITURES							
Fund 243 - COURT SECURITY FUND							
Fund 243 - COURT SECURITY FUND:							
TOTAL REVENUES		123,485.00		44,980.63	9,188.36	78,504.37	36.43
TOTAL EXPENDITURES		123,485.00		44,229.40	5,054.45	79,255.60	35.82
NET OF REVENUES & EXPENDITURES							
Fund 249 - BUILDING INSPECTIONS DEPT.							
Fund 249 - BUILDING INSPECTIONS DEPT.:							
TOTAL REVENUES		199,625.00		47,067.40	16,429.89	152,557.60	23.58
TOTAL EXPENDITURES		222,892.00		106,459.89	16,875.03	116,432.11	47.76
NET OF REVENUES & EXPENDITURES							
Fund 259 - INDIGENT DEFENSE FUND							
Fund 259 - INDIGENT DEFENSE FUND:							
TOTAL REVENUES		981,484.00		298,822.08	14,737.75	682,661.92	30.45
TOTAL EXPENDITURES		981,484.00		398,872.23	57,516.28	582,611.77	40.64
NET OF REVENUES & EXPENDITURES							
Fund 260 - COMMUNITY ALTERNATIVE PROG.							
Fund 260 - COMMUNITY ALTERNATIVE PROG.:							
TOTAL REVENUES		338,185.00		128,972.99	32,458.75	209,212.01	38.14
TOTAL EXPENDITURES		338,184.00		162,825.03	25,571.58	175,358.97	48.15
NET OF REVENUES & EXPENDITURES							
Fund 261 - 911-WIRELESS							
Fund 261 - 911-WIRELESS:							
TOTAL REVENUES		920,000.00		240,644.22	2,663.06	679,355.78	26.16
TOTAL EXPENDITURES		919,358.00		535,885.03	139,297.16	383,472.97	58.29
NET OF REVENUES & EXPENDITURES							
Fund 292 - CHILID CARE FUND							
Fund 292 - CHILID CARE FUND:							
TOTAL REVENUES		527,600.00		14,509.12	2,217.42	513,090.88	2.75
TOTAL EXPENDITURES		357,000.00		117,304.49	13,627.10	239,695.51	32.86
NET OF REVENUES & EXPENDITURES							

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

COMMITTEE: Finance
FROM: Janet Koch, County Administrator
FOR MEETING DATE: July 22, 2020
SUBJECT: Child Care FY21 Budget

SUMMARY OF ITEM TO BE PRESENTED:

Judge Edward Van Alst is submitting the annual County Child Care Budget for consideration and approval. This year, the budget is identical to last year with anticipated expenditures totaling \$636,999.70.

The timing of this budget submittal ties to the State of Michigan's Oct. 1 to Sept. 30 fiscal year.

RECOMMENDATION:

A motion to forward to the full board with a recommendation to approve the Child Care FY21 budget, as presented.



County Child Care Budget Summary (DHS-2091)

Organization: Wexford County

Fiscal Year: October 1, 2020
 through September 30, 2021

Status: In Progress

County Child Care Budget Summary (DHS-2091)

Michigan Department of Health and Human Services (MDHHS)
 Children's Services Agency
 Wexford County for October 1, 2020 through September 30, 2021

Organization	Court Contact Person	Telephone Number	Email Address
Wexford County	Randall Adlam - CCF Judges De		j01@wexfordcounty.org
Fiscal Year	MDHHS Contact Person	Telephone Number	Email Address
October 1, 2020 through September 30, 2021	Luther Lovell - CCF Organizatio	(231) 779-4556	lovell3@michigan.gov

Cost Sharing Ratios	County 50% / State 50%		Anticipated Expenditures		
	MDHHS	Court	Combined		
A. Out of Home Care - Court or Tribal Supervised					
Add Details	\$0.00	\$487,000.00	\$487,000.00		
B. In-Home Care	\$0.00	\$189,999.99	\$189,999.99		
C. County/Court-Operated Facilities	\$0.00	\$0.00	\$0.00		
D. Subtotals (A+B+C)	\$0.00	\$676,999.99	\$676,999.99		
E. Revenue	\$0.00	\$55,000.00	\$55,000.00		
F. Net Expenditure	\$0.00	\$621,999.99	\$621,999.99		

Cost Sharing Ratios	County 50% / State 50%		Anticipated Expenditures		
	MDHHS	Court	Combined		
A. Out of Home Care - Neglect Abuse					
Add Details	\$0.00	\$75,000.00	\$75,000.00		
Please Note: The <i>Neglect/Abuse Out-of-Home Care</i> amount reflects ONLY the county court's share of these expenditures. Effective October 2019 the State of Michigan pays 100% of Neglect/Abuse Out-of-Home placements and the county then reimburses the state 50%.					

Cost Sharing Ratios	County 0% / State 100%	Court	Combined
Foster Care During Release Appeal Period		\$0.00	\$0.00

Cost Sharing Ratios	County 0% / State 100%	MDHHS	Court	Combined
	\$15,000.00 Maximum			
Basic Grant		\$0.00	\$14,999.71	\$14,999.71

Total Expenditure				\$636,999.70
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BUDGET DEVELOPMENT CERTIFICATION

THE UNDERSIGNED HAVE PARTICIPATED IN DEVELOPING THE PROGRAM BUDGET PRESENTED ABOVE. We certify that the budget submitted above represents an anticipated gross expenditure for the fiscal year: October 1, 2020 through September 30, 2021; and any requests for reimbursement shall adhere to all state law, administrative rules and child care fund handbook authority.

Presiding Judge

EO Davis

Date

7/13/2020

County Director of MDHHS Signature

Date

Chairperson, Board of Commissioner's Signature

Date

And/Or County Executive Signature

Date

Michigan Department of Health and Human Services (MDHHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to an MDHHS office in your area.

AUTHORITY: Act 87, Publication of 1978, as amended.
COMPLETION: Required
PENALTY: State reimbursement will be withheld from local government.

Approval

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County Child Care Budget Summary (DHS-2091)

Organization: Wexford County

Fiscal Year: October 1, 2020
through September 30, 2021

Status: In Progress

Cost Sharing Ratios	County 50% / State 50%	Anticipated Expenditures		
		MDHHS	Court	Combined
A. Out of Home Care - Court or Tribal Supervised (Total of 1,2 & 3)		\$0.00	\$487,000.00	\$487,000.00
1. Family Foster Care		\$0.00	\$10,000.00	\$10,000.00
2. Institutional Care		\$0.00	\$475,000.00	\$475,000.00
3. Independent Living		\$0.00	\$2,000.00	\$2,000.00



County Child Care Budget Summary (DHS-2091)

Organization: Wexford County

Fiscal Year: October 1, 2020
through September 30, 2021

Status: In Progress

Cost Sharing Ratios	County 50% / State 50%	Anticipated Expenditures		
		MDHHS	Court	Combined
A. Out of Home Care - Neglect Abuse (Total of 1,2 & 3)		\$0.00	\$75,000.00	\$75,000.00
	1. Family Foster Care	\$0.00	\$75,000.00	\$75,000.00
	2. Institutional Care	\$0.00	\$0.00	\$0.00
	3. Independent Living	\$0.00	\$0.00	\$0.00

*Please Note: The *Neglect/Abuse Out-of-Home Care* amount reflects ONLY the county court's share of these expenditures. Effective October 2019 the State of Michigan pays 100% of Neglect/Abuse Out-of-Home placements and the county then reimburses the state 50%.



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In-Home Care Certification (DHS-167)

Organization: Wexford County

Fiscal Year: October 1, 2020 through September 30, 2021

Status: In Progress

In-Home Care Certification (DHS-167)

 Michigan Department of Health and Human Services (MDHHS)
 Children's Services Agency
 Wexford County for October 1, 2020 through September 30, 2021

In-Home Care (IHC) program expenditures are restricted to new or expanded programs that are alternatives to out-of-home institutional or foster care. IHC funds may not be used to duplicate services.

A. ELIGIBLE CLIENT/STAFFING

1. Children under the jurisdiction of the Court, as an alternative to removal from the child's home, provided that:
 - a. such care is an alternative to detention or other out-of-home care and:
 - o a written complaint has been received and accepted by the Court
 - o the expenditures are not for judicial cost
 - o the caseload size or services are intensive
 - o non-scheduled payments are not made to pay for basic family needs otherwise available through public assistance programs
 - o the parent(s) and the youth have agreed in writing to receive IHC services, or a temporary order has been entered pending an adjudication hearing; or
 - b. such care is provided to children who at the dispositional hearing are ordered into IHC as an alternative to foster care or other out-of-home care, and:
 - o the expenditures are not for judicial costs
 - o the services are intensive, and
 - o non-scheduled payments are not made to pay for basic family needs otherwise available through public assistance programs
2. The IHC early return option may be used to accelerate the early return of a youth from family foster care, institutional care, or other out-of-home care when the case identifies an early return goal and the services are provided to members of the child's family. The case plan should identify the family strengths and deficiencies which, if corrected, would permit the youth to be returned home early. IHC services would typically be provided to the family during the time that the youth is in out-of-home care and, if necessary, for a period of time after the youth has returned to the family.
3. The County Michigan Department of Health and Human Services (MDHHS) may provide IHC services if the juvenile court orders care and supervision of a court ward.
4. The County MDHHS may provide IHC services from its subaccount for CPS category I or category II cases provided that:
 - o such IHC services prevent the need to petition the juvenile court for removal or prevent placement in voluntary foster care, and
 - o non-scheduled payments are not made to cover basic family needs otherwise available through public assistance programs.
5. IHC funds shall not be used to meet the court staff-to-youth population ratio of 1 to 6,000 as specified in the Juvenile Court Standards and Administrative Guidelines for the Care of Children.
6. Court staff hired after 4/30/85, who are responsible for case plan development and monitoring, must meet the qualifications established in the Juvenile Court Standards and Administrative Guidelines for the Care of Children.
 - o Supervisory Personnel
 - o Probation Officers
 - o Counselors
7. County MDHHS staff and supervisor staff providing direct IHC services must meet the standards set forth in Rules 400.6124, 400.6126 and 400.6128 of the Administrative Rules for Child Placing Agencies.
8. County MDHHS staff and supervisory staff providing direct IHC services must be state civil servants assigned to classifications and levels equivalent to staff and supervisors in the state foster care program.
9. In IHC programs, county MDHHS or Juvenile Court contractual staff, who are responsible for case plan development and monitoring, must meet the requirement of staff supervising children in foster care, as established in the Juvenile Court Standards and Guidelines for the Care of Children.
10. IHC reimbursements for program and administrative office space, county purchased supplies, salaries and wages for county employees who provide direct services or support for these services are subject to the same restrictions as reimbursements in county-operated institutions.

B. USE OF THE IN-HOME CARE OPTION FOR NON-SCHEDULED PAYMENTS

If all other IHC requirements are met, budgeted non-scheduled payments for services available to youth in foster care may be provided to youth in their own home. (Non-scheduled payments are defined in the Child Care Handbook).

C. CASE RECORD DOCUMENTATION REQUIREMENTS

Individual case documentation is required for all IHC clients. A caseload list is required for every IHC component. As a minimum, case records must include the following:

- o family case assessment which identifies, by service component, the problems and need for IHC services
- o day of intake
- o type of complaint/allegation, supported as follows:
 - (1) delinquency - a copy of the complaint or court order, when applicable, placing the child in IHC as part of a formal disposition.
 - (2) abuse/neglect - allegation and substantiation entered on the DHS-133 in Department cases;

- o treatment plan which identifies the treatment, objectives and the action steps and timetables which will be used to reach the objectives
- o case plan changes as a result of supervisor/case worker or contractee/contractor case reviews
- o quarterly progress reports
- o dates, type and purpose of service contacts made with the client. Note: weekly face to face contact is required
- o legal status of youth and the family, and
- o the living arrangement of the youth at termination of IHC services.

Note: Case record content for all foster care cases, under the supervision of a county MDHHS, should be maintained according to Services Manual Item 722 (6a-9). It is suggested that all IHC material be kept in the first inside section of the foster care file.

IHC service purchases from a private or public provider require a contract unless the service is supportive of a large component (i.e., clothing or dental work for a youth serviced through an established IHC program as for example, intensive supervision). These non-scheduled payments do not require contracts.

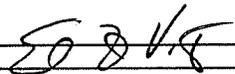
Only IHC expenditures described in the Annual Plan and Budget and approved by Child and Family Services are reimbursable.

IHC funds and services are subject to state review and audit and non-compliance with the above restrictions and requirements may result in withholding or repayment of state reimbursement.

All IHC contractual services purchased with county appropriated monies shall be the sole responsibility of the county. The signature of the County MDHHS Director must be with authority from the County to enter into contractual agreements on behalf of the County for the expenditure of the County Child Care Funds.

The county must have all IHC contracts processed through the county's formal contract approval procedures.

The signatures below certify that IHC policy stated in the document has been reviewed. It is understood that these are conditions for claiming IHC fund reimbursement.

Presiding Judge of Family Division of Circuit Court, Juvenile Division  Date <u>7/13/2020</u>	County Director of MDHHS as Agent of the County Date <input type="text"/>
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Basic Grant Certification (DHS-168)

Organization: Wexford County

Fiscal Year: October 1, 2020 through September 30, 2021

Status: In Progress

Basic Grant Certification (DHS-168)

 Michigan Department of Health and Human Services (MDHHS)
 Children's Services Agency
 Wexford County for October 1, 2020 through September 30, 2021

1. Basic Grant funded programs are restricted to youth who are within or are likely to come within the jurisdiction of the probate court as defined under MCL 712A.1 to 712A.28.

Eligible Youth

- o All youth who are under court jurisdiction or for whom a complaint or petition has been filed with the court.
- o Youth who are at risk.

Youth are considered to be at risk and "likely to come within court jurisdiction" if any two or more of the following risk factors apply to the youth and are documented in case files:

- a. Reported abuse and/or neglect of the youth.
- b. History of school truancy, suspensions or being expelled.
- c. Run away from home.
- d. Use of alcohol or drugs.
- e. Ineffective, inconsistent or nonexistent parental control.
- f. Negative or delinquent peer relationship(s).

2. The Basic Grant cannot be used to supplant existing service costs or to pay for any judicial functions that are the responsibility of the court. In general, such "judicial functions" relate to court administration and adjudication costs. (See Child Care Fund Handbook).
3. Basic Grant funds shall not be used to pay for court case services personnel hired after April 30, 1985, who do not meet the minimum standards of education and training as stated in the Juvenile Court Standards and Guidelines for the Care of Children. The following positions are included:
 - o Supervisory Personnel
 - o Probation Officers
 - o Counselors
4. Non-scheduled payments may not be made to pay for basic family needs otherwise available through public assistance programs.
5. In Basic Grant programs, County Michigan Department of Health and Human Services staff responsible for individual case plan development and monitoring must meet the requirements for staff supervising children in foster care, as specified in the Administrative Rules for Child Placing Agencies.
6. In Basic Grant programs, department or juvenile court contractual staff who develop and/or monitor case plans, must meet the requirements for staff supervising children in foster care, as established in the Juvenile Court Standards and Guidelines for the Care of Children.
7. Court administered child specific services provided through Basic Grant reimbursement shall be documented in individual files which conform to the record keeping requirements in the Juvenile Court Standards and Guidelines for the Care of Children. A caseload list must be maintained for each Basic Grant component.
8. County Michigan Department of Health and Human Services administered child specific services provided through Basic Grant reimbursement, shall be documented in individual case files which conform to record keeping requirements in the Administrative Rules for Child Placing Agencies. A caseload list must be maintained for each Basic Grant component.

Only Basic Grant expenditures described in the Annual Plan and Budget and approved by Child and Family Services are reimbursable.

Basic Grant services purchased from a private or public provider require a contract unless the service is supportive of a large component (i.e., clothing or dental work for a youth serviced through an established Basic Grant program as for example, intensive supervision). These non-scheduled payments do not require contracts.

Basic Grant funds are subject to state review and audit and non-compliance with the above restrictions and requirements may result in withholding or repayment of state reimbursement.

All Basic Grant contractual services purchased with county appropriated monies shall be the sole responsibility of the county. The signature of the County MDHHS Director must be with authority from the County to enter into contractual agreements on behalf of the County for the expenditure of the County Child Care Funds.

The county must have all Basic Grant contracts processed through the county's formal contract approval procedures.

The signatures below certify that Basic Grant policy stated in the document has been reviewed. It is understood that these are conditions for claiming Basic Grant fund reimbursement.

Presiding Judge of Family Division of Circuit Court, Juvenile Division  Date 7/13/2020	County Director of MDHHS as Agent of the County Date
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Approval

Close