



Wexford County

FINANCE AND APPROPRIATIONS COMMITTEE

Michael Musta, Chair

NOTICE OF MEETING

The Finance & Appropriations Committee of the Wexford County Board of Commissioners will hold a regular meeting on Thursday, July 8, 2021 beginning at 4:00 p.m. in the Commissioners’ Room, 437 E. Division St., Cadillac, Michigan.

PUBLIC PARTICIPATION

The meeting can be attended in person or by any one of the following three ways:

- **By Telephone:** Dial toll free 1-646-876-9923, enter Webinar ID 749 610 4141#
- **By Computer:** Go to the Zoom Web Site (zoom.us). Click on “Join a Meeting.” Join using Meeting ID 749 610 4141.
- **By Smartphone:** Install the Zoom application prior to the call. Launch the Zoom app at the time of the call and join using Meeting ID 749 610 4141.

TENTATIVE AGENDA

- A. CALL TO ORDER
- B. ROLL CALL
- C. ADDITIONS / DELETIONS TO THE AGENDA
- D. APPROVAL OF THE AGENDA
- E. APPROVAL OF THE JUNE 23, 2021, REGULAR MEETING MINUTES..... 1
- F. PUBLIC COMMENTS
The Committee welcomes all public input.
- G. AGENDA ITEMS
 - 1. Approval of Claims (*A. Nyman, County Clerk*)
 - 2. Family Division Memo Regarding Child Care.....34
 - a. FY 22 Child Care Budget35
 - b. FY 22 Basic Grant Certification39
 - c. FY 22 In-Home Care Certification41
 - 3. RFP Bid Opening – Paper.....43
 - 4. Budget Amendment(s)
- H. CORRESPONDENCE
- I. ADMINISTRATOR’S COMMENTS
- J. PUBLIC COMMENTS
- K. COMMITTEE COMMENTS
- L. CHAIR COMMENTS
- M. ADJOURN

In compliance with the Americans with Disabilities Act, persons with physical limitations that may tend to restrict access to or participation in this meeting should contact the County Administrator’s office (231-779-9453) at least twelve (12) hours prior to the scheduled start of the meeting.

COUNTY OF WEXFORD
FINANCE & APPROPRIATIONS COMMITTEE MEETING
REGULAR MEETING MINUTES
June 23, 2021

The regular meeting was called to order by Chairman Michael Musta at 4:00 p.m. in the Commissioners' Room, Historic Courthouse, 437 E. Division St. Cadillac, Michigan.

Members Present: Mike Musta, Mike Bengelink, Brian Potter and Gary Taylor
Members Absent: None
Also Present: Janet Koch, County Administrator; Kristi Nottingham, Treasurer; Alaina Nyman, Clerk; Joe Porterfield, Equalization Director; Norma Schmidt, Senior Executive Assistant; Roxanne Snyder, Register of Deeds; Annie Strom, Chief Deputy Treasurer; Corey Wiggins, Prosecutor

ADDITIONS OR DELETIONS TO THE AGENDA

Added: G.8. Resolution Opposing Secretary of State by Appointment Only; G.9. ARPA Discussion; G.10. Lake Street Security

APPROVAL OF THE AGENDA

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

APPROVAL OF THE MINUTES

A motion was made by Taylor and supported by Bengelink to approve the June 10, 2021, Regular Meeting Minutes. A vote was called. All in favor.

PUBLIC COMMENTS

None.

AGENDA ITEMS

G.1. Approval of Claims

A motion was made by Bengelink and supported by Taylor to pay the bills in the amount of \$323,125.30.

Ms. Nyman noted nothing was added to the claims.

A vote was called. All in favor.

G.2. Alliance for Economic Success Presentation – ATTACHMENT 1 & 2

Ms. Lisa Leedy, Executive Director, Alliance for Economic Success, AES, distributed two informational packets to the Committee; the AES Annual Report and AES's request for financial assistance.

Ms. Leedy reviewed the AES 2020 Annual Report. She stated that their business model for economic development is to Convene, to Collaborate, to Connect. She reviewed their mission, vision, and values.

Mr. Mark Lagerwey, AES Coordinator, gave an overview of the letter for financial assistance. He noted that many partnerships have been formed with AES. AES is asking for an annual County allocation of \$32,190. This is based on the 2020 taxable value of \$1,038,412,020. Mr. Lagerwey gave an overview of the agreement attached to the letter.

Ms. Caitlyn Berard, President, Cadillac Chamber of Commerce, mentioned that the Chamber is currently in transition. The Chamber has a partnership with AES and the Chamber is trying to expand their partnerships. She reiterated the need for stable funding.

Chairman Musta noted that the Committee will review the information since the FY 22 budget process is about to begin.

G.3. Additional MERS Voluntary Contribution Discussion

Chairman Musta reminded the committee that last year the Board spoke about two separate additional contribution payments to MERS. He noted that this is the time to discuss the second payment.

A motion was made by Bengelink and supported by Potter to send to the full board an additional contribution to the MERS funding of an additional \$500,000. A vote was called. All in favor.

G.4. Credit Card Policy Discussion – ATTACHMENT 3 & 4

Ms. Strom distributed the current policy and a communication from the auditors, Rehmann, who would like to see an official reconciliation.

Ms. Strom will be revising the credit card voucher; minor changes to the policy may be necessary.

G.5. Year-to-Date Revenue and Expense Reports

Ms. Koch reported everything is in line. Fund 260 will not appear in future reports as the final details to absorb Fund 260 into the general fund have now been completed.

G.6. FY 22 Draft Budget Calendar

A motion was made by Bengelink and supported by Taylor to forward the Draft Fiscal Year 2022 Budget Calendar to the full board for approval. A vote was called. All in favor.

G.7. Budget Amendments

A motion was made by Potter and supported by Bengelink to forward to the full board for approval the budget amendment dated 7/7/2021. A vote was called. All in favor.

G.8. Resolution Opposing Secretary of State By Appointment Only – ATTACHMENT 5

A motion was made by Bengelink and supported by Potter to forward a Resolution Opposing Michigan Secretary of State “By Appointment Only” to the full board with a recommendation to approve.

Comm. Bengelink stated that our State Representative is currently in favor of this resolution.

A vote was called. All in favor.

G.9. ARPA Discussion

A motion was made by Potter and supported by Taylor to forward to the full board for approval a \$2,500 direct payment to all active County Employees annually for three years, prorated per month of service from the prior year's work as of July 31st of 2021, 2022 & 2023, using allowed American Rescue Plan Act funds, subject to any contractual or collective bargaining agreement requirements. Payments will be made in a separate check on the same pay date of the first payday in August. A vote was called. All in favor.

G.10. Lake Street Security

A motion was made by Taylor and supported by Bengelink to forward to the full board to increase Lake Street security hours to 8:30 a.m. to 5:00 p.m. Monday through Friday. A vote was called. All in favor.

CORRESPONDENCE

None.

ADMINISTRATOR'S COMMENTS

Ms. Koch stated a Department Head meeting took place this morning and a long discussion on employee attraction/retention took place.

Prosecutor Wiggins gave several scenarios that have occurred in his office and stated that the current wages are not competitive. Several employees in the County are working two and three different jobs.

PUBLIC COMMENTS

None.

COMMITTEE COMMENTS

None.

CHAIR COMMENTS

None.

ADJOURN

A motion to adjourn was made by Bengelink and supported by Taylor at 4:59 p.m. All in favor.

Michael Musta, Chairman

Norma Schmidt, Recording Secretary

ALLIANCE FOR ECONOMIC SUCCESS

The AES FY2020 Annual Report highlights the programs, investments and partnerships that are building stronger, more competitive, and more resilient rural communities.

2020 ANNUAL REPORT



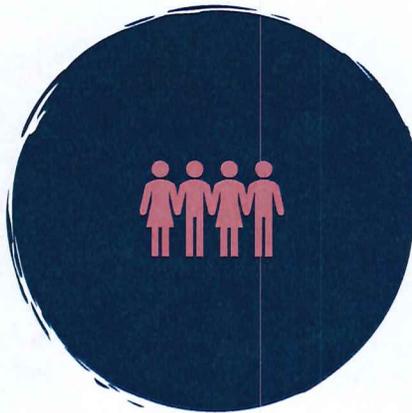
Business Model

The role AES plays in economic development



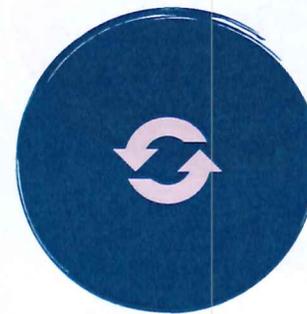
Convene

Bring folks together.



Collaborate

Work with partner agencies for the best outcomes.



Connect

Provide access to resources.



Fostering collaboration to build prosperity in rural northern Michigan.

We strive to provide business and community development services, resulting in solutions for and with businesses and communities, creating prosperity through partnerships.

AES brings the leadership to identify local priorities on which to build collaborations to enthusiastically promote the community capital capacity building needed to develop sustainable, prosperous communities. We use our passion, diversity, and humility to support these initiatives and provide integrity and ethical practices in achieving our goals.



INTRODUCTION

MISSION, VISION, VALUES

It's impossible to provide a report for 2020 and not focus on the impacts of the pandemic. Wexford and Missaukee Counties provide a high-quality place to live, work, play and run a business. We went from a solid, growing economy with renewed optimism, to fear and confusion during unprecedented shutdowns and mandates. Our team supported business owners, while working through plans to help them survive. Collaboration with the local support agencies, state agencies, nonprofit organizations and local leaders helped strengthen our communities and increase economic competitiveness during the past year more than ever.

Despite all of the challenges of 2020, our regional employer base is strong. Not only did our area businesses learn to adapt during events beyond their control, but many worked together to help other neighboring businesses as well.

Among the achievements highlighted here are our participation in the scoring and award of over \$1 million in grant awards that supported local businesses through the pandemic, serving as catalysts for job retention; interactions with 501 businesses many times over to connect them to resources and tools as well as marketing our community to national site selectors with 14 replies to requests for site information.

During these difficult times, we must continue our effort to collaborate with all agencies to help our businesses and communities thrive. **Spirited dedication, innovation, resilience:** I have never been more proud of our team and our communities.

-Lisa

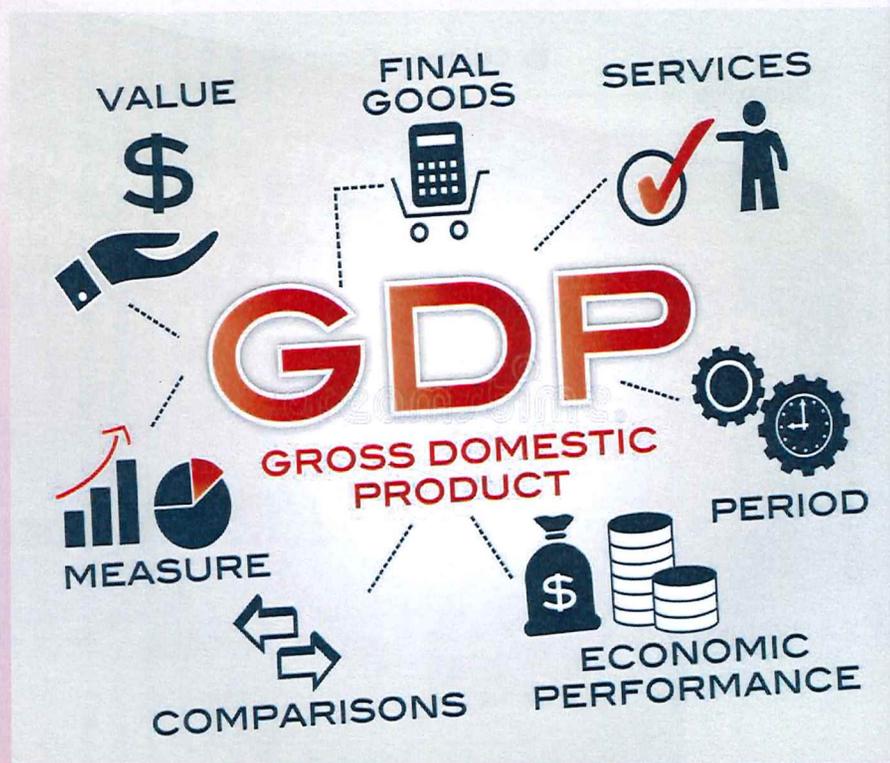
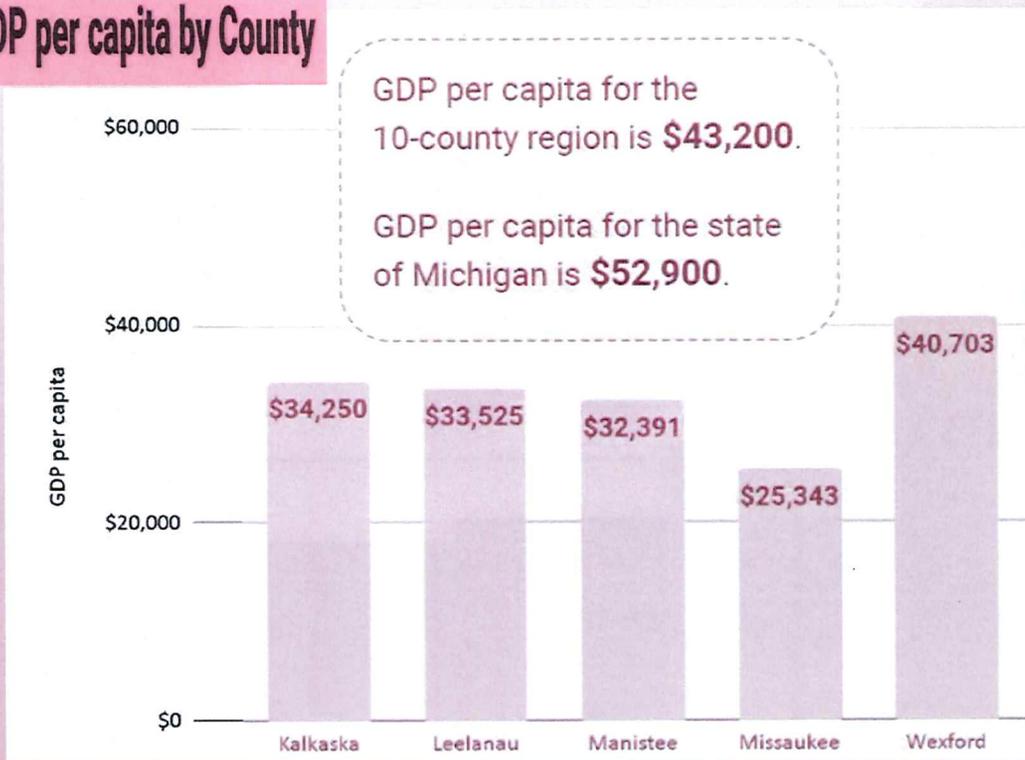
A message from the Executive Director



Lisa Leedy

Current Conditions

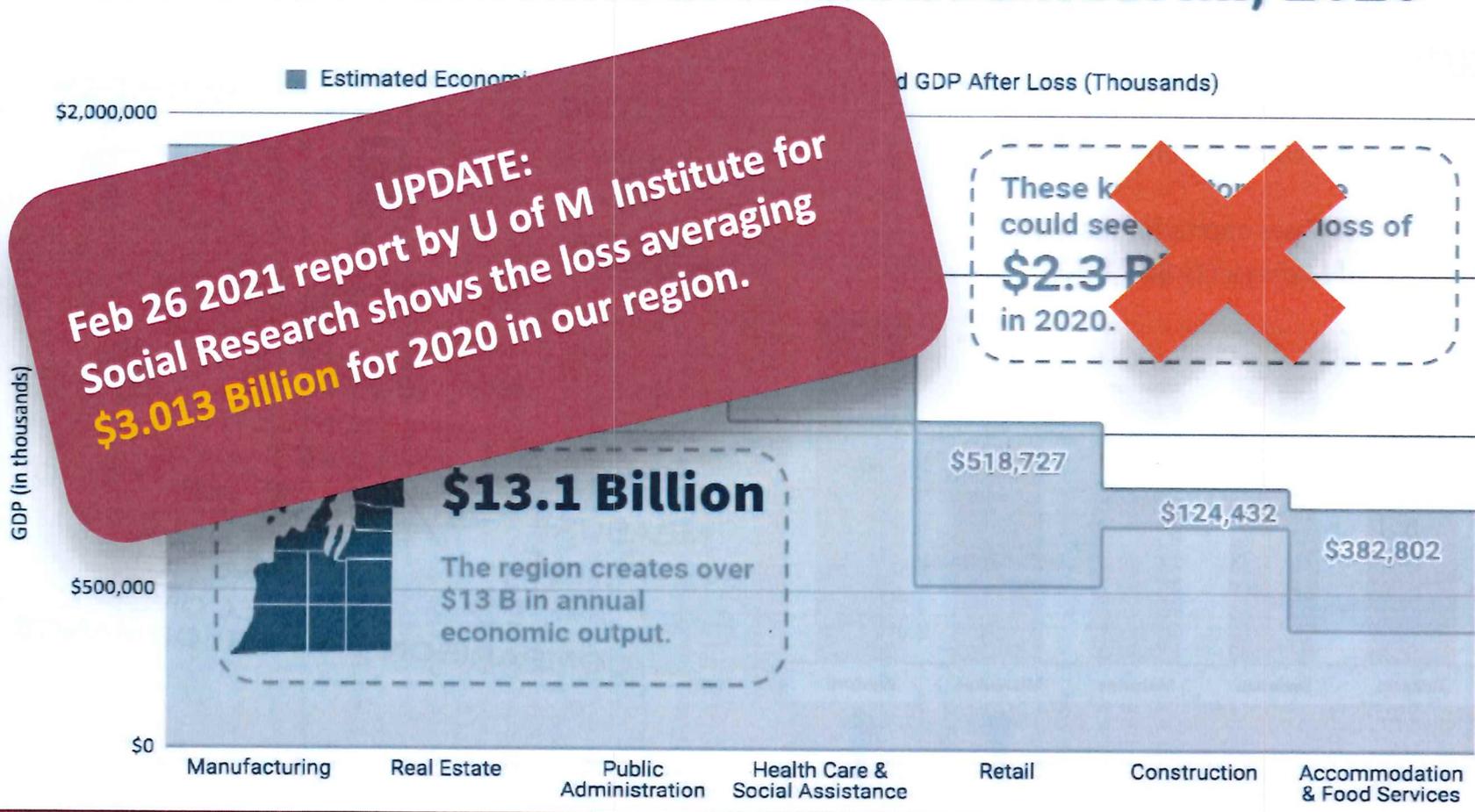
GDP per capita by County



Data source: NWMi Regional Recovery and Investment Data-2020



Estimated Economic Loss in Northwest MI, 2020



**CURRENT
CONDITIONS**



Data source: NWMI Regional Recovery and Investment Data-2020



Sorry We're
CLOSED

Who is at risk of long-term impact?

	Immediate Impact More than 1 in 3 jobs face immediate impact.	Closure Order More than 1 in 4 jobs are non-critical, non-remote.	Small Business More than 1 in 3 jobs is in a small business with less than 20 workers.
Missaukee	21%	19%	36%
Wexford	26%	23%	17%

Current Conditions

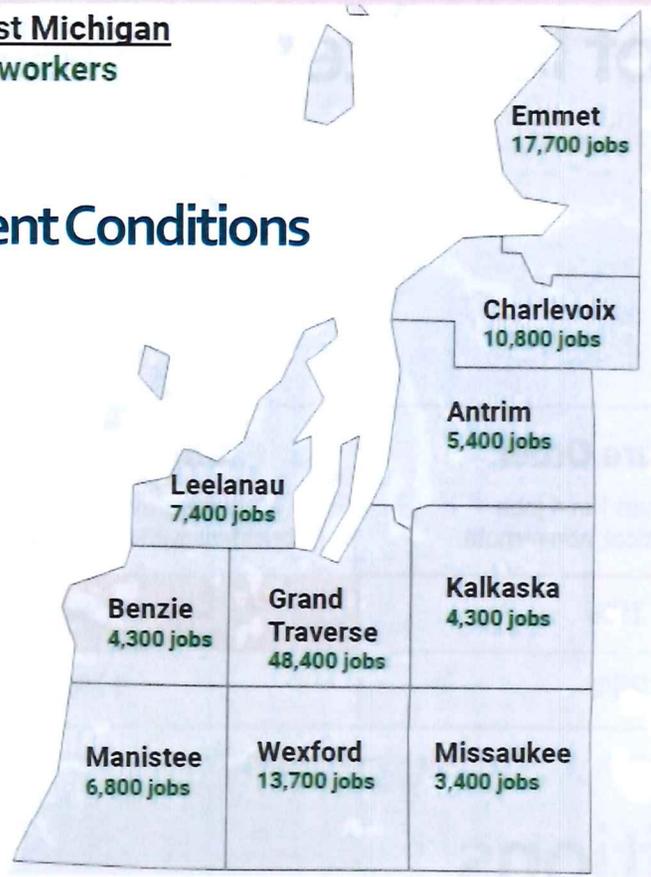


Data source: NWMI Regional Recovery and Investment Data-2020



Northwest Michigan
122,800 workers

Current Conditions



Workforce Impacts by Industry

Closure orders and new operating restrictions present risks to businesses and employment that vary across industry and over time.



Data source: NWMI Regional Recovery and Investment Data-2020



Small Business Risk

\$12,100

Bank Account Balance

The median balance for small businesses across checking and savings accounts.

Even small changes in cash inflows or outflows – especially if unexpected – can have large impacts on small businesses.

27 days

Cash Buffer Days

The median number of days of outflows a small business could pay were inflows to stop.

With a median of only 27 cash buffer days, the typical small business has a low margin of error in the face of economic headwinds and shocks.



Current Conditions



Pandemic Assistance was our primary focus all year

How we helped:

501

Number of unique businesses
AES staff assisted during 2020

36

Number of government
units or agencies
engaged

427

Number of staff hours
assisting partner
agencies



Direct Outside Dollars Back into Local Businesses

\$1,059,759

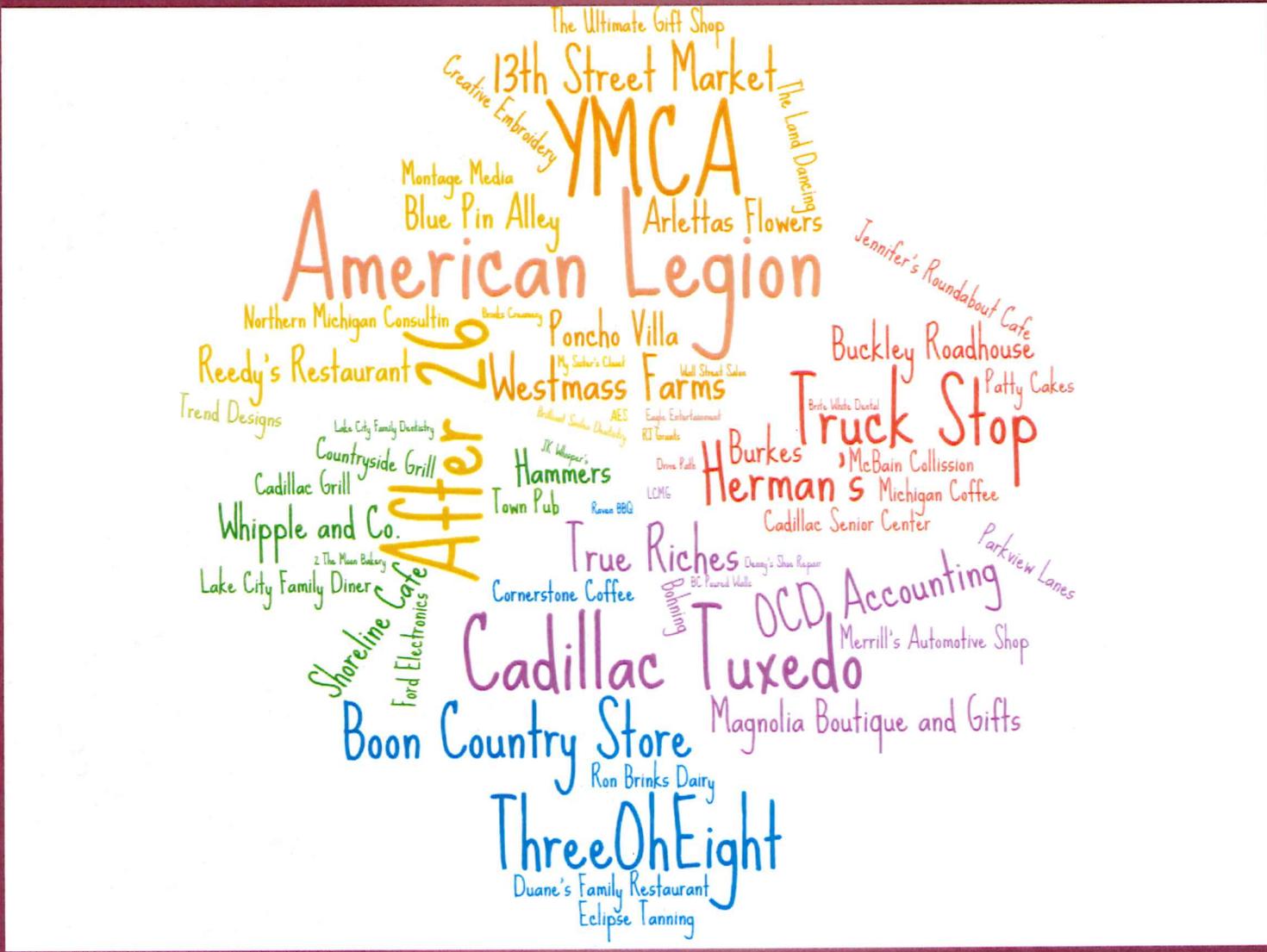
AES grant facilitation, assistance, scoring and administration

2020 Grant Dollars	Number of Business Awards	Number of Non-Profit Awards	Wexford Grant Amount Total	Missaukee Grant Amount Total	Total for regional work
Relief Grant	12	0	\$45,000	\$20,000	
Restart Grant	34	5	\$332,781	\$147,660	
Survival Grant	27	4	\$207,426	\$91,426	
Innovation & Apprenticeship grants (Regional share)	0	3			\$140,000
Misc Additional Grant Funding for AES work	0	1			\$75,466
Totals:	73	12	\$585,207	\$259,086	\$215,466



Our geographic reach within **Missaukee** and **Wexford** Counties





Grant Awardees



- Commence the City of Cadillac Income Study to attempt to qualify for CBDG funds to help fund public infrastructure that supports housing projects such as The Lofts
- Work with a developer in Missaukee County to find resources to help facilitate a new housing development
- Support Housing North with resources and expertise to overcome barriers to additional housing options in both counties



Housing

Our team continues to move the needle for more housing options in our counties





Quality of Life

- Re-submit the Missaukee County DNR Trust Fund Grant Application for mountain bike trail expansion
- Assist Wexford County and Boon Sports Management with The Wex DNR Passport grant to keep the project moving
- Support the White Pine Trailhead Project at Cadillac Commons with the City of Cadillac





Grant Dollars
sought for our
counties

\$2,645,000



Number of grant
applications
reviewed/scored

370



New business
attraction
solicitations

14

Impact





REGIONAL COLLABORATION TO BRING OPPORTUNITIES TO MISSAUKEE AND WEXFORD COUNTIES

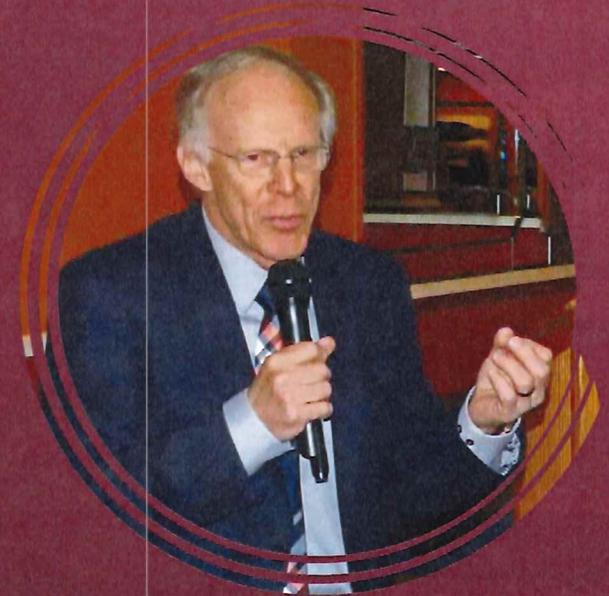
- MEDC Innovation Grant with Networks Northwest \$400,000
- LEO Apprenticeship Grant with MichiganWorks! \$300,000
- Industry 4.0 Grant with area Manufacturing Councils (awaiting announcement \$835,000)
- Regional and County CEDS Task Force Lead
- Monthly Collaborative Development Council Lead for both Missaukee and Wexford Counties

Mark Lagerwey joined the AES team in December through a sponsorship by Baker College. Mark is known for his role as the Associate Director of Business Development at Baker College.

Mark's role in the MAT2 and Mechatronics programs at Baker puts him directly in a supportive role in our region's workforce development. Mark also serves on the Cadillac Rotary Board and the White Pine Ride event team.

Mark will be working part-time alongside Lisa Leedy to transition into the role of Executive Director by June, after his retirement from Baker College.

New Team Member, New Leadership



Mark Lagerwey

2020 Team

Board Of Directors



Kelly Smith
Executive Director
Baker College Cadillac



Eric Gustad
Public Affairs Area Manager
Consumers Energy Company



Tonya Smith
President
Munson Healthcare Community Hospitals
and System Integration



Jeremy Winkle
Owner
VanDries Furniture



Mark Bergstrom
Retired
Former Manistee County Commissioner

Staff

Lisa Leedy
Executive Director

Mark Lagerwey
Program Director
Transitioning to Executive Director in 2021

Marv Radtke
Community Development

Alexa Leedy
Administrative Assistant

Patty Bell-Johnson
Accountant



2020 Investors and Partners

Baker College
Boon Sports Management
Boon Township
Cadillac Castings
Cadillac Area Community Foundation
Cadillac Area Human Resources Association
Cadillac Chamber of Commerce
Cadillac DDA
Cadillac Downtown Fund
Cadillac News
Cadillac Visitors Bureau
CEDAM
Chemical Bank
Cherry Grove Township
City of Cadillac
City of Manton
City of McBain
Clam Lake DDA
Clam Lake Township
Consumers Energy
Downtown Cadillac Association
DTE Foundation
Gibbs Planning Group
Habitat for Humanity
Haring Township
Housing North
James Bosscher
MDOT
Michigan Celebrates Small Business
Michigan Community Capital
Michigan Dept. of Natural Resources
MEDA
MEDC
Michigan Landbank Fastrack Authority
Michigan State Housing Development Authority
Michigan State University SBEI Program
Michigan Works!
Missaukee Chamber of Commerce
Missaukee Community Foundation
Missaukee County
MSU Extension
Munson Healthcare Cadillac
Networks Northwest
Portage Lake Watershed Forever
Rotary Charities
SBA
SBCD
Selma Township
USDA
US Department of Commerce
US Forest Service
VanDries Furniture
Venture North
Village of Thompsonville
Wexford County
Wexford-Missaukee ISD
9 and 10 News



The Alliance for Economic Success (AES) was created in 2008 to support economic and community development. It is a 501c3 nonprofit corporation, governed by a Board of Directors.

The work of the AES is guided by funder priorities. The AES helps communities and industry engage all interests to develop and unify around strategies for the future. We convene, connect, communicate and collaborate.

THANK YOU

Lisa Leedy 

231.723.4325 

lisa@allianceforeconomicsuccess.com 

www.allianceforeconomicsuccess.com 



ATTACHMENT 2



Alliance for Economic Success

Fostering collaboration to build prosperity

June 23, 2021

To: Wexford County Board of Commissioners

Thank you for the opportunity to present the Alliance for Economic Success (AES) annual report featuring our economic development initiatives over the last year.

The success of AES is evident. We hope you understand that our goal over the last four years has always been to work in multiple ways to coordinate and help regionalize the economic and community development initiatives of the Wexford and Missaukee communities.

Today in addition to sharing what we have accomplished, we are asking for you to become a partner in economic development using this funding model that will provide sustainability of AES services but also ensure we have a stake in the prosperity of Wexford County.

- 1) **Partnering** with MSU Extension, Baker College, and the Cadillac Area Chamber of Commerce, and establishing a board that continuously gathers your input on our collaborative work to build prosperity in our communities.
- 2) **Establishing a funding model** similar to ones utilized by other economic development organizations like the Northern Lakes Economic Alliance to our north: an annual allocation of **.000031** based on contributing government partners' overall property tax value: Wexford's annual allocation would be \$32,190 based on 2020 Taxable Value of \$1,038,412,020.

Today we are asking you to help by supporting a request for funding reflecting this level of support.

As we navigate the post-COVID-19 recovery, AES will continue to work diligently to provide critically important support to area business and stakeholders. Continuation of these efforts by AES will never be more important than now, and we have never needed you more as our partner. Thank you for your leadership.

Sincerely,

The AES Team

Mark Lagerwey, AES coordinator,
Lisa Leedy, AES Executive Director,
and the AES executive Board of Directors:
Kelly Smith, Baker College;
Jeremy Winkle, VanDrie Home Furnishings;
Tonya Smith, Munson Healthcare;
Doug DeYoung, Consumers Energy,
Jeffrey Bassett, 4Front Credit Union

AGREEMENT FOR SERVICES OF ALLIANCE FOR ECONOMIC SUCCESS

THIS AGREEMENT is made between the County of Wexford, a Michigan municipal corporation, with an address of 437 E. Division St, Cadillac, Michigan 49601 ("County"), and Alliance for Economic Success, a Michigan non-profit corporation, with an address of 2141 Plett Rd, C108, Cadillac, Michigan 49601 ("AES").

Recitals

WHEREAS, the County wishes to encourage economic development and job creation and retention within its boundaries; and

WHEREAS, the AES has provided community economic development services in the northern Michigan area since 2008, and desires to continue to provide such services to include Wexford County.

Agreement

NOW THEREFORE, in consideration of an annual investment in AES operational funds of .000031 of taxable value of the county in the amount of \$32,190, and the mutual agreements and benefits to the parties, the parties agree as follows:

1. SERVICES TO BE PROVIDED. The AES shall serve as a resource throughout the region for various community economic development services, including but not limited to, the following: strategic planning, industrial/business park development, site selection outreach services, community development efforts, business attraction, business start up, business retention, business expansion, coordination in obtaining federal, state and other economic development grants, serving as liaison with federal and state governments, economic assessment and analysis, brownfield redevelopment assistance, and historic preservation. An annual report of initiatives will be provided to all funders.
2. TERM. The term of this Agreement will be three (3) years commencing on July 1, 2021 and ending on June 30, 2024.
3. PAYMENT. Payment to be made annually in not more than 4 payments, with total paid no later than March 31st each year.
4. RELATIONSHIP OF PARTIES. The AES is an independent contractor, and is not an employee, agent or partner of the County.
5. REPRESENTATION ON THE AES BOARD OF DIRECTORS. The Wexford County Board of Trustees shall nominate two individuals to serve on the AES Board of Directors. One nominee (only one) shall be a current elected member of the County Board of Trustees. Nominees are subject to approval by the full AES Board of Directors.
6. NONDISCRIMINATION. The AES shall not discriminate against a person to be served, or any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status,

pregnancy, or protected activity, or because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of these covenants may be regarded as a material breach of this Agreement.

7. INDEMNIFICATION. The AES shall indemnify, defend and hold harmless the County, its elected and appointed officials, employees and volunteers, against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from them, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use, which arises out of or is in any way connected or associated with this Agreement. Such indemnification will survive the termination of this Agreement. By entering this Agreement, neither party waives any immunity provided by law.

8. DISCLOSURE OF CONFLICTS OF INTEREST. The AES shall disclose to the County any actual or potential conflict of interest between the AES, its key employees, or their family, business or financial interests and the services to be provided under this Agreement.

9. RECORD KEEPING; AUDITS. The AES shall keep complete and accurate records and maintain audited financial reports according to its bylaws.

10. COMPLIANCE WITH LAW. The parties shall comply with all applicable federal, State and local laws, ordinances and rule and regulations.

11. TERMINATION. Either party may terminate this Agreement, with or without cause, at any time upon providing the other party no less than six-months prior written notice of the intent to terminate. Any outstanding balance owed either party for membership services will be refunded based on the date of termination. Payment to be made within thirty (30) days of termination date.

12. WAIVER. The failure or delay on the part of the County in exercising any right, power, or privilege under this Agreement shall not operate as a waiver thereof or of the right to enforce any right, power, or privilege in the future.

13. AMENDMENT. The parties can amend this Agreement only by a written document signed by both parties.

14. ASSIGNMENT. A party cannot assign this Agreement or any right or obligation under this Agreement without prior written consent of the other party.

15. SEVERABILITY. Each provision of this Agreement must be interpreted in a way that is valid under applicable law. If any provision is held invalid, the rest of the Agreement will remain in full effect.

16. APPLICABLE LAW. This Agreement will be governed and interpreted by Michigan law.

17. NOTICES. All required notices must be in writing and shall be considered given when delivered (1) personally, or (2) by registered or certified mail, return receipt requested, addressed as follows (or any other address that is specified in writing by either party):

If to the County: County of Wexford
County Hall and Offices
437 E. Division St
Cadillac, MI 49601
Attention: County Administrator

If to the AES: Alliance for Economic Success
2141 Plett Rd C108
Cadillac, MI 49601
Attention: AES Executive Director

18. TITLES AND HEADINGS. Titles and headings are inserted in this Agreement for reference purposes only, and must not be used to interpret the Agreement.

19. COUNTERPARTS. This Agreement may be signed in one or more counterparts, and each counterpart shall be considered an original Agreement. All of the counterparts shall be considered one document and become a binding agreement when one or more counterparts have been signed by each of the parties and delivered to the other.

20. ENTIRE AGREEMENT. This Agreement contains the entire understanding between the parties.

AGREED to this _____ day of _____, 2021, at Cadillac, Michigan.

WITNESSES:

ALLIANCE FOR ECONOMIC SUCCESS

Lisa Leedy, Executive Director

COUNTY OF WEXFORD

Name/Title

ATTACHMENT 3

Financial Management

E-3.0 County Credit Card Account Management Program

County Board Approval, Amendments: February 16, 2000; September 18, 2002; September 15, 2004; September 17, 2008; Amended December 4, 2019

A. Background.

The Board of Commissioners have approved the use of credit card accounts for use when purchasing goods and services for the County:

1. Purchasing Credit Card Program shall be used by all county departments and elected offices.

B. Wexford County Credit Card Account Management Policy.

1. All Elected Officials and Appointed Department Heads are designated as County Credit Card Account Managers and Custodians. In this capacity they shall designate which employees under their supervision shall be authorized to possess a county credit card and establish the financial limit for said employee.
 - a. Elected Officials and Appointed Department Heads using the Purchasing Card Program shall set limits on the type of purchases authorized for each Purchasing Card issued to personnel within their department.
2. Elected Officials and Appointed Department Heads may establish procedures within their office to assure that persons authorized to use the Credit Card are consistent with all departmental and county policies for purchasing goods and services.
3. Upon the termination of employment of a County Credit Card Account Manager, all cards and account records will be turned over to the successor in that position or to the Treasurer's office in the event that there is no immediate successor in that position.
4. Management of a County credit card account.
 - a. Credit card issuance and control: each card will be logged by signature by the respective department head with the log maintained by the Treasurer.
 - b. Only a County employee may use a County credit card.
 - c. County credit cards may be used only for the purchase of goods and services in conjunction with official County business.
 - d. Specific limitations on County credit card accounts and credit card use:
 - 1) County credit card accounts are normally to be utilized by County employees to pay for small quantities of supplies and travel expenses (lodging, meals, transportation, etc.) in conjunction with official County business and travel.
 - a) County Employees shall provide the counties tax identification number to vendors so that taxes on items and services are not charged.
 - b) You cannot use credit cards for:
 - Cash Advances
 - Personal PurchasesYou may not have vendors split your transactions.
Standard category exclusions (i.e. alcoholic beverages, doctors, etc.)

- 2) County credit cards may be utilized to purchase goods and services with the specific approval of the account manager/custodian subject to the following purchase limits:
 - a) When a requirement exists to utilize the County credit card for the purchase of tangible goods or contract and repair services at a line item price above \$500, County purchasing policy is to be followed.
5. Credit limits are established on each card account as follows:
 - 1) Credit Limits for Elected Officials and Department Heads are designated by the Board as \$7,000
6. The following additional procedures and requirements apply:
 - 1) Employees entrusted with County credit cards are responsible for protection and custody of the card and \viii immediately notify their respective card account manager if the card is lost or stolen.
 - 2) Not later than the first business day following the purchase of goods/services or the return from official travel, the user of the credit card will return the credit card to the account manager/ custodian.
 - 3) At the same time the credit card is returned, an itemized Wexford County Credit Card Expense Voucher with original itemized receipts for all purchases attached is to be turned in to the account manager.
7. Upon receipt of the itemized voucher, the account manager will:
 - 1) Authenticate each expense listed on the voucher.
 - 2) Verify that an original itemized receipt is included for each expense.
 - 3) Determine the appropriate budget line item that the payment for each item on this voucher is to be charged to and so indicate in the space provided.
 - 4) Reconcile and validate approved departmental vouchers against the monthly credit card account statement when received.
 - 5) Forward the validated monthly credit card account statement (with budget line item delineated for each charge) and the associated and reconciled/validated departmental credit card expense vouchers to the County Clerk's Office for AP policy verification, then forwarded to the Treasurer's Office.
8. Upon receipt of the validated monthly credit card account statements the Treasurer's Office will journalize the monthly credit card bills before month end. Monthly credit card bills will be paid on an automated payment schedule. If a discrepancy occurs, it will be adjusted on the following monthly statement.
9. The interested County oversight authority for credit card account management is the standing Finance Committee. The Treasurer's Office, as the County's internal audit and fiscal monitoring agent, will periodically review departmental management of these accounts to ensure conformance with approved County policy.
10. Disciplinary measures consistent with existing law will be taken in the event that County credit cards are used inappropriately or not in consonance with this policy.

- 1) All Elected Officials and Appointed Department Heads may reduce the scope of the Purchasing Card by reducing the purchasing codes authorized by the vendor for first offense violations.
- 2) Second or subsequent offense violations of credit card policy may result in loss of credit card privileges at the discretion of the appropriate Elected Official and/or Appointed Department Head.

ATTACHMENT 4

Janet Koch

From: Brent Pruum <Brent.Pruim@rehmann.com>
Sent: Wednesday, June 23, 2021 1:52 PM
To: Janet Koch
Cc: Annie Strom; Kristi Nottingham; Alaina Nyman; Paul Matz; Steve Peacock
Subject: Wexford County - Other Matters

Good afternoon,

Steve, Paul and myself met this morning to discuss the other matter comments reported in the communication with governance letter. Below are some recommendations to assist you with resolving these matters:

1. Independent Validation of Credit Card Purchases

We recommend the County's internally developed form "Credit Card Expense Voucher" be completed by all County employees, *including Department Supervisors and Elected Officials*, when a purchase is made with a County credit card. The voucher should include evidence of the purchase (e.g. receipt or purchase requisition). Additionally, the voucher which includes the attached support should be reviewed, as evidenced by a signature (written or electronic), by an independent individual. The independent reviewer should possess the knowledge to properly review the expenditure for appropriateness and empowered to consult/question the expenditure when necessary. For *Department Supervisors and Elected Officials*, this voucher should be reviewed by the County Administrator (or designee). The County Administrator's vouchers should be reviewed by a member of the Board or other Department Supervisor.

2. Bank Reconciliations - credit card accounts

We recommend that a formal reconciliation between the County's general ledger and bank accounts be prepared monthly for each of the County's accounts held at a financial institution. This includes the credit card account and all of the County's sweep accounts. Specific examples include the clerk and register of deeds accounts. We acknowledge that the credit card and sweep accounts are reviewed to ensure the activity nets to zero each month. However, due to timing issues related to outstanding transfers and/or other activity, reconciling items may exist and required to be recorded in the general ledger. Additionally, each reconciliation should include evidence (written or electronic) of the individuals who prepared and independently reviewed the reconciliation.

If you have any questions, would like to discuss other recommendations to implement these internal controls, and/or need additional clarity, please let us know and we can schedule a meeting to discuss.

Thank you,
Brent

Brent Pruum, CPA
Senior Manager | Strategic Business Analyst
Assurance and Financial Reporting

Rehmann

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D: 231.759.5020
brent.pruim@rehmann.com | [Subscribe and stay connected](#)

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COUNTY OF BRANCH

RESOLUTION OPPOSING MICHIGAN SECRETARY OF STATE
"BY APPOINTMENT ONLY"

WHEREAS, Michigan Secretary of State Jocelyn Benson, recently stated Michigan residents will always need an appointment to conduct business at a Secretary of State branch office and suggested making this permanent change, is an improvement in service; and

WHEREAS, the Secretary of State called walk in service at the branches an "antiquated, inefficient, take-a-number system that nobody liked"; the reality is that most people do want the option to walk in to a branch office for service at *their* convenience; and

WHEREAS, not only Branch County residents but all residents of the State of Michigan should have the ability to renew and make changes to all necessary documentation timely and locally through services provided by the Michigan Secretary of State; that these changes defy common sense in serving the public and is a significant reduction in convenient service; and

WHEREAS, some industry changes were positive during the coronavirus and made sense; this change does not as constituents need to be able to transfer vehicles, renew and update driver's licenses expediently, so that they can prove and provide legal ownership and residency; and

WHEREAS, these changes have been established without input from constituents, who are directly affected by this sweeping change and web-based services do not completely replace the need for walk in service at the branch offices. Many older residents and those without computers or internet will simply be turned away at the Secretary of State door; and

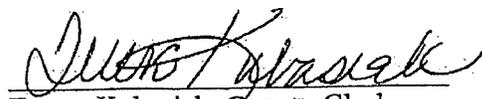
WHEREAS, these changes will only continue to frustrate citizens who just would like their license renewed or to be able to sell a vehicle, without having to wait weeks or even months or drive to a different service area to accomplish these simple tasks;

THEREFORE BE IT RESOLVED, that the Branch County Board of Commissioners hereby **STRONGLY** opposes "By Appointment Only" services for the residents not only in Branch County but for the entire State of Michigan; and

BE IT FURTHER RESOLVED, that a copy of this Resolution be forwarded to Governor Gretchen Whitmer, Secretary of State Jocelyn Benson, Senate and House leaders of Branch County, and Michigan Association of Counties.

RESOLUTION ADOPTED:


Randall Hazelbaker, Chairperson
Branch County Board of Commissioners


Teresa Kubasiak, County Clerk
Branch County

Dated: 6/8/21

Dated: 6/8/21

FAMILY DIVISION OF THE 28th CIRCUIT COURT



WEXFORD COUNTY

437 E. DIVISION
CADILLAC, MICHIGAN 49601
PHONE: 231-779-9511
FAX: 231-779-9485

Hon. William M. Fagerman
CHIEF CIRCUIT COURT JUDGE

Flora Grundy
CIRCUIT COURT ADMINISTRATOR

Theresa Ladd
COURT FINANCIAL OFFICER

Rachelle L. Harris
DEPUTY CLERK

Hon. Edward D. Van Alst
PRESIDING JUDGE FAMILY DIVISION

Katherine R. Gurumurthy
JUVENILE COURT ADMINISTRATOR

Randall L. Adlam
JUVENILE OFFICER

Jennifer L. Sackett
DEPUTY JUVENILE OFFICER

Received by Wexford County

Date: June 30, 2021

JUN 30 2021

To: Administration

Administration Office

From: Family Division of 28th Circuit Court

Please find following the County Child Care Fund Budget Summary (DHS-2091) as proposed for the State fiscal year 10/1/21 to 9/30/22. Also following are the In-Home Care Certification (DHS-167) and Basic Grant Certification (DHS-168) all signed by the Hon. Edward D. Van Alst.

There was a minor change in the "bottom line" Total Expenditures of \$15,000.00. This resulted in our reviewing the actual revenue for 2019 and felt \$40,000.00 is more accurate than the \$55,000.00 figure that has been on the revenue line for years. We did not use the 2020 year because we believe it would have been skewed because of the pandemic.

There are two other changes, that do not change the total by category compared to last year, but simply the sub-categories. These changes were made because of the State's Raise the Age legislation that goes into effect on 10/1/21 where the Court will have 17 year olds that would have been in adult court previously. The budget sub-category changes reflect trying to think ahead about services that may be offered to the older juvenile population to prepare them for adulthood, etc.

- 1. Out of Home Care – Court Supervised: Last year Family Foster Care was \$10,000.00 and Independent Living was \$2,000.00. This year we have Foster Care at \$6,000.00 and Independent Living at \$6,000.00. Institutional Care is staying the same at \$475,000.00 making the total for this category \$487,000.00, the same as last year.
2. Out of Home Care – Neglect Abuse: Last year there was \$75,000.00 in Family Foster Care only. This year we have Family Foster Care at \$35,000.00, Institutional Care at \$20,000.00 and Independent Living at \$20,000.00, which again keeps the total the same as last year at \$75,000.00.

Thank you for your review and consideration.

County Child Care Budget Summary (DHS-2091)

G.2.a.

Organization: Wexford County

Fiscal Year: October 1, 2021 through September 30, 2022

Status: In Progress

County Child Care Budget Summary (DHS-2091)

Michigan Department of Health and Human Services (MDHHS)
Children's Services Agency
Wexford County for October 1, 2021 through September 30, 2022

Organization	Court Contact Person	Telephone Number	Email Address
Wexford County	Theresa Ladd - CCF Organizati	(231) 779-9510	tladd@wexfordcounty.org
Fiscal Year	MDHHS Contact Person	Telephone Number	Email Address
October 1, 2021 through September 30, 2022	Carey Adrianse - CCF Organiza	(231) 942-2323	adriansec@michigan.gov

Cost Sharing Ratios	County 50% / State 50%	Anticipated Expenditures		
		MDHHS	Court	Combined
A. Out of Home Care - Court or Tribal Supervised Add Details		\$0.00	\$487,000.00	\$487,000.00
B. In-Home Care		\$0.00	\$190,000.00	\$190,000.00
C. County/Court-Operated Facilities		\$0.00	\$0.00	\$0.00
D. Subtotals (A+B+C)		\$0.00	\$677,000.00	\$677,000.00
E. Revenue		\$0.00	\$40,000.00	\$40,000.00
F. Net Expenditure		\$0.00	\$637,000.00	\$637,000.00

Cost Sharing Ratios	County 50% / State 50%	Anticipated Expenditures		
		MDHHS	Court	Combined
A. Out of Home Care - Neglect Abuse Add Details		\$0.00	\$75,000.00	\$75,000.00

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

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

Total Expenditure	\$651,999.71
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County Child Care Budget Summary (DHS-2091)

Organization: Wexford County

Fiscal Year: **October 1, 2021**
through September 30, 2022

Status: In Progress

Presiding Judge		Date	<input type="text" value="6/30/2021"/>
County Director of MDHHS Signature	<input type="text"/>	Date	<input type="text"/>
Chairperson, Board of Commissioner's Signature	<input type="text"/>	Date	<input type="text"/>
And/Or County Executive Signature	<input type="text"/>	Date	<input type="text"/>

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

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

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County Child Care Budget Summary (DHS-2091)

Organization: Wexford County

Fiscal Year: October 1, 2021
through September 30, 2022

Status: In Progress

Cost Sharing Ratios	County 50% / State 50%	Anticipated Expenditures		
		MDHHS	Court	Combined
A. Out of Home Care - Court or Tribal Supervised (Total of 1,2 & 3)				
		\$0.00	\$487,000.00	\$487,000.00
	1. Family Foster Care	\$0.00	\$6,000.00	\$6,000.00
	2. Institutional Care	\$0.00	\$475,000.00	\$475,000.00
	3. Independent Living	\$0.00	\$6,000.00	\$6,000.00



County Child Care Budget Summary (DHS-2091)

Organization: Wexford County

Fiscal Year: October 1, 2021
through September 30, 2022

Status: In Progress

Cost Sharing Ratios	County 50% / State 50%	Anticipated Expenditures		
		MDHHS	Court	Combined
A. Out of Home Care - Neglect Abuse (Total of 1,2 & 3)		\$0.00	\$75,000.00	\$75,000.00
	1. Family Foster Care	\$0.00	\$35,000.00	\$35,000.00
	2. Institutional Care	\$0.00	\$20,000.00	\$20,000.00
	3. Independent Living	\$0.00	\$20,000.00	\$20,000.00

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

Basic Grant Certification (DHS-168)
Michigan Department of Health and Human Services (MDHHS)
Children's Services Agency

Wexford County for October 01, 2021 through September 30, 2022

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

Eligible Youth

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

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

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

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

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

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

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

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

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

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



Presiding Judge of Family Division of Circuit Court,
Juvenile Division

Date: 6/30/2021

County Director of Michigan Department of Health and Human
Services as Agent of the County

Date: _____

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

AUTHORITY: P.A. 87 of 1978.

RESPONSE: Is Required

CONSEQUENCE FOR NON COMPLETION: Child care funds will not be reimbursed.

In-Home Care Certification (DHS-167)
Michigan Department of Health and Human Services (MDHHS)
Children's Services Agency

Wexford County for October 01, 2021 through September 30, 2022

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

A. ELIGIBLE CLIENT/STAFFING

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

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

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

C. CASE RECORD DOCUMENTATION REQUIREMENTS

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

- o family case assessment which identifies, by service component, the problems and need for IHC services
- o day of intake
- o type of complaint/allegation, supported as follows:
 - (1) delinquency - a copy of the complaint or court order, when applicable, placing the child in IHC as part of a formal disposition.
 - (2) abuse/neglect - allegation and substantiation entered on the DHS-133 in Department cases;
- o treatment plan which identifies the treatment, objectives and the action steps and timetables which will be used to reach the objectives
- o case plan changes as a result of supervisor/case worker or contractee/contractor case reviews
- o quarterly progress reports
- o dates, type and purpose of service contacts made with the client. Note: weekly face to face contact is required
- o legal status of youth and the family, and
- o the living arrangement of the youth at termination of IHC services.

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

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

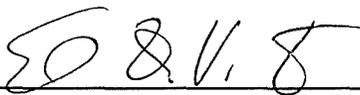
Only IHC expenditures described in the Annual Plan and Budget and approved by Child and Family Services are reimbursable.

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

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

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

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



Presiding Judge of Family Division of Circuit Court,
Juvenile Division

Date: 6/30/2021

Date: _____

County Director of Michigan Department of Health and Human
Services as Agent of the County

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

AUTHORITY: P.A. 87 of 1978.
RESPONSE: Is Required
CONSEQUENCE FOR NON COMPLETION: Child care funds will not be reimbursed.

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

TO: Finance Committee
FROM: Janet Koch, Administrator
FOR MEETING DATE: July 8, 2021
SUBJECT: RFP Bid Opening - Paper

SUMMARY OF ITEM TO BE PRESENTED:

A Request for Proposals, RFP, for bulk paper was issued on June 21, 2021. Proposals are due Thursday, July 8, 2021 by 3:00 p.m. Three sealed bids have been received thus far.

A summary of the bids received will be provided to the Committee at the time of the meeting.

RECOMMENDATION:

Administration suggests reviewing the bid summary and forward a recommendation to the full board to award the bid.