



Wexford County

**BOARD OF COMMISSIONERS**

*Gary Taylor, Chair*

**NOTICE OF MEETING**

The Wexford County Board of Commissioners will hold a regular meeting on Wednesday, October 7, 2020 beginning at 4:00 p.m. in the Commissioners’ Room of the Historic Courthouse in Cadillac, MI, 49601.

**TENTATIVE AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLEGIANCE
- D. ADDITIONS / DELETIONS TO THE AGENDA
- E. APPROVAL OF THE AGENDA
- F. EMPLOYEE RECOGNITION
  - 1. Marsha Mellish, District Court – 10 years *(HR/PS 9/22/2020)* ..... 1
- G. PRESENTATIONS AND REPORTS
  - 1. Networks Northwest 2019 Annual Report *(Matt McCauley, CEO)*..... 2
- H. PUBLIC COMMENTS
 

*The Board welcomes all public input.*
- I. CONSENT AGENDA
 

The purpose of the consent agenda is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission may ask that any item on the consent agenda be removed therefrom and placed elsewhere for full discussion. Such requests will be automatically respected.

*If any item is not removed from the consent agenda, the action noted on the agenda is approved by motion of the Commission to adopt the consent agenda.*

  - 1. Approval of the September 16, 2020, Regular Meeting Minutes ..... 30
  - 2. Reappointment to the Construction Board of Appeals *(HR/PS 9/22/2020)*..... 35
- J. AGENDA ITEMS
  - 1. Old Jail Utilities *(Rec. & Bldg. 9/22/2020)* ..... 36
  - 2. Draft Personnel Policies *(HR/PS – Ad Hoc Policy Committee)*..... 37
  - 3. Resolution 20-21 Remonumentation Grant Administrator *(HR/PS 9/22/2020)* ..... 95
  - 4. Council on Aging FY 2021 Budget *(Finance 9/23/2020)* ..... 99
  - 5. Emergency Management Performance Grant FY 2020 *(Finance 9/23/2020)* ..... 102
  - 6. Emergency Management Performance Application FY 2021 *(Finance 9/23/2020)*.... 114
  - 7. Clarification of MERS Contribution *(Finance 9/23/2020)*..... 144
  - 8. Lake Street Server Room AC Unit *(Finance 9/23/2020)* ..... 145
  - 9. Ottawa County Juvenile Bed Rental Agreement *(Finance 9/23/2020)* ..... 149
  - 10. Budget Amendment(s) *(Finance 9/23/2020)* ..... 158

- K. ADMINISTRATOR'S REPORT ..... 159
- L. CORRESPONDENCE
  - 1. Dept. of Labor and Economic Growth .....160
- M. PUBLIC COMMENTS
- N. LIAISON REPORTS
- O. BOARD COMMENTS
- P. CHAIR COMMENTS
- Q. ADJOURN

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**BOARD OF COMMISSIONERS AGENDA ITEM**

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**FROM:** HR/Public Safety Committee  
**FOR MEETING DATE:** October 7, 2020  
**SUBJECT:** Employee Recognition Certificates

**SUMMARY OF ITEM TO BE PRESENTED:**

Wexford County would like to recognize employees for their service, per County policy B.13-0, at 10, 15, 20, 25, 30 and 35 years. The following employee should be recognized at a Board of Commissioners meeting for their service as follows:

<b>EMPLOYEE NAME</b>	<b>DEPARTMENT</b>	<b>YEARS OF SERVICE</b>
<b>Marsha Mellish</b>	District Court	10 Years

Marsha Mellish began employment on September 20, 2010 as Deputy Clerk in District Court. In July of 2019, Marsha passed the Court Reporter exam and became a Certified Electronic Operator. Marsha continues to work as a Deputy Clerk in the District Court.

**RECOMMENDATION:**  
Presentation of the Certificate of Appreciation to Marsha Mellish at the next BOC meeting.

TALENT



BUSINESS



COMMUNITY



# Networks Northwest

Talent / Business / Community

2019  
ANNUAL REPORT

NETWORKSNORTHWEST.ORG

# To Partners, Stakeholders, and to all of **Northwest Michigan,**

We are pleased to present the 2019 Networks Northwest Annual Report. In it, you'll find information and highlights about our many accomplishments through this last year and our continued positive momentum.

We accomplished a lot in 2019 and are recognized in Michigan and nationally as an agency of best practices, but realize that much remains to be done.

The hallmark of this organization has always been its unwavering belief and confidence in the region. Northwest Michigan is a special place that is thriving, in large part, because it embraces its small towns, scenic lands, natural resources, and hardworking people. Our region inspires each Networks Northwest employee and board member to do more and give more.

In 2020, Networks Northwest will continue to be a leading talent, business, and community development agency. We will help job seekers find jobs and work-related skills. We continue to help businesses plan for growth, address workforce needs and reach new markets. And, we will always work with leaders to improve local economic conditions. Our governing board, consisting of the public and private sector, remains focused on building stronger communities and enhancing the quality of life in the 10 counties of Northwest Michigan.

Thank you for your continued support. Networks Northwest is proud to partner with you as we continue to build prosperity and resiliency in Northwest Michigan.

Sincerely,



Gary W. Fedus,  
Board Chair  
Owner, Mitchell Graphics



Chris Christensen,  
Chief Elected Official  
Charlevoix County Commissioner



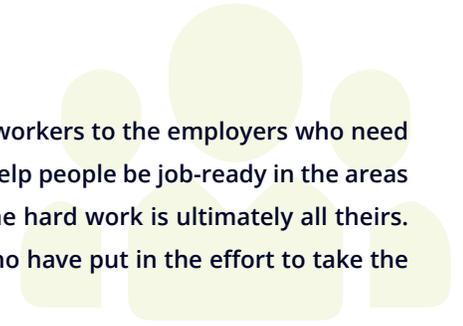
Matt McCauley,  
Chief Executive Officer



## 2019 ANNUAL REPORT

# TALENT DEVELOPMENT

The dedicated, experienced staff at Networks Northwest helps connect job seekers and workers to the employers who need talent. Northwest Michigan Works! is the signature program in an array of services that help people be job-ready in the areas that employers need most. Our unique services help our clients reach their goals, but the hard work is ultimately all theirs. In the following pages you will be inspired by people from all over Northern Michigan who have put in the effort to take the next big step in their careers.

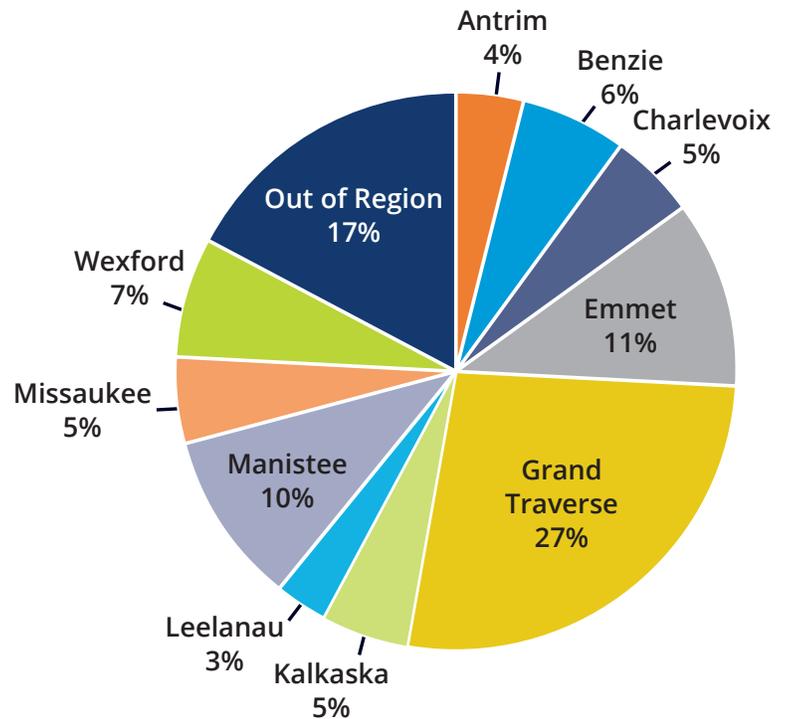


- ➔ Job Seekers
- ➔ Jobs for Michigan's Graduates
- ➔ Employee Retention
- ➔ Apprenticeships
- ➔ Adult Education
- ➔ Offender Success
- ➔ Skilled Trades
- ➔ Business Services

## Talent Development American Job Center — Job Seekers



## Percentage of Customers by Residence County



## Talent Development Veteran Services



Service Type	Services Provided
Appointment	258
Career Connection	93
Interviewing Assistance	14
Job Fair	8
Job Search	616
Learning Lab	112
PATH	14
Résumé Assistance	233
Unemployment	944
Veterans Workshop	109
<b>Total</b>	<b>2401</b>

## Talent Development Meet Javier Nuno

Javier Nuno served in the U.S. Navy for six years before being honorably discharged in the fall of 2018. Shortly after leaving the Navy, he started looking for a job in the civilian world. One of the first places he went was to the Northwest Michigan Works! American Job Center in Traverse City.

“Transitioning from military life to civilian life can be really hard,” said Nuno. “Just going into Michigan Works! felt like a pretty smooth transition.”

Nuno met with the Veterans Career Advisor and Northwest Michigan Works! Career Advisor. They helped him with his résumé and worked with him on the transferability of his military skills to the civilian workplace. In the Navy, Nuno had worked as a communications electrician. The Career Advisors worked with the Michigan Works! Business Services team to connect Nuno with a local electrical company that was looking for workers. He was hired by the company and qualified for the On-the-Job training program offered through Michigan Works! that covered part of the cost of his wages while he was being

trained for his new job. Now he is working full-time and using the skills he learned in the military.

“Thank you to Michigan Works! and to all the personnel that helped me get to where I am right now.”



*“Transitioning from military life to civilian life can be really hard. Just going into Michigan Works! felt like a pretty smooth transition.”*

## Talent Development

### Meet Lori Bialik

When Lori Bialik came to Northwest Michigan Works! in Manistee, she was unemployed, had limited income, no internet at home, and was feeling distressed. Lori began using the Michigan Works! Resource Room for her job search and staff assisted her with her résumé, cover letter, and interview skills. Lori also attended Career Connection events and received job referrals and gas cards for her job search.

Lori said she became frustrated during her job search but the staff at Michigan Works! kept working with her and told her to stay positive. All the effort she put into her job search paid off when Lori was hired as an Executive Secretary for the Michigan Department of Corrections at the Oaks Correctional Facility in Manistee.

"I got the job I really wanted... and love my job," said Bialik. "I just want to say thank you to everyone at Michigan Works! for all their help and encouragement because I could not have done this without them."



*"I just want to say thank you to everyone at Michigan Works! for all their help and encouragement because I could not have done this without them."*

## Talent Development

### Partnership. Accountability. Training. Hope. (PATH) & Workforce Innovation and Opportunity Act (WIOA)

**66%**

*Average percentage of PATH program participants who met/exceeded their program participation requirements*

*Average percentage of WIOA participants who were employed 6 months after completion of services*

**95%**

**92%**

*Average percentage of WIOA participants who were employed a year after completion of services*

**6,389**

*Number of Employment Services participants employed 6 months after completion of services*

*Average percentage of WIOA Adults and Dislocated Workers who received a credential*

**88%**

**\$16.07/hr**

*Average reported wage earned 6 months after completion of services by Employment Services, WIOA Adult, and WIOA Dislocated Worker participants*

# Talent Development

## Meet Sandra Zeinog

Sandra Zeinog was alone, homeless and dealing with other personal challenges when she started working at Wojan Window and Door Corporation in Charlevoix. Spending \$60 a night to stay in a hotel, making overly expensive car payments, and facing legal fees for an assault charge, Sandra was financially devastated. Everything she owned was in her car and she was without a support system of any kind. She felt hopeless.

"It can be very overwhelming, especially when you don't know where you're going to go," said Zeinog. "You're trying to work, and you get off work and you're like, where am I going to lay my head tonight? It's scary, especially when you don't feel like you've got anybody to turn to."

Wojan's HR Manager, Jill Harrell, learned about the challenges Zeinog was facing and referred her to a Business Resource Network (BRN) Success Coach. The BRN was developed by Northwest Michigan Works! in partnership with Char-Em United Way. The Success Coach visits participating employers on a weekly basis to provide community-based referrals and support to remove worker barriers and increase retention while reducing turnover.

"It was less than three weeks and the [Success Coach] had helped me find another place. She was on it like day and night, calling people, and finding me apartments and everything," said Zeinog. "I was very happy."

"It's such a load off to know that when you can't help somebody there's somebody else with so many more resources that I would never even think about in all of my years in HR that she can help with. It's amazing," said Harrell.

Moving into her new apartment, Sandra had limited possessions. The Success Coach continued helping her with household furnishing vouchers through community partners. The Success Coach also worked with Sandra on budgeting. She was able to get a lower cost vehicle and catch up on bills including her legal fees. She has now paid all her fines and is no longer on probation.

The financial and emotional support empowered Sandra to make the right decisions, take accountability, and reach her goal of becoming a stronger, more stable employee.



*Sandra Zeinog and her employer, Wojan Window and Door Corporation in Charlevoix, received Impact Awards from the Michigan Works! Association*



***"It was very important. Not only does she help... she was a friend. She was a lifesaver."***

## Talent Development

# Apprenticeships — Skills for In-Demand Jobs

### Northwest Michigan Works! Sponsored Apprenticeships:

- Accounting Technician
- Bindery
- Certified Nursing Assistant
- Culinary
- Fiber Optic Lineworker
- Maintenance Repairer, Industrial
- Medical Assistant
- Numerical Control Machinist
- Offset Press Operator
- Soil Conservation Technician

Serving as a Department of Labor Registered Apprenticeship Sponsor, Northwest Michigan Works! added Apprenticeships for 11 different occupations, representing 12 employers including 33 newly registered apprentices.

Northwest Michigan Works! partnered with Boyne Highlands Resort, Boyne Mountain Resort, The Inn at Bay Harbor,

American Culinary Association and North Central Michigan College to develop an innovative culinary program. Once the apprentices complete their training, three credentials will be achieved including a Sous Chef, Hospitality, and National Journeyworker certificates.



**33**  
New Apprentices  
Across the Region

Dean, Boyne Highlands  
Mentor

## Talent Development

# Business Resource Network Employee Retention Program

In partnership with Char-Em United Way, the Business Resource Network (BRN) comprises eight shareholder companies participating in an innovative employer retention program which includes an on-location Success Coach. In 2019, more than 200 individuals have worked with the Northwest Michigan Works! Success Coach to help remove barriers in their home and work lives.

The onsite Success Coach provides referrals and supportive services for:

- Transportation
- Childcare
- Health & Wellness
- Financial Management
- Housing
- Household Needs
- Work Clothing
- Utility Assistance

In collaboration with Char-Em United Way, Charlevoix State Bank and Chemical Bank, the BRN has launched an innovative loan and credit building program to help qualified individuals with emergent needs and credit history issues.

Together, the BRN Shareholders have saved over \$500,000 in turnover costs through the success of this program.

***“We care about everybody that passes through these doors, that’s just the nature of our business. Now we’re able to take that extra step and really care for our employees a lot more.”***

***—Carol Timmer, Administrator, Grandvue Medical Care Facility, & BRN Member Employer***



# Talent Development

## Jobs for Michigan's Graduates (JMG)

We know we need to be centered on the success of young people in today's job/economic market. With the significant skill gap and a talent pipeline shortage, Michigan's future workforce depends on our current actions. Each moment is critical; every action matters. As a host for the Jobs for Michigan's Graduates program, in 2019 we were able to equip 336 young people with the skills to overcome barriers and win in education, employment, and as citizens.

### Highlights of the year:

- Northwest Michigan Works! continued its partnership with Char-Em ISD Career and Technical Education, the Traverse Bay Area ISD Career-Tech Center, and the Wexford Missaukee Career Tech Center; reaching a record enrollment of 336 JMG students.
- New programs were opened at Cadillac High School, Cadillac Innovations High School, and CASMAN Academy in Manistee.
- 13 out-of-school young adults are enrolled in JMG receiving high school completion and career preparation services.
- 15 JMG students participated in paid work experience and internship opportunities with 8 area employers.
- The Regional JMG Leadership Day held at Camp Hayo-Went-Ha in Antrim County drew 45 area students who participated in character building, teamwork, and leadership activities.
- 81 JMG students participated in 5 community service projects.

Students at Camp Hayo-Went-Ha participating in character building, teamwork, and leadership activities during the Regional JMG Leadership Day.



**336**  
Students  
Enrolled

56 students participated in leadership development events at the regional, state, or national level.

*For the fourth consecutive year, our program received the National Jobs for America's Graduates "5 of 5 Award" for meeting or exceeding national standards in five categories measuring student success.*

**97%**  
High School  
Graduation  
Rate

All JMG students receive:

- Barrier removal, drop-out prevention, career preparation
- One-on-one guidance counseling
- Student-led leadership development
- Community service projects
- Adult mentoring
- Work-based learning
- College preparation and transition
- 12 months of follow-up services



JMG students in the Char-Em ISD's Career and Technical Education Welding program at East Jordan High School display the certificates for committing to participate in the JMG program



JMG students from the Wexford-Missaukee Career-Tech Center toured Rexair for Manufacturing Day in Cadillac.



Students pose outside the capitol building at the National Student Leadership Academy in Washington, D.C.

**116**

*JMG students toured six post-secondary institutions*

*JMG students pursuing employment, military, or college after high school graduation*

**95%**

**111**

*JMG students participated in 23 employer talent tours*

# Talent Development

## Career Navigators

In close partnership with our region's four intermediate school districts, Career Navigators employed by Northwest Michigan Works! provided training, guidance, and classroom activities in support of the Educational Development Plans (EDP) required for K-12 students in our ten county area.

Beginning in elementary and continuing through high school, the EDP program creates an adaptive continuum of career awareness and exploration that culminates in students discovering successful in-demand career paths. Success is achieved by bringing together the collaborative efforts of workforce development specialists, educators and employers.

### 2019 Highlights

- Planning committee for MiCareerQuest Northwest event that reached 1,750 9th grade students from across northwestern Michigan.

*Over 2,500 students in 57 schools across 24 school districts received EDP lessons*

- Recruited schools and handled logistics for Manufacturing Day increasing participation to over 1,200 students, a 33% increase in students over 2018.
- Assisted with planning and provided support for career events reaching students in 27 school districts.
- Partnered with teachers and counselors to increase the amount of EDP lessons available to students by 25% going from 45 to 60 lessons.
- Presented at a Michigan School Board Association Conference



May 22, 2019  
Grand Traverse County Civic Center

**37.5 million**

*Boomers will retire in the next decade*

**21 million**

*emerging workers will enter the workforce to replace them*

What are we, as a region, doing to encourage our youth to choose careers in Northwest Michigan's high demand industries? MiCareerQuest Northwest is a hands-on career readiness event for 9th grade students created to inspire and direct young people to viable careers in high-demand occupations to address the need for future talent.



### MiCareerQuest Northwest 2019 Stats

- 6 Industries represented- Manufacturing, Healthcare, Hospitality, IT, Agriculture, and Construction
- 50 Exhibitors
- 30 Schools/1,750 students
- 70 Volunteers
- 10 county participation



***"I got to talk to actual people who have these jobs, not just look it up on the internet. I thought it was a great experience."***  
***—Participating Student***

# Talent Development

## Adult Education

Total Number of Students: **267**

Total Number of Attendance Hours: **18,600**

Average Attendance per Student: **70 Hours**

Total Distance Learning Hours: **7,076**

**38%** of attendance Hours come from Distance Learning

Class of 2019: **65 Graduates** (24 HSD; 41 GED)

**ABE: Adult Basic Ed**

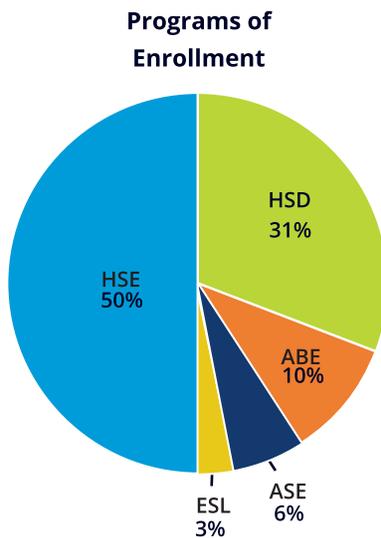
**ASE: Adult Secondary Ed**

**ESL: English as a Second Language**

**HSD: High School Diploma**

**HSE: High School Equivalency (GED)**

**Blended Learning Options at Northwest Michigan Works! Learning Labs**



Adult Education students have the option to complete some or all of their education online and outside of the learning lab. This is referred to as Distance Learning. With over 85% of our student population employed at the time of registration, this has proven to be a great option for students. Data shows that 78% of the students enrolled used distance learning options sometime during their enrollment.

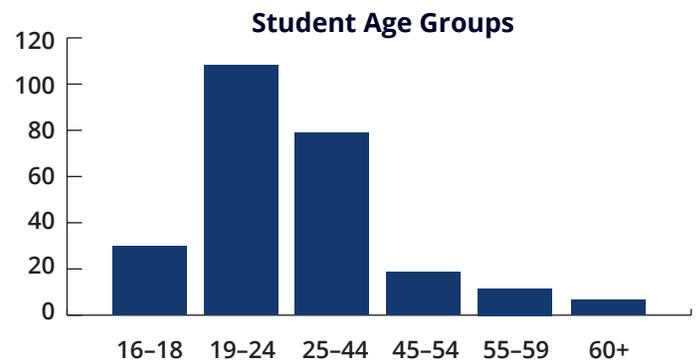
### Northwest Michigan Works! Learning Lab Literacy Services

Utilizing federal grant funds and a bequest from a local patron, processes were initiated to develop a fuller range of literacy services in the learning labs. Literacy can be defined as the ability to functionally read, write, and speak in the English Language. Lab Literacy Services have expanded this definition to include computational skills. A Literacy Specialist was hired and work began on tutor training models. Literacy services can include the use of tutors and specialized materials to help promote educational gains.

### ACT (Adult Career Training) and SUN (Skills Up North) Career Tech Training Grants

Traverse Bay Area ISD (TBAISD) and Wexford-Missaukee ISD (WMISD) were two of eleven CTC programs that were awarded a state of Michigan Adult Education Grant for the 2018-2019 school year. The purpose of the grant is to provide skills training to adult education participants to increase employability and to meet the needs of local employers by filling the skills gap. WMISD's Adult Career Training Program (ACT) provided training in Manufacturing, Healthcare and Hospitality during the Fall and Spring sessions. TBAISD's Skills Up North (SUN) program was new to the grant this year and provided training in Automotive, Culinary and Welding. Students must be co-enrolled in Adult Education and one Career Tech Center course. Northwest Michigan Works! partnered with the programs to provide soft skills, resume writing training, and mock interview practice.

**78%** of students use Distance Learning as an option sometime during their educational time in the lab



# Talent Development

## Offender Success Program

The Michigan's prison population experienced another year of decline in 2019, thanks in part to the Offender Success program. The Offender Success program aims to reduce crime by providing targeted services for those formerly incarcerated, with the goal of obtaining self-sufficiency. In Northwest Michigan, dedicated staff work one on one with participants to help them not only get a job, but keep a job.

Housing Navigation services are also offered for those individuals that would otherwise be homeless upon returning to the community.

The Offender Success program served 212 formerly incarcerated individuals. The majority of those individuals received assistance finding safe affordable housing and meaningful employment — two key factors in reducing the region's recidivism rate (return to prison rate) and subsequently increasing community safety and reducing cost to taxpayers.

### Residential Stability

- 121 individuals that would otherwise be homeless received assistance with finding and securing a place to stay
- 25% of the program budget was spent on providing residential stability services.

### Job Placement

- 70 individuals were enrolled in job placement services and received employability skills training, job counseling, temporary work experience, On-the-Job Training, help with purchasing necessary work supplies and more from dedicated Offender Success job placement staff.

In addition to residential stability and job placement services, Offender Success participants also received help with basic needs such as obtaining identification, clothing, and transportation via bus passes and fuel cards. The Offender Success program also partners with area providers to ensure participants are connected with behavioral health services such as individual counseling and batterer intervention services as needed.

**29%** *Recidivism — one of the lowest in the nation*

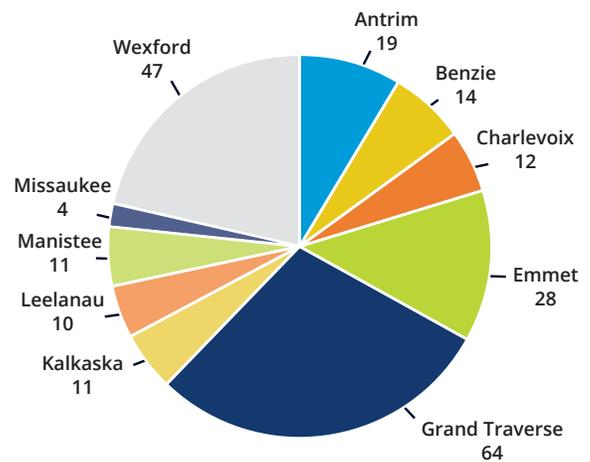
**38,005** *MDOC prison population*

**56%** *Job placement rate*  
*State average: 49%*

**57%** *Job retention rate\**  
*State average: 38.2%*

\*Participants had to maintain employment for 12 consecutive months or until successfully completing parole term.

**Number of Offender Success Participants Served by County**



## Talent Development

### Offender Success Program — Meet Joe

In January of 2019, Offender Success (OS) participant Joe F. was released from prison after serving almost five years. Upon release, his parole agent referred him for Job Placement services, where OS staff worked one on one with him to get job ready.

Initially, Joe struggled with his adjustment back into the community. “There were a lot of up and downs,” said Joe. He engaged in treatment and focused on moving forward.

The OS Job Developer and Joe met weekly to problem-solve, build a résumé, practice interviewing skills and job search. In April of 2019, the OS program referred him to a position at Bill Marsh Auto Group. OS staff reached out to Bill Marsh and advocated for him. Joe successfully interviewed and with OS subsidizing his first 30 days with an On-the-Job Training contract, Joe was hired as a Lube Tech at one of the largest automotive dealerships in the area.

Having stable employment and continuing with treatment and rehabilitation has allowed Joe the chance to reunite with his children and family members, as well as gain the confidence to not give up. He’s learned that “rejection is normal, do not give up, keep on it, ‘no’ comes before ‘yes’”.

***Today when asked how the OS program has been helpful to him, Joe says, “The OS program provides you with a map to success. When we come out from prison, people have no clue where we have been, OS understands. It provided me with the tools I had no access to, such as creating a résumé and interviews with employers. I believe the Networks Northwest Offender Success Job Developer put extra effort into helping me”.***

Recently, Joe has been offered some additional training at work and after almost a full year of employment, he is looking forward to successfully completing his parole term in April of 2020 and continuing on his path toward bettering himself.

*The OS Job Developer and Joe met weekly to problem-solve, build a résumé, practice interviewing skills and job search.*



*Joe has learned that “rejection is normal, do not give up, keep on it, ‘no’ comes before ‘yes’”.*

# Talent Development

## Special Activities — Business Services at a Glance

### Missaukee/Wexford

- 16 Career Connection events with 68 attendees
- 33 “Employer of the Day” events with 231 attendees

327 high school students from 5 districts in Wexford and Missaukee schools attended a Mock Interview Day and were able to get real-world employer feedback on their résumés and interviewing skills.



### Antrim/Kalkaska

- Seven employers along the US 131 corridor opened up their manufacturing facilities to area middle and high school students for tours on Manufacturing Day. Student participation increased by 1/3 over last year.
- Northwest Michigan Works! collaborated with Kalkaska Memorial Hospital in the development of a U.S. Department of Labor Medical Assistant Registered Apprentice Program to address the shortage of healthcare workers in the Kalkaska area. The program will be launched in 2020.



# Talent Development

## Special Activities — Business Services at a Glance

### Benzie/Manistee

- Provided 561 unique services to area employers
- 2 Career Expos at Benzie Central High School, 47 employers, 200 high school students



### Charlevoix/Emmet

- 49 Career Connection events with 147 attendees
- 24 Employer of the Day events, 116 job seekers, 29 new hires

The Northern Michigan Regional Hiring Event is the largest hiring event in northern Michigan.

332 job seekers networked with 75 employers. Private interview rooms were available for employers and an average of 1.7 job offers were made per employer during the event.

### Grand Traverse/Leelanau

- 43 Career Connection events with 280 attendees
- 71 Employer of the Day events, 310 job seekers, 35 new hires
- Staff from Northwest Michigan Works! conducted a résumé workshop for 63 students of the TBAISD Manufacturing Technology Academy

The following hiring events connecting employers with talent were hosted in Traverse City by Northwest Michigan Works! and Northwestern Michigan College.

Veterans and their spouses had the opportunity to meet with nearly 40 local employers and a variety of service providers at the Jobs for Vets Hiring Event. Employers recognize and value the skills Veterans bring from the military to the civilian sector. Besides bringing veterans and employers together, the event also raised over \$1,800 for local veterans services.

The 2019 Technology Career Fair attracted over 120 job seekers and more than 30 businesses with positions to fill. The event featured employers in the fields of IT, Visual Communications, Engineering Technology, and Welding Technology.

71

Employer of the Day Events



# Talent Development

## Going PRO Impact 2019



Michigan's Going PRO Talent Fund provides competitive awards to employers to assist in training, developing, and retaining current and newly hired employees. The Talent Fund helps to ensure employers have the talent they need to compete and grow, and individuals have the skills they need for in-demand jobs.

Northwest Michigan Impact					
County of Business	# Awards	\$ Amount Awarded	# of Employees Receiving Training	# of New Hires	# of Apprentices
Antrim	3	\$61,959.00	48	15	0
Benzie	1	\$6,000.00	2	0	2
Charlevoix	7	\$195,941.00	121	43	14
Emmet	9	\$261,680.00	214	69	6
Grand Traverse	29	\$533,157.00	374	32	16
Leelanau	1	\$1,500.00	1	0	0
Manistee	1	\$33,639.00	20	0	3
Wexford	5	\$258,410.00	207	29	1
<b>Region 2 Totals</b>	<b>56</b>	<b>\$1,352,286.00</b>	<b>987</b>	<b>188</b>	<b>42</b>

# Talent Development

## Cherryland Electric

Cherryland Electric Cooperative in Grawn serves customers in six northern Michigan counties. Cherryland has an ongoing need to train employees so they applied for a grant from the Going PRO Talent Fund. Northwest Michigan Works! assisted Cherryland with the Going PRO application process and the company received \$ 27,500 for employee training. That training included lineman apprenticeship, staking, metering, safety, and drone pilot certifications.

That training has helped some of Cherryland's apprentices gain journeyman status and is helping others advance through the apprenticeship. That is significant to their strategy of combating the competitive hiring environment for journeymen.

"The training for Certified Loss Control Professional, staking and metering certifications has allowed us to train employees for advancement, especially considering the many retirements happening in the next 1-5 years," said Kerry Kalbfleisch, HR Director, Cherryland Electric Cooperative. "The ability to certify

various employees to be drone pilots, has positioned us well to be much more efficient with patrolling lines and identifying outage causes resulting in significant cost savings. I would also like to recognize the assistance that we have received from Northwest Michigan Works! with respect to this program and our recruiting process. It has been invaluable."



# Talent Development

## Going PRO Company Testimonials



“The Going Pro training grant provided a means of not only meeting our regulatory requirements but also supported training new employees and preparing our future leaders with the technical skills they need for growth and opportunity.”

“This was the first year we participated in this program and we could not be happier with the results. We were able to send one of our engineers to get training on 3D CAD. This has decreased our engineering times immensely.”



“Having this program available is a big difference maker for our growing business... providing resources to develop key skills of some of our high potential leaders to support our growth. We have great talent willing to take on new challenges and now we can provide the training and mentoring that will be career changing for them and so valuable for Iron Fish Distillery.”

“These grants have had a positive impact within MR Products in many ways. The grants have allowed us to develop and implement a comprehensive training program that includes both classroom and on the job training for new Plastic Injection Machine Operators and employ a dedicated trainer for new hires.”

# Talent Development

## Business Services

**Michigan Works! Business Services: Unique Companies Served by County, By Industry**

Industry	Antrim	Benzie	Charlevoix	Emmet	Grand Traverse	Kalkaska	Leelanau	Manistee	Missaukee	Wexford	Out of Region	Total
Agriculture, Forestry, Fishing		1	3	8	6	1	8	3	4	1	1	41
Mining, Oil and Gas Extraction					2						1	7
Utilities	1		1		9			1		4		21
Construction		7	5	12	37	1	5	2	1	3	1	64
Manufacturing	9	5	27	16	67	4	12	8	3	25	7	194
Wholesale Trade	1		1	5	17		1		1	3	1	32
Retail Trade		7	13	30	100	1	5	13	4	68	2	183
Transportation and Warehousing		1	1	3	13		1			5	6	32
Information			1	4	10			1		5	1	20
Finance and Insurance		1	4	7	12		2	2		14		36
Real Estate and Rental and Leasing		1	2	1	2					6		16
Professional, Tech Services		2	4	7	47	2	2	2	1	21	3	77
Management of Companies				1	4						1	2
Admin, Support, Waste Management	1	1	1	5	10	1	1	1		3	1	28
Educational Services			2	5	8		3	3		5	3	36
Health Care and Social Assistance	1	2	7	13	51	1	4	9	3	29	6	100
Arts, Entertainment, and Recreation	2		2	10	13		3	4		6	1	25
Accommodation and Food Services	1	4	8	25	43	1	5	7	2	24	3	111
Other Services		9	7	13	50		2	6	2	10	7	80
Public Administration	2	1	6	9	10			2	1	5	6	31
<b>Total</b>	<b>18</b>	<b>42</b>	<b>95</b>	<b>174</b>	<b>511</b>	<b>12</b>	<b>54</b>	<b>64</b>	<b>22</b>	<b>237</b>	<b>49</b>	<b>1,280</b>

“Training is critical to our business. In order to grow and produce a quality product, we need our employees equipped with industry specific knowledge to grow wine grapes and produce wine. The employees are learning important information about wine chemistry and production techniques both in the vineyard and in the cellar, which will in turn give them skills needed to both grow in our company and in the industry.”

— **Petoskey Farms Vineyard & Winery**



# BUSINESS DEVELOPMENT

Networks Northwest has a broad sweep of unique services focused on helping businesses succeed. Ultimately, we help improve business results — sales growth, reduced costs, and higher profitability. Maybe that's why our business clients continue to work with us over many years. These clients impress us every day with their hard work and creativity as business leaders. As you read through the following client success stories, we hope you, too, are impressed.



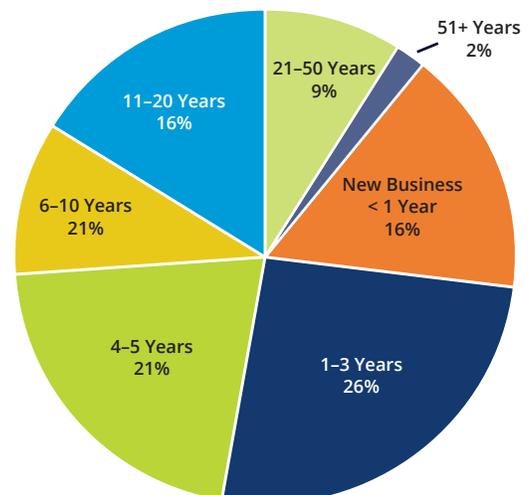
- *Small Business Development Center*
- *Global Trade Alliance*

- *Northwest Michigan Procurement Technical Assistance Center*

## Business Development Small Business Development Center (SBDC) 2019 Regional Program Impact

51% (179 clients) are considered "In Business". These businesses ranged in age from new start/less than one year to 51+ years having been in business — meaning the range of services provided to them varied greatly as well.

- The team's work impacted 1,542 full and part-time employees (averaging 4.4 employees per client).
- 40% of this group consists of online clients.
- 15% of this group comprises minority-owned small businesses.
- 48% (168 clients) consider themselves 'Not Yet in Business.' 12.5% of those clients successfully opened their doors for business, which is above the state average.
- Less than 1% of all clients were assisted through the process of dissolving their business, which was determined to be the most appropriate option.



# Business Development

## SBDC 2019 Regional Program Impact



Additionally, it continues to be a priority for the Northwest region to equitably service our 10-county Northwest footprint. This is a demonstration of how we were able to service clients region-wide in 2019:

Northwest Clients by County		
County (MI)	Customer Count	% Total of Companies Served
Antrim	21	6%
Benzie	21	6%
Charlevoix	34	10%
Emmet	21	6%
Grand Traverse	138	40%
Kalkaska	13	4%
Leelanau	27	8%
Manistee	26	7%
Missaukee	12	3%
Wexford	23	7%
Other	11	3%
<b>GRAND TOTAL</b>	<b>347</b>	<b>100%</b>

- Assisted 33 clients by accessing \$13,807,475 in capital formation (i.e. loans, private investment, personal investment, and grants). A 45% increase over 2018.
- Assisted 29 clients in increasing sales by a combined total of \$11,591,471. A 460% increase over 2018.
- Provided 19 regional training events which attracted 231 participants. 63 individuals also attended 46 different training webinars.
- Provided 2,090 consulting hours to 347 clients.
- 56 jobs retained and 190 jobs created.

# Business Development

## Meet 1st Chance Garage

Dennis & Kristen Kenny embarked on their journey to entrepreneurship in 2015 when they sought assistance from SBDC to assist with their business plan development, obtain supporting market data, loan preparation and securing necessary capital to make the dream of 1st Chance Garage a reality. With Dennis' background in Automotive Service Technology and Vocational Education Teaching and Kristen's Business Management education and experience, the duo possessed the right recipe for success.

The Kennys have built the success of 1st Chance Garage on their commitment to customer service, superior workmanship, affordable service & repairs, and community engagement. Throughout their 4 years in business, Dennis & Kristen have demonstrated perseverance and never hesitated to continue their relationship with SBDC when faced with business decisions

or challenges. In fact, when the Kennys were looking for a creative way to bring administrative office support on, through a referral to Michigan Works, they were able to utilize an apprenticeship program to help meet their personnel needs.

As 1st Chance Garage approaches 5 years in business, the Kennys are looking to expand the business with additional service bays, new equipment, and the addition of automotive service technicians. SBDC continues to support Dennis & Kristen in all aspects of the business, including financial, marketing, and personnel guidance.



**1st Chance Garage, LLC**

## Business Development Global Trade Alliance



Networks Northwest completed their second year of a five year contract as the Regional Export Network (REN) host for all of Northern Lower and the Upper Peninsula.

Operating under the auspices of the Global Trade Alliance, our charge is to support area businesses in their endeavors as exporters. We promote the international trade services of the MEDC and other local resource providers who provide exporting assistance.

In 2019, GTA helped organize six trainings and workshops throughout the region geared toward helping companies that are new to exporting and preparing businesses for international trade shows.

Global Trade Alliance also increased collaboration and information sharing among partners and resource providers in the region: Michigan Economic Development Corporation, Grand Traverse Area Manufacturing Council, International Affairs Forum, Northern Initiatives, Northern Michigan Chamber Alliance, Procurement Technical Assistance Center, Small Business Development Center, and Michigan Works! Business Services.

Through our close partnership with our regional MEDC International Trade Manager, we were able to connect area businesses with timely export resources to bolster their exporting activities.

## Business Development Global Trade Alliance Clients



**Businesses served**

**57**

**State Trade Export Program grants totaling**

**\$280,103**

**Export sales**

**\$92,310,376**

# Business Development

## Northwest Michigan PTAC

The PTAC provides no cost assistance to area businesses who want to sell their products and/or services to the government.

The mission of the Procurement Technical Assistance Centers (PTAC) is to enhance national defense and the economic development of the State of Michigan by helping area business secure local, state, and federal government contracts.

The Northwest Michigan PTAC serves the entire Upper Peninsula and the 10 counties throughout Northwest Michigan.



**2 Offices Serving  
25 Counties**

The Northwest Michigan Procurement Technical Assistance Center is funded in part through a cooperative agreement with the Defense Logistics Agency and in part by the Michigan Economic Development Corporation (MEDC).



### Special Events

- Growing Northwest Michigan's Share of Defense Contracts
- Arsenal of Innovation Event
- Michigan Aerospace Manufacturing Association Space Symposium
- How to do Business with the U.S. Forest Service Event
- Tribal Economic & Government Contracting Forum
- Defense Supply Chain Cybersecurity Resiliency Seminar

**\$115.5m**  
in Client Contract  
Awards



***"With PTAC's assistance, Graceland Fruit bid on and successfully won a purchase award from the USDA for the purchase of dried fruit cherries in the amount of \$4.5M. Graceland officials say "the peace of mind and ease of contacting PTAC relieved a lot of stress and PTAC service is a vital part of successfully being able to submit bids to the USDA."***

### 2019 Impact

- Over 1,000 counseling hours helped the region's businesses understand, compete, bid, receive and perform on local, state and federal opportunities.
- 37 events brought together industry, government, and subject matter experts and gave participants a competitive edge in the government marketplace.
- PTAC clients received over \$115.5m in government contracts making a significant impact on the local economy in the form for 578 jobs created or retained (\$200k in contract awards equates to one Job).

# Business Development

## Meet B&P Manufacturing

B&P Manufacturing in Cadillac, Michigan manufactures commercial material handling products used for food and beverage distribution. In recent years, they have focused on diversifying their company beyond commercial material handling products and have begun offering high-quality metal fabricated products, including missile containers, for the Department of Defense (DoD).

“We started really going after defense business as a diversification strategy about 10 years ago, at that time our DoD sales were almost non-existent,” said Lia Lipar, B&P’s Director of Defense Sales and Contracts. “We began working closely with the Northwest Michigan PTAC for guidance and training. Now, based on existing open orders, we anticipate DoD sales to account for roughly 50 percent of our business in FY 2020.”

B&P attends PTAC training events and receives counseling and assistance from the PTAC on complex issues as they arise. B&P’s defense and commercial business have continued to grow, and since 2016, the company has added 10 full-time employees.

In 2018, B&P won its third-largest single delivery order worth \$1.66 million from the Department of the Navy. In 2019, B&P won its second-largest single order worth \$2.58 million, also with the Department of the Navy. B&P has several ongoing contracts with the Navy, NASA, Air Force, Raytheon, and the Defense Logistics Agency. In 2019 alone, B&P received over \$9 million in delivery orders and contracts with the DoD as a prime contractor.

B&P has recently been awarded defense contracts that extend into 2022 and the company currently has over \$11 million in open orders with the Department of Defense. B&P projects their sales to continue to climb in the next few years, due in part to the continued success of its Defense Contracting Division that resulted from the direct involvement and training received from the PTAC.

“We hold up B&P as an example of how to be successful in the government marketplace,” said the Northwest Michigan PTAC Regional Director. “Beyond the quality of their product and people, they have dedicated themselves to ongoing training and staying connected to their PTAC.”



***“We are fortunate to be able to reach out to PTAC for assistance whenever we have a question or a new situation arises. They have a great team of people and are a terrific resource for small businesses.”***

***— Lia Lipar, Director of Defense Sales and Contracts***



***B&P has recently been awarded defense contracts that extend into 2022 and has over \$11 million in open orders***

# COMMUNITY DEVELOPMENT

The role of the Community Development department is quite varied and involves many different partners. Throughout the year, Community Development periodically convenes more than six regional networks such as the Housing Solutions Network and a network of county administrators so that those in attendance can share ideas and learn from each other. As well as supporting local governments with assistance on their planning and zoning needs, master and recreation planning, and by providing educational opportunities on emerging issues, many state agencies such as Michigan Department of Transportation and the Michigan Infrastructure Council rely on Networks Northwest's Community Development team to implement some of their programs at the local and regional level.



➤ *Beaver Island Lighthouse Property*

➤ *Housing Target Market Analysis*

➤ *Benchmarks Northwest*

➤ *Traverse City to Charlevoix Trail*

## Community Development Beaver Island Acquisition

The Beaver Island Lighthouse is one of the oldest lighthouses in the Great Lakes and now has new owners. Charlevoix County partnered with Networks Northwest in 2019 to purchase the Beaver Island Lighthouse School property from Charlevoix Public Schools. The property had been used by Northwest Michigan Works! as an alternative education site for more than twenty-five years. That program was suspended in 2016 due to changes in federal regulations and funding.

The property includes the lighthouse and fog signal building, three residential cabins, a classroom building, a dining hall, and a woodshop. For 2020, Charlevoix County and Networks Northwest plan to work in conjunction with the Beaver Island Historical Society and island residents to identify potential future uses of the site that will increase the presence of the historical asset and surrounding property.

"Given the historical nature of the Beaver Head Lighthouse Property, its value as a regional recreational asset, and cultural significance the property holds to the residents of this county, we are very proud of this joint venture with Networks Northwest," Kevin Shepard, Charlevoix County Administrator.



# Community Development

## Benchmarks Northwest

A new and resourceful data portal went online this year. The website, [benchmarksnorthwest.org](http://benchmarksnorthwest.org), serves as a hub for important information that supports the data needs of businesses, governments, organizations, and citizens. It gives all these entities direct and quick access to information they may need. The website serves as both a dashboard of quick statistics on the region while offering additional links to specific sources for more drilled-down data.

In conjunction with the website, a printed synopsis of quick facts about the region was published, called "Benchmarks Northwest: A Collection of Data Resources for Northwest Michigan". This inaugural issue shows a snapshot of how the region is doing along various indicators that will help communities assess where they are and how they are doing in relationship to their neighbors. It can also be used by anyone considering options for living or conducting business in the region.

*Employers in the region*

**8,670**

*Percent of population with Bachelor's Degree as highest education level*

**15%**

*Regional poverty rate*

**13.23%**

**PROSPERITY**



**REGIONAL DATA**



**NATIONAL DATA**



**PUBLICATIONS**



# Community Development

## Target Market Analysis Shows Housing Needs

Networks Northwest worked with Housing North in conducting an update to the Target Market Analysis that shows the potential demand for new housing units in each county, city, and village in the region from 2019 through 2024. This information is used by local governments, developers, and housing organizations in addressing the critical demand and as an aid for properly planning for the types and locations of the additional housing units needed.

The analysis underscores just how far away we are from meeting the region's housing needs. While clearly indicating that the highest demand is for rental units, the analysis shows

that in order to meet the demand for rental units in 2020 alone, an additional 10,880 new rental units are needed in the region. An additional 4,660 people are looking to purchase a home in 2020. The Target Market Analysis further breaks down these numbers into specific demand for 46 distinct locations in northwest Michigan.



# Community Development

## Traverse City to Charlevoix Trail

Work is underway to connect two regional trail networks through a 46-mile non-motorized, multi-use trail that links the communities of Traverse City, Acme, Elk Rapids, Eastport, Norwood and Charlevoix with nearly 300 miles of existing non-motorized transportation and recreation trails from Alpena to Suttons Bay. The newly named Nakwema (Ojibwe for ‘where one path joins another’) Trailway builds on the vision of more than a decade of locally-driven work to link the TART Trail system with the Top of Michigan Trail network with a trail that connects people of all ages and abilities to the communities, heritage, natural resources, and recreational assets along the US-31 corridor.

Creating these connections is a multifaceted, multi-jurisdictional, collective project and Networks Northwest is helping support these efforts through a partnership with TART Trails and Top of Michigan Trails Council. Communication, community engagement, and coordination are key, and Networks Northwest will continue to work alongside the three counties, seven townships, a village, three county road commissions, two tribes, numerous state agencies, and many, many other community stakeholders as the project progresses.



***“The partnership with Networks Northwest has been an important part of the success of the Traverse City-Charlevoix Trail to date. Their extensive knowledge and relationships with local governments along the corridor and the staff’s understanding of the importance of engaging communities in the planning process has helped ensure active community involvement. Networks Northwest’s planners’ appreciation of and efforts to encourage meaningful community input was one of the reasons TART Trails was most excited to partner with them on the project. The incredible staff at Networks Northwest is another reason. The Project Manager brings exemplary leadership and experience to the effort and is a great example of the high caliber staff on the Networks Northwest team.”***

***— Julie Clark, Executive Director, TART Trails***



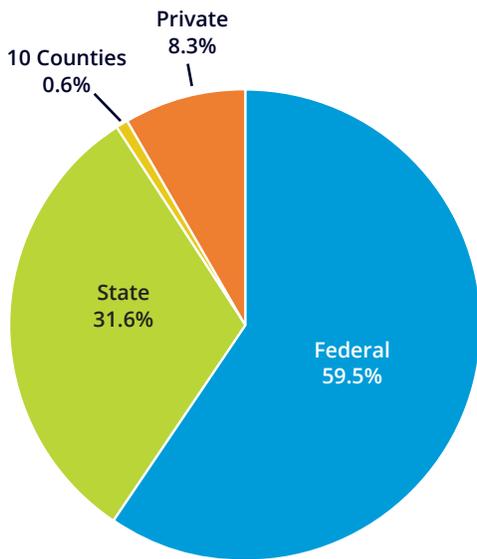
# Financial Summary 2019



Both of our legal entities, Networks Northwest and Northwest Michigan Works! Inc., received FY19 audits that contained no significant deficiencies of any kind.

## Revenue by Source

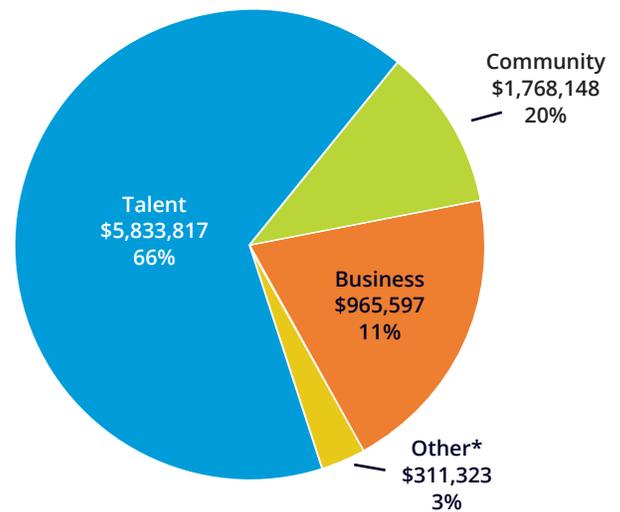
Fiscal Year Ending 9/30/2019



## Expenditures by Service Category

Fiscal Year Ending 9/30/2019

**Total: \$8,878,885**

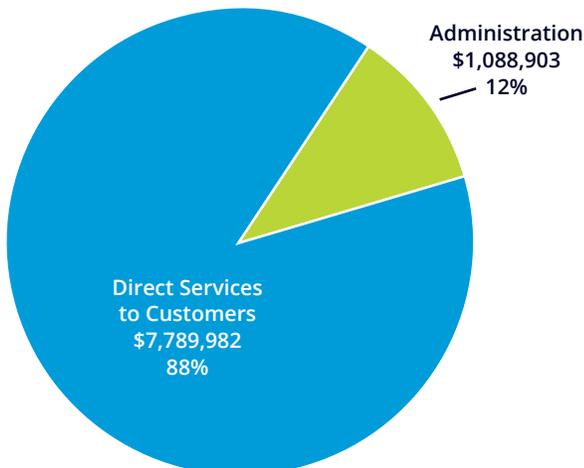


\*Reserve Fund; Leave Fund; Pass-through funds

## Expenditures by Function

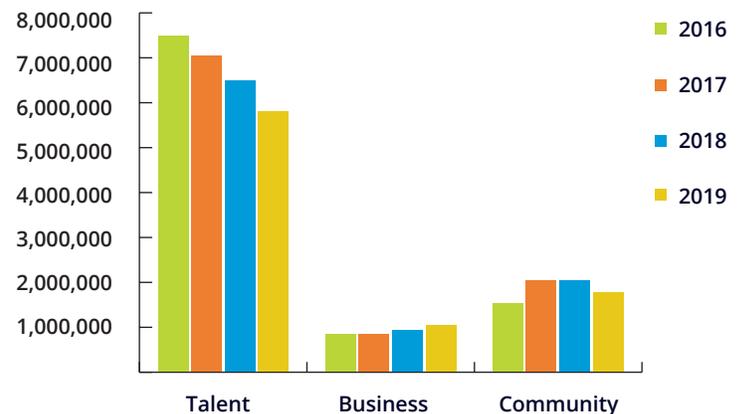
Fiscal Year Ending 9/30/2019

**Total: \$8,878,885**



## Budget

2016 - 2019



# Networks Northwest

## Regional Prosperity Board Members in 2019

PUBLIC SECTOR	PRIVATE SECTOR	OTHER SECTORS
<p>Ed Boettcher, Antrim County Commissioner</p> <p>Linda Farrell, Benzie County Commissioner</p> <p>Chris Christensen, Charlevoix County Commissioner</p> <p>Charlie MacInnis, Emmet County Commissioner</p> <p>Kohn Fisher, Kalkaska County Commissioner</p> <p>Bryce Hundley, Gr. Traverse County Commissioner</p> <p>Ty Wessell, Leelanau County Commissioner</p> <p>Richard Schmidt, Manistee County Commissioner</p> <p>Dean Smallegan, Missaukee County Commissioner</p> <p>Ben Townsend, Wexford County Commissioner</p> <p>Michael Cain, Manager, City of Boyne City</p> <p>Josh Mills, Manager, City of Frankfort</p> <p>Caroline Kennedy, Assistant Village Manager/ Clerk, Village of Elk Rapids</p> <p>Doug Mansfield, Mi. Township Assoc.</p> <p>Alan Cooper, Manager, Wexford Co. Road Commission</p> <p>Chip Johnston, Executive Director, Centra Wellness</p> <p>Pat Lamb, Principal, TBAISD CTC</p> <p>Bill Kennis, Executive Director, Benzie Transportation Authority</p>	<p>Jim Barnard, Owner, Barnard Engineering, Bellaire</p> <p>Betty Workman, Owner, Vacation Trailer Park &amp; Sales, Benzonia</p> <p>Lee Ballard, HR Director, Ebels Family Store</p> <p>Joe Moch, CEO, Acat Global, Charlevoix</p> <p>Gary Fedus, President &amp; CEO, Mitchell Graphics, Petoskey &amp; Traverse City</p> <p>Sue Peters, VP for HR, Munson Healthcare System, Traverse City</p> <p>Kelli Stepka, Human Resource Manager, Cherry Republic</p> <p>Kim Weckesser, Director Human Resources, West Shore Medical Center</p> <p>Tom Vine, Plant Manager, Viking Energy, McBain</p> <p>Ken Bollman, President, Sabre Tool, Cadillac</p> <p>Leslie Nowlin, HR Systems Administrator, Group Beneteau</p> <p>Chris Warren, General Manager, Midwestern Broadcasting Co., regional</p> <p>Nicole Sulak, CPA, Munson Healthcare, regional</p> <p>Mike Ascione, CEO, American Waste, regional</p> <p>Jamie Al-Shama, Bay Construction, regional</p> <p>Lisa Leedy, Owner, Sky Telecom</p> <p>Kent Wood, Director of Gov. Relations &amp; Community Development, TC Chamber</p> <p>Stacie Bytwork, Executive Director, Manistee Area of Chamber of Commerce</p> <p>Mike Groleau, Co-owner/Project Manager, RJG, Inc.</p> <p>Chuck Lombardo, Director of Marketing &amp; Communications, Northern MI Chamber Alliance</p> <p>Kim Pontius, CEO, Traverse Association of Realtors</p> <p>Doug Rath, Graceland Fruit, Inc.</p> <p>Diane Allington, Owner, Master Craft Extrusion Tools, Inc</p> <p>Elizabeth Dewey, Human Resources Manager, Kalkaska Screw Products, Inc.</p>	<p>Tim Nelson, President, Northwestern Michigan College (post-secondary education)</p> <p>Andy Hayes, President, Northern Lakes Economic Alliance (economic development)</p> <p>Eric Bachmann, District Manager, Michigan Rehabilitation Services (rehabilitation)</p> <p>Bob Scheele, Vice President, Central Labor Council (labor)</p> <p>Clint Steele, Pipefitter, UAW Local 85 (labor)</p> <p>Kristine Lagios, Director, Manistee-Benzie Dept. of Human Services (human services)</p> <p>Jane Korthase, HR Director, Grandview Medical Care (community based organizations)</p> <p>Steve Perdue, President &amp; CEO, Grand Traverse Industries (community based organizations)</p> <p>Jim Smith, Controls Designer, Tool North, Inc. (apprenticeships)</p> <p>Charles Welch, Parole Supervisor, MDOC (corrections)</p> <p>Scott LaDeur, Professor, North Central Michigan College</p>

**WEXFORD COUNTY BOARD OF COMMISSIONERS**  
Regular Meeting \*Wednesday, September 16, 2020

Meeting called to order at 4:00 p.m. by Chairman Taylor.

Roll Call: Present- Commissioners Joe Hurlburt, Michael Musta, Mike Bengelink, Mike Bush, Gary Taylor, Julie Theobald, Judy Nichols and Brian Potter.

Absent- Ben Townsend

Pledge of Allegiance.

**Additions/Deletions to the Agenda-**

1. **Add:** J.5. MERS Officers and Employee Delegate
2. **Add:** J.6. Victim Rights Grant Application
3. **Add:** J.7. Property Acquisition;
4. **Add:** J.8. Letter of Credit-Landfill;
5. **Add:** L., Correspondence from Cadillac Area Community Foundation

**Approval of the Agenda**

**MOTION** by Comm Theobald, seconded by Comm Bengelink to approve the agenda, as amended.

All in favor.

**Employee Recognition-** None.

**Presentation and Reports-** None.

**Public Comment-** None.

**Consent Agenda**

1. Approval of the September 2, 2020, Regular Meeting Minutes  
**MOTION** by Comm Theobald, seconded by Comm Nichols to approve the Consent Agenda.

All in favor.

**Agenda Items**

1. POAM 9-1-1 Central Dispatch Agreement  
**MOTION** by Comm Potter, seconded by Comm Bush, as agreed upon by the County’s Management Negotiation Team including the 911 Director to resolve the last remaining issue in depth, as to approve substitution of 250 hours of vacation for 100 hours for purposes of the annual carryover maximum in the POAM 911

**Dispatchers 2020-2022 POAM union contract to be effective in the 2020 to 2021 annual vacation carryover consistent with the Board of Commissioners previously approved change in the Sheriff’s Office POAM Deputies Contract.**

Administrator Koch joked that she did not write this motion.

**Roll call: Motion passed unanimously.**

2. Northern District Fair Board MOU  
**MOTION by Comm Theobald, seconded by Comm Bush to approve the Memorandum of Understanding with the Northern District Fair Association changing the Front End Loader second and final payment due date to September 15, 2021 in the amount of \$6,000 and authorize the County Clerk and the Chairman of the Board to sign the agreement on behalf of the County.**

**Roll Call: Motion passed 8-0.**

3. MERS Payment  
**MOTION by Comm Bengelink, seconded by Comm Theobald to approve two equal FY 2020 payments up to a total of 7.125% of the 2020 amended General Fund budget for an additional voluntary contribution to MERS in the surplus division.**

Comm Bengelink added the language of “up to” because of a discussion that arose about an emergency coming up. In the event the County would need to pay for something else arising, they felt more comfortable adding that language.

**Roll Call: Motion passed unanimously.**

4. Budget Amendment  
**MOTION by Comm Musta, seconded by Comm Bengelink to approve the budget amendments dated 9/16/2020.**

9/16/2020

**Wexford County Board of Commissioners  
 Amendments to the 2020 Budget**

<b>Adj #</b>	<b>Acct</b>	<b>Acct Description</b>	<b>Revenue</b>	<b>Expense</b>	<b>a.</b>
20200901	<b>101.101.699.00</b>	Appropriate Fund Balance	\$ 10,000		
	<b>101.131.809.01</b>	Jury Fees & Costs To cover jury trials to the end of the year.		\$ 10,000	

Wexford County Board of Commissioners  
 Regular Meeting \* Wednesday, September 16, 2020

20200902	<b>101.131.721.00</b>	Health Insurance		\$		
				(3,289)		b.
	<b>101.131.727.00</b>	Office Supplies		\$		
		To accommodate three employees in the one office.		3,289		
20200903	<b>101.290.540.04</b>	MRA-MMOOG	\$	12,336		c.
	<b>101.290.800.04</b>	MRA-MMOOG		\$		
		Applied for a Medical Marijuana Grant, administrated by DHD#10.		12,336		
20200904	<b>101.275.538.00</b>	Beaches Grant	\$	13,550		d.
	<b>101.275.800.10</b>	Contracted Services for QPCR		\$		
		Additional revenue received from EGLE for the Beaches Grant		13,550		

**Roll Call: Motion passed 8-0.**

5. MERS Officers and Employee Delegate  
**MOTION by Comm Nichols, seconded by Comm Bush to appoint Alaina Nyman, County Clerk as the MERS Officer and appoint Janet Koch, County Administrator as the MERS Officer Alternant and Tiffany March, Deputy Treasurer, as the Employee Delegate to the 2020 Virtual MERS Conference.**

**Roll Call: Motion passed unanimously.**

6. Victim Rights Grant Application  
**MOTION by Comm Theobald, seconded by Comm Potter to approve the Victim Rights Prosecutor-2021 Grant Application for the amount of \$52,442 beginning October 1, 2020 and ending September 30, 2021 and authorize the Chairman of the Board to sign the grant when approved by the Michigan Department of Health and Human Services.**

**Roll Call: Motion passed 8-0.**

7. Property Acquisition  
**MOTION by Comm Bengelink, seconded by Comm Bush to approve the property acquisition of Lots 56 through 60 of the Rosedale Park Plat, City of Cadillac, in an amount not to exceed \$8,387 using excess funds in the 2020 General Fund, fund balance.**

One Commissioner questioned what this was being used for. It was explained that the lot across from the jail is up for a tax sale auction. Buying this property would give control to Central Dispatch and the Sheriff's Department of the area.

It was also asked where the money for this would be coming from. It was explained it would come out of the carryover of last years budget.

**Roll Call: Motion passed unanimously.**

8. Letter of Credit-Landfill

**MOTION by Comm Nichols, seconded by Comm Theobald to approve the Wexford County LLC Landfill's Remedial Action Plan, Letter of Credit Amendment Request with Fifth Third Bank increasing the amount by \$34,468.80 for a total of \$854,671.80 and authorizing Treasurer Kristi Nottingham and Clerk Alaina Nyman to sign the appropriate documents.**

**Roll Call: Motion passed 8-0.**

**Administrator's Report-**

Administrator Koch apologized for the late additions and long winded motions. A few commissioners had asked her to check on re-opening the building. The plan initially was to reassess the situation after the first jury trial, but that was adjourned. She had discussed the possibility with Judge Fagerman, who was going to reach out to the Health Department for guidance. It will be further discussed at the Department Head meeting.

She informed the Board that the windows are delayed. The stand alone windows are coming in, but the windows with the sliders are delayed at this time.

The guidelines for the payroll reimbursement grant have been changed, and she was unsure of what that meant for our submission. She was excited to inform the Board that the Sheriff's Department received the full award requested for the CESF Grant.

**Correspondence-**

1. Cadillac Area Community Foundation

**Public Comments-** *None.*

**Liaison Reports-** *None.*

**Board Comments**

Comm Bengelink read a quote from Teddy Roosevelt.

**Chairman's Comments**

Comm Taylor thanked everyone for coming.

**Adjourn**

**MOTION by Comm Hurlburt, seconded by Comm Bush to adjourn at 4:15 p.m.**

**All in favor.**

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Gary Taylor, Chairperson

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Alaina Nyman, County Clerk

DRAFT

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**BOARD OF COMMISSIONERS AGENDA ITEM**

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**FROM:** HR/Public Safety Committee  
**FOR MEETING DATE:** October 7, 2020  
**SUBJECT:** Reappointment to the Construction Board of Appeals

**SUMMARY OF ITEM TO BE PRESENTED:**

Architect Scott Kleinsorge’s appointment on the Construction Board of Appeals is set to expire on October 31, 2020. Mr. Kleinsorge has been contacted and is interested in being reappointed to another 3-year term. No other applications have been received.

**RECOMMENDATION:**

The HR/Public Safety Committee recommends to the full board to reappoint Scott Kleinsorge to the Construction Board of Appeals.

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**BOARD OF COMMISSIONERS AGENDA ITEM**

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**FROM:** Recreation & Building Committee  
**FOR MEETING DATE:** October 7, 2020  
**SUBJECT:** Old Jail Utilities Discussion

SUMMARY OF ITEM TO BE PRESENTED:

Since the old jail building on Carmel St. is no longer occupied, Maintenance Director, Adam Kerr, would like the Board’s permission to turn off utilities.

Current costs are as follows:

- Water ..... \$143.00/month
- Electric ..... Variable\*
- Natural gas ..... \$37.48/month

\*The August invoice from Consumers Energy was \$6.39; the September invoice was \$169.73.

RECOMMENDATION:

The Recreation and Building Committee advises the full board to approve Adam Kerr to make the decisions regarding the turning off of the utilities at the old jail.

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**BOARD OF COMMISSIONERS AGENDA ITEM**

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**FROM:** Janet Koch, Administrator  
**FOR MEETING DATE:** October 7, 2020  
**SUBJECT:** Draft Personnel Policies

**SUMMARY OF ITEM TO BE PRESENTED:**

The HR/Public Safety Committee established an Ad Hoc Personnel Policies Committee to update all of the County's Policy. Previous sections already approved by the BOC include A, C, D, E & F.

Attached are several policies from Section B, Personnel Management, that have been review by the Ad Hoc Committee and the Department Heads. Changes were suggested and have been incorporated.

**RECOMMENDATION:**

Administration suggests that the full board approve the attached policies.

## Personnel Management Policies

### **B-1.1 Introduction to Personnel Policies**

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County Board Approval: May 15, 1996; Reviewed October 7, 2020

It is the intention of Board of Commissioners that the Wexford County administrative structure, as a continuously changing and growing organization, be a good employer with progressive personnel policies, procedures and working conditions. The County personnel management system is designed for and will be operated to ensure employee satisfaction and effective employee performance in support of the County staff's mission of serving the public.

It is also the intention of the Board that the staff be kept fully informed of policies, procedures, programs, problems, and developments as they occur. It is desired that the constructive ideas of all staff members will become an active part of the County personnel management system. The County expects to maximize productivity by fully utilizing the skills, abilities, and efforts of all employees, both supervisory and non-supervisory.

In general, the County Administrator directs the supervisory staff in achieving these objectives and provides for a continuing evaluation of County staff performance, both individually and collectively. Employees are expected to conduct themselves as responsible business people engaged in an effort of significant importance to the citizens of the County and also to focus their efforts and interests on the realization of the County's goals.

The County makes every effort to treat each employee fairly and with integrity. Nonetheless, employees sometimes leave because of family considerations, changing career goals, or some reason which is personal in nature. Likewise, the County retains the right to enlarge, reduce, make changes in or terminate from the staff. Employment with Wexford County, therefore, is considered "at will" permitting either party to end the employment relationship at their discretion with or without cause. No one other than the Board of Commissioners has authority to enter into an agreement for employment with the County for a specified period of time or to make any agreement which is contrary to this statement. Any such agreement made with the Board must be in writing or it shall not be binding.

This section of the *Manual* has been prepared to outline, for all employees, the personnel policies and procedures covering the employees of Wexford County.

## Personnel Management Policies

### **B-1.2 Rights of the Employer**

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County Board Approval: May 15, 1996; Reviewed October 7, 2020

#### **A. Rights of the Employer.**

Wexford County, as the Employer, reserves and retains, solely and exclusively, all of its inherent and customary rights, powers, functions and authority of management to manage the governmental operations of the County and its judgement in these respects shall not be subject to challenge.

The rights vested in the Employer include, but are not limited to, those provided by statute or law, along with the right to direct, hire, promote, transfer, assign, and retain employees in positions with the Employer. These rights further include the right to suspend, demote, discharge for just cause or take such other disciplinary action which is necessary to maintain the efficient administration of County business.

The Employer further has the right to:

1. Determine the methods and means (personnel or otherwise) by which the business of the County shall be conducted and to take whatever action is necessary to carry out the duty and obligation of the Employer to the taxpayers of the County.
2. Determine the size of the work force and to increase and decrease the number of employees retained.
3. Adopt, modify, change or alter the budget of the County.
4. Combine or reorganize any part or all of its operations.
5. Determine the location of work assignments and related work to be performed.
6. Determine the number of employees to be assigned to operations.
7. Determine the number of supervisors.

#### **B. Applicable Collective Bargaining Agreements.**

The exercise of the foregoing powers, rights, authority, duties and responsibilities of the Employer, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgement and discretion in connection therewith shall be limited only by the specific and express terms of applicable collective bargaining agreements and then only to the extent that such specific and express terms are in conformance with the Constitution and the laws of the State of Michigan and the Constitution and the laws of the United States.

## Personnel Management Policies

### B-2.0 Personnel Policy Concepts

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County Board Approval: May 15, 1996; Reviewed October 7, 2020

#### A. Purpose.

The personnel management policies and procedures of Wexford County are intended to:

1. Serve as a basis for a comprehensive personnel management system to aid the County Board of Commissioners and the County Administrator in the management of County governmental affairs.
2. Establish and maintain uniform personnel policies and procedures regarding aspects of personnel management pertaining to job classification, recruitment, discipline, and compensation.
3. Establish and maintain uniform payroll practices, absence from the workplace regulations, and other areas so outlined.

#### B. Authority.

1. The policies and procedures contained in this section of the *Manual* are effective upon adoption by the Wexford County Board of Commissioners. Where conflict exists between this document and previous policies and procedures, including past practice, the policies contained in this document take precedence.
2. The County Administrator is designated as the primary administrator of these policies and procedures. Under emergency conditions, Department Heads and Elected Officials may grant individual exceptions to the policies and procedures contained in this *Manual*. When these exceptions are granted, the Department Head or Elected Official shall notify the Administrator within three days as to the nature and reason for granting the exception to the policy or procedure.
3. Nothing contained in this *Manual* is intended:
  - a. To limit the right of the County Board of Commissioners to direct the affairs of the County, including the direction of employees.
  - b. To limit the right of the County Board of Commissioners to exercise any authority given to them under statute, including (but not limited to) the right to create departments, abolish departments, merge departments, to add or subtract duties from jobs or to change the duties and/or requirements of various jobs within the County structure.
4. The County Board of Commissioners reserves the right to change, make additions to or deletions from the policies, procedures and programs described within this *Manual* at any time.

#### C. Scope of Policy.

1. The policies contained in this *Manual* apply to all full-time and part-time personnel in all departments, all offices and positions in the County structure including the employees of elected officials.
2. County elected officials, including the members of the Board of Commissioners and elected County Department Heads (County Clerk, County Treasurer, Register of Deeds, Drain Commissioner, Sheriff, Surveyor, Prosecuting Attorney and the Judges of the

Circuit, District and Probate Courts) are not specifically bound by the requirements of this *Manual*.

3. Where policies contained in this *Manual* are in conflict with an approved or effective contract or agreement between the County and a recognized Union, association or organization or a personal employment contract, the provisions of the contract or agreement shall prevail.

**D. Policy Amendment.**

1. The personnel policies and the system for administering them are reviewed and revised from time to time. Employee ideas and comments are strongly encouraged in the form of written suggestions to the County Administrator who shall forward them for consideration by the appropriate standing committee.
2. Amendments to policies and procedures contained in this manual will be approved through Committee and the Board as appropriate and then distributed to each Department and posted on appropriate official bulletin boards.
3. As County policies and procedures are subject to change, an employee cannot rely on custom or prior practice. Should there be doubt as to whether a particular policy or procedure is effective, the County Administrator will maintain master copy of the *Wexford County Policies and Procedures Manual* for use in determining the status of a policy or procedure in question.

PROPOSED  
10-1-2020

**Personnel Management Policies**  
**B-3.0 Union Membership**

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County Board Approval: May 15, 1996; Amended: June 6, 2007; Amended October 7, 2020

**A. Recognition.**

The County Board of Commissioners recognizes the following labor Unions for collective bargaining purposes with respect to County personnel:

<u>Union</u>	<u>Staff Personnel Represented</u>
Command Officers Association of Michigan (COAM)	Sheriff's Office salaried supervisory Lieutenant positions
Police Officers Association of Michigan (POAM 312)	Sheriff's Office road patrol positions
Police Officers Association of Michigan (POAM 9-1-1 Central Dispatch Unit)	Dispatch hourly positions
Police Officers Association of Michigan (POAM Non-312)	Sheriff's Office corrections, animal control, and staff hourly wage positions
Technical, Professional Officeworkers Association of Michigan (TPOAM General Unit)	General unit consisting of certain hourly wage positions that are not associated with other Unions; includes hourly wage positions in both the 28 <sup>th</sup> Circuit Court and the 84 <sup>th</sup> District Court.
Technical, Professional Officeworkers Association of Michigan (TPOAM Supervisory Unit)	Salaried positions of Maintenance Supervisor, Community Corrections Coordinator, Building Official, Electrical Inspector, Plumbing/Mechanical Inspector, and Community Senior Officer

**B. Membership.**

Membership in labor Unions is not compulsory. All employees in positions identified as Union positions have the right to join, not join, maintain or drop their membership in the Union as they see fit.

## Personnel Management Policies

### **B-4.0 Personnel Management Responsibilities**

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County Board Approval: May 15, 1996; Reviewed October 7, 2020

#### **A. Board of Commissioners.**

As the elected body with the statutory responsibility for managing the County, the Wexford County Board of Commissioners is the approval authority for all County policy and procedure matters including those affecting personnel management.

#### **B. County Administrator.**

The County Administrator is designated as the Personnel Officer for the County and as such is designated as the primary manager and adjudicator for the administration of County personnel related policies and procedures.

#### **C. Elected Officials, Non-elected Department Heads and Supervisors.**

1. Elected Officials and non-elected Department Heads have full responsibility for the day-to-day management of the employees who carry out the basic assignments and requirements of the County within their respective departments. It is expected that all heads of departments will devote maximum attention to the development and supervision of their staffs in this regard. Heads of departments are encouraged to call on the County Administrator for assistance in personnel management when it is required.
2. Each Elected Official and non-elected Department Head is authorized to establish work rules and procedures which apply to the day-to-day performance of work in their respective department. Such rules and procedures will be consistent with the provisions of this *Manual* and where there is a conflict, the provisions of this *Manual* shall prevail.
3. Elected Officials and non-elected Department Heads are expected to treat employees at all times with understanding and respect for the employee's personal worth and dignity.

#### **D. Employees.**

Each employee has multi-faceted responsibilities in the area of personnel management:

1. To keep himself/herself fully informed as to the personnel policies and procedures in force for the County staff.
2. To keep up with developments in his/her field of work as they affect the ability of the Department and County to work toward goals.
3. To seek self-improvement in his/her area of work.
4. To perform his/her assigned work as an effective and productive member of the departmental team.
5. To bring problems and suggestions for streamlined or increased work production to the attention of the supervisor.
6. To work to foster a dignified, respectful work environment.

**Personnel Management Policies**

**B-5.0 Definition of Employment Terms / Categories**

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County Board Approval: May 15, 1996; Amended December 15, 1999; Amended July 5, 2007, Amended June 4, 2008; Amended October 7, 2020

**A. Regular Full-time Employee.**

Works the full term of the defined work period (that is, 37.5 or 40 hours per week depending on the requirements of the position) in a position authorized by the Board of Commissioners. Full employee benefits normally accrue with full-time positions.

**B. Regular Part-time Employee.**

Works on a continuous, regular basis but at a level less than the defined work period and normally less than 30 hours per week in a position authorized by the Board of Commissioners. Partial employee benefits normally accrue with part-time positions.

**C. Irregular Part-time Employee.**

Works on a non-continuous, irregular basis at a level less than a regular part-time employee in a position authorized by the Board of Commissioners. Employee benefits do not normally accrue with irregular part-time employees.

**D. Temporary Employee.**

Works as a short term (usually less than 90 days) replacement for a full or part-time employee or is hired on an irregular basis for work during special employment periods. Employee benefits are subject to negotiation with temporary employees.

**E. Grant Employee.**

Hired pursuant to a Federal, State or local grant program. Continued employment in a grant position is contingent on the continued funding of the grant by the grantor. Employee benefits for grant employees are commensurate with those of regular full or part time employees depending on the number of hours that the grant employee works.

**F. On-call Employee.**

Does not have regularly scheduled hours but works when required. Fringe benefits include only social security and workers' compensation and no others.

**G. Additional Definitions.**

1. Supervisor. A supervisor is any person who possesses the authority to hire, fire, transfer, lay off, discharge, promote, demote or discipline employees or who has the responsibility to direct employees or recommend such action if, in connection with the foregoing, the exercise of such authority or responsibility is not a mere routine or clerical act, but requires the use of independent judgement and/or managerial skill. The following positions are considered supervisors:

<u>Office</u>	<u>Supervisor Position</u>
Building Official	County Administrator
Central Dispatch Director	County Administrator
Circuit Court	Circuit Court Judge
Community Corrections	Circuit Court Judge
County Administrator	County Administrator
County Clerk	County Clerk
County Maintenance	County Administrator
County Prosecutor	County Prosecutor

County Surveyor  
 County Treasurer  
 District Court  
 Drain Commissioner  
 Emergency Manager  
 Equalization Director  
 Friend of the Court  
 Probate Court  
 Probation & Parole  
 Public Defender Office  
 Register of Deeds  
 Sheriff's Office

County Surveyor  
 County Treasurer  
 District Court Judge  
 Drain Commissioner  
 County Administrator  
 County Administrator  
 Friend of the Court  
 Probate Court Judge  
 Probation & Parole Agent in Charge  
 County Administrator  
 Register of Deeds  
 Sheriff

2. Immediate Supervisor. A person for whom an employee works directly. Supervisors, as outlined above, are considered immediate supervisors as are the following positions:

Office  
 Building Department  
 Central Dispatch  
 Circuit Court  
 Community Corrections  
 County Clerk  
 County Maintenance  
 County Prosecutor  
 County Treasurer  
 District Court  
 Emergency Management  
 Equalization  
 Friend of the Court  
 Probate Court  
 Prosecutor  
 Public Defender Office  
 Register of Deeds  
 Sheriff's Office  
 Treasurer

Immediate Supervisor  
 Building Official  
 Central Dispatch Director  
 Circuit Court Administrator  
 Community Corrections Coordinator  
 Chief Deputy County Clerk  
 Maintenance Supervisor  
 Deputy County Prosecutor  
 Chief Deputy County Treasurer  
 District Court Administrator  
 Director of Emergency Management  
 Equalization Director  
 Friend of the Court  
 Probate Court Administrator  
 Chief Assistant Prosecutor  
 Chief Public Defender  
 Chief Deputy Register of Deeds  
 Per departmental organization chart  
 Chief Deputy Treasurer

3. Date of Hire. The date an employee was most recently hired by the Employer.
4. Seniority Date. Usually the same as the date of hire.
5. Anniversary Date. Usually the same as the date of hire, however, anniversary dates, in some cases dealing with compensation or benefits, may be administratively adjusted to coincide with the start of the calendar or fiscal year. Other reasons to adjust anniversary dates include, but are not limited to, the following:
- Leave of Absence (see section B-12.1.B.9.a.2)
  - Transfer from one County position to a new County position.

**Personnel Management Policies**

**B-6.1 Job Classification Procedures**

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**Policy Number: B-6.1**

County Board Approval: February 21, 1996, Amended October 7, 2020

**A. Position Descriptions.**

The County Administrator, as the Personnel Officer for the County, will maintain the master file of all position descriptions (PDs) in use throughout the County organization.

1. This master file will be maintained so that each PD is a current reflection of the work tasks that the employee is required to perform along with the knowledge, skills and abilities (KSAs) that the employee is required to possess for the position.
2. The County Administrator, as the Personnel Officer, will periodically review the file of PDs and all other County personnel management documents outlined in this Section to ensure that each currently reflects existing conditions and needs of the organization. If changes are warranted, a joint effort of the appropriate Elected Official/non-elected Department Head, Union representative (where appropriate), and the County Administrator will be undertaken with a recommendation forwarded to the standing Human Resources and Safety Committee for review and action.
3. Position descriptions are discussed in greater detail in another section of this Manual

**B. Position Evaluation and Point Accumulation Review.**

1. To determine the appropriate wage or salary compensation level for each position, each PD will be “pointed out” (that is, numerically weighted point values will be assigned to statements in the PD) for each of the below listed categories.
2. There are a total of 1000 points available. Factors and weights are as indicated:

<u>FACTOR</u>	<u>WEIGHT</u>
Education	12%
Work Experience	15%
Freedom of action	10%
Complexity/problem solving	10%
Accountability/error potential	10%
Contacts	10%
Responsibility for others	13%
Number of employees supervised	6%
Environmental factors	4%
Technical knowledge	10%

3. Attachment (1) to this Section provides a detailed summary of each of these categories.
4. Attachment (2) to this Section provides a PD Classification Work Sheet to facilitate the PD classification process.

**C. Classification.**

1. Attachment (3) to this Section provides a summary of total PD point value ranges and corresponding job classification levels.

**D. Wage Scales.**

1. Each employee who fills a classified County PD will be compensated in accordance with the County Wage Scales in effect as approved by the Board of Commissioners.

2. The Wage Scales are adopted by the Board of Commissioners periodically and may be amended as required to reflect cost of living conditions. Such adjustments affect all employees under the classification system and are separate from changes in step due to longevity or changes in classification (procedures for which are outlined in another section of this *Manual*).
3. New employees will generally be placed on the beginning step of the appropriate salary/wage level for the position for which the employee was hired unless the credentials of the new employee are clearly in excess of the minimum requirements of the classification of the position.
  - a. In cases of this nature, the hiring official may recommend to the County Personnel Officer (Administrator) that the new hire be placed at higher step along the appropriate level.
4. In cases where the Administrator agrees, he/she may set the salary/wage at an appropriate level other than at the beginning step provided that it is within the authorized salary range for the position. In cases where the desired starting salary/wage does not fall within the authorized range, establishment of the starting salary/wage will require approval of the standing Finance Committee.

PROPOSED  
10-1-2020

## Attachment (1) - County Position Description Numerical Classification Procedures

1. **General.** This attachment provides the discussion and procedures for assignment of point values to position description statements for the purposes of job classification level determination.
2. **Education.** This factor measures the level of formal schooling necessary to successfully perform the work:

<u>Level Required</u>	<u>Points Assigned</u>
Equivalent to a high school degree including sound reading, math and communication skills.	24
Equivalent to a high school degree and some additional formal education in a specialized area (such as bookkeeping, clerical procedures, etc.).	48
Equivalent to an associate degree in an area of expertise (such as accounting, bookkeeping, etc.).	72
Equivalent of a bachelor's degree.	96
Equivalent of a master's degree.	120

3. **Work Experience.** This factor measures the normal amount of time required to learn a specific job so as to be able to complete minimum requirements. Factors to be considered are pre-job training, on-the-job training and related professional work experience.

<u>Level Required</u>	<u>Points Assigned</u>
Up to 1 month	30
From 2 months to 1 year	60
From 1 to 2 years	90
From 3 to 5 years	120
More than 5 years	150

4. **Freedom of Action.** This factor measures the responsibility for the individual initiative as a measure of self-reliance, enterprise and adaptability required by the position for initiating, monitoring and completing work actions that are independent of guidance or supervision. The nature of the function and the nature of the desired results place limitations on the freedom of action. When assigning points in this trait, consider the degree to which independent action is limited by instructions or the degree to which a supervisor outlines the method to be followed and the results to be obtained. Existing policies, rules, routines and precedents are also limitations to independent action.

<u>Level Required</u>	<u>Points Assigned</u>
Work is performed under immediate and constant supervision or is a simple routine that allows little initiative.	20
Work is repetitive and well covered by instructions but may require some initiative in obtaining information or scheduling details of the person's own work.	40
Work is variable but methods have been established. Supervision consists	60

of general instruction and review. Initiative is necessary to maintain the flow of work.

Duties involve a sequence or variety of operations in a limited field where procedures are established but conditions change. Initiative must be exercised to overcome minor obstacles. Supervision is generally present but not particularly active. Would also pertain to those employees who are cross-trained and who are required to function in multiple capacities regularly. 80

Problems are of a difficult nature within an established field with conditions frequently changing. Supervision is limited to assignment and discussion of problems. 100

5. **Complexity/Problem Solving.** This factor measures the ability required to solve the problems inherent in the duties and responsibilities of the position by employing proper discrimination to reach sound conclusions or making necessary decisions as to alternative avenues of action (including the judgement required to reach objectives).

<u>Level Required</u>	<u>Points Assigned</u>
Processing work following specific and detailed instruction.	20
Selection of pertinent data and arrangement into presentable form or summary. Simple analysis involving only a choice of a few standard procedures. A supervisor would be contacted if decisions outside of the normal guidelines need to be made.	40
Problem solving requires analysis of some data or information which may be varied. Also required is the use of some judgement based on precedent or procedure in summarization or action. A supervisor would be contacted if decisions outside the normal guidelines need to be made.	60
Problem solving or the completion of tasks requires interpretation and analysis and an ability to anticipate effects. More than one path of action may be available in following prescribed daily operations. Diverse tasks or situations must be analyzed and solved and then remedial steps taken as they arise.	80
Complex tasks must be analyzed and planned ahead of execution, frequently without precedent. Trends must be evaluated to reach sound conclusions and to frame recommendations in specific matters.	100

6. **Accountability/Error Potential.** This factor measures the responsibility for results, for getting work done and for exercising the necessary degree of care in the process. It reflects the need for attention to detail and concentrated focus in order to avoid errors which would result in needless expenditure of resources.

When assigning points to this trait, consider the effects of improper management of important resources in the job (money, man hours, confidential information, computational errors, actions resulting from misinformation, etc.).

<u>Level Required</u>	<u>Points Assigned</u>
Work involves minor opportunity for error or errors are systematically picked up by having work checked by others or by internal office safeguards or by subsequent operations within the department. Cost of error correction is negligible.	20
Work is generally confined to a small portion of the activity of the department and is subject to overall review or verification against some other well-defined standards. Errors would affect the work of others to the extent of requiring time and effort to trace and correct. Errors generally would affect an individual as opposed to a larger group or organization.	40
Work involves a moderate but constant opportunity for error, limited only by periodic (daily, weekly, etc.) spot check or examination. Such errors would have limited impact and are generally confined within the department or would affect an individual rather than a larger group or organization.	60
Work involves a regular opportunity for error that would be subject to review only when something was in question. Errors could become serious and affect more than one person or department.	80
Work is judgmental in nature and complete and correct performance is not subject to specific controls. Probable errors would be difficult to detect but are generally confined within the organization or have limited public impact.	100

7. **Contacts.** This factor measures the importance of effective handling of business relationships that are essential to adequate performance of the job. It includes face-to-face, telephone and mail communications. The level of contact, the complexity of the subject matter and the necessity for influencing others are considerations when assigning points in this trait. Aspects that are not regular, routine parts of the position description should not be considered.

<u>Level Required</u>	<u>Points Assigned</u>
Contacts with own associates within the department to seek and supply information. Incidental or infrequent outside contact.	20
Limited or routine contacts with employees of other departments or the public. Information given or received is of a specific or routine nature.	40
Contacts or communications with other employees and/or the public are of a service nature pertaining to the regular flow of work and involves the ability to present problems and/or resolve questions.	60
Frequent and specialized contacts with other employees and/or the public where it is necessary to secure concurrence or cooperation on a course of action or to provide a significant service.	80

Frequent contacts with other employees and/or the public are required on involved and possibly controversial matters. Coordinates important matters across departmental lines and/or with the general public. Establishes and maintains goodwill with all parts of the organization and/or the public. 100

8. **Responsibility for Others.** This factor measures the responsibility of the position for training, guidance, leadership and direction and control of others in the achievement of organizational goals. Included are: organizing work, making plans and schedules, developing and managing movement toward organizational goals.

<u>Level Required</u>	<u>Points Assigned</u>
Provides assistance by answering questions and assigning work. Acts for supervisor in his/her absence.	26
Supervises the work of others, allocates work, provides training, determines compliance with prescribed procedures. Performs detailed work of the same or closely allied nature.	52
Exercises leadership and true supervisory control over others doing closely related work. Assigns and applies directions originating at a higher level within a department.	78
Supervises others in a number of departments within the organization. Has shared responsibility for performance and control of employees. Appraises individuals and makes recommendations relating to salary increases, transfer requests, promotions and disciplinary actions.	104
Total supervisory and managerial responsibility for a multi-departmental organization and/or position requires multiple cross-boundary functions (such as personnel management, budgetary control, policy and procedure development and enforcement, etc.).	130

9. **Number of Personnel Supervised.** This factor measures the magnitude of the leadership and management required of the position in terms of personnel supervised. Included in this factor is a combination of the number of personnel directly supervised as well as the number of personnel indirectly supervised (meaning the sum total of all of the personnel in the organizational structure below the position being classified).

<u>Level Required</u>	<u>Points Assigned</u>
1 to 5	12
6 to 10	24
11 to 20	36
21 to 30	48
Over 30	60

10. **Environmental Factors.** This factor measures the physical, visual and mental demands of the position. Occasional demands would be evaluated as high as a job requiring almost constant demand. The following definitions should be used when discussing demand versus time:

- a. Incidental: up to 15% of the time.
- b. Occasional: from 16% to 30% of the time.
- c. Frequent: from 30% to 60% of the time.
- d. Regular: over 60% of the time.

<u>Level Required</u>	<u>Points Assigned</u>
Varied work with normal expenditure of energy and little or no unusual physical, visual or mental effort. Work involves occasional walking, sitting or standing. Work may involve incidental machine operation or public contact.	8
Incidental physical, visual and mental effort required in working with the public, materials and supplies or occasional operation of machines requiring dexterity and coordination.	16
Physical, visual and/or mental effort in occasional lifting/carrying, working with records/reports and making decisions; or requires occasional dexterity for operation of machines and equipment. May involve regular standing or walking.	24
Physical effort required in frequent lifting, carrying and moving of materials and supplies. Frequent mental effort involved in making decisions and working with fellow employees and the general public. Regular need for visual attention, dexterity and coordination in the operation of machines and equipment.	32
Physical effort required in regular lifting, carrying and moving of materials and supplies. Regular mental effort involved in making decisions and working with fellow employees and the general public. Regular severe visual demands.	40

11. **Technical Knowledge.** This factor measures the quantity and complexity of knowledge required to perform the job. This factor relates to both knowledge of procedures and practices as well as knowledge of equipment. The range of knowledge is evaluated on a continuum from simple to complex and on a continuum from predictable and repetitive to non-predictable and non-repetitive.

<u>Level Required</u>	<u>Points Assigned</u>
Little technical knowledge required. Work is routine and requires an understanding of simple, repetitive procedures.	20
Simply technical knowledge is required to apply a limited number of principles such as is required to repair and maintain physical structures, tending a machine and driving a vehicle. Position requires an ability to understand written and oral instructions. Position is generally involved with a set of principles and practices that are applied repeatedly.	40
Moderate technical knowledge of an increased number of principles related to the job. Ability to use specialized equipment, understand	60

moderately repetitive procedures and occasionally apply procedures in new or non-repetitive situations. Examples are: telephone operator, stenographic worker, inspection worker.

Relatively complex technical knowledge of a greater number of principles in situations which are frequently new and non-repetitive. Examples are: applying financial principles and practices, setting up procedures and knowing when procedures require differential application or modification. Such tasks may include reading and interpreting blueprints, operating and controlling complex mechanical and electrical equipment (such as boilers, turbines, generators, and auxiliary equipment). Understanding, operating and training others on equipments common to the organization (such as office equipment, computers, phones, etc.) is also a factor as is the ability to read and understand documents relating to the operation of the organization. 80

Complex technical knowledge of varied and numerous principles, procedures and management techniques in situations which are new and/or often unpredictable. Examples include knowledge required to administer the personnel or budgetary function of the organization, knowledge of specialized rules/regulations/procedures, knowledge of investment procedures, etc. 100

PROPOSED  
10-1-2020

**Attachment (2) - Position Description (PD) Classification Work Sheet**

**Position:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<u>Category</u>		<u>Points Available</u>					<u>Score</u>
1. Education	24	48	72	96	120	_____	
2. Work Experience	30	60	90	120	150	_____	
3. Freedom of Action	20	40	60	80	100	_____	
4. Complexity/Problem Solving	20	40	60	80	100	_____	
5. Accountability/Error Potential	20	40	60	80	100	_____	
6. Contacts	20	40	60	80	100	_____	
7. Responsibility for Others	26	52	78	104	130	_____	
8. Personnel Supervised	12	24	36	48	60	_____	
9. Environmental Factors	8	16	24	32	40	_____	
10. Technical Knowledge	20	40	60	80	100	_____	
						<b>TOTAL:</b> _____	

Result: Position points out at \_\_\_\_\_ on the:  
Hourly Wage Earner / Salaried Employee Compensation / Classification Schedule (circle one)

**RECOMMENDATIONS/APPROVAL:**

<u>Date</u>	<u>Status</u>	<u>Initial</u>	<u>Review Level</u>
_____	YES/NO	_____	Recommendation from Dept. Head/Elected Official
_____	YES/NO	_____	Review by Union Representative (if applicable)
_____	YES/NO	_____	Recommendation from County Administrator
_____	YES/NO	_____	Approved by Finance Committee
_____	YES/NO	_____	Approved by Human Resources and Safety Committee (if applicable)

**Attachment (3) - Position Description Point Values Versus Classification Level**

<u>CLASSIFICATION POINTS</u>	<u>COMPENSATION LEVEL</u>
220 to 275	Hourly wage schedule level 1 (L1)
276 to 350	Hourly wage schedule level 2 (L2)
351 to 425	Hourly wage schedule level 3 (L3)
426 to 500	Hourly wage schedule level 4 (L4)
501 to 575	Hourly wage schedule level 5 (L5)
576 to 639	Hourly wage schedule level 6 (L6)
640 to 674	Hourly wage schedule level 7 (L7)
675 to 724	Salary schedule level 1 (M1)
725 to 774	Salary schedule level 2 (M2)
775 to 824	Salary schedule level 3 (M3)
825 to 874	Salary schedule level 4 (M4)
875 to 924	Salary schedule level 5 (M5)
925 to 974	Salary schedule level 6 (M6)
975 to 1000	Salary schedule level 7 (M7)

Note: Positions in the Sheriff's Office are not governed by this classification policy and procedure.

PROPOSED  
10-1-2020

PROPOSED  
10-1-2020

PROPOSED  
10-1-2020

PROPOSED  
10-1-2020

PROPOSED  
10-1-2020

**Personnel Management Policies**  
**B-6.2 RESERVED**

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**Personnel Management Policies**  
**B-6.3 RESERVED**

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PROPOSED  
10-1-2020

## Personnel Management Policies

### **B-6.4 Reclassification and Position Description Review Procedure**

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County Board Approval: February 21, 1996, Amended December 2, 2009; Amended October 7, 2020

#### **A. General.**

Requests for reclassification and/or Position Description (PD) review may be initiated by:

1. Supervisors of the position requested for review.
2. The County Personnel Officer for any position in the County master PD file.

#### **B. Procedures.**

1. All requests for reclassification and/or PD review will be initiated and evaluated by utilizing attachment (1) to this Section.
2. All reclassification and/or PD review requests will be evaluated by:
  - a. Appropriate supervisor(s).
  - b. County Personnel Officer.
3. All reclassification and/or PD review requests will be adjudicated by the Human Resources and Safety Committee except as outlined below.
4. Changes to wage/salary as a result of reclassification:
  - a. Where a position is reclassified to a lower level because of a decrease in the number or complexity of job tasks, the incumbent in this position will continue to be paid at his/her present level. When that employee vacates the position, the new hire will be compensated at the lower revised classification level.
  - b. Where a position is reclassified to a higher level because of an increase in the number or complexity of job tasks, the incumbent in this position will be compensated at the higher rate effective on a date specified by the approval authority.
    - a. If the increase in compensation can be accommodated within the department's budget for the fiscal year in which the change takes place, Board approval is not required to authorize the reclassification.
    - b. If the increase in compensation cannot be accommodated within the department's budget for the fiscal year in which the change takes place, full Board approval is required to authorize the reclassification and increase the departmental budget.
6. Position description reviews and reclassification actions performed under the aegis of this policy will utilize the guidance outlined in Section B-6.1 Job Classification Procedures.
7. All position description changes resulting from review action under this Section will be updated in the County Master Position Description File by the County Personnel Officer as discussed in another section of this *Manual*. For County employment positions covered by Union contract:
  - a. The originator of a request for position description review/reclassification is responsible for informing his/her Union representative as to the initiation of such a request.
8. Prior to the review by the Human Resources and Safety Committee of a request for a position description review/reclassification, the County Administrator will obtain comment/input from the appropriate Union representative for inclusion in the information package to be reviewed by the Human Resources and Safety Committee.

**Attachment (1) - Wexford County Position Description Review Form**

**Date:** \_\_\_\_\_

**To:** Chairman, Human Resources and Safety Committee

**Approved by:**

(1) \_\_\_\_\_, Supervisor's Title: \_\_\_\_\_  
(Signature)

(2) \_\_\_\_\_, Union Representative  
(Signature if applicable)

(3) \_\_\_\_\_, County Administrator  
(Signature)

**It is requested that the following position be reviewed/reclassified:**

1. Position title: \_\_\_\_\_
2. Employee's name: \_\_\_\_\_
3. Employee's hire date: \_\_\_\_\_
4. Employee's current wage/salary level: \_\_\_\_\_

**Statement of budget impact:**

1. Check one of the following as applicable:  
\_\_\_\_\_ a. Cost for the change in position can be covered by the department's budget.  
\_\_\_\_\_ b. Cost for the change in position requires a Board approved budget amendment.
2. If 1.b. above was checked, you must complete the following:  
Increase to line item \_\_\_\_\_ by \$ \_\_\_\_\_ for Fiscal Year \_\_\_\_\_.

**Required enclosures:**

- (1) Copy of current position description (PD)
- (2) Copy of proposed new position description (PD)
- (3) Originator's justification statement. Please cite specific reasons why the position in question should be reviewed and/or reclassified. Additional pages may be attached.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **B-7.0 Employee Seniority**

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County Board Approval: May 15, 1996; Amended October 7, 2020

### **A. Definition of Seniority.**

1. Seniority is defined as the length of continuous service that an employee has with the Employer commencing with the employee's most recent date of hire.
2. The employee's "most recent date of hire" is the most recent date upon which he/she commenced work for the Employer.
3. Employees who commence work on the same date will be placed on the seniority list in alphabetical order of surnames.

### **B. Probationary Period.**

1. All new employees will be considered to be on probation (and thusly, have no seniority) for the first six months of employment of work for the Employer.
2. Until the employee has completed his/her probationary period, he/she may be disciplined, laid off, recalled, terminated or discharged at the Employer's discretion without regard to the provisions of seniority and, in the case of Union members, without recourse to the grievance and arbitration procedures contained within the applicable Union contract.

### **C. Seniority List.**

The County Administrator will maintain seniority lists as outlined below.

<u>Seniority List</u>	<u>Remarks</u>
Police Officers Assn. of Michigan	Union, hourly wage employees
Command Officers Assn. of Michigan	Union, salaried employees
Technical, Professional Officeworkers Assn. of Michigan	All Units; Union, salaried employees
Full-time employees	Non-Union hourly wage employees
Part-time employees	Non-Union hourly wage employees

### **D. Loss of Seniority.**

An employee will lose his/her seniority and employment relationship with the Employer for any of the following reasons:

1. The employee quits or is discharged with just cause.
2. The employee retires.
3. The employee is absent from work for 3 working days unless a satisfactory reason for such absence is given.
4. The employee fails to return to work at the specified time upon expiration of a leave of absence, disciplinary suspension, vacation, or recall from layoff unless a satisfactory reason for such absence is given.
5. The employee is on layoff status or sick leave for a period of time equal to his time of seniority or 24 months, whichever is less.

6. In the case of a Union employee, the employee is promoted to a position outside of the collective bargaining unit.
7. The employee fails to notify the Employer for 3 consecutive working days that he/she will not be reporting for work, unless a satisfactory reason for such failure to report to work is given.

**E. Benefit Accumulation.**

Seniority will continue on all approved leaves of absence unless otherwise specifically provided for in another section of this *Manual* or in a Union contract/collective bargaining agreement. Benefits such as vacation, sick leave and insurance do not normally accrue during any leave of absence which exceeds 30 calendar days.

**F. Grant Employees.**

Employees in positions which are funded by State or Federal grants are not considered in the employee seniority system. If the grant employee is later retained by the Employer in a regular budgeted position, then full seniority may be given from the employee's original date of hire provided that the employee requests this consideration in writing within 30 days of hiring on in the regular budgeted position.

PROPOSED  
10-1-2020

## Personnel Management Policies

### **B-8.0 Salary and Wage Structure**

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County Board Approval: July 17, 1996, Amended July 2, 2008; Amended October 7, 2020

#### **A. General.**

Where a conflict between this policy and a collective bargaining agreement exists, the collective bargaining agreement shall take precedence.

#### **B. Wage Scales.**

The County attempts to pay its employees on a fair and equitable basis. Accordingly, wage scales have been developed and approved by the Board of Commissioners.

#### **C. Wage Scale Changes.**

The County's wage scales will be reviewed periodically to determine whether changes are appropriate. Upon adoption of any change to the wage scales:

1. All employees whose pay is less than the new rate of their respective level and step will be raised to that new rate.
2. All employees whose pay is in excess of the new rate of their respective level and step will continue to be paid at their current rate but will not be eligible for any additional pay increases, including cost of living adjustments, until such time as their pay falls back within the new pay range for their classification. This provision, however, does not preclude pay reduction for reasons of demotion for disciplinary reasons.
3. Act 237 of 1919, Section 45.401 (1) The county board of commissioners of each county in this state may direct the payment to the sheriff, under-sheriff, and deputy sheriffs and to the county clerk, county treasurer, register of deeds, and their deputies out of the general fund in the treasury of the county, salaries as the board considers proper. The salaries may be fixed and determined by the county board of commissioners at its annual meeting held in October before the commencement of the terms of the officers. The salaries shall be compensation in full for all services performed by the sheriff, under-sheriff, and deputy sheriffs and by the county clerk, county treasurer, register of deeds, and their deputies. However, this section shall not apply to a county now operating under a local or special act, until the local or special act is repealed. (2) Notwithstanding subsection (1), for a county which has a county officers compensation commission, the compensation of each nonjudicial elected officer of the county shall be determined by that commission. A change in compensation for those officers of a county which has a county officers compensation commission shall commence at the beginning of the first odd numbered year after the determination is made by the county officers compensation commission and is not rejected.

#### **D. Initial Salaries.**

New persons appointed to County positions are generally started at the first step of the classification level of the position they are hired into. Appointments at a step above the minimum may be authorized if the Department Head or Elected Official first obtains concurrence of the County Administrator. Starting a new employee at a step other than the first step will be based on the qualifications of the prospective employee, his/her past work history and experience, the difficulty of finding qualified and employable candidates at the lowest step and the availability of funds budgeted for the position.

#### **E. Wage Step Increases.**

1. Wage step increases within a classification level shall generally occur on the anniversary of the date of hire. These step increases, however, are not automatic but rather are keyed to employee performance. An employee may only be advanced to the next step on the classification upon the written recommendation of his/her supervisor.
  - a. An employee so recommended shall receive said step increase during the first pay period following the date of eligibility.
2. An employee not so recommended may have his/her step increase withheld for a specific period of time.
  - a. If an employee does not demonstrate the willingness or ability to properly perform the duties of his/her assigned position at the end of this period, consideration should be given to reassignment or disciplinary measures such as outlined elsewhere in this Manual.
  - b. If an employee does demonstrate the willingness and/or ability to properly perform the duties of his/her assigned position at the end of this period, the Department Head or Elected Official may recommend the step increase at that time. In such cases, the employee's anniversary date will be changed to coincide with the date that the employee receives this step increase.
3. When an employee reaches the top step of their classification level, they are no longer eligible for step increases but are eligible for across the board pay adjustments (such as a cost of living increase) as granted by the Board of Commissioners.
4. An employee whose performance is exceptional may be considered for more than a one-step increase if so recommended (in writing) by the Department Head or Elected Official for whom he/she works. Final approval for such an increase shall be by the County Administrator.
5. A part time employee will be eligible for a step increase when the number of hours worked by that employee reaches the number of hours worked by a full time employee for that step increase.

**F. Transfer, Promotion, Demotion and Re-employment.**

If an employee is transferred, promoted, demoted or reemployed, his/her pay shall be determined as follows:

1. Transfer.
  - a. If the current pay is less than the minimum of the classification of the new position, pay shall be advanced to the minimum of the new classification.
  - b. An employee who has been transferred interdepartmentally or intra-departmentally into a classification at the same salary or wage range may receive his/her next step increase on the date which they would have received the step increase prior to transfer.
  - c. For issues of the transfer of seniority with respect to persons who fill positions within a collective bargaining unit, refer to Section B-9.0 of this *Manual*.
2. If the current pay is more than the maximum rate in the new classification, it shall be reduced to the maximum rate for the new classification.
3. If the current pay falls within and is at the established step of the new class, it shall remain at the current rate.

4. If the current pay falls within the new class but does not correspond to an existing step, it shall be advanced to the next higher step. Promotion.

If the current pay is less than or falls within the range for the new class, it shall be adjusted to the step which provides for at least a 4.5% increase. Consideration shall be given for an extra step increase in the event that the employee would have been eligible for a step increase within the next 6 months of the date of promotion under the guideline that the combination of rate increases does not exceed 10%.

5. Demotion.

- a. If the current pay is more than the maximum rate of the new classification, it shall be adjusted to the maximum or to an intermediate step as recommended by the Department Head or Elected Official and approved through the disciplinary review process as outlined in another Section of this *Manual*.

6. If the current pay falls at an established step within the range of the new classification, it shall remain the same or be adjusted to the next lower step as recommended by the Department Head or Elected Official and approved through the disciplinary review process as outlined in another Section of this *Manual*.

7. If the current pay falls within the range of the new classification but doesn't correspond to an established step within that classification, it shall be adjusted to the next lower step.

8. Reemployment.

If an employee is reemployed or reinstated within one year in his/her original position or in another position assigned to the same classification, the employee shall be paid at the same grade and step he/she was paid at the time of termination if this rate does not exceed the current maximum level presently assigned to the classification. If the rate for the level and step at the time of termination exceed the maximum rate assigned to the classification, the employee shall be paid at the maximum rate.

**G. Time Sheets.**

1. Time sheets will be distributed by the Clerk's Office to each Department.
2. All employees are required to provide the appropriate hours data and sign the sheet.
3. Department Heads and Elected Officials shall review their Departmental time sheets and indicate such review by signing it in the space provided.
4. Time sheets are to be returned to the Clerk's Office by the close of business on Friday, the last day of the pay period.
5. Any changes to the above procedures will be communicated in a timely manner to employees and Elected and Appointed Department Heads.

**H. Pay Period.**

County employees are paid every other Friday in 26 pay periods per year. Each pay check covers the 2-week period ending at midnight on the Saturday prior to each payday. When Friday is a holiday (as described elsewhere in this *Manual*), the payday will be held on the last work day prior to the holiday.

## Personnel Management Policies

### B-9.0 Job Vacancies

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County Board Approval: July 17, 1996; Amended October 7, 2020

#### A. General.

1. Where conflict between this policy and a collective bargaining agreement exists, the collective bargaining agreement takes precedence.
2. The steps and responsibilities for the hiring process for vacant positions on the County payroll are generally as outlined below:

<u>Action</u>	<u>Responsibility/Remarks</u>
Identification of vacancy	Immediate Supervisor/Supervisor
Vacancy announcement and recruitment	County Administrator
Candidate screening	Supervisor
Candidate selection/hiring	Supervisor

3. The categorization of “supervisor” and “immediate supervisor” is outlined in Section B-5.0 of this *Manual*.
4. Where appearing in this Section (except as noted), the term “County Administrator” refers to the County Administrator acting in his/her role as County Personnel Officer on behalf of the Employer.

#### B. Identification of Job Vacancy.

Notification of job vacancies should be provided by Elected Officials and Department Heads to the County Administrator in order to initiate the hiring process.

#### C. Vacancy Announcement.

1. Job announcement posting.
  - a. Notice of County job vacancies will be posted on official County bulletin boards by the County Administrator.
  - b. Job vacancy notices/advertisements will consist of, at the minimum:
    - 1) Job title.
    - 2) Job classification to include range of pay.
    - 3) Anticipated start date.
    - 4) A brief summary of the work tasks expected of the position.
    - 5) Procedures for applying for the position.
2. Vacancies in positions covered by a collective bargaining agreement:
  - a. In order to provide advancement opportunities within a collective bargaining unit when a vacancy exists in a collective bargaining unit, the Administrator will post the job vacancy announcement internally on the official County bulletin board a minimum of five (5) work days prior to the start of any external hiring process associated with the vacancy. Hiring priority for vacant positions (that are part of a collective bargaining unit) will be given as follows:
    - 1) First priority: To applicants from the collective bargaining unit in which the vacancy has occurred.

- 2) Second priority: To applicants from other collective bargaining units recognized by Employer (as outlined in Section B-3.0 of this *Manual*).
  - 3) Third priority: To other applicants from the County employee base.
  - 4) Fourth priority: To applicants external to the County employee base.
- b. At the time of internal posting, a copy of the job vacancy announcement will be provided to the County staff member(s) who act(s) as the local representative(s) of the collective bargaining unit(s) which are recognized by the Employer (see Section B-3.0 of this *Manual*).
  - c. Persons within collective bargaining units may make advance application for vacant positions within a collective bargaining agreement by submitting a written statement outlining the person's desire for transfer/promotion into the vacancy along with a summary of his/her qualifications for this position.
  - d. As stated above, for such collective bargaining unit vacancies, the Employer will give due consideration to applications received from internal candidates prior to giving consideration to applications received from external candidates:
    - 1) A screening of all internal applicants will be done in order to determine interview candidates for the position. As part of this screening process, the official County personnel record of each internal applicant will be reviewed.
    - 2) After interviews have been conducted and when it has been determined that internal applicants meet the prerequisites for the position and where their experience, qualifications, work history and abilities are relatively equal, the applicant with the most seniority will be selected for the position.
    - 3) When it has been determined that no internal applicants meet the prerequisites for the position, the Employer reserves the right to fill the vacancy from external applicants.
  - e. Employees from other collective bargaining units of the County who are selected to fill vacant positions in another collective bargaining unit may, subject to the approval of both Employers, transfer his/her seniority from one unit to another.
  - f. Temporary vacancies caused by leaves of absence or vacations will not be posted for fill, however, temporary transfers within or between departments may be made to fill such temporary vacancies.
3. Vacancies in positions not covered by a collective bargaining agreement:
    - a. The Employer will post the job vacancy announcement internally on official County bulletin boards at the same time that an external search for candidates commences.
    - b. At the time of posting, a courtesy copy of the job vacancy announcement will be provided to each County department. A courtesy copy may also be provided to the County staff member(s) who act(s) as the local representative(s) of the collective bargaining units which are recognized by the Employer (per Section B-3.0 of this *Manual*).
    - c. All candidates expressing an interest in the vacant position will be asked to provide a resume or work history and a completed County employment application form.

- 1) Candidates already on the County payroll will not be required to fill out a County employment application form provided a relatively current copy is on file in their official County personnel record.
  - 2) The official County personnel record of candidates who are on the County payroll will be reviewed as part of the job screening process.
- d. An interview process will be conducted to screen all applicants for the vacant position.

**D. Exceptions.**

1. Because of the unique nature of the relationship between the Employer and certain County staff positions, the following positions are exempt from the normal hiring process as delineated in this Section:

<u>Position</u>	<u>Elected Official/Hiring Official</u>
Undersheriff	Sheriff
Chief Deputy Treasurer	County Treasurer
Chief Deputy County Clerk	County Clerk
Chief Deputy Register of Deeds	Register of Deeds
Assistant Prosecutor	Prosecutor

2. Persons hired into the above outlined positions are appointed by their respective hiring official without regard to the job vacancy provisions of this Section. The employee in each of these positions serves at the pleasure of the respective elected official who reserves the right to revoke said appointment at any time.

3. .

**E. Recruitment.**

Vacancies on the County staff will be filled by one of the following methods:

1. **Promotion:** Insofar as practical and in the best interests of the Employer, vacancies shall be filled by promotion of regular full or part-time employees per the procedures outlined in this Section of the *Manual*. Factors that will be considered in determining an employee's eligibility for promotion will include:
  - a. Performance evaluations.
2. Supervisory recommendation(s).
3. Length of service with the County/seniority.
4. Testing (if required).
5. Evaluation of the applicant's qualifications, work history, abilities, skills, experience, motivation, judgement, adaptability, working and interpersonal relationships, aptitude for the position and potential for future growth.
6. Employees who are promoted into a new position will serve a six-month probation period during which the Employer may demote said employee back to his/her former classification and position. An employee may also exercise the right to voluntarily return to his/her former classification and position.
7. Employees who are promoted into a new position at a higher classification shall be placed at the appropriate step on that classification level so as to not create a loss in pay. Further step increases along the new classification range are discussed elsewhere in this *Manual*.

8. **Transfer.** A vacancy may be filled by transferring an employee from another position on the County staff.
9. **Demotion.** A vacancy may be filled by the demotion of an employee in accordance with the procedure for demotion as outlined in Sections B-8.0 and B-19.0 of this *Manual*.
10. **External Appointment.** When there are no qualified or interested employees on the County staff for a vacant position, an external search will be conducted to find a qualified candidate to fill the position.
11. **Temporary Appointment.** Occasionally an employee may be appointed on a temporary basis to fill a vacancy of known or limited duration or as an interim measure until a permanent appointment is made.
  - a. Temporary appointments must be approved in writing by the supervisor or hiring official (as defined in Section B-5.0.D of this *Manual*).
12. Employees who are temporarily assigned to a higher classification shall receive the appropriate higher rate of pay for the time worked in that higher classification and shall revert to their previous level of pay on completion of the temporary appointment.
13. **Re-employment.** A vacancy may be filled by the re-employment of a person who had previously separated from employment with the County.
14. **Summary.** Candidates for vacant positions on the County payroll are sought without residential or other arbitrary limitations which could restrict the recruitment of the best available candidate for the job. The County Administrator is responsible for conducting a vigorous and aggressive recruitment program utilizing all possible sources to the maximum extent possible in order to attract the most highly capable candidates for vacant positions.

**F. Candidate Screening.**

1. County Administrator.
  - a. When the prescribed recruitment deadline has passed, the Administrator will assemble all applicant files and present them to the hiring official (Elected Official or Department Head) for review and screening.
  - b. Any Sheriff's Office applicants who present their applications directly to the Sheriff's Office will have their applications date stamped by Sheriff's Office personnel.
2. The Hiring Official will review all applicants and select an appropriate number for further research and interview.

**G. Candidate Selection/hiring.**

1. **General.** Employment and promotion of personnel must be on the basis of merit, potential and suitability for the position. The qualifications of potential employees shall be measured against the written requirements and tasks of the position as established in the position description.
2. **Hiring Official:**
  - a. The supervisor (as listed in Section B-5.0.G of this *Manual*) has the final authority to hire or accept a person into a vacant position under his/her purview. The hiring official may be assisted by the County Administrator or other County

staff members as desired in completing the selection and hiring process.

3. The selected candidate is contacted by the hiring official and informed of their hiring, pending positive completion of the testing and checks described below in G.4. The hiring official must notify the Administrator's office in writing. The following information should be included in this correspondence regarding the new hire:
  - a. Full name.
  - b. Address.
  - c. Date of birth.
  - d. Social Security number.
  - e. Telephone number.
  - f. Start date.
  - g. Starting wage or salary level.
  - h. Any other considerations or conditions of hire.
4. **County Administrator.** Upon notification of the selected candidate, the office of the County Administrator will coordinate the appropriate testing and checks as required by the position, which can include:
  - a. Background check.
  - b. Medical screening for all employees.
  - c. Psychological testing (as designated in Section B-10.9 of this *Manual*).
  - d. Credit checks for any candidate selected for a position at classification level L4 or above that is involved with receipting in cash revenue as part of position description.

#### **H. Probationary Period.**

1. **Duration.** All newly appointed employees will serve a six-month probationary period.
2. **Purpose.** The purpose of this probationary period is to provide the employee and supervisor with the opportunity to become acquainted with each other and for the employee to become fully familiar with the duties, responsibilities and demands of the new position. Training that is required by the position may or may not be accomplished during this probation period.
3. **Termination.** Until an employee has completed the probationary period, he/she may be laid off, disciplined, terminated at the Employer's discretion without regard to B-9.0 the provisions of a collective bargaining agreement or contract/agreement without recourse to grievance or arbitration procedures.
4. **Seniority.** There will be no seniority between probationary employees.

#### **I. Personnel Files.**

1. **General.** A master personnel file is maintained by the County for each employee as follows:
  - a. Files for all personnel attached to the Sheriff's Office are maintained by the Sheriff.
2. Files for all other County offices are maintained by the County Administrator in his/her role as the County Personnel Officer.

3. **Responsibility.** Employees are responsible for notifying their respective personnel office (Sheriff or Administrator) of any changes to their tax status, address, telephone number, name, dependents and other pertinent information.
4. **Access.** Access to personnel files is limited to the personnel listed below and then only on a “need-to-know” basis:
  - a. County Administrator (Personnel Officer).
5. Senior Administrative Assistant to the County Administrator (Personnel Officer).
6. Employee’s supervisor and immediate supervisor (as defined in Section B-5.0 of this *Manual*).
7. Employee.
  - 1) May review his/her personnel file at any time by making an appointment with the Personnel Officer.
  - 2) May request in writing at any time that certain specified portions of his/her personnel record be released to a specified individual or organization.
8. County Commissioners (but only on a limited basis when information from a personnel record is required to support the decision-making process relative to a human resources matter affecting an employee or group of employees).

PROPOSED  
10-1-2020

**Personnel Management Policies**

**B-10.1 Equal Opportunity, Affirmative Action, and Age Requirements**

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County Board Approval: July 17, 1996; Amended October 7, 2020

- A. It is the policy of Wexford County to:
  - 1. Provide equal employment opportunities for qualified persons.
  - 2. Promote the full realization of equal employment opportunity through a positive and continuing program of awareness.
  - 3. Prohibit discrimination, in accordance with State and Federal law, in hiring and advancement of its employees because of race, color, religion, national or ethnic origin, sex, marital status, age as well as any other criteria prohibited by law.
- B. The Wexford County Board of Commissioners recognizes the possibility that formal and informal recruitment selections may unknowingly create barriers to equal opportunity for employment by all categories of citizens within the boundaries of the County. The County will, on a continuing basis:
  - 1. Evaluate its recruitment and selection procedures with the goal of eliminating any such inequalities.
  - 2. Continuously monitor its management of employees to ensure that the tenets of this Section of the *Manual* are fully enforced.
- C. Wexford County complies with all State and Federal Child Labor Laws.
- D. It is the policy of Wexford County not to discriminate against individuals applying for County positions or employees in its work force on the basis of age.

PROPOSED  
10-1-2020

PROPOSED  
10-1-2020

**Personnel Management Policies**

**B-10.4 Nepotism**

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County Board Approval: July 17, 1996; Reviewed October 7, 2020

**A. General.**

1. No person shall be hired or compensated in a department where they have a close personal relationship, close business relationship or are in any other way closely related to or dependent upon another employee where one employee will be put in a position to depend upon the other for his/her success in County employment.
2. A Department Head, whether appointed or an Elected Official, shall not hire or compensate any person who would be under his/her supervision who is either an immediate family member or immediate relative of the Department Head.

**B. Definitions.**

1. Close personal relationship: Natural, adopted, step- or foster relationship.
2. Immediate family member: A person's spouse, children, stepchildren, parents, stepparents, grandparents, siblings or in-laws.
3. Immediate relative: A person's cousin, niece or nephew.

PROPOSED  
10-1-2020

PROPOSED  
10-1-2020

PROPOSED  
10-1-2020

## Personnel Management Policies

### **B-10.7 Standard Workweek and Overtime**

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County Board Approval: October 16, 1996; Amended December 15, 1999; July 5, 2000; Amended October 7, 2020

#### **A. Standard Workweek.**

1. When required, the employer may redefine or change the official County workweek for any position, classification, department, or work group category subject to existing employment contracts.
2. Standard County office hours of operation are from 8:30 a.m. to 5:00 p.m., Monday through Friday. In support of this schedule, the normal work week for County employees will be 37.5 hours for regular full-time employees, except as noted below.
3. All County employees, regardless of work group category or classification, are entitled to 2 fifteen-minute work breaks per day: 1 during the first half of the shift and 1 during the second half of the shift. These work breaks are not cumulative and may not be combined with the 60-minute meal period or with quitting time.
4. Likewise, all County employees, regardless of work group category or classification, are entitled to a one 60-minute meal period (unpaid time) which will be scheduled by the appropriate supervisor. Sheriff's Office watch and shift personnel are governed by separate meal period arrangements as outlined in the Sheriff's Office procedures manual.
5. Elected officials, non-elected Department Heads, and supervisors will arrange work schedules so that offices are appropriately staffed during scheduled hours of operation and so that regular full-time employees achieve a 37.5 hour work week.
6. Exceptions to the 37.5 hour work week are:
  - a. Sheriff's Office (road patrol, jail, clerical, etc.)
  - b. Central Dispatch
  - c. Animal Control
  - d. County Maintenance personnel.
  - e. Community Corrections
7. County personnel assigned to managerial and supervisory positions and who are paid using the Management salary scale will normally work the same hours as the employees that they generally supervise.

#### **B. Overtime.**

1. It is the policy of the Board of Commissioners that employees of the County receive a full day's pay for a full day's work and that the work of the County be so organized so as to avoid the necessity for overtime hours.
2. Notwithstanding the above mentioned policy, it is recognized that certain County governmental operations (such as tax roll preparation, tax collections, election operations, emergency events involving law enforcement/public safety personnel, preparations for audits and for budgets, etc.) will require the use of overtime hours to ensure proper and timely accomplishment of required work in support of these events.
3. Overtime defined: all official work or business performed that is in excess of the standard work period (week or day, as applicable) is considered overtime.

4. Authority to grant overtime: Only the County Administrator or supervisory County staff personnel (that is, Elected Officials and non-elected Department Heads) have the authority to approve overtime.

**C. Compensation for Overtime.**

1. For those employees who are eligible for overtime compensation (that is, overtime pay) under the Fair Labor Standards Act, supervisory approval and direction to work overtime must be coordinated in advance of performing the overtime.
2. Overtime is compensated at the rate of 1.5 times the regular hourly wage.
3. Employees filling the following positions, as defined in the classification schedule, are not eligible for overtime:
  - a. Elected Officials.
  - b. Salaried staff personnel (that is, professional and managerial personnel on the County staff who are paid using the management salary scale).
  - c. Exceptions:
    - 1) Salaried personnel who are subject to Union contract conditions will be compensated for overtime per agreed upon contract stipulations. If no overtime stipulations exist in the contract, then the conditions set forth in this policy apply.
    - 2) Salaried staff personnel employed by the Courts who, as a part of their regular employment duties, are required to be on call to respond on a 24 hour basis, when compensatory time off is impractical, may receive payment for work outside of and in addition to their normal work period with the approval of the Judge at a rate determined and set annually. The Court shall include an overtime line item in the Court's budget to provide for payment of this overtime so incurred and approved.
    - 3) Contracted services: Salaried personnel in the Sheriff's Office organization are eligible for and may be paid for services in support of contractual services in accordance with procedures outlined in the Department Manual. This is not a payment for overtime, rather it is a payment for contracted County services that occur outside of and in addition to the officer's normal work period.

**D. Expenditure of Funds for Overtime Reimbursement.**

When it becomes necessary to reimburse employees for overtime worked, the following guidelines apply:

1. Only those departments with a budget line for overtime are authorized to pay for overtime work.
2. Overtime can routinely be paid only from those budget lines that have been funded for overtime payments by the Board of Commissioners (as part of the annual budget process).
3. In cases where a Department has an overtime budget line that either has not been funded or that has exhausted its approved level of overtime funds and overtime reimbursements are subsequently needed/projected, the cognizant supervisor must prepare a request and justification memo for review and approval by the standing Finance Committee.

**E. Official Travel as it Relates to Overtime.**

1. It is an employee's responsibility to keep current with all certifications required by his/her job in order to meet specific conditions of employment. Additionally, there may be other meetings, conferences, classes, etc., that County officials are required to attend to ensure that the County maintains proficiency in certain areas. In each of these instances, attendance at these events may involve travel to/from training sites, classes and conferences during hours other than normal hours of work.
2. Time spent traveling to/from training will be compensated as required by the Fair Labor Standards Act (FLSA).
  - a. Where possible, the supervisor will coordinate the travel time to occur during the employee's normal working hours where compensation will be made at the normal pay rate.
3. For required training when the employee must spend the night away from home, FLSA requires all time spent traveling during the employee's normal work time, even on regular days off (but excluding regular meal hours) to be compensated. Example: an employee must travel four (4) hours during a normal day off to attend a conference which begins at 9:00 the next day, a regular work day. That employee is entitled to be compensated for the travel time during his/her normal day off.
4. For required training that does not require an overnight stay, FLSA requires that all travel time (excluding meal periods and travel between home and the point of departure if the employee uses public transportation) to be compensated. Example: An employee is required to travel starting at 7:00 attend a meeting at 8:30. That employee is entitled to be compensated for travel time during this period.
5. Compensation rates (regular or overtime) are determined based on when the travel occurs (outside or inside of normal working hours) and the aggregate number of hours (work and travel) submitted for the particular pay period.

**Personnel Management Policies**

**B-10.8 Pre-Employment Physicals**

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County Board Approval: July 17, 1996; Reviewed October 7, 2020

- A. All applicants for employment with Wexford County shall be subject to a physical examination by a doctor so designated by the County.
- B. This examination is in no way considered a complete physical for the purposes of disease detection, but rather a summary physical for the purpose of determining the applicant's general health and suitability for employment in the position assigned.
- C. County employees who accept new positions within the County structure will require an update physical examination if the interval since their last regular physical examination exceeds five years or if the new position presents a significant change in physical activity over the employee's previous position.
- D. The record of the examination will be maintained by the doctor as part of the patient's file and a report will be made by the doctor to the County Administrator regarding the results of the examination and the applicant's suitability for the position.
- E. Pre-employment physical examinations will include a urinalysis drug screen test for all prospective hires.

PROPOSED  
10-1-2020

## Personnel Management Policies

### **B-10.9 Psychological Examinations**

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County Board Approval: July 17, 1996; Reviewed October 7, 2020

#### **A. General.**

Wexford County has standards for hiring persons and maintaining a workforce. These standards are designed to promote public service, minimize negative impacts on public safety and the enhance the welfare of citizens of the County. As part of these standards and in order to meet requirements of the State, candidates for employment with the County will be subject to psychological examination.

#### **B. Pre-employment Examination.**

1. As part of the pre-employment physical examination, applicants for employment with the County may be required to submit to a psychological examination the cost of which will be borne by the County.
2. Applicants for employment with the County will not be placed on hire should the results of the psychological exam be negative.

#### **C. Current employees.**

1. In the event that a current employee exhibits difficulty in the workplace, the Employer may require a psychological exam (at the Employer's cost) to determine the suitability of the employee for continued employment.
2. In the event that the results of the examination so indicate and the doctor who performed the examination so recommends, the employee may be placed on leave of absence pending resolution of the problem(s) identified during the psychological examination.
3. Such leave of absence shall be treated as a medical leave of absence and shall fall under the provisions of the appropriate collective bargaining agreement or the appropriate Sections of this *Manual*.

#### **D. Public Safety Employees.**

As may be provided by law or by policy of the Sheriff, employees of the Sheriff's Office may be required to undergo periodic psychological examination at the discretion of the Sheriff. Costs for these exams will be borne by the County.

#### **E. Employee Assistance.**

1. A County employee may request psychological counseling by way of the normal County medical benefits plan.
2. An employee who is placed on medical leave of absence as a result of a psychological examination will be required to be reexamined by a doctor (chosen by the Employer) prior to returning to work. Failure to submit to re-examination or to attend recommended counseling may be grounds for disciplinary action up to and including termination.

PROPOSED  
10-1-2020

## Personnel Management Policies

### **B-10.11 Political Campaigning**

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County Board Approval: July 17, 1996; December 3, 2003

- A. Partisan and nonpartisan political materials shall not be displayed or given out in any County building or property during the business hours of that building or property. This does not include bumper stickers displayed on vehicles parked on County property.
- B. Persons or groups assigned use of any meeting room after business hours may display materials not in violation of any State law, local code or ordinance, provided such materials are not affixed in such a manner that may cause damage to the building or property and provided that they are removed when the premise is vacated.
- C. Employees shall not engage in any partisan or nonpartisan political activity during those hours when they are being compensated for the performance of the employee's duties as member of the County staff.
- D. Political campaigning by any candidate is specifically limited to introduction of the candidate. This can be done by the candidate at Board of Commissioner Meetings under "Public Comment" and/or by any department manager or elected official. In the case of the latter, it is the responsibility of the Wexford County appointed or elected person to limit such political activity to introduction, only.

PROPOSED  
10-1-2020

## Personnel Management Policies

### **B-10.12 Employee Dress Code**

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County Board Approval: July 17, 1996; Amended October 7, 2020

#### **A. General**

It is the policy of the Wexford County Board of Commissioners that employees of the County dress appropriately during the normal business hours of the County. During normal business hours, employees are expected to present themselves in a clean and neat manner and to dress in accordance to the requirements of their position. Some employees will be subject to department-specific dress codes that may include style and color of uniform. Department managers will instruct their employees on the standards of dress within their department.

#### **B. Guidelines**

1. Persons engaged in office work are encouraged to dress in such a manner so as to present a positive image to the general public.
2. Appropriate dress is defined as clothing which is clean, neat, in good repair, and which presents a good appearance to the general public.
3. Persons engaged in maintenance or similar work are authorized to wear coveralls and/or work shirts and pants as well as whatever protective devices (such as goggles, gloves, etc.) as required by law and the work at hand.
4. Employees should use common sense rules in neatness, good taste, and comfort.
5. Provocative clothing is prohibited, as are extreme fads.
6. Skirts/Shorts must be a sensible length.
7. Clothing should not constitute a safety hazard.
8. A manager may require an employee to leave the workplace, without pay, if the employee's attire or appearance is inappropriate. The employee will not be compensated for their time away from the workplace and they must return to work as soon as possible.

## Personnel Management

### **B-14.3 Health Insurance**

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County Board Approval: July 17, 1996; Amended October 6, 2004; December 1, 2004; July 3, 2013; January 4, 2017; December 6, 2017; May 16, 2018; March 20, 2019; December 4, 2019; Amended October 7, 2020

#### **A. General.**

1. The County currently provides a health insurance program for eligible non-union, full-time County employees and elected officials, and members of the eligible employee/official's immediate family. Eligible full-time employees and elected officials may participate in the group insurance program no earlier than the first (1st) day of the premium month following the commencement of employment with the Employer in a full-time position or at a date thereafter that may be established by the insurance. All employees/officials covered under the health insurance will be required to contribute a portion of the premium share through payroll deduction as determined by the Board of Commissioners. The terms of the insurance policies control the benefits provided thereunder and the employee/official's eligibility for benefits. The County reserves and retains the unilateral right to amend or terminate any benefit, benefit level, county contribution or benefit plan. In the event any conflict between this summary and the plan documents, the plan documents control. Union employees' benefits are controlled by the respective collective bargaining agreements.
2. Current extensions and limitations on eligibility:
  - a. Employees/officials who receive "payment in lieu of coverage" are not eligible to enroll or purchase dental and vision through the County, but are allowed to purchase other ancillary insurance products offered through the County if there is no cost to the County.
3. Part time employees are not eligible to purchase vision, dental, or any other ancillary insurance products offered through the County.
4. An employee/official retiree may currently enroll in the County's health insurance, vision and dental plans, provided they pay 100% of the established monthly premiums to Wexford County. Eligible retirees must notify the County upon retirement of their wish to enroll in such coverages. The County reserves and retains the unilateral right to amend or terminate any retiree eligibility or benefit, benefit level, employer contribution or benefit plan. Retiree health, vision and dental eligibility and benefits are governed by the plan description and plan documents. In the event any conflict between this summary and the plan documents, the plan documents control. For health insurance coverage purposes, an employee retiree is defined as: "An employee with enough age and service time to qualify for a MERS retirement and/or Social Security benefits and who is immediately eligible to draw such benefits upon cessation of employment with the County".
5. Premiums are to be reviewed at least annually during budget preparation, with recommendations by the Administrator based on the insurance plan approved by the Board of Commissioners during the budget process.
6. Employees hired after October 7, 2020 shall only be eligible for the Health Savings Account (HSA) plan. Coverage will begin the 61st day after the employee's hire date.
7. Employees/officials who are eligible for health insurance coverage through the County and who elect to NOT enroll in the group medical insurance plan because they are eligible for coverage under another qualified group health insurance plan available to

their spouse and/or eligible dependents will be eligible to receive additional monthly compensation.

The amount of such monthly compensation may be fixed by the Board of Commissioners. Payments will be made once per month on the second paycheck in each month that the employee would otherwise be eligible for health insurance coverage. This option can only be exercised during open enrollment or a qualified event.

An employee/official must provide proof of insurance coverage under a qualified group plan for the employee/official and eligible dependents as defined or required by the Affordable Care Act or implementing regulations and complete all forms or certifications required by the County and under the Affordable Care Act for eligibility for such payments. An employee/official will not be eligible for payment in lieu of health insurance if such payment would violate the Affordable Care Act or implementing regulations, or cause the Employer to be subject to penalty or fine.

Should insurance coverage through the secondary source terminate for any reason, the employee should notify the County within thirty (30) days and re-enroll in the County health insurance program. Failure to timely notify the County may result in the ability to re-enroll being limited to the open-enrollment period.

An employee or official member who receives either “primary” or “dependent” coverage from the County shall not be eligible for any payment in lieu of coverage

8. Special Conditions: Health insurance coverage for spouses or dependents may be changed during the course of the insurance program year at times other than the open enrollment, if such a change is a ‘qualified event’:

- Marriage
- Death
- Divorce
- Birth
- Change in hours

Significant increase in cost of current coverage (of spouse) and creates a financial burden. When such an event occurs, the employee/official has a 30-day window of opportunity to make the necessary change. Failure to comply with this timeframe will result in being required to wait for the annual open enrollment period. All changes must be requested in writing and sent to the County Administrator. The employee/official is to follow up the request to be sure it has been received and processed.

9. Health Savings Account (HSA) County Contribution

The County’s annual contribution to the Health Savings Accounts of participating employees shall be credited or deposited to each participating employee’s HSA in four equal pro-rata quarterly deposits to occur on the first payroll of each quarter, being the months of January, April, July and October.

The first HSA payment for a new employee will be prorated based on the employee’s hire date and will be credited or deposited to the employee’s HSA with the first appropriate payroll following the start of insurance coverage.

**B. COBRA.**

Under the Consolidated Omnibus Budget Reconciliation Act of 1986, upon leaving employment with the County, an employee may purchase for himself/herself and his/her family, group health insurance for a period of 18 months (and in some situation for 36 months). Premium payments required for his insurance coverage will be made to the Office of the Wexford County Treasurer.

1. When an employee qualified for retirement, the employee has the following options:

Option #1 – Exercise COBRA rights and purchase existing coverage for 18 months. No other coverage will be available at the conclusion of COBRA rights.

Or...

Option #2 – Move immediately, if qualified as a “retiree” (as previously defined), into the retiree health care program.

If an employee terminates employment, he/she can only exercise Option #1. In all cases of exercising the COBRA option, the employee will be charged a 2% administration fee that will be added to his/her premium.

PROPOSED  
10-1-2020

## General Administrative, Management, and Operations

### **C-9.0 Collective Bargaining**

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County Board Approval: March 1, 2000; August 7, 2019; Reviewed on December 4, 2019, Amended October 7, 2020

#### **A. Purpose.**

The purpose of the Wexford County Collective Bargaining Policy is to establish a clear and consistent basis for the conduct of all collective bargaining to which the County may become a party. It is further to establish the County's basic bargaining organization and policy frame work within which County bargaining will be conducted.

#### **B. Collective Bargaining Philosophy.**

1. Initiative Approach. The Wexford County Board of Commissioners believes that an initiative approach to collective bargaining is, in the long run, most productive from an employer standpoint. In this approach, the Employer develops its own positions and seeks to negotiate from these positions. Using this approach, desired contract language is developed in advance concerning each of the Employers' positions. The County Board's fiduciary responsibility to the taxpayers of Wexford County can only be properly and faithfully discharged if this type of preparation is undertaken and completed well in advance of commencing negotiations.
2. Personnel Management System. The Wexford County Board of Commissioners believes that a unified and well-integrated personnel management system is desirable. Compliance with existing federal and state civil rights legislation requires the type of record keeping and monitoring that can best and most economically be provided through such a personnel management system. The County believes that the rights, perquisites and authorities of the various elected County Officers can be maintained in such a unified personnel management system, while still providing a management structure that is consistent with the increasingly complex employee relations and collective bargaining environment in which the County has been placed.
3. Organization Involvement. The County Board feels that the entire employer organization must be involved in the collective bargaining process. This includes County Commissioners, elected County officers and appointed County department heads. It is only through the cooperation of these County officials that their joint fiduciary responsibilities to the taxpayers can be faithfully discharged. The County Board draws an important distinction between the negotiating process and the bargaining process. The bargaining process is defined as the establishment of the limits within which the negotiating team must operate and in setting specific objectives toward which the efforts of the negotiating team is directed. The County Board feels that negotiating is a process carried on within specific guidelines set down by the bargaining decision makers. It is an effort best conducted by a small, cohesive, well-prepared, designated negotiation team.
4. Classification / Compensation System. The County intends to maintain pay ranges which are consistent with the economic and financial position of the County, yet competitive with those paid by other public and private labor market employers for comparable work.
5. Role of the Negotiating Team. The negotiation team will consist of the Chair of the Board, the Chair of the Human Resources and Safety Committee, civil counsel, the County Administrator, and the relevant department head are authorized to negotiate with labor union representatives on behalf of the Board, however, unless previously delegated, the authority for final approval of union contracts and/or agreement(s) with bargaining

units remains under the purview of the full Board. Once the negotiation process has been entered and both the employer and employees are actively engaged in attempting to secure the best possible terms for their respective groups, close cooperation by all parts of employer organization becomes critical. It is important to leave negotiating to the Collective Bargaining Team. It is important to avoid falling victim to the “end run” tactics practiced by some organizations representing public employees. This is a situation in which the union seeks to avoid dealing with the Collective Bargaining Team on difficult issues by going around them and dealing directly with policy people.

The Wexford County Board believes that it is critically important for no member of the employer organization to discuss bargaining/negotiating issues with members of the employee negotiating team or any member of the union after bargaining has commenced. Similarly, public statements should be made only in accordance with procedures agreed upon in advance by all sectors of the employer organization. Preparation and careful execution of plans which have been reviewed and are acceptable to the entire employer organizations are the best tools the employer has in achieving its objectives and protecting legitimate taxpayer interests in the collective bargaining process.

6. Media Relations. See Attachment 1 to this policy for a sample of a Media Relations Agreement, which could be used during the collective bargaining process.

**C. Collective Bargaining Authority and Guidelines.**

The Wexford County Board of Commissioners has recognized that the faithful discharge of its fiduciary responsibility to the taxpayers of Wexford County necessitates early and careful preparation for the collective bargaining agreement negotiations. The Public Employment Relations Act (Public Act 336 of the Michigan Public Acts of 1947, as amended) requires that negotiators must bargain in good faith. Bargaining in good faith being defined as being empowered to negotiate on wages, fringe benefits, hours and conditions of employment. The Board of Commissioners must give direction to the Collective Bargaining Team, which must be available on very short notice at critical points in the bargaining process.

1. The Collective Bargaining Team is authorized and directed to negotiate on behalf of the Board, wages, fringe benefits, hours and conditions of employment subject to the general policy and economic guidelines established by the Board.
2. The Collective Bargaining Team is directed to meet with elected County officers as appropriate to each bargaining unit to ascertain their desires with respect to forthcoming negotiations and secure authorization to negotiate on their behalf as well as the County Board of Commissioners.
3. The Board reserves the rights, and recognizes the rights of County officers, to review and approve or disapprove the tentative collective bargaining agreement negotiated by the Collective Bargaining Team.
4. Any collective bargaining agreement relating to employees of the Wexford County which is tentatively agreed upon during negotiations shall be subject to final approval by the Wexford County Board of Commissioners.
5. All union wage and benefit increases shall be specifically conditioned on contract language that only makes them effective when and if the new agreement is signed by the union.

**Attachment (1) - Sample Media Relations Agreement**

Between the \_\_\_\_\_, the Wexford County \_\_\_\_\_ and the Wexford County Board of Commissioners.

\_\_\_\_\_ Negotiations

It is hereby agreed among the above parties that during the period of negotiations pertaining to renewal of the collective bargaining agreement now in force, that no public statement will be issued by either party as to the state of the negotiations or any matters under discussion at the negotiations except as follows:

1. If either party to the negotiations should deem it essential to communicate with the media, it will communicate this need to the other party in writing.
2. Each party shall exercise full rights to release information to the media forth eight (48) hours after written notice has been received by the other party's chief negotiator (or his designee). Courtesy copies of the full text of all releases will accompany such notice.

For the Union

For Wexford County

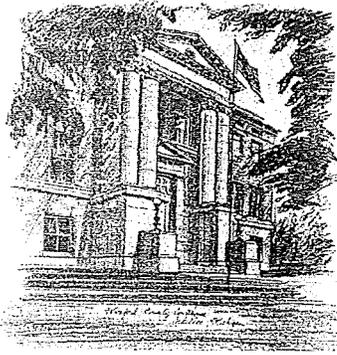
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



OFFICE OF  
**WEXFORD COUNTY  
REGISTER OF DEEDS**

437 E. DIVISION  
P.O. BOX 303  
CADILLAC, MI 49601  
(231)779-9455 -FAX (231)779 5352

LORIE L. SORENSEN  
REGISTER

ROXANNE SNYDER, CHIEF DEPUTY  
ANN NEYER, DEPUTY  
SHARON ELLENS, DEPUTY

Received by Wexford County

AUG 31 2020

Administration Office

August 31, 2020

Wexford County Board  
Gary Taylor, Chairman  
Janet Koch, Administrator

I would like to be considered for the Wexford County Remonumentation Grant Administrator effective January 1, 2021. I have a knowledge of the program and have worked with Lorie Sorensen in the past in preparing contracts and letters for the Surveyors and Peer group, as well as working directly with the Surveyors.

I appreciate your consideration in this matter.

Sincerely,

Roxanne Snyder  
Chief Deputy, Register of Deeds



OFFICE OF  
**WEXFORD COUNTY  
REGISTER OF DEEDS**

437 E. DIVISION  
P.O. BOX 303  
CADILLAC, MI 49601  
(231)779-9455 FAX (231)779-5352

LORIE L. SORENSEN  
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ROXANNE SNYDER, CHIEF DEPUTY  
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ANN NEYER, DEPUTY

Received by Wexford County

AUG 31 2020

August 31, 2020

Administration Office

Wexford County Board  
Gary Taylor, Chairman  
Janet Koch, Administrator

As current Remonumentation Administrator I would like to recommend Roxanne Snyder as the next Wexford County Remonumentation Administrator, effective January 1, 2021. Roxanne is very familiar with the terms, paperwork, and the time sensitive calendar. Roxanne has also worked with the County Surveyor and knows the surveyors who work in our County. This transition is a perfect fit.

The State Remonumentation Program recently sent out the total grant monies available per County for the program. I would like to start training my replacement on the 2021 Grant and Budget.

I appreciate your attention in this matter and the support for Roxanne Snyder.

Sincerely,

Lorie L. Sorensen  
Register of Deeds  
Remonumentation Administrator  
Plat Board Administrator

Minutes of a regular meeting of the Wexford County Board of Commissioners, held at the Wexford County Courthouse, 437 E. Division St., Cadillac, Michigan on the seventh day of October, 2020, at 4:00 p.m.

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following preamble and resolution were offered by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_.

**RESOLUTION NO. 20-21  
RESOLUTION DESIGNATING THE REGISTER OF DEEDS, ROXANNE SNYDER  
AS THE GRANT ADMINISTRATOR FOR THE REMONUMENTATION PROGRAM**

**WHEREAS**, Wexford County wishes to continue participating in the Remonumentation project, pursuant to Public Act 345 of 1990; and

**WHEREAS**, Ms. Lorie Sorensen, Register of Deeds, is currently fulfilling the duties of Remonumentation Grant Administrator on behalf of Wexford County; and

**WHEREAS**, Ms. Lorie Sorensen is retiring effective December 31, 2020; and

**WHEREAS**, Ms. Roxanne Snyder, effective January 1, 2021, will assume the position of the Register of Deeds and is seeking appointment to fulfill the duties of the Remonumentation Grant Administrator on behalf of Wexford County; and

**WHEREAS**, the Register of Deeds Office is an appropriate department for administration of the Remonumentation Grant; and

**WHEREAS**, in the event the Register of Deeds ceases to perform the duties as Grant Administrator, then the compensation, if any, shall also be eliminated; and

**WHEREAS**, the Board of Commissioners, by resolution, may repeal the additional duties and compensation as noted above.

**NOW, THEREFORE, BE IT RESOLVED** that the Wexford County Board of Commissioners effective January 1, 2021 hereby designates Ms. Roxanne Snyder, Register of Deeds, as the Wexford County Remonumentation Grant Administrator, pursuant to Public Act 345 of 1990.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS;

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Gary Taylor, Wexford County Board of Commissioners

\_\_\_\_\_  
Alaina M. Nyman, County Clerk

STATE OF MICHIGAN     )  
                                  )ss  
COUNTY OF WEXFORD    )

I hereby certify that the forgoing is a true and complete copy of the Resolution 20-21 adopted by the County Board of Commissioners of Wexford County at a regular meeting held on October 7, 2020, and I further certify that public notice of such meeting was given as provided by law.

\_\_\_\_\_  
Alaina M. Nyman, County Clerk

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**BOARD OF COMMISSIONERS AGENDA ITEM**

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**FROM:** Finance Committee  
**FOR MEETING DATE:** October 7, 2020  
**SUBJECT:** Council on Aging Draft 2021 Budget

**SUMMARY OF ITEM TO BE PRESENTED:**

The agreement providing for the Council on Aging to administer the Senior Services millage requires the BOC to approve their proposed budget before millage monies are released.

The COA's 2021 proposed budget is attached for consideration and recommendation.

**RECOMMENDATION:**

The Finance Committee suggests that the full board approve the Fiscal Year 2021 Council on Aging budget.

**Wexford County Council on Aging  
Annual Consolidated Budget  
For the Year Ended December 31, 2021**

Item #		Approved 2020 Budget	2021 Proposed Budget	AS of 9/8/20
	<b>Revenues</b>			
	Local Revenues	<b>1,263,934</b>	<b>1,261,260</b>	
#1	Millage	990,000	1,028,288	
	Personal Property			
	Reimbursement	-	0	
	Contributions	4,000	7,500	
#2	Silver Care	51,116	67,545	
	Senior Expo	13,100	0	
#3	Cost Share	124,330	79,661	
#4	Veteran's Home Care	7,752	4,915	
	MMAP/MIPPA	30,000	30,000	
#5	Veteran's Administration	12,726	12,784	
#6	Advertisement	5,820	5,820	
	Interest	5,000	5,000	
#7	COA Foot Clinics	3,790	3,368	
#7	Clinic Foot Care	10,800	10,880	
#8	<b>Other Local Revenues</b>	500	500	
	 SNAG IN/OUT Not Budgeted	 5,000	 5,000	
	<b>State Revenues</b>	<b>232,855</b>	<b>247,846</b>	
#9	AAA Medicaid Waiver	81,140	61,033	
#10	NHC Medicaid Waiver	19,050	45,512	
#11	AAA Care Management	43,994	55,297	
#12	DHS	53,000	52,992	
	NLCMH ADC Grant	14,500	14,500	
	AAA ADC Grant	12,867	12,867	
#14	MOW Svc Assmnts	4,704	5,544	
	Other State Revenue	3,600	100	
#15	Tranfer from Depr. Reserve	7,300		
	Transfer from Fund Balance		104,075	
	<b>Total Revenues</b>	<b>1,504,089</b>	<b>1,613,181</b>	
	<b>Expenditures</b>			
#16a	Program Salaries and Wages	850,851	919,096	
#16b	Executive Wages	63,606	64,875	
	Social Security Tax	54,541	58,143	
	Medicare Tax	12,756	13,598	
#17	Unemployment Tax	15,163	15,163	
#18	<b>Employee Benefits</b>			
	Health Insurance	71,395	62,007	
	HRA	15,000	5,000	
	Retirement Employer 2%	18,601	19,679	
	Cell Phone	5,220	5,220	
	Worker's Compensation			
#19	Insurance	16,955	16,955	
#20b	Contracted Srvs (Sn Plowing)	35,000	46,000	
#20a	Contracted Srvs (MOW DB)	7,300	0	
#20c	Contracted Srvs (Lawn)	-	31,955	
	RFP		94,000	
#20d	Contracted Srvs (Sr. Compain)	20,910	0	
#20e	Contracted Srvs (MOW)	20,910	0	
#20F	Contracted Srvs. (Manton Sr)	25,000	0	
#20G	Contracted Srvs (Cadillac Sr)	26,000	0	

#21	<b>Professional Fees</b>		
	Tasc Claim Fees & Admin	1,480	1,200
	CIC Benefit Fees	1,800	3,000
	Occupational Injury Claims	1,900	1,300
	BCB Audit	7,500	7,500
	Retirement Admin Fees	2,000	1,650
	Recruit/Emp Fees	3,000	3,000
	Office Supplies	12,600	17,000
#22	Food Supplies	1,200	2,500
#23	Janitorial/Operating Supplies	6,480	15,000
	Sr. Expo	8,500	0
#24a	Liability Insurance & Bonds	9,959	9,959
#24b	Automobile Insurance	1,673	1,673
#25a	Telephone & Internet Svc Fees	9,300	9,300
#25b	Postage	6,100	7,167
#25c	Software Service Fees	15,000	12,000
#28a	COA Utilities - Electric	5,874	2,543
	COA Utilities - Haring Water	234	234
	COA Utilities - Natural Gas	3,000	4,777
	COA Utilities - Trash Removal	820	820
#286	Day Break Utilities - Electric	1,250	750
	DB Utilities - Water & Sewer	360	400
	DB Utilities - Natural Gas	900	1,000
	DB Utilities - Trash Srv	300	300
#28c	Day Break Automobile Fuel	1,400	1,400
#28d	Lease Expense	8,900	8,900
	Day Break Repairs & Maintenance	6,000	7,106
#29a	Computer/Office Equip Repairs & Maintenance	4,700	9,000
#29b	Indoor Cleaning and Maintenance	3,500	3,500
#29c	Outdoor Maintenance	8,000	6,000
#29d	Dues and Subscriptions	740	500
#30a	Marketing and Publicity	2,000	1,900
#30b	Bad Debt Expense	1,000	500
#30c	Mileage - Homecare & Admin	55,000	45,000
#31a	Community Outreach (Meals & Conf.)	1,500	1,200
#31b	Continuing Education	5,000	2,500
#31c	Staff Training and Recognition	500	500
#32a	Depreciation/Equipment	14,110	14,110
	<b>Special Projects</b>		
	Volunteer Transpt (CWTA)	17,300	17,300
	P.E.R.S. & Med Box	4,000	4,000
#32b	Sign Project	500	500
	<b>SNAG (Sr. Apprec Not Budgeted item IN/OUT \$5,000)</b>	5,000	5,000
#32d	Miscellaneous Expenses	4,500	4,500
	<b>Cash Reserve Account</b>		25,000
	<b>Total Expenditures</b>	<b>1,504,088</b>	<b>1,613,181</b>

**Increase(Decrease) in Net Assets**

**0 0**

**0**

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**BOARD OF COMMISSIONERS AGENDA ITEM**

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**FROM:** Finance Committee  
**FOR MEETING DATE:** October 7, 2020  
**SUBJECT:** Emergency Management Performance Grant Agreement  
FY 2020

**SUMMARY OF ITEM TO BE PRESENTED:**

The Emergency Management Performance Grant Agreement for FY 2020 is attached for consideration along with Resolution 20-22 supporting the grant. This grant will cover 34.83% of the ER Manager's salary and fringe benefits.

This grant is advantageous to the County by permitting the County the ability to apply for all other grants.

**RECOMMENDATION:**

The Finance Committee recommends the full board approve the resolution in support of the EMP Grant and the grant itself.

Minutes of a regular meeting of the Wexford County Board of Commissioners, held at the Wexford County Courthouse, 437 E. Division St., Cadillac, Michigan on the seventh day of October 2020 at 4:00 p.m.

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following preamble and resolution were offered by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_.

**RESOLUTION NO. 20-22  
APPROVING THE AGREEMENT BETWEEN MICHIGAN DEPARTMENT OF STATE POLICE  
AND WEXFORD COUNTY FOR THE EMERGENCY MANAGEMENT PERFORMANCE GRANT  
(EMPG) AGREEMENT**

**BE IT RESOLVED**, that the Wexford County Board of Commissioners approves the agreement between the Michigan Department of State Police and Wexford County for Contract/Grant No: EMC-2020-EP-00005, effective October 1, 2019 through September 30, 2020, on this date of October 7, 2020.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

**RESOLUTION DECLARED ADOPTED.**

\_\_\_\_\_  
Gary Taylor, Chairman, Wexford County Board of Commissioners

\_\_\_\_\_  
Alaina M. Nyman, County Clerk

STATE OF MICHIGAN        )  
  ) ss.  
COUNTY OF WEXFORD     )

I hereby certify that the foregoing is a true and complete copy of Resolution 20-22 adopted by the County Board of Commissioners of Wexford County at a regular meeting held on October 7, 2020, and I further certify that public notice of such meeting was given as provided by law.

\_\_\_\_\_  
Alaina M. Nyman, County Clerk

Michigan State Police  
Emergency Management  
and  
Homeland Security  
Division



Grant Agreement

**FEDERAL AWARD IDENTIFICATION**

SUBRECIPIENT NAME	GRANT NAME	CFDA NUMBER
County of Wexford	Emergency Management Performance Grants	97.042
SUBRECIPIENT IRS/VENDOR NUMBER	FEDERAL AWARD IDENTIFICATION NUMBER (FAIN)	FEDERAL AWARD DATE
072584741	EMC-2020-EP-00005	7/9/2020
SUBRECIPIENT DUNS NUMBER	SUBAWARD PERFORMANCE PERIOD	FROM TO
38-6007337	10/1/2019	9/30/2020
RESEARCH & DEVELOPMENT	<b>Funding</b>	<b>Total</b>
	Federal Funds Obligated by this Action	\$9,393
INDIRECT COST RATE	Total Federal Funds Obligated to Subrecipient	\$9,393
	Total Amount of Federal Award	\$9,073,402
FEDERAL AWARD PROJECT DESCRIPTION		
2020 Emergency Management Performance Grants		
DETAILS		
The 2020 EMPG allocation is 34.83% of the Subrecipient's emergency program manager's salary and fringe benefits. A cost-match is required under this program. The Federal share used towards the EMPG budget shall not exceed 50 percent of the total budget.		
FEDERAL AWARDDING AGENCY	PASS-THROUGH ENTITY (RECIPIENT) NAME	
Federal Emergency Management Agency Grant Operations 245 Murray Lane – Building 410, SW Washington DC 20528-7000	Michigan State Police Emergency Management and Homeland Security Division PO Box 30634 Lansing, MI 48909	

# State of Michigan FY 2020 Emergency Management Performance Grant Grant Agreement

October 1, 2019 to September 30, 2020

CFDA Number: 97.042 Grant Number: EMC-2020-EP-00005
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This Fiscal Year (FY) 2020 Emergency Management Performance Grant (EMPG) grant agreement is hereby entered into between the Michigan Department of State Police, Emergency Management and Homeland Security Division (hereinafter called the Recipient), and the

**COUNTY OF WEXFORD**  
(hereinafter called the Subrecipient)

## I. Purpose

The purpose of this grant agreement is to provide federal pass-through funds to the Subrecipient for the development and maintenance of an emergency management program capable of protecting life, property, and vital infrastructure in times of disaster or emergency.

The FY 2020 EMPG program plays an important role in the implementation of the National Preparedness System (NPS) by supporting the building, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal of a secure and resilient Nation. The objective of the NPS is to facilitate an integrated, all-of-nation/whole community, risk driven, capabilities-based approach to preparedness.

In support of the National Preparedness Goal, the FY 2020 EMPG supports a comprehensive, all-hazard emergency preparedness system to build and sustain core capabilities across the Prevention, Protection, Mitigation, Response, and Recovery mission areas.

For more information on the NPS, federally designated priorities, and the FY 2020 EMPG objectives, as well as guidance on allowable costs and program activities, please refer to the FY 2020 EMPG Notice of Funding Opportunity (NOFO) and the FEMA Preparedness Grants Manual located at <https://www.fema.gov>.

## II. Statutory Authority

Funding for the FY 2020 EMPG is authorized by Section 662 of the *Post-Katrina Emergency Management Reform Act of 2006* (PKEMRA), as amended, (Pub. L. No. 109-295) (6 U.S.C. § 762); the *Robert T. Stafford Disaster Relief and Emergency Assistance Act*, as amended (Pub. L. No. 93-288) (42 U.S.C. §§ 5121 et seq.); the *Earthquake Hazards Reduction Act of 1977*, as amended (Pub. L. No. 95-124) (42 U.S.C. §§ 7701 et seq.); and the *National Flood Insurance Act of 1968*, as amended (Pub. L. No. 90-448) (42 U.S.C. §§ 4001 et seq.).

Appropriation authority is provided by the *Department of Homeland Security Appropriations Act, 2020*, (Pub. L. No. 116-93).

The Subrecipient agrees to comply with all FY 2020 EMPG program requirements in accordance with the FY 2020 EMPG NOFO located at <https://www.fema.gov/emergency-management-performance-grant-program>; the FEMA Preparedness Grants Manual Version 2 located at <https://www.fema.gov/grants>; the *Michigan Emergency Management Act* of 1976, as amended (Public Act 390) at <http://www.legislature.mi.gov/doc.aspx?mcl-Act-390-of-1976>; and the *Robert T. Stafford Disaster Relief and Emergency Assistance Act*, as amended (Pub. L. No. 93-288) (42 U.S.C. §§ 5121 et seq.) located at <http://www.fema.gov/robert-t-stafford-disaster-relief-and-emergency-assistance-act-public-law-93-288-amended>, and the *FY 2020 EMPG Agreement Articles Applicable to Subrecipients*. The *FY 2020 EMPG Agreement Articles Applicable to Subrecipients* document is included for reference in the grant agreement packet.

The Subrecipient shall also comply with the most recent version of:

- A. 2 CFR, Part 200 of the Code of Federal Regulations (CFR), *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* located at <http://www.ecfr.gov>.
- B. 44 CFR, Part 10, *Environmental Considerations*.

### III. Award Amount and Restrictions

- A. The **County of Wexford** is awarded **\$9,393** or 34.83% of the Subrecipients local emergency manager's salary and fringe benefits under the **FY 2020 EMPG**. The Subrecipient may receive less than the allocated amount if the Subrecipient's cost share (match) of wages and fringe benefits paid to the local emergency manager are less than the total allocation. The Subrecipient's EMPG program budget must be documented on the Local Budget for Emergency Management Performance Grant form (EMD-17).
- B. The FY 2020 EMPG covers eligible costs from October 1, 2019 to September 30, 2020. The funds awarded in the grant agreement shall only be used to cover allowable costs that are incurred during the agreement period. Grant funds shall not be used for other purposes. For guidance on allowable costs, please refer to the EMPG Appendix in the FEMA Preparedness Grants Manual.
- C. This grant agreement designates EMPG funds for the administration and oversight of an approved emergency management program. **The Subrecipient may utilize grant funds for the reimbursement of salary, overtime, compensatory time off, and associated fringe benefits for the local emergency manager, and up to 5% of the total allocation may be utilized for organization costs.** No other expenditures are allowed. If organization costs are claimed, a narrative must be submitted detailing the expenses that are included in these costs.
- D. The FY 2020 EMPG program has a 50% cost share (cash or in-kind) requirement, as authorized by the *Robert T. Stafford Disaster Relief and Emergency Assistance Act*, as amended, (Pub. L. No. 93-288) (42 U.S.C. §§ 5121 et seq.), specifically, Title VI, sections 611(j) and 613. Federal funds cannot exceed 50% of eligible costs. Unless otherwise authorized by law, federal funds cannot be matched with other federal funds.  
The Federal Emergency Management Agency (FEMA) administers cost sharing requirements in accordance with 2 CFR § 200.306. To meet matching requirements, the Subrecipient contributions must be reasonable, allowable, allocable, and necessary under the grant program and must comply with all federal requirements and regulations.  
See the FY 2020 EMPG NOFO and FEMA Preparedness Grants Manual for additional cost share guidance, definitions, basic guidelines, and governing provisions.

- E. All EMPG funded personnel must complete either the Independent Study courses identified in the Professional Development Series or the National Emergency Management Basic Academy delivered either by the Emergency Management Institute or a sponsored state, local, tribal, territorial, regional or other designated location and record proof of completion. All EMPG funded personnel must also participate in exercises consistent with the requirements outlined in the EMPG Guidebook and work agreement.

EMPG programs are required to complete a quarterly training and exercise report identifying training and exercises completed during the quarter. Guidance for accomplishing these requirements is provided by the Recipient.

- F. Upon request, the Subrecipient must provide to the Recipient information necessary to meet any state or federal subaward reporting requirements.
- G. In the event that the U.S. Department of Homeland Security (DHS) determines that changes are necessary to the award document after an award has been made, including but not limited to, changes to period of performance or terms and conditions, Subrecipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate Subrecipient acceptance of the changes to the award.

#### IV. Responsibilities of the Subrecipient

- A. **Grant funds must supplement, not supplant, state or local funds.** Federal funds must be used to supplement existing funds, not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be carefully reviewed in subsequent monitoring reviews and audits. Subrecipients may be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.
- B. The Subrecipient agrees to comply with all applicable federal and state regulations; the FY 2020 EMPG NOFO; the FEMA Preparedness Grants Manual Version 2; the *Agreement Articles Applicable to Subrecipients: Fiscal Year 2020 Emergency Management Performance Grants*, included with the grant agreement package for reference; and the EMPG Guidebook (EMD-PUB 208),
- C. The subrecipient shall not use FY 2020 EMPG funds to generate program income.
- D. In addition to this grant agreement, the Subrecipient shall complete, sign, and submit to the Recipient the following documents, which are incorporated by reference into this grant agreement:
  - 1. Subrecipient Risk Assessment Certification
  - 2. Standard Assurances
  - 3. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
  - 4. Audit Certification (EMD-053)
  - 5. Request for Taxpayer Identification Number and Certification (W-9)
  - 6. Other documents that may be required by federal or state officials
- E. Complete and submit quarterly work reports, the Quarterly Training and Exercise Worksheet, and the Annual Training and Exercise Plan Worksheet in accordance with the schedule outlined in the FY 2020 EMPG Work Agreement/Quarterly Report (EMHSD-31).
- F. Enact enabling legislation establishing the local emergency management program and ensure a copy of the local resolution or ordinance is on file with the Recipient.

- G. Appoint an emergency management program manager who is able to assume responsibility for the functions outlined in section 4 of the EMPG Guidebook.
- H. Provide the Recipient with a complete job description for the federally funded EMPG local emergency manager, including non-EMPG duties.
- I. Notify the Recipient immediately of any changes in the EMPG funded local emergency manager's position.
- J. The Subrecipient will contribute to the development and maintenance of the state's multi-year Training and Exercise Plan (TEP). This will include conducting exercises that comply with local, state, and federal requirements, including the Homeland Security Exercise and Evaluation Program (HSEEP) and the EMPG Guidebook, to accomplish this goal.
- K. Ensure the EMPG funded local emergency manager completes specific training as required by the annual EMPG Work Agreement.
- L. Have an approved and current emergency operations plan on file with the MSP/EMHSD District Coordinator.
- M. The Subrecipient agrees to prepare the form EMHSD-007 - EMPG Quarterly Billing Cover Sheet. The Subrecipient agrees to submit this form with supporting documentation, including all required authorized signatures and required reimbursement documentation to the appropriate MSP/EMHSD District Coordinator by the due date following the end of **each** quarter, as identified in FY 2020 Emergency Management Report Schedule. The most current EMHSD-007 form must be used and can be obtained from the MSP/EMHSD District Coordinator, or by visiting [www.michigan.gov/emhsd](http://www.michigan.gov/emhsd) under Grant Programs, EMPG, Grant Forms, Finance Forms.
- N. Comply with applicable financial and administrative requirements set forth in the current edition of 2 CFR, Part 200, including, but not limited to, the following provisions:
  - 1. Account for receipts and expenditures, maintain adequate financial records, and refund expenditures disallowed by federal or state audit.
  - 2. Retain all financial records, statistical records, supporting documents, and other pertinent materials for at least three years after the grant is closed by the awarding federal agency for purposes of federal and/or state examination and audit.
  - 3. Non-federal organizations which expend \$750,000 or more in all federal funds during their current fiscal year are required to have an audit performed in accordance with the Single Audit Act of 1984, as amended, and 2 CFR, Part 200.
- O. Comply with all reporting requirements, including special reporting, data collection, and evaluation requirements, as prescribed by law or program guidance.
- P. Maintain a valid Data Universal Numbering System (DUNS) number at all times during the performance period of this grant.
- Q. The Subrecipient must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff. The Subrecipient also agrees to require any subrecipients, contractors, successors, transferees, and assignees to acknowledge and agree to comply with these same provisions. Detailed information on record access provisions can be found in the *DHS Standard Administrative Terms and Conditions* located at <https://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions>, specifically in the DHS Specific Acknowledgements and Assurances on page 1.

- R. Subrecipients must carry out their programs and activities in a manner that respects and ensures the protection of civil rights for protected populations. These populations include but are not limited to individuals with disabilities and others with access and functional needs, individuals with limited English proficiency, and other diverse racial and ethnic populations, in accordance with Section 504 of the *Rehabilitation Act of 1973*, Title VI of the *Civil Rights Act of 1964*, and Executive Order 13347.

**V. Responsibilities of the Recipient**

The Recipient, in accordance with the general purposes and objectives of this grant agreement, will:

- A. Administer the grant in accordance with all applicable federal and state regulations and guidelines and submit required reports to the awarding federal agency.
- B. Provide direction and technical assistance to the Subrecipient.
- C. Provide to the Subrecipient any special report forms and reporting formats (templates) required for administration of the program.
- D. Reimburse the Subrecipient, in accordance with this grant agreement, based on appropriate documentation submitted by the Subrecipient.
- E. At its discretion, independently, or in conjunction with the federal awarding agency, conduct random on-site reviews of the Subrecipient(s).

**VI. Reporting Procedures**

- A. The Subrecipient agrees to prepare quarterly work reports using the FY 2020 EMPG Work Agreement/Quarterly Report (EMHSD-31) and submit them through EMHSD's online reporting tool by the due date following the end of **each** quarter. Reimbursement of expenditures by the Recipient is contingent upon the Subrecipient's completion of scheduled work activities. Reporting periods and due dates are listed in the FY 2020 EMPG Work Agreement/Quarterly Report (EMHSD-31). The FY 2020 EMPG Work Agreement can be located at [www.michigan.gov/emhsd](http://www.michigan.gov/emhsd) under Grants Programs, EMPG.
- B. If the Subrecipient fails to complete the scheduled work activities during a quarter, the Recipient will withhold reimbursement until either the work is completed, or the Deputy State Director of Emergency Management and Homeland Security approves a delay in the completion of the activity. Forfeiture of funds may result if scheduled work activities are not completed according to established deadlines.
- C. A Subrecipient that fails to complete the annual exercise requirements, as scheduled within the FY 2020 EMPG Work Agreement/Quarterly Report, may be ineligible for EMPG funding for that quarter and all subsequent quarters.
- D. The Subrecipient's failure to fulfill the quarterly reporting requirements, as required by the grant, may result in the suspension or loss of grant funding.

## VII. Payment Procedures

- A. The Subrecipient agrees to prepare the form EMHSD-007 - EMPG Quarterly Billing Cover Sheet. The Subrecipient agrees to submit this form with supporting documentation, including all required authorized signatures and required reimbursement documentation, to the MSP/EMHSD District Coordinator by the due date following the end of **each** quarter, as identified in FY 2020 Emergency Management Report Schedule. The most current EMD-007 form must be used and can be obtained from the MSP/EMHSD District Coordinator, or by visiting [www.michigan.gov/emhsd](http://www.michigan.gov/emhsd) under Grant Programs, EMPG, Grant Forms, Finance Forms.
- B. If the Subrecipient submits required quarterly reports that are late or incomplete, the reimbursement may not be processed until the following quarter. Forfeiture of funds may result if quarterly reports are not completed according to established deadlines.
- C. The Subrecipient agrees to return to the Recipient any unobligated balance of funds held by the Subrecipient at the end of the agreement period or handle them in accordance with the instructions provided by the Recipient.

## VIII. Employment Matters

The Subrecipient shall comply with Title VI of the *Civil Rights Act of 1964*, as amended; Title VIII of the *Civil Rights Act of 1968*; Title IX of the *Education Amendments of 1972 (Equal Opportunity in Education Act)*; the *Age Discrimination Act of 1975*; Titles I, II and III of the *Americans with Disabilities Act of 1990*; the *Elliott-Larsen Civil Rights Act*, 1976 PA 453, as amended, MCL 37.2101 *et seq.*; the *Persons with Disabilities Civil Rights Act*, 1976 PA 220, as amended, MCL 37.1101 *et seq.*, and all other federal, state and local fair employment practices and equal opportunity laws and covenants. The Subrecipient shall not discriminate against any employee or applicant for employment, to be employed in the performance of this grant agreement, with respect to his or her hire, tenure, terms, conditions, or privileges of employment; or any matter directly or indirectly related to employment because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, limited English proficiency, or handicap that is unrelated to the individual's ability to perform the duties of a particular job or position. The Subrecipient agrees to include in every contract or subcontract entered into for the performance of this grant agreement this covenant not to discriminate in employment. A breach of this covenant is a material breach of the grant agreement.

The Subrecipient shall ensure that no subcontractor, manufacturer, or supplier of the Subrecipient for projects related to this grant agreement appears on the Federal Excluded Parties List System located at <https://www.sam.gov>.

## IX. Limitation of Liability

The Recipient and the Subrecipient to this grant agreement agree that each must seek its own legal representative and bear its own costs, including judgments, in any litigation that may arise from performance of this contract. It is specifically understood and agreed that neither party will indemnify the other party in such litigation.

*This is not to be construed as a waiver of governmental immunity for either party.*

## X. Third Parties

This grant agreement is not intended to make any person or entity, not a party to this grant agreement, a third party beneficiary hereof or to confer on a third party any rights or obligations enforceable in their favor.

#### **XI. Grant Agreement Period**

This grant agreement is in full force and effect from October 1, 2019 to September 30, 2020. No costs eligible under this grant agreement shall be incurred before the starting date of this grant agreement, except with prior written approval. This grant agreement package consists of two identical grant agreements, simultaneously executed; each is considered an original having identical legal effect. This grant agreement may be terminated by either party by giving thirty (30) days written notice to the other party stating reasons for termination and the effective date, or upon the failure of either party to carry out the terms of the grant agreement. Upon any such termination, the Subrecipient agrees to return to the Recipient any funds not authorized for use, and the Recipient shall have no further obligation to reimburse the Subrecipient.

#### **XII. Entire Grant Agreement**

This grant agreement is governed by the laws of the State of Michigan and supersedes all prior agreements, documents, and representations between the Recipient and the Subrecipient, whether expressed, implied, or oral. This grant agreement constitutes the entire agreement between the parties and may not be amended except by written instrument executed by both parties prior to the grant end date. No party to this grant agreement may assign this grant agreement or any of his/her/its rights, interest, or obligations hereunder without the prior consent of the other party. The Subrecipient agrees to inform the Recipient in writing immediately of any proposed changes of dates, budget, or services indicated in this grant agreement, as well as changes of address or personnel affecting this grant agreement. Changes in dates, budget, or services are subject to prior written approval of the Recipient. If any provision of this grant agreement shall be deemed void or unenforceable, the remainder of the grant agreement shall remain valid.

The Recipient may suspend or terminate grant funding to the Subrecipient, in whole or in part, or other measures may be imposed for any of the following reasons:

- A. Failure to expend funds in a timely manner consistent with the grant milestones, guidance, and assurances.
- B. Failure to comply with the requirements or statutory objectives of federal or state law.
- C. Failure to make satisfactory progress toward the goals or objectives set forth in the annual EMPG Work Agreement.
- D. Failure to follow grant agreement requirements or special conditions.
- E. Failure to submit required reports.
- F. Filing of a false certification in the application or other reports or documents.

Before taking action, the Recipient will provide the Subrecipient reasonable notice of intent to impose corrective measures and will make every effort to resolve the problem informally.

#### **XIII. Business Integrity Clause**

The Recipient may immediately cancel the grant without further liability to the Recipient or its employees if the Subrecipient, an officer of the Subrecipient, or an owner of a 25% or greater share of the Subrecipient is convicted of a criminal offense incident to the application for or performance of a state, public, or private grant or subcontract; or convicted of a criminal offense, including, but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees; convicted under state or federal antitrust statutes; or convicted of any other criminal offense which, in the sole discretion of the Recipient, reflects on the Subrecipient's business integrity.

**XIV. Freedom of Information Act (FOIA)**

Much of the information submitted in the course of applying for funding under this program, or provided in the course of grant management activities, may be considered law enforcement-sensitive or otherwise critical to national security interests. This may include threat, risk, and needs assessment information; and discussions of demographics, transportation, public works, and industrial and public health infrastructures. Therefore, each Subrecipient agency Freedom of Information Officer will need to determine what information is to be withheld on a case-by-case basis. The Subrecipient should be familiar with the regulations governing Protected Critical Infrastructure Information (6 CFR, Part 29) and Sensitive Security Information (49 CFR, Part 1520), as these designations may provide additional protection to certain classes of homeland security information.

**XV. Official Certification**

**For the Subrecipient**

The individual or officer signing this grant agreement certifies by his or her signature that he or she is authorized to sign this grant agreement on behalf of the organization he or she represents. The Subrecipient agrees to complete all requirements specified in this grant agreement.

\_\_\_\_\_  
Subrecipient Name

\_\_\_\_\_  
Subrecipient's DUNS Number

**For the Chief Elected Official**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**For the Local Emergency Manager**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**For the Recipient (Michigan State Police, Emergency Management and Homeland Security Division)**

Capt. Kevin Sweeney, Commander  
\_\_\_\_\_  
Printed Name

Deputy State Director, Emergency  
Management and Homeland Security Division  
\_\_\_\_\_  
Title

  
\_\_\_\_\_  
Signature

8/26/20

\_\_\_\_\_  
Date

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**BOARD OF COMMISSIONERS AGENDA ITEM**

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**FROM:** Finance Committee  
**FOR MEETING DATE:** October 7, 2020  
**SUBJECT:** Emergency Management Performance Grant Application  
FY 2021

**SUMMARY OF ITEM TO BE PRESENTED:**

The Emergency Management Performance Grant Application for FY 2021 is attached for consideration. This application will cover approximately 34.83% of the ER Manager's salary and fringe benefits.

This application has various requirements, one being a quarterly report submitted by the Emergency Manager Travis Baker. This quarterly reporting should have language included in the application motion to allow the Chairman of the Board to sign the quarterly reports on behalf of the County rather than submitting the quarterly report to the BOC for approval every quarter.

**RECOMMENDATION:**

The Finance Committee recommends the full board approve the FY 21 EMPG Application along with certifying the Chairman to sign the quarterly reports on behalf of the County.

Michigan State Police  
Emergency Management and Homeland Security Division  
**FY 2021 Emergency Management Performance Grant  
Document Submission Checklist**

- September 30, 2020** – Annual Training and Exercise Plan Worksheet for 2021-2023
- October 15, 2020** – Initial Work Agreement, EMHSD-31 (Emergency Management Performance Grant Work Agreement/Quarterly Report), EMD-17 (Summary Request for Emergency Management Assistance Expenses), and Current Job Description.
- January 10, 2021** – EMHSD-31 (Emergency Management Performance Grant Work Agreement/Quarterly Report) and EMD-065 (Quarterly Training and Exercise Report)
- January 20, 2021** – EMD-007 – EMPG Quarterly Expenses Report.
- April 10, 2021** - EMHSD-31 (Emergency Management Performance Grant Work Agreement/Quarterly Report) and EMD-065 (Quarterly Training and Exercise Report).
- April 20, 2021** - EMD-007 – EMPG Quarterly Expenses Report.
- July 10, 2021** - EMHSD-31 (Emergency Management Performance Grant Work Agreement/Quarterly Report) and EMD-065 (Quarterly Training and Exercise Report).
- July 20, 2021** - EMD-007 – EMPG Quarterly Expenses Report.
- September 30, 2021** – Annual Training and Exercises Plan Worksheet for 2021-2023.
- October 10, 2021** - EMHSD-31 (Emergency Management Performance Grant Work Agreement/Quarterly Report) and EMD-065 (Quarterly Training and Exercise Report).
- October 20, 2021** - EMD-007 – EMPG Quarterly Expenses Report.

Michigan State Police,  
Emergency Management and Homeland Security Division  
FY 2021 Emergency Management Report Schedule

**Initial Work Agreement DUE: October 15, 2020**

- **Annual Training and Exercise Plan Worksheet for 2021-2023:** Submit an electronic copy to the training and exercise staff at msp-em@michigan.gov by **September 30, 2020**. Please contain the following information in the subject line: "EMD-006 [Jurisdiction Name]".
- **EMHSD-31: Emergency Management Performance Grant Work Agreement/Quarterly Report:** Submit Original and One (1) Copy to District Coordinator. Must include signatures.
- **EMD-17: Summary Request for Emergency Management Assistance Expenses:** Submit to District Coordinator. Must include signatures. Electronic copy is acceptable.
- **Current Job Description:** For federally EMPG funded employee on EMD 17. Submit to District Coordinator. Submit Two (2) Copies.

**First Quarter Report**

- **EMHSD-31: Emergency Management Performance Grant Work Agreement/Quarterly Report:** **DUE: 1/10/21**. Submit through MSP/EMHSD electronic survey tool.
- **EMD-065 Quarterly Training and Exercise Report:** **DUE: 1/10/21**. Submit through MSP/EMHSD electronic survey tool.
- **EMD-007: EMPG Quarterly Expenses Report:** **DUE: 1/20/21**. Submit on paper EMD 007.

**Second Quarter Report**

- **EMHSD-31: Emergency Management Performance Grant Work Agreement/Quarterly Report:** **DUE: 4/10/21**. Submit through MSP/EMHSD electronic survey tool.
- **EMD-065 Quarterly Training and Exercise Report:** **DUE: 4/10/21**. Submit through MSP/EMHSD electronic survey tool.
- **EMD-007: EMPG Quarterly Expenses Report:** **DUE: 4/20/21**. Submit on paper EMD 007.

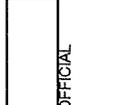
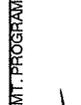
**Third Quarter Report**

- **EMHSD-31: Emergency Management Performance Grant Work Agreement/Quarterly Report:** **DUE: 7/10/21**. Submit through MSP/EMHSD electronic survey tool.
- **EMD-065 Quarterly Training and Exercise Report:** **DUE: 7/10/21**. Submit through MSP/EMHSD electronic survey tool.
- **EMD-007: EMPG Quarterly Expenses Report:** **DUE: 7/20/21**. Submit on paper EMD 007.

**Fourth Quarter Report**

- **EMHSD-31: Emergency Management Performance Grant Work Agreement/Quarterly Report:** **DUE: 10/10/21**. Submit through MSP/EMHSD electronic survey tool.
- **EMD-065 Quarterly Training and Exercise Report:** **DUE: 10/10/21**. Submit through MSP/EMHSD electronic survey tool.
- **EMD-007: EMPG Quarterly Expenses Report:** **DUE: 10/20/21**. Submit on paper EMD 007.
- **Annual Training and Exercise Plan Worksheet for 2022-2024:** Submit an electronic copy to the training and exercise staff at msp-em@michigan.gov by September 30, 2021. Please contain the following information in the subject line: "EMD-006 [Jurisdiction Name]".

Updated 9/1/20

EMHSD-31 Michigan State Police Emergency Management and Homeland Security Division	<b>Wexford County          Emergency Management          Fiscal Year 2021</b>		<input checked="" type="checkbox"/> Initial Work Agreement
<b>Emergency Management Performance Grant (EMPG)          Work Agreement/Quarterly Report</b>			
<input type="checkbox"/> 1 <sup>st</sup> Quarter <small>SIGNATURE OF CHIEF ELECTED OFFICIAL</small> 	<input type="checkbox"/> 2 <sup>nd</sup> Quarter <small>DATE</small> 7-18-2020	<input type="checkbox"/> 3 <sup>rd</sup> Quarter <small>SIGNATURE OF EMERGENCY MANAGEMENT COORDINATOR</small> 	<input type="checkbox"/> 4 <sup>th</sup> Quarter <small>DATE</small> 9-15-2020
<small>SIGNATURE OF EMERGENCY MGMT. PROGRAM MANAGER</small> 	<small>DATE</small> 7-18-2020	<small>SIGNATURE OF DISTRICT COORDINATOR</small> 	<small>DATE</small>

**Purpose**

This survey functions as the 2021 EMPG work agreement/quarterly report. The objectives of this work agreement are based upon standards identified in the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) Publication 206 - Local Emergency Management Program Standards Workbook. Activities for each objective have been determined by a group of local and state emergency management subject matter experts who maintain a baseline set of standards for emergency management programs in the state of Michigan. Survey responses will assist in the assessment of emergency management programs, determine how EMPG funds are utilized and help validate the importance of these emergency management activities to all levels of government.

**(1) ADMINISTRATION AND FINANCE**

The Emergency Management Coordinator (EMC) shall ensure that the jurisdiction promulgates laws, ordinances, resolutions, policies and procedures to carry out emergency financial and administrative responsibilities. The EMPG funded emergency manager shall provide a copy of their job description(s) that incorporate their Emergency Management (EM) activities. EM activities of the EMC and other response personnel shall be identified in the EM ordinance, resolution, and county plans.

	Planned Activities	Action Taken (Local EM Status Report)
1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Verify that the jurisdiction submitted the previous quarter's EMPG reports and financial documentation timely, and that current quarterly EMPG reports and financial documentation, with signatures, will be submitted by 1/20/21.</li> </ul>	EMPG reports were submitted: Yes/No  Financial documents were submitted: Yes/No

	<ul style="list-style-type: none"> <li>Submit documents for 2021 EMPG work agreement to EMHSD financial staff by 10/15/20.</li> </ul>	<p>Position Description Submitted: Yes/No EMD-17 Form Submitted: Yes/No EMHSD-31 Form Submitted: Yes/No</p>
2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>Verify that the jurisdiction submitted the previous quarter's EMPG reports and financial documentation timely, and that current quarterly EMPG reports and financial documentation, with signatures, will be submitted by 4/20/21.</li> </ul>	<p>EMPG reports were submitted: Yes/No Financial documents were submitted: Yes/No</p>
3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>Verify that the jurisdiction submitted the previous quarter's EMPG reports and financial documentation timely, and that current quarterly EMPG reports and financial documentation, with signatures, will be submitted by 7/20/21.</li> </ul>	<p>EMPG reports were submitted: Yes/No Financial documents were submitted: Yes/No</p>
4 <sup>th</sup>	<ul style="list-style-type: none"> <li>Verify that the jurisdiction submitted the previous quarter's EMPG reports and financial documentation timely, and that current quarterly EMPG reports and financial documentation, with signatures, will be submitted by 10/20/21.</li> <li>Submit documents for 2022 EMPG work agreement to EMHSD financial staff by 10/1/21.</li> </ul>	<p>EMPG reports were submitted: Yes/No Financial documents were submitted: Yes/No Position Description Submitted: Yes/No EMD-17 Form Submitted: Yes/No EMHSD-31 Form Submitted: Yes/No</p>

## (2) LAWS AND AUTHORITIES

The Emergency Management Program (EMP) shall comply with the Michigan Emergency Management Act (P.A. 390 of 1976 as amended) and applicable laws and regulations and have a local Emergency Management (EM) resolution.

1 <sup>st</sup>	<p><b>Planned Activities</b></p>	<p><b>Action Taken (Local EMC Status Report)</b></p>
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	<ul style="list-style-type: none"> <li>▪ Attend quarterly district EM meetings held between 10/1/20-12/31/20.</li> <li>▪ Report attendance at other EM related meetings held between 10/1/20-12/31/20.</li> </ul>	<p>Quarterly meeting attended: Yes/No</p> <p><i>Meeting Type/Number of Meetings</i></p> <p>ESF #1 - Transportation # _____</p> <p>ESF #2 - Communications # _____</p> <p>ESF #3 - Public Works and Engineering # _____</p> <p>ESF #4 - Firefighting # _____</p> <p>ESF #5 - Information and Planning # _____</p> <p>ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services # _____</p> <p>ESF #7 - Logistics # _____</p> <p>ESF #8 - Public Health and Medical Services # _____</p> <p>ESF #9 - Search and Rescue # _____</p> <p>ESF #10 - Oil and Hazardous Materials # _____</p> <p>ESF #11 - Agriculture and Natural Resources # _____</p> <p>ESF #12 - Energy # _____</p> <p>ESF #13 - Public Safety and Security # _____</p> <p>ESF #14 (Formerly) - Long Term Recovery # _____</p> <p>ESF #15 - External Affairs # _____</p> <p>Local # _____</p> <p>District # _____</p> <p>Regional # _____</p> <p>State # _____</p> <p>Federal # _____</p>
2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>▪ Attend quarterly district EM meetings held between 1/1/21-3/31/21.</li> <li>▪ Report attendance at other EM related meetings held between 1/1/21-3/31/21.</li> </ul>	<p>Quarterly meeting attended: Yes/No</p> <p><i>Meeting Type/Number of Meetings</i></p> <p>ESF #1 - Transportation # _____</p> <p>ESF #2 - Communications # _____</p> <p>ESF #3 - Public Works and Engineering # _____</p>

		<p>ESF #4 - Firefighting # _____  ESF #5 - Information and Planning # _____  ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services # _____  ESF #7 - Logistics # _____  ESF #8 - Public Health and Medical Services # _____  ESF #9 - Search and Rescue # _____  ESF #10 - Oil and Hazardous Materials # _____  ESF #11 - Agriculture and Natural Resources # _____  ESF #12 - Energy # _____  ESF #13 - Public Safety and Security # _____  ESF #14 – (Formerly) Long Term Recovery # _____  ESF #15 - External Affairs # _____  Local # _____  District # _____  Regional # _____  State # _____  Federal # _____</p>
<p><b>3<sup>rd</sup></b></p>	<ul style="list-style-type: none"> <li>▪ Attend quarterly district EM meetings held between 4/1/21-6/30/21.</li> <li>▪ Report attendance at other EM related meetings held between 4/1/21-6/30/21.</li> </ul>	<p>Quarterly meeting attended: Yes/No</p> <p><i>Meeting Type/Number of Meetings</i>  ESF #1 - Transportation # _____  ESF #2 - Communications # _____  ESF #3 - Public Works and Engineering # _____  ESF #4 - Firefighting # _____  ESF #5 - Information and Planning # _____  ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services # _____  ESF #7 - Logistics # _____  ESF #8 - Public Health and Medical Services # _____</p>

	<p>ESF #9 - Search and Rescue # _____</p> <p>ESF #10 - Oil and Hazardous Materials # _____</p> <p>ESF #11 - Agriculture and Natural Resources # _____</p> <p>ESF #12 - Energy # _____</p> <p>ESF #13 - Public Safety and Security # _____</p> <p>ESF #14 -- (Formerly) Long Term Recovery # _____</p> <p>ESF #15 - External Affairs # _____</p> <p>Local # _____</p> <p>District # _____</p> <p>Regional # _____</p> <p>State # _____</p> <p>Federal # _____</p>	
<p>Quarterly meeting attended: Yes/No</p> <p><i>Meeting Type/Number of Meetings</i></p> <p>ESF #1 - Transportation # _____</p> <p>ESF #2 - Communications # _____</p> <p>ESF #3 - Public Works and Engineering # _____</p> <p>ESF #4 - Firefighting # _____</p> <p>ESF #5 - Information and Planning # _____</p> <p>ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services # _____</p> <p>ESF #7 - Logistics # _____</p> <p>ESF #8 - Public Health and Medical Services # _____</p> <p>ESF #9 - Search and Rescue # _____</p> <p>ESF #10 - Oil and Hazardous Materials # _____</p> <p>ESF #11 - Agriculture and Natural Resources # _____</p> <p>ESF #12 - Energy # _____</p> <p>ESF #13 - Public Safety and Security # _____</p> <p>ESF #14 -- (Formerly) Long Term Recovery # _____</p>	<ul style="list-style-type: none"> <li>▪ Attend quarterly district EM meetings held between 7/1/21-9/30/21.</li> <li>▪ Report attendance at other EM related meetings held between 7/1/21-9/30/21.</li> </ul>	<p>4<sup>th</sup></p>

	ESF #15 - External Affairs # _____ Local # _____ District # _____ Regional # _____ State # _____ Federal # _____
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**(3) HAZARD IDENTIFICATION, RISK ASSESSMENT, AND CONSEQUENCE ANALYSIS**

The jurisdiction shall continually identify natural and human-caused hazards that potentially impact the jurisdiction. The jurisdiction shall also assess the risk and vulnerability of people, property, the environment, and its own operations from these hazards. The jurisdiction should also conduct a consequence analysis for significant hazards, to consider their impact on the public, responders, continuity of operations that include the delivery of services; property, facilities, and infrastructure; the environment; the economic condition of the jurisdiction, and public confidence in the jurisdictions governance.

		Action Taken (Local EM Status Report)
Planned Activities		
<b>1<sup>st</sup></b>	<ul style="list-style-type: none"> <li>▪ Document any hazard identification, risk assessment, or consequence analysis activities performed between 10/1/20-12/31/20.</li> <li>▪ Did you utilize the I.P. Gateway tool for any of the performed hazard identification, risk assessment, or consequence analysis activities performed between 10/1/20-12/31/20?</li> </ul>	<p><i>Type of Risk Assessment/Number Completed:</i>            County: # _____            Municipal: # _____            Facilities: # _____            Special Events: # _____</p> <p>I.P. Gateway tool utilized: Yes/No</p>
<b>2<sup>nd</sup></b>	<ul style="list-style-type: none"> <li>▪ Document any hazard identification, risk assessment, or consequence analysis activities performed between 1/1/21-3/31/21.</li> <li>▪ Did you utilize the I.P. Gateway tool for any of the performed hazard identification, risk assessment, or</li> </ul>	<p><i>Type of Risk Assessment/Number Completed:</i>            County: # _____            Municipal: # _____            Facilities: # _____            Special Events: # _____</p> <p>I.P. Gateway tool utilized: Yes/No</p>

	<p>consequence analysis activities performed between 1/1/21-3/31/21?</p>	
<p><b>3<sup>rd</sup></b></p>	<ul style="list-style-type: none"> <li>▪ Document any hazard identification, risk assessment, or consequence analysis activities performed between 4/1/21-6/30/21.</li> <li>▪ Did you utilize the I.P. Gateway tool for any of the performed hazard identification, risk assessment, or consequence analysis activities performed between 4/1/21-6/30/21?</li> </ul>	<p><i>Type of Risk Assessment/Number Completed:</i>  County: # _____  Municipal: # _____  Facilities: # _____  Special Events: # _____</p> <p>I.P. Gateway tool utilized: Yes/No</p>
<p><b>4<sup>th</sup></b></p>	<ul style="list-style-type: none"> <li>▪ Document any hazard identification, risk assessment, or consequence analysis activities performed between 7/1/21-9/30/21.</li> <li>▪ Did you utilize the I.P. Gateway tool for any of the performed hazard identification, risk assessment, or consequence analysis activities performed between 7/1/21-9/30/21?</li> </ul>	<p><i>Type of Risk Assessment/Number Completed:</i>  County: # _____  Municipal: # _____  Facilities: # _____  Special Events: # _____</p> <p>I.P. Gateway tool utilized: Yes/No</p>

**(4) HAZARD MITIGATION**

The Emergency Management Coordinator (EMC) should participate in activities to eliminate hazards or mitigate the effects of hazards that cannot be reasonably prevented. If the jurisdiction intends to receive mitigation funds, then the EMC shall ensure that the jurisdiction's hazard mitigation (HM) plan is developed and updated every five years.

<b>Action Taken (Local EM Status Report)</b>	
<b>1<sup>st</sup></b>	<p><b>Planned Activities</b></p> <ul style="list-style-type: none"> <li>• Document whether your community has developed a hazard mitigation plan.</li> <li>• Confirm the date of the jurisdiction's hazard mitigation plan.</li> <li>• Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 10/1/20-12/31/20.</li> </ul>
	<p>HM plan: Yes/No/Adopted County Plan</p> <p>Plan is expired: Yes/No Expiration Date: ___/___/___</p> <p>Check appropriate steps</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Assemble a local planning team</li> <li><input type="checkbox"/> Collect information about local hazard impacts</li> <li><input type="checkbox"/> Identify vulnerabilities</li> <li><input type="checkbox"/> Edit the document</li> <li><input type="checkbox"/> Offer the document for stakeholder and public review</li> <li><input type="checkbox"/> Meeting(s) to identify or select hazard mitigation actions</li> <li><input type="checkbox"/> Describe the details of action item implementation</li> <li><input type="checkbox"/> Official plan adoption by participating jurisdictions</li> </ul> <p>Total action items: # _____ Action items completed: # _____</p>
<b>2<sup>nd</sup></b>	<ul style="list-style-type: none"> <li>▪ Report how many action items listed in the hazard mitigation plan have been completed between 10/1/20-12/31/20.</li> <li>▪ Report how many action items listed in the hazard mitigation plan have been completed between 1/1/21-3/31/21.</li> </ul> <p>Total action items: # _____ Action items completed: # _____</p>

	<ul style="list-style-type: none"> <li>▪ Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 1/1/21-3/31/21.</li> </ul>	<p>Check appropriate steps</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Assemble a local planning team</li> <li><input type="checkbox"/> Collect information about local hazard impacts</li> <li><input type="checkbox"/> Identify vulnerabilities</li> <li><input type="checkbox"/> Edit the document</li> <li><input type="checkbox"/> Offer the document for stakeholder or public review</li> <li><input type="checkbox"/> Meeting(s) to identify or select hazard mitigation actions</li> <li><input type="checkbox"/> Describe the details of action item implementation</li> <li><input type="checkbox"/> Official plan adoption by participating jurisdictions</li> </ul>
<p>3<sup>d</sup></p>	<ul style="list-style-type: none"> <li>▪ Report how many action items listed in the hazard mitigation plan have been completed between 4/1/21-6/30/21.</li> <li>▪ Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 4/1/21-6/30/21.</li> </ul>	<p>Total action items: # _____ Action items completed: # _____</p> <p>Check appropriate steps</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Assemble a local planning team</li> <li><input type="checkbox"/> Collect information about local hazard impacts</li> <li><input type="checkbox"/> Identify vulnerabilities</li> <li><input type="checkbox"/> Edit the document</li> <li><input type="checkbox"/> Offer the document for stakeholder and public review</li> <li><input type="checkbox"/> Meeting(s) to identify or select hazard mitigation actions</li> <li><input type="checkbox"/> Describe the details of action item implementation</li> <li><input type="checkbox"/> Official plan adoption by participating jurisdictions</li> </ul>
<p>4<sup>th</sup></p>	<ul style="list-style-type: none"> <li>▪ Report how many action items listed in the hazard mitigation plan have been completed between 7/1/21-9/30/21.</li> <li>▪ Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 7/1/21-9/30/21.</li> </ul>	<p>Total action items: # _____ Action items completed: # _____</p> <p>Check appropriate steps</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Assemble a local planning team</li> <li><input type="checkbox"/> Collect information about local hazard impacts</li> </ul>

<ul style="list-style-type: none"> <li><input type="checkbox"/> Identify vulnerabilities</li> <li><input type="checkbox"/> Edit the document</li> <li><input type="checkbox"/> Offer the document for stakeholder and public review</li> <li><input type="checkbox"/> Meeting(s) to identify or select hazard mitigation actions</li> <li><input type="checkbox"/> Describe the details of action item implementation</li> <li><input type="checkbox"/> Official plan adoption by participating jurisdictions</li> </ul> <p>Information Was Disseminated: Yes/No Does not apply: _____</p>	<ul style="list-style-type: none"> <li>▪ Disseminate EMHSD hazard mitigation information announcements and notices of funding availability for Hazard Mitigation Assistance to all local jurisdictions within your EMP.</li> </ul>
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**(5) PREVENTION**

The Emergency Management Program (EMP) has a strategy among disciplines to coordinate prevention activities, to monitor the identified threats and hazards, and adjust the level of prevention activity commensurate with the risk and has procedures for exchanging information between internal and external stakeholders to prevent incidents.

<p><b>Planned Activities</b></p> <ul style="list-style-type: none"> <li>▪ Identify prevention activities that the jurisdiction participated in between 10/1/20-9/30/21.</li> </ul>	<p><b>Action Taken (Local EM Status Report)</b></p> <p><i>Check all that apply</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Assigning prevention activities to each agency identified in the jurisdiction's basic plan portion of the emergency plan.</li> <li><input type="checkbox"/> Establishing a jurisdiction-wide prevention activities coordinator to coordinate with all agencies in prevention activities.</li> <li><input type="checkbox"/> Participating in the Homeland Security Information Network (HSIN).</li> <li><input type="checkbox"/> Developing a Critical Infrastructure Protection Plan and identifying roles and responsibilities.</li> </ul>
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- Utilizing MI CIMS or another monitoring system to identify and coordinate prevention activities within the EOC.
- Establishing procedures that coordinate reporting with the Regional MIOC liaison and State MIOC.
- Conducting information sharing procedures.
- Other: \_\_\_\_\_

**(6) OPERATIONAL PLANNING**

The Emergency Management Coordinator (EMC) shall ensure the jurisdiction is compliant with P.A. 390 of 1976, as amended, by maintaining a current Emergency Operation Plan (EOP) or Emergency Action Guidelines (EAG) that meets the criteria in the MSP/EMHSD Publication (Pub) 201a. The EMC shall verify that each jurisdiction whose population exceeds 10,000 also complies with P.A. 390 of 1976, as amended, by maintaining an emergency support plan. The local emergency manager must verify that the EOP (or EAG), and supplemental emergency support plans are updated every four years. The EMC will ensure that the jurisdiction's current Chief Elected Official (CEO) has signed the updated/ revised EOP, EAG, and emergency support plans.

<b>Action Taken (Local EM Status Report)</b>	
<b>Planned Activities</b>	
<p><b>1<sup>st</sup></b></p> <ul style="list-style-type: none"> <li>▪ Report the number of Local Planning Team (LPT) meetings that occurred between 10/1/20-12/31/20.</li> <li>▪ Host four LEPC meetings by 9/30/2021.</li> <li>▪ Confirm the date of the jurisdiction's EOP/EAG and verify if the plan will expire between 10/1/20 - 9/30/21.</li> <li>▪ Identify EOP/EAG annexes that were reviewed and/or updated between 10/1/20 - 12/31/20. Ensure that any section/annex updates are still in compliance with Pub 201a.</li> </ul>	<p># _____ LPT meetings.</p> <p>Hosted # _____ LEPC meetings.</p> <p>EOP/EAG is current: Yes/No</p> <p>Expiration Date: ____/____/____</p> <p>Reviewed Annexes: # _____</p> <p>Total Annexes: # _____</p> <p>Annexes Updated: # _____</p>

	<ul style="list-style-type: none"> <li>▪ Report participation in EM activities with school officials that took place between 10/1/20-12/31/20.</li>   <li>▪ Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, identified by MSP/EMHSD between 10/1/20-12/31/20. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the District Coordinator, (DC).</li> </ul>	<p><i>School Activities/Number of Activities:</i>          Planning: # _____          Seminars: # _____          Outreach: # _____          Special Events: # _____</p> <p>Total Support Plans: # _____          Current plans: # _____          Does Not Apply: _____</p>
<p><b>2<sup>nd</sup></b></p>	<ul style="list-style-type: none"> <li>▪ Report the number of Local Planning Team (LPT) meetings that occurred between 1/1/21-3/31/21.</li> <li>▪ Host four LEPC meetings by 9/30/2021.</li> <li>▪ Verify that the CEO original signature is current in the EOP/EAG, if new CEO, forward contact information to the DC.</li> <li>▪ Identify EOP/EAG annexes that were reviewed and/or updated between 1/1/21 - 3/31/21. Ensure that any section/annex updates are still in compliance with Pub 201a.</li> <li>▪ Report participation in EM activities with school officials that took place between 1/1/21-3/31/21.</li> <li>▪ Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, between</li> </ul>	<p>Attended/Hosted # _____ LPT meetings.</p> <p>Hosted # _____ LEPC meetings.</p> <p>EOP/EAG CEO signature is current: Yes/No          Current CEO contact information was sent to DC: Yes/No          Does not apply _____</p> <p>Reviewed Annexes: # _____          Total Annexes: # _____          Annexes Updated: # _____</p> <p><i>School Activities/Number of Activities:</i>          Planning: # _____          Seminars: # _____          Outreach: # _____          Special Events: # _____</p> <p>Total Support Plans: # _____          Current plans: # _____</p>

	<p>1/1/21-3/31/21. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the DC.</p>	<p>Does Not Apply: _____</p>
<p>3<sup>rd</sup></p> <ul style="list-style-type: none"> <li>▪ Report the number of Local Planning Team (LPT) meetings that occurred between 4/1/21-6/30/21.</li> <li>▪ Host four LEPC meetings by 9/30/2021.</li> <li>▪ Identify EOP/EAG annexes that were reviewed and/or updated between 4/1/21 - 6/30/21. Ensure that any section/annex updates are still in compliance with Pub 201a.</li> <li>▪ Report participation in EM activities with school officials that took place between 4/1/21-6/30/21.</li> <li>▪ Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, between 4/1/21-6/30/21. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the DC.</li> <li>▪ Report the status of SARA Title III plans and report any problem areas.</li> </ul>	<p># _____ LPT meetings.</p> <p>Hosted # _____ LEPC meetings.</p> <p>Reviewed Annexes: # _____  Total Annexes: # _____  Annexes Updated: # _____</p> <p><i>School Activities/Number of Activities:</i>  Planning: # _____  Seminars: # _____  Outreach: # _____  Special Events: # _____</p> <p>Total Support Plans: # _____  Current plans: # _____  Does Not Apply: _____</p> <p>Total Sites: # _____  Total Plans: # _____  Problem Areas: _____  Does not apply: _____</p>	

<p>4<sup>th</sup></p> <ul style="list-style-type: none"> <li>▪ Report the number of Local Planning Team (LPT) meetings that occurred between 7/1/21-9/30/21.</li> <li>▪ Host four LEPC meetings by 9/30/21.</li> <li>▪ Identify EOP/EAG annexes that were that were reviewed and/or updated between 7/1/21 - 9/30/21. Ensure that any section/annex updates are still in compliance with Pub 201a.</li> <li>▪ Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, between 7/1/21-9/30/21. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the DC.</li> <li>▪ Report participation in EM activities with school officials that took place between 7/1/21-9/30/21 and supply any planning guidance/templates that are available.</li> <li>▪ Verify receipt by 9/15/21 and distribution of scheduled drill days for school buildings operated by the school, school district, intermediate school district, or public academy, for the 2021-2022 school year.</li> </ul>	<p># ___ LPT meetings</p> <p>Hosted # ___ LEPC meetings.</p> <p>Reviewed Annexes: # ___  Total Annexes: # ___  Annexes Updated: # ___</p> <p>Total Support Plans: # ___  Current plans: # ___  Does Not Apply: ___</p> <p><i>School Activities/Number of Activities:</i>  Planning: # ___  Seminars: # ___  Outreach: # ___  Special Events: # ___</p> <p>Drill distribution was received: Yes/No  Drill distribution was distributed: Yes/No</p>
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## (7) INCIDENT MANAGEMENT

The Emergency Management Program (EMP) shall comply with Homeland Security Presidential Directive/HSGP-5, and Executive Directive 2005-09 by formally adopting the National Incident Management System (NIMS) to provide for efficient and effective emergency response operations amongst multiple agencies and jurisdictions. The program shall establish a means of interfacing on-scene incident management with the jurisdiction's Emergency Operations Center (EOC).

	Planned Activities	Action Taken (Local EM Status Report)
1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Update EOC call list, including the CEO, and submit a copy to the DC by 12/31/20.</li> </ul>	<p>EOC call list is updated: Yes/No EOC call list has been sent to the DC: Yes/No</p>
2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>Update EOC call list and submit a copy to the DC by 3/31/21, only if changes have been made.</li> </ul>	<p>Changes have been made: Yes/No Changes have been sent to the DC: Yes/No</p>
3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>Update EOC call list and submit a copy to the DC by 6/30/21, only if changes have been made.</li> </ul>	<p>Changes have been made: Yes/No Changes have been sent to the DC: Yes/No</p>
4 <sup>th</sup>	<ul style="list-style-type: none"> <li>Perform an EOC call-out for a drill or an actual event between 10/1/20 and 9/30/21.</li> <li>Update EOC call list and submit a copy to the DC by 9/30/21, only if changes have been made.</li> <li>Conduct EOC orientation session between 10/1/20 and 9/30/21.</li> <li>Submit the EMHSD-071 NIMS Implementation, Training Progress and Resource Inventory Certification by 9/30/21.</li> </ul>	<p>EOC call-out drill has been performed: Yes/No EOC call-out for an actual event has been performed: Yes/No Changes have been made: Yes/No Changes have been sent to the DC: Yes/No EOC orientation was conducted: Yes/No EMHSD-071 NIMS Implementation, Training Progress and Resource Inventory Certification submitted by 9/30/21: Yes/No</p>

**(8) RESOURCE MANAGEMENT, LOGISTICS, AND MUTUAL AID**

The Emergency Management Coordinator (EMC) shall ensure that the jurisdiction is compliant with the NIMS resource management requirements including: identification, location, acquisition, storage, maintenance, distribution, and accounting for services and materials, to address hazards identified in the jurisdiction. The jurisdiction shall use the Michigan Critical Incident Management System (MI CIMS) to manage their NIMS-typed resources. The EMC should also develop Mutual Aid Agreements (MAA) and promote memberships in the Michigan Emergency Management Assistance Compact (MEMAC) to address resource shortfalls and reduce resource gaps in the jurisdiction.

Planned Activities		Action Taken (Local EM Status Report)
1 <sup>st</sup>		
2 <sup>nd</sup>		
3 <sup>rd</sup>		
4 <sup>th</sup>	<ul style="list-style-type: none"> <li>▪ Report new, updated or current MAA/MOUs within the emergency management program.</li> <li>Report any MEMAC membership additions that occurred between 10/1/20 and 9/30/21.</li> <li>▪ Verify that the jurisdiction's NIMS-typed resources are current in the MI CIMS and complete the resource portion of form EMHSD-071 NIMS Implementation, Training Progress and Resource Inventory Certification by 9/30/21.</li> </ul>	<p>New MAA/MOUs: # _____            Updated MAA/MOUs: # _____            Current MAA/MOUs: # _____</p> <p>MEMAC Member Name:</p> <p>EMHSD-071 NIMS Implementation, Training Progress and Resource Inventory Certification Report submitted: Yes/No</p>

**(9) COMMUNICATIONS AND WARNING**

The Emergency Management Coordinator (EMC) shall ensure that the jurisdiction communicates both internally and externally with all Emergency Management Program (EMP) stakeholders and emergency personnel. The local emergency manager shall disseminate disaster related information, and emergency alerts and warnings to response personnel, EOC staff, state and federal government officials, and the public. The system should be interoperable with other communication systems.

<b>Action Taken (Local EM Status Report)</b>	
<p><b>Planned Activities</b></p> <ul style="list-style-type: none"> <li>▪ Identify the primary and secondary public alerting (i.e. Emergency Alert System (EAS) &amp; Wireless Emergency Alerts (WEA), sirens, weather radio, etc.) systems used in the jurisdiction.</li> <li>▪ Identify the primary and secondary public opt-in mass notification systems used in the jurisdiction.</li> <li>▪ Verify if the jurisdiction is Integrated Public Alert &amp; Warning System (IPAWS) compliant.</li> <li>▪ If jurisdiction is not IPAWS compliant, document if your jurisdiction is in the process of becoming IPAWS compliant.</li> <li>▪ If jurisdiction is not working towards IPAWS compliancy; indicate reason.</li> <li>▪ Participate in monthly IPAWS proficiency demonstration with the IPAWS Test Lab between 10/1/20-12-31-20.</li> <li>▪ Participate in district and/or statewide radio testing between 10/1/20-12/31/20</li> <li>▪ Participate in district and/or statewide MI CIMS drills/exercises between 10/1/20-12/31/20.</li> </ul>	<p>Primary Public Alerting System: _____            Secondary Public Alerting System: _____</p> <p>Primary Mass Notification System: _____            Secondary Mass Notification System: _____</p> <p>Jurisdiction is IPAWS compliant: Yes/No/IPAWS is on a County Level.</p> <p>Jurisdiction is in the process of becoming IPAWS compliant: Yes/No/IPAWS on County level.</p> <p>Reason why jurisdiction is not working towards IPAWS compliancy: _____</p> <p>IPAWS Proficiency Demonstrations Completed: # _____</p> <p>Radio Test Type/Number of Radio Tests:            District: # _____            State: # _____            Other: # _____</p>

	<p><i>MI CIMS Drill Type/Number of MI CIMS Drills/Exercises:</i>  District: # _____  State: # _____</p> <p><i>Communication tests Type/Number of Communication tests:</i>  Communication tests: _____, # _____</p>
<p><b>2<sup>nd</sup></b></p> <ul style="list-style-type: none"> <li>▪ Document the jurisdiction's participation in any additional communication tests between 10/1/20-12/31/20.</li> <li>▪ Participate in monthly IPAWS proficiency demonstration with the IPAWS Test Lab between 1/1/21-3/31/21.</li> <li>▪ Participate in district and/or statewide radio testing between 1/1/21-3/31/21.</li> <li>▪ Participate in district and/or statewide MI CIMS drills/exercises between 1/1/21-3/31/21.</li> <li>▪ Document the jurisdiction's participation in any additional communication tests between 1/1/21-3/31/21.</li> </ul>	<p><i>IPAWS Proficiency Demonstrations Completed:</i>  # _____</p> <p><i>Radio Test Type/Number of Radio Tests:</i>  District: # _____  State: # _____  Other: # _____</p> <p><i>MI CIMS Drill Type/Number of MI CIMS Drills/Exercises:</i>  District: # _____  State: # _____</p> <p><i>Communication tests Type/Number of Communication tests:</i>  Communication tests: _____, # _____</p>
<p><b>3<sup>rd</sup></b></p> <ul style="list-style-type: none"> <li>▪ Participate in monthly IPAWS proficiency demonstration with the IPAWS Test Lab between 4/1/21-6/30/21.</li> <li>▪ Participate in district and/or statewide radio testing between 4/1/21-6/30/21.</li> <li>▪ Participate in district and/or statewide MI CIMS drills/exercises between 4/1/21-6/30/21.</li> <li>▪ Document the jurisdiction's participation in any additional communication tests between 4/1/21-6/30/21.</li> </ul>	<p><i>IPAWS Proficiency Demonstrations Completed:</i>  # _____</p> <p><i>Radio Test Type/Number of Radio Tests:</i>  District: # _____  State: # _____  Other: # _____</p> <p><i>MI CIMS Drill Type/Number of MI CIMS Drills/Exercises:</i>  District: # _____  State: # _____</p> <p><i>Communication tests Type/Number of Communication tests:</i>  Communication tests: _____, # _____</p>

<p><b>4<sup>th</sup></b></p> <ul style="list-style-type: none"> <li>▪ Participate in monthly IPAWS proficiency demonstration with the IPAWS Test Lab between 7/1/21-9/30/21.</li> <li>▪ Participate in district and/or statewide radio testing between 7/1/21-9/30/21.</li> <li>▪ Participate in district and/or statewide MI CIMS drills/exercises between 7/1/21-9/30/21.</li> <li>▪ Document the jurisdiction's participation in any additional communication tests between 7/1/21-9/30/21.</li> <li>▪ Meet with local EAS/MAB region representatives between 10/1/20-9/30/21.</li> <li>▪ Review and compare your jurisdiction's warning capabilities are compliant with the regional MAB, EAS plan by 9/30/21.</li> </ul>	<p><i>IPAWS Proficiency Demonstrations Completed:</i> # _____</p> <p><i>Radio Test Type/Number of Radio Tests:</i> District: # _____ State: # _____ Other: # _____</p> <p><i>MI CIMS Drill Type/Number of MI CIMS Drills/Exercises:</i> District: # _____ State: # _____</p> <p><i>Communication tests Type/Number of Communication tests:</i> Communication tests: _____, # _____</p> <p>EAS/MAB regional meetings were held – Yes/No</p> <p>Attended: # _____ Regional MAB/EAS Meeting.</p> <p>Capabilities were compared with regional MAB/EAS Plan: Yes/No</p>
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**(10) OPERATIONS, PROCEDURES, AND FACILITIES**

The Emergency Management Coordinator (EMC) shall develop procedures that reflect operational priorities including life, safety, health, property protection, environmental protection, restoration of essential utilities, and restoration of essential functions and coordination among all levels of government. Procedures shall also be developed to guide situation and Damage Assessment (DA), situation reporting, and incident action planning. The Emergency Management Program (EMP) shall have a primary facility Emergency Operations Center (EOC) capable of coordinating and supporting response and recovery operations. The EOC shall have activation, operation, and deactivation procedures that are updated regularly.

<p><b>1<sup>st</sup></b></p> <ul style="list-style-type: none"> <li>▪ Verify that the procedures for Requesting a Governor's Emergency or Disaster Declaration and State Assistance are up to date in the jurisdiction's plans or procedures by 12/31/20.</li> </ul>	<p><b>Action Taken (Local EM Status Report)</b></p> <p>Procedures are up to date in plans or procedures: Yes/No</p> <p>EOC activation, operation, and deactivation procedures are current: Yes/No</p>
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	<ul style="list-style-type: none"> <li>▪ Report updates to EOC activation procedures for the jurisdiction's EOC, provide a copy to the DC by 12/31/20.</li> <li>▪ Report any update working with EMHSD and the Public Service Commission on the statewide energy assurance initiative to develop and maintain local energy assurance plans.</li> </ul>	<p>Procedures have been sent to DC: Yes/No</p> <p>Actions were taken on energy assurance initiative to develop and maintain local energy assurance plans: Yes/No</p>
2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>▪ Ensure that procedures for declaring a local "State of Emergency" and requesting a Governor's Emergency or disaster declaration, and state assistance are reviewed with the jurisdiction's public officials by 3/31/21.</li> <li>▪ Report any major updates to EOC activation, operation, and deactivation procedures between 1/1/21 and 3/31/21.</li> <li>▪ Report any update working with EMHSD and the Public Service Commission on the statewide energy assurance initiative to develop and maintain local energy assurance plans.</li> </ul>	<p>Procedures have been reviewed with public officials: Yes/No</p> <p>Major updates have been made: Yes/No</p> <p>Major updates have been sent to DC: Yes/No</p> <p>Actions were taken on energy assurance initiative to develop and maintain local energy assurance plans: Yes/No</p>
3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>▪ Report any major updates to EOC activation, operation, and deactivation procedures between 4/1/21 and 6/30/21.</li> <li>▪ Report any update working with EMHSD and the Public Service Commission on the statewide energy assurance initiative to develop and maintain local energy assurance plans.</li> </ul>	<p>Major updates have been made: Yes/No</p> <p>Major updates have been sent to DC: Yes/No</p> <p>Actions were taken on energy assurance initiative to develop and maintain local energy assurance plans: Yes/No</p>
4 <sup>th</sup>	<ul style="list-style-type: none"> <li>▪ Report any major updates to EOC activation, operation, and deactivation procedures between 7/1/21 and 9/30/21.</li> <li>▪ Report any update working with EMHSD and the Public Service Commission on the statewide energy assurance initiative to develop and maintain local energy assurance plans.</li> </ul>	<p>Major updates have been made: Yes/No</p> <p>Major updates have been sent to DC: Yes/No</p> <p>Actions were taken on energy assurance initiative to develop and maintain local energy assurance plans: Yes/No</p>

## (11) TRAINING

The Emergency Management Coordinator (EMC) shall have a formal, documented training program composed of training needs, assessment, curriculum, course evaluation, and records of training. Necessary training includes: Professional Development Series (PDS), MI CIMS, Damage Assessment and NIMS training courses. The local emergency manager shall submit the Quarterly Training and Exercise Reporting Worksheet (EMD-65) and promote available Emergency Management (EM) training for all personnel, including EOC staff, specific to their responsibilities.

	Planned Activities	Action Taken (Local EM Status Report)
1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Promote emergency management courses between 10/1/20-12/31/20.</li> </ul>	Emergency management course schedule has been promoted: Yes/No
2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>Promote emergency management courses between 1/1/21-3/31/21.</li> </ul>	Emergency management course schedule has been promoted: Yes/No
3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>Promote emergency management courses between 4/1/21-6/30/21.</li> </ul>	Emergency management course schedule has been promoted: Yes/No
4 <sup>th</sup>	<ul style="list-style-type: none"> <li>Promote emergency management courses between 7/1/21-9/30/21.</li> </ul>	Emergency management course schedule has been promoted: Yes/No

**(12) EXERCISES, EVALUATIONS, AND CORRECTIVE ACTIONS**

The Emergency Management Program (EMP) shall have a documented exercise program that regularly tests the skills, abilities, and experience of emergency personnel, as well as plans, policies, procedures, equipment, and facilities. Exercises will comply with local, state, and federal requirements, including the Homeland Security Exercise and Evaluation Program (HSEEP). The local emergency manager shall track all exercises on the Quarterly Training and Exercise Reporting Worksheet (EMD-065) including the type, hazards, grant funding, and number of participants, and submit this form.

All EMPG funded personnel receiving funding for any portion of their salary, benefits, or other expenditures must participate in no fewer than three exercises in the 12-month fiscal year grant period. Participation includes roles as exercise director, player, evaluator, controller, and assisting as a player in a simulation cell. Observation of an exercise will not count as participation.

One of the exercises must be conducted within the funded jurisdiction and test the local program Emergency Operations Plan (EOP). By authority conferred on the director of the department of state police by section 19 of 1976 PA 390, as amended, MCL 30.419 Per R 30.51 (Admin Code) each program shall have "(D) An exercise that tests the emergency operations plan at least once each fiscal year (October 1 to September 30)."

At least one After Action Report and Improvement Plan (AAR/IP) for an exercise which tests the local jurisdiction or programs EOP must be submitted to EMHSD each fiscal year via the District Coordinator.

Effort shall be made to submit the AAR/IP within 90 days of the exercise conclusion. It is requested that all AAR/IPs be submitted to EMHSD for tracking purposes.

	Planned Activities	Action Taken (Local EM Status Report)
1 <sup>st</sup>	<ul style="list-style-type: none"> <li>▪ Submit EMD-065 – Quarter Training and Exercise Report by 1/10/21.</li> </ul>	EMD-065 has been submitted: Yes/No
2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>▪ Submit EMD-065 – Quarter Training and Exercise Report by 4/10/21.</li> </ul>	EMD-065 has been submitted: Yes/No
3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>▪ Submit EMD-065 – Quarter Training and Exercise Report by 7/10/21.</li> </ul>	EMD-065 has been submitted: Yes/No

4 <sup>th</sup>	<ul style="list-style-type: none"> <li>Submit EMD-065 – Quarter Training and Exercise Report by 10/10/21.</li> <li>Develop and submit multi-year training and exercise plan for FY2022 – FY2024 by 9/30/21.</li> </ul>	<p>EMD-065 has been submitted: Yes/No</p> <p>Multi-year training and exercise plan has been submitted: Yes/No</p>
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**(13) CRISIS COMMUNICATIONS, PUBLIC EDUCATION, AND INFORMATION**

The Emergency Management Program (EMP) provides preparedness information and education to the public concerning threats to life, safety, and property. These activities include information about specific threats, appropriate preparedness measures, actions to mitigate the threats, including protective actions, updating the public website, and promoting hazard awareness weeks and campaigns such as “Do 1 Thing.”

	<b>Planned Activities</b>	<b>Action Taken (Local EM Status Report)</b>
1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Document efforts to educate the public about preparedness activities occurring between 10/1/20-12/31/20. Report the data presented and the media by which this was accomplished.</li> <li>Document any Citizen Corps activity that occurred between 10/1/20-12/31/20.</li> </ul>	<p><i>Data Presented/Type of Media:</i>            Awareness Weeks: _____, Media: _____            Speaking Engagement: _____, Media: _____            See Something/Say Something: Yes/No: Media: _____            8 signs of terrorism: Yes/No: Media: _____            Ok2Say: Yes/No, Media: _____            Other: _____, Media: _____</p> <p><i>Citizen Corps Activity Type/Number of Citizen Corps Activities:</i>            Training: # _____            Deployment/Activation: # _____</p>
2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>Document efforts to educate the public about preparedness activities occurring between 1/1/21-3/31/21. Report the data presented and the media by which this was accomplished.</li> <li>Document any Citizen Corps activity that occurred between 1/1/21-3/31/21.</li> </ul>	<p><i>Data Presented/Type of Media:</i>            Awareness Weeks: _____, Media: _____            Speaking Engagement: _____, Media: _____            See Something/Say Something: Yes/No, Media: _____            8 signs of terrorism: Yes/No, Media: _____            Ok2Say: Yes/No, Media: _____            Other: _____, Media: _____</p> <p><i>Citizen Corps Activity Type/Number of Citizen Corps Activities:</i>            Training: # _____</p>

		Deployment/Activation: # _____
3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>▪ Document efforts to educate the public about preparedness activities occurring between 4/1/21-6/30/21. Report the data presented and the media by which this was accomplished.</li> <li>▪ Document any Citizen Corps activity that occurred between 4/1/21-6/30/21.</li> </ul>	<p><i>Data Presented/Type of Media</i>  Awareness Weeks: _____, Media: _____  Speaking Engagement: _____, Media: _____  See Something/Say Something: Yes/No, Media: _____  8 signs of terrorism: Yes/No, Media: _____  Ok2Say: Yes/No, Media: _____  Other: _____, Media: _____</p> <p><i>Citizen Corps Activity Type/Number of Citizen Corps Activities:</i>  Training: # _____  Deployment/Activation: # _____</p>
4 <sup>th</sup>	<ul style="list-style-type: none"> <li>▪ Document efforts to educate the public about preparedness activities occurring between 7/1/21-9/30/21. Report the data presented and the media by which this was accomplished.</li> <li>▪ Document any Citizen Corps activity that occurred between 7/1/21-9/30/21.</li> </ul>	<p><i>Data Presented/Type of Media</i>  Awareness Weeks: _____, Media: _____  Speaking Engagement: _____, Media: _____  See Something/Say Something: Yes/No, Media: _____  8 signs of terrorism: Yes/No, Media: _____  Ok2Say: Yes/No, Media: _____  Other: _____, Media: _____</p> <p><i>Citizen Corps Activity Type/Number of Citizen Corps Activities:</i>  Training: # _____  Deployment/Activation: # _____</p>

**(14) OTHER - Unscheduled EMERGENCY MANAGEMENT ACTIVITIES**

List other emergency management work items not included in the preceding 13 EM Objectives.

	Action Taken
1 <sup>st</sup>	
2 <sup>nd</sup>	
3 <sup>rd</sup>	
4 <sup>th</sup>	

## CONTACTS FOR ASSISTANCE

The following is a list Subject Matter Experts (SME) to assist with the information required on this report.

Name of SME	Contact Information	Specialty
Lt. Jeff Yonker	yonkerj@michigan.gov 517-284-3843 (office), 517-719-9767 (cell)	District 1 Coordinator
Lt. Timothy Ketvirtis	KetvirtisT@michigan.gov 586-726-6709 (office), 517-202-5597 (cell)	District 2N Coordinator
Lt. Nate McQueen	McQueenN@michigan.gov 734-287-5044 (office), 248-210-0672 (cell)	District 2S Coordinator
Lt. Charles Barker	BarkerC@michigan.gov 989-777-0650 (office), 810-223-8466 (cell)	District 3 Coordinator
Lt. Josh Collins	CollinsJ1@michigan.gov 269-657-6081 (office), 517-202-5545 (cell)	District 5 Coordinator
Lt. Orville Theaker	TheakerO@michigan.gov 269-953-6099 (cell)	District 6 Coordinator
Lt. Michael DeCastro	DecastroM@michigan.gov 231-499-8266 (cell)	District 7 Coordinator
Lt. Steven Derusha	DerushaS1@michigan.gov 906-293-8061 (office Newberry); 906-227-7504 (office Marquette); 517-898-5055 (cell)	District 8 Coordinator
F/Lt. Gabe Covey	CoveyG@michigan.gov 517-284-3989 (office), 517-927-5362 (cell)	State and Local Support Section Manager
Penny Burger	BurgerP@michigan.gov 517-898-0551 (cell)	Grants and Financial Management Section Manager
Amanda VanKoeving	VanKoevingA@michigan.gov 517-819-7653 (cell)	Financial Analyst
Kim Richmond	RichmondK@michigan.gov 517-204-0211 (cell)	Grants Unit Manager
Kristie Helms	HelmsK@michigan.gov 517-648-6352 (cell)	Emergency Management Performance Grant Coordinator
Matt Schnepf	SchnepfM1@michigan.gov 517-256-1512 (cell)	Recovery Unit Manager
Mike Sobocinski	SobocinskiM@michigan.gov 517-284-3947 (office)	Hazard Mitigation Planning

Henrik Hollaender	HollaenderH@michigan.gov 517-284-3970 (office), 517-898-4225 (cell)	Local Planning/NIMS
Brenna Roos	RoosB@michigan.gov 517-284-3727 (office)	HMEP/LEPC/ SARA Title III
Brianna Briggs	BriggsB3@michigan.gov 517-230-2949 (cell)	Operations Management Section Manager
Jaclyn Barcroft	BarcroftJ@michigan.gov 517-230-2279 (cell)	Emergency Operations Unit Manager
Matt Cook	CookM1@michigan.gov 517-730-1689 (cell)	MI CIMS Coordinator
Jackie Hampton	HamptonJ@michigan.gov 517-243-0149 (cell)	Training and Exercise Section Manager
Tonya Nobach	NobachT@michigan.gov 517-284-3956 (office)	Training, Exercise, and Radiological Unit Manager
Danica Frederick	FrederickD3@michigan.gov 517-285-9714 (cell)	Training Officer
Shawn Ewing	EwingS2@michigan.gov 517-897-7576 (cell)	Exercise Officer
Sherrie Loader	LoaderS@michigan.gov 517-284-3656 (office)	Audit
Dale George	GeorgeD5@michigan.gov 517-284-3962 (office)	Public Information Officer
Vacant	Vacant	MSP/EMHSD Assistant Commander
Capt. Kevin Sweeney	SweeneyK@michigan.gov 517-284-3966 (office)	MSP/EMHSD Commander

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**BOARD OF COMMISSIONERS AGENDA ITEM**

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**FROM:** Finance Committee  
**FOR MEETING DATE:** October 7, 2020  
**SUBJECT:** Clarification on MERS Contribution

**SUMMARY OF ITEM TO BE PRESENTED:**

On September 16, 2020 the Board of Commissioners approved the following motion: “to approve two equal FY 2020 payments for a total of up to 7.125% of the 2020 amended General Fund budget for an additional voluntary contribution to MERS in the surplus division.”

When working to implement the Board’s motion, which added fiscal flexibility, we’ve realized that the auditors will require clarification regarding the amount and timing of both payments.

The first payment could be for 50% of the originally intended additional contribution and be made immediately. The second payment amount could be determined at the second regularly scheduled Board meeting of December 16. Funding for both payments would come from the general fund’s fund balance.

**RECOMMENDATION:**

The Finance Committee suggests that the BOC approve a motion of clarification regarding additional voluntary contributions to MERS.

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**BOARD OF COMMISSIONERS AGENDA ITEM**

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**FROM:** Finance Committee  
**FOR MEETING DATE:** October 7, 2020  
**SUBJECT:** Lake Street Server Room AC Unit

**SUMMARY OF ITEM TO BE PRESENTED:**

Both IT Right and Joe Porterfield, our Equalization Director who also serves as on-site IT assistance, have stated that replacement of the air conditioning unit in the Lake Street server room should be a priority.

The unit has failed a number of times, and in spite of repairs, future failures are almost a guarantee due to the fact that it is well past its expected life span. A failure has a potential for dire consequences to the equipment in the server room. That equipment includes expensive telecommunications equipment for the entire building, as well as expensive network servers.

Per policy, three quotes are required for a project of this size. Adam Kerr, Maintenance Director, has obtained those quotes, which are attached. Though this project is not budgeted, funds in line item 101-890-999.10 Contingencies are available.

**RECOMMENDATION:**

The Finance Committee advises the BOC approve the replacement of the air conditioner in the Lake Street server room.



**Maveric Mechanical & Plumbing INC.**

Estimate

1649 Leeson Ave.  
Cadillac, MI 49601

Date	Estimate #
9/4/2020	4645

Phone # 231-444-6240      mavericmechanical@gmail.com  
www.mavericmechanical.com

Name / Address
City of Cadillac 200 N. Lake St. Cadillac, MI 49601 cpacella@cadillac-mi.net

Project

Description	Qty	Rate	Total
<b>Service @ Lake St Building Server Room</b> Remove existing minisplit system Re-cover freon from system and dispose of equipment Install Mitsubishi P series cooling only system (1) Mitsubishi P series cooling only wall mount head (1) Mitsubishi P series cooling only condenser 3 piece wind baffle kit Lineset material Condensate drain to existing drain location Control wiring from condenser to indoor head 12" condenser stand Connect to existing line voltage (New liquid tight conduit from condenser to disconnect) Remote control Permit Start up Not responsible for sealing roof where new lineset passes through Tax Exempt		5,248.00	5,248.00
<b>Total</b>			\$5,248.00



**Wilder Heating and Cooling**  
 11458 20 rd  
 MANTON, MI 49663 US  
 (231) 645-4822  
 wilderheatingandcooling@yahoo.com  
 wilderhvac.net

# Estimate

ADDRESS
Wexford County Maintenance Dept 401 Lake St Cadillac, MI 49601

ESTIMATE #	DATE	EXPIRATION DATE
2933	08/31/2020	10/01/2020

**SALES REP**  
 Jeremy Thon

ACTIVITY	QTY	RATE	AMOUNT
Provide and install Mitsubishi P series low temp mini split system Remove old Sanyo unit Install new Mitsubishi 18,000 Btu indoor head in data room Run new copper line set and control wire through the roof Connect to pvc drain lines Install Mitsubishi 18,000 Btu condenser on the roof with poly pad and 12 inch heat pump stand to keep the unit out of the snow Install low Ambient kit on unit with louvre package Connect copper line set and control wire Replace wire from the panel to the new Mitsubishi condenser, replace breakers in electrical panel Install new disconnect and electrical whip The old Sanyo unit is a single phase 120 volt system Electrical provided by licensed electrician <b>Services</b> Labor, materials, electrical and mechanical permits to complete job			7,739.87

TOTAL

**\$7,739.87**

Accepted By

Accepted Date

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**BOARD OF COMMISSIONERS AGENDA ITEM**

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**FROM:** Finance Committee  
**FOR MEETING DATE:** October 7, 2020  
**SUBJECT:** Ottawa County Juvenile Bed Rental Agreement

**SUMMARY OF ITEM TO BE PRESENTED:**

An agreement between Ottawa County and Wexford County for juvenile detention center bed rental is attached for consideration. The agreement is for three years, beginning on October 1, 2020.

There are several levels of compensation which are outlined on page 4.

**RECOMMENDATION:**

The Finance Committee advises the full board approve the agreement with Ottawa County.

**OTTAWA COUNTY JUVENILE DETENTION CENTER**  
**BED RENTAL AGREEMENT**

**This Agreement** is made among WEXFORD COUNTY acting through the authority of the 28<sup>th</sup> Judicial Circuit Court and its legislative funding body, the County Board of Commissioners (collectively the “Placing Agencies”) and Ottawa County, acting through the 20<sup>th</sup> Judicial Circuit Court (“20<sup>th</sup> Circuit”) and its legislative funding body, the Ottawa County Board of Commissioners (“Ottawa”):

**Whereas**, the Ottawa County Juvenile Detention Center (“Detention Center”) is owned by Ottawa County but is a court not county operated juvenile detention facility that is managed by the 20<sup>th</sup> Circuit Court and is subject to the all rules and regulations under Michigan law pertaining to court management juvenile detention facilities;

**Whereas**, the Placing Court orders certain court wards into detention and/or treatment facilities; administers the local county Child Care Fund (“Placing CCF”); and desires to enter into this Agreement for the purpose of renting secure detention and treatment beds for delinquent juveniles within its jurisdiction;

**Now, therefore in consideration** of the mutual covenants and promises contained herein, the parties agree as follows:

**I**  
**TERM OF CONTRACT**

This contract shall begin on October 1, 2020 and will be effective for three (3) years unless terminated earlier as provided herein or as amended by the parties in a like writing signed by all parties. Any party may terminate this Agreement by giving the other parties written notice, postmarked or hand delivered, at least thirty (30) days prior to the intended date of termination.

**II**  
**THE DETENTION CENTER'S DUTIES**

1. House juvenile offenders ("Juveniles") under the jurisdiction of the Placing Court at the Detention Center. The Detention Center will treat all such Juveniles with respect and in the same manner as other juveniles housed at the Detention Center in accordance with the policies, rules, and regulations of the 20<sup>th</sup> Circuit and the Michigan Department of Health and Human Services, Bureau of Regulatory Services.
2. In addition to the occupancy of a secured bed/board and care, various treatment services may be available to a juvenile from the Placing Court upon mutual agreement. Additional costs related to the case while a juvenile is in the care of the Detention Center (e.g. psychological or other assessment/testing) fall outside this Agreement and may be arranged with the 20<sup>th</sup> Circuit, and such arrangement will be documented at the Detention Center and the Court.
3. Although nothing herein shall be considered a third party beneficiary contract nor a waiver of the 20<sup>th</sup> Circuit's or Ottawa's governmental immunity or any other defense, including but not limited to the fact that the employee's and/or officer's behavior might be outside the scope of employment, and without waiving or modifying the Ottawa Indemnitees' defense and indemnification rights below, the Detention Center and the 20<sup>th</sup> Circuit will defend and indemnify the Placing Agencies from any liability alleged or imposed as a result of the gross negligence or intentional conduct of an Ottawa Indemnitee. The Placing Agencies must promptly notify Ottawa of any such claim so that Ottawa can defend.

**III**  
**THE PLACING AGENCIES AGREE TO:**

1. Conduct appropriate and necessary legal proceedings and provide the Detention Center with a valid court order detaining the Juvenile(s).
2. Contact the Detention Center Superintendent (or designee) to make the initial referral and determine bed space availability. If substance abuse treatment is being sought for the referred juvenile prior to this call, the Placing Court will have the juvenile assessed by a substance abuse provider for the appropriate clearances necessary for this type of treatment.
3. Obtain medical releases for the Juvenile and provide all information requested by the Detention Center's administrative staff. The Placing Agencies will also be responsible for all necessary arrangements, such as transportation, prescriptions, surgery, post-surgical care, psychological testing, medical and dental care and costs of all desired services not normally provided at or by the Detention Center or its staff, including, but not limited to, medical, dental, mental health, optical care or testing for the conditions not directly related to or arising from housing of the Juvenile at the Detention Center.
4. Provide weekly contact between the Placing Court's caseworker and Juvenile, unless other specific arrangements to the contrary are agreed upon by the Detention Center.
5. Hold harmless and defend and indemnify Ottawa and/or the 20<sup>th</sup> Circuit and their judges, officers and employees ("Ottawa Indemnitees") from any and all claims of or for liability, loss or damage, including but not limited to defense costs and attorney fees that the Ottawa Indemnitees may suffer arising out of, or in connection with the detention of a Juvenile pursuant to this Agreement, including but not limited to any services provided by the Detention Center, but excluding costs and liability arising from the gross negligence

or intentional acts of the Ottawa Indemnitees. The Placing Agencies further agree that Ottawa may select defense counsel and arrange for the defense of any such liability claims asserted against the Ottawa Indemnitees and the Placing Agencies will reimburse Ottawa for any reasonable costs and fees incurred to defend against any claims, demands, actions or suits brought against the Ottawa Indemnitees arising out of or in connection with service to the Juvenile(s) hereunder, provided that such reimbursement obligation shall not apply to any defense costs or attorneys' fees associated with a judicial finding that an Ottawa Indemnitee is liable for a tort of gross negligence and/or an intentional tort against the Juvenile.

#### **IV COMPENSATION**

1. In consideration for the services provided by the Detention Center under the terms of this agreement, for youth referred to it by the Placing Court and accepted by the Detention Center, the Placing Agencies agree to reimburse Ottawa in accordance with the terms specified below:

- A. Detention bed rental - \$175.00 per day
- B. Lighthouse Program - \$195.00 per day
- C. Specialized/Individualized Treatment Program - \$195.00 per day
- D. Psychological Assessments - \$400.00 per assessment (if done by the 20<sup>th</sup> Circuit; additional costs for specialized testing may be higher based on agreement from the Placing Court)

2. The 20<sup>th</sup> Circuit will submit an invoice to Placing Court by the tenth (10<sup>th</sup>) working day of the month following the month in which services were provided. The invoice will list the names of juveniles and the days of service provided as well as the per diem rate.

3. The Placing Agencies shall issue payment within thirty (30) days from receipt of the invoice. Questions or discrepancies must be submitted in writing to the Detention Center within ten (10) days of receipt of the invoice.

4. The Placing Agencies recognize the Detention Center has calculated the rates above based on its actual costs. By signing this Agreement and placing the Juvenile(s) in the Detention Center, the Placing Court is finding that services of the Detention Center are necessary for the Juvenile(s) and the fees reasonable and necessary for his, her or their treatment, irrespective of any limitation on reasonable and necessary costs imposed by the State of Michigan or limitation on state contributions to the local Child Care Fund.

5. The Placing Agencies further recognize the Detention Center reserves the right to change programs and/or increase costs and fees of the programs above as costs dictate in the sole discretion of the 20<sup>th</sup> Circuit Court. The Detention Center shall endeavor to give advanced notice of any increases and to keep increases to a minimum to the Placing Agencies, but circumstances may not enable such advanced notice.

## V MISCELLANEOUS PROVISIONS

1. The Detention Center reserves the right to refuse admittance of any juvenile not under the jurisdiction of 20<sup>th</sup> Circuit when such admittance would unduly burden the facilities or create disadvantage for other juveniles under the management or jurisdiction of the 20<sup>th</sup> Circuit. In addition, The Detention Center may temporarily deny admission when the Detention Center census is too high. The Detention Center may also order the removal within twenty (24) hours of any juvenile whose continued presence is unduly detrimental to the welfare of such juvenile, or any juveniles in the Detention Center, or to the general operation of the detention facility. This right to order removal may be

invoked in situations when:

- A. Complete and proper documents are not presented with the juvenile at the time of detention;
- B. Medical conditions or injuries requiring immediate medical or mental health treatment;
- C. The juvenile is in such an emotional or distraught state as to be a risk to themselves or other juveniles at the Detention Center or employees in the Detention Center.

2. Neither party shall discriminate against or give preference to any Juvenile placed and cared for because of that Juvenile's race, color, creed, national origin, religion, sex or disability.

3. No officer, agent or employee of any of the parties to this Agreement shall be entitled to receive or be admitted to any personal share or benefit under any provision of this Agreement.

4. It is expressly acknowledged and agreed the parties shall observe the confidentiality of information, applicable provisions of Michigan Court Rules; County, State and Federal regulations pertaining to records, access to which is provided by Placing Court and/or 20<sup>th</sup> Circuit.

5. This Agreement may be modified or amended only by a writing duly executed by the parties as provided below.

6. This writing embodies the whole agreement of the parties. There are no promises, terms, conditions or obligations other than those contained in this Agreement. All previous and contemporaneous communications, representations or agreement between the parties, either verbal or written, are superseded by this Agreement. This Agreement

may only be modified by a written agreement signed and approved by all parties in a manner like the original Agreement's approval.

7. This Agreement is not intended as a third-party beneficiary contract and may not be assigned. No party may claim a benefit to or right in this Agreement or its provisions or services hereunder, except the parties signing below.

8. Any claim arising out of the performance of this Agreement or any of the services provided herein must result in a lawsuit against a party below within six (6) months of the date of the alleged performance breach or the date of the incident allegedly giving rise to the liability or shall be considered time-barred, waived or otherwise released and the party wishing to assert such a claim covenants that it will not file suit after such six (6) months has elapsed. In the event this provision is violated, the party violating stipulates to the immediate dismissal of such a lawsuit and payment of reasonable attorney's fees.

**28TH CIRCUIT COURT / WEXFORD COUNTY**

By: \_\_\_\_\_  
Honorable Edward D. Van Alst, Family Division Judge  
28<sup>th</sup> Judicial Circuit Court

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Gary Taylor, Chairperson  
Wexford County Board of Commissioners

Dated: \_\_\_\_\_

**20<sup>th</sup> CIRCUIT COURT / DETENTION CENTER**

By: \_\_\_\_\_  
Honorable Jon A. Van Allsburg, Chief Judge  
20<sup>th</sup> Circuit Court

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Roger A. Bergman, Chairperson  
Ottawa County Board of Commissioners

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Justin F. Roebuck  
Ottawa County Clerk/Register of Deeds

Dated: \_\_\_\_\_

10/7/2020

**J.10.**

**Wexford County Board of Commissioners  
Amendments to the 2020 Budget**

<b>Adj #</b>	<b>Acct</b>	<b>Acct Description</b>	<b>Revenue</b>	<b>Expense</b>	<b>a.</b>
20201001	<b>249.000.699.00</b>	Appropriate Fund Balance	\$ 500		
	<b>249.000.727.00</b>	Office Supplies		\$ 500	
		Under budgeted office supply line item.			
20201002	<b>101.265.800.00</b>	Contracted Services - B&G		\$ (80,300)	b.
	<b>101.266.800.00</b>	Contracted Services -Lk. St.		\$ 46,900	
	<b>101.268.800.00</b>	Contracted Services -DHD#10		\$ 33,400	
		Courthouse, Lk. St. and DHD#10 were budgeted under the Courthouse. Splitting out the three costs will give a clearer budget for 2021.			



**Administrator's Report to the Board of Commissioners** **For the meeting of October 7, 2020**

**Completed Projects/Tasks**

FOIA Requests: The Administration Office received 18 new Freedom of Information requests between September 12 and October 2, which could be a new record.

New Employees: Two new employees have started working at the County since the last Board of Commissioners meeting; a deputy and a part time substance abuse tester in Community Corrections. Also, one of our former part time substance abuse testers is now working in the Clerk's Office.

**Current Projects/Tasks**

2021 Budget: The estimated 2021 wages and benefits are nearly complete. They will be distributed to the department heads on October 8. Per the approved budget calendar, the Finance Committee will be presented with a draft budget on November 12.

Coronavirus Emergency Supplemental Funding (CESF): The grant agreements for the three applications (Courts, Prosecutor, Sheriff) have been received for the full award requested. Approval is required by November 30. The agreement requires the County to have "an Equal Employment Opportunity Plan (EEO) in accordance with 28 C.F.R. §§ 42.301-.308 on file for review." The grant agreements will be presented to the Board as soon as we prepare the EEO and ascertain that we are complying with the other grant requirements. The extensive requirements were not available until the agreements were distributed.

Coronavirus Relief Local Governments Grants Program (CRLGG): The CRLGG application was submitted before the September 23 deadline. According to the State of Michigan, the CRLGG funding is NOT a replacement for the 2020 revenue sharing that was eliminated. The formula for receiving the funding, however, is based on what the County would have received if the expected revenue sharing had been disbursed. From Michigan's Department of Treasury, which implies that more fun is in store:

"The Quarterly Financial Status Report was anticipated to be due on October 7, 2020. The federal government provided the State of Michigan an extension, so this date will be extended for local units of government. A new date for local reporting has not been set yet. The reporting will be done in an online system that will launch mid-October. We are finalizing training sessions and due dates. More information will be forthcoming."

First Responder Hazard Pay Premiums Program: The full amount of our grant request was awarded by the State. The funds were distributed to eligible employees in the second September payroll.

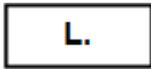
Policy Revisions: Over half of the County's 48 personnel policies have been reviewed by the ad hoc committee and are being presented to the Board for consideration. It is the committee's intent to revise the remaining personnel policies and present them to the Board before the end of this year.

Public Safety and Public Health Payroll Reimbursement Program: 50% of our application request was disbursed on September 21. The date and amount of the final reconciliation payment has not been released. Reporting requirements are as yet unknown.

**Additional Notes/Meetings**

Cadillac Area Chamber of Commerce – Rise Up: Along with Kevin Hughes, Jennifer Brown, and others, I was invited to speak at the Chamber's first ever virtual Rise Up event. Roughly 30 people attended.

Respectfully submitted,  
Janet Koch, County Administrator



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY  
LANSING

JEFF DONOFRIO  
DIRECTOR

8/25/2020

Hello Business Partner,

My name is Keven Venhuizen and I work for Michigan Rehabilitation Services (MRS). I am one of the vocational counselors that covers Wexford and Missaukee residents.

MRS provides services to support high school students and young adults who have recently exited high school; however, our agency also provides services to customers of any age to gain or retain employment. I also work in collaboration with MRS Business Network Unit in Northwest Michigan to coordinate direct services to employers including, but not limited to, disability awareness training and assisting with the retention of employees.

We have included a flyer to describe some of the qualifications, and details that may benefit customers and businesses.

Please let me know if you have any further questions about MRS and job retention services. I would be more than happy to meet with you, perhaps virtually, to further discuss your company's needs or interests.

Thank you for your time,

Keven Venhuizen, LPC  
Vocational Counselor  
Department of Labor & Economic Growth  
Michigan Rehabilitation Services  
(c) 231.463.6479

# Are You Currently Working Or Need Assistance to Work?

Michigan Department of Health and Human Services  
Michigan Rehabilitation Services

Michigan Rehabilitation Services (MRS) works with employees and employers to help you stay on the job. Our goal is the same as yours, to help you be successfully employed!

If you are experiencing disability-related problems on the job, MRS may be able to help.

You may qualify for MRS services if:

- your job performance is affected by a disability.
- your job is in jeopardy because of a disability.
- your disability is placing you or others at a health or safety risk.
- you have limited resources to stabilize your disability to maintain your job or find a different job.

MRS can help:

- provide counseling and vocational guidance.
- assist with restoration services such as cardiac rehabilitation, physical therapy, prosthetics, or hearing aids.
- coordinate safe and effective return-to-work strategies.
- facilitate communication between you and your employer.
- assist you to understand you and your employer's rights and responsibilities under the Americans with Disabilities Act (ADA).

## To get started, contact:

Michigan Rehabilitation Services  
**Keven Venhuizen, LPC**  
10641 W. Watergate Rd.  
Cadillac, MI 49601  
Phone: 231-463-6479



MRS is funded 78.7% with USDOE-RSA Title I federal funds, and 21.3% with state and local funds.

The Michigan Department of Health and Human Services (MDHHS) does not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, genetic information, sex, sexual orientation, gender identity or expression, political beliefs or disability.

MRS-Pub-354 (7-18)