



Wexford County

BOARD OF COMMISSIONERS

Gary Taylor, Chair

NOTICE OF MEETING

The Wexford County Board of Commissioners will hold a regular meeting on Wednesday, July 21, 2021 beginning at 4:00 p.m. in the Commissioners’ Room of the Historic Courthouse in Cadillac, MI, 49601.

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. PLEDGE OF ALLEGIANCE
- D. ADDITIONS / DELETIONS TO THE AGENDA
- E. APPROVAL OF THE AGENDA
- F. EMPLOYEE RECOGNITION
- G. PRESENTATIONS AND REPORTS
 - 1. District Health Department #10 Annual Report *(Kevin Hughes, Health Officer)*
- 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 July 7, 2021, Regular Meeting Minutes 1

J.	AGENDA ITEMS	
	1. Child Care Budget for Fiscal Year 2022 (Finance 7/8/21)	6
	2. Bid Award – Bulk Paper (Finance 7/8/21).....	15
	3. Dog License Fees (Finance 7/8/21).....	16
	4. Budget Amendment(s)	
K.	ADMINISTRATOR’S REPORT	17
L.	CORRESPONDENCE	
M.	PUBLIC COMMENTS	
N.	LIAISON REPORTS	
O.	BOARD COMMENTS	
P.	CHAIR COMMENTS	
Q.	ADJOURN	

WEXFORD COUNTY BOARD OF COMMISSIONERS
Regular Meeting * Wednesday, July 7, 2021

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

Roll Call: Present- Commissioners Joseph Hurlburt, Mike Musta, Ben Townsend, Mike Bengelink, Michael Bush, Gary Taylor, Judy Nichols, and Brian Potter.

Absent- Julie Theobald.

Pledge of Allegiance.

Additions/Deletions to the Agenda-

Commissioner Potter requested to add a discussion on a Human Resources Department, seconded by Commissioner Musta.

Added J10-Discussion on Human Resources Department.

Approval of the Agenda

MOTION by Comm Nichols, seconded by Comm Bush to approve the agenda.

All in Favor.

Employee Recognition- *None.*

Presentation and Reports- *None.*

Public Comment-

Craig Delaney, Cadillac, stated he is being invaded by gypsy moths. This is a problem that keeps coming and moves around. Right now it is a problem in Northern Michigan. 28-30 years ago the County sprayed for these. He would like to see the County come up with a plan to address this in the spring.

Commissioner Taylor allowed Commissioner Bengelink to respond to Mr. Delaney. He informed him there would be a meeting on July 21st at 2pm and there will be a report.

Consent Agenda

1. Approval of the June 16, 2021 Regular Meeting Minutes

MOTION by Comm Musta, seconded by Comm Bush to approve the Consent Agenda.

All in favor.

Agenda Items

1. Policy C-9.0 Collective Bargaining Revised

MOTION by Comm Bengelink, seconded by Comm Bush to approve a revision to Policy C-9.0 adding the County Clerk as part of the Negotiation Team.

Roll Call: Motion passed 8-0.

2. Equalization Roster Update

MOTION by Comm Hurlburt, seconded by Comm Nichols to approve adding an Assistant Equalization Director to the employee roster at the M2 wage scale.

Roll Call: Motion passed unanimously.

3. FY 2022 Budget Calendar

MOTION by Comm Musta, seconded by Comm Nichols to approve the Fiscal Year 2022 Budget Calendar.

Roll Call: Motion approved unanimously.

4. Resolution 21-22 Opposing MI Sec. of State By Apt. Only

MOTION by Comm Bengelink, seconded by Comm Bush to approve Resolution 21-22 Opposing Michigan Secretary of State “By Appointment Only”.

Roll Call: Motion passed 8-0.

5. MERS Voluntary Contribution

MOTION by Comm Nichols, seconded by Comm Hurlburt to approve a payment of \$500,000 from the General Fund fund balance for an additional voluntary contribution to MERS in the surplus division.

One Commissioner questioned what percentage we currently are at. Administrator Koch explained that we are at 71% funded according to the audit.

Another Commissioner asked what this payment will bump it up to. It was believed about 5%.

Roll call: Motion passed unanimously.

6. ARPA Direct Payment

MOTION by Comm Potter, seconded by Comm Bush to approve 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 requirement. Payments will be made in a separate check on the same pay date of the first payday in August.

One Commissioner asked if this was the Counties first act with this money and if there are plans for others. It was explained that this is the first act, and any additional ideas should be sent to Executive.

Roll call: Motion passed 8-0.

7. Lake Street Security

MOTION by Comm Nichols, seconded by Comm Bush to approve increasing the Lake Street Security Hours to 8:30 a.m. to 5:00 p.m., Monday through Friday.

Roll call: Motion passed unanimously.

8. Purdue Opioid Bankruptcy Settlement

MOTION by Comm Bengelink, seconded by Comm Nichols to approve the Purdue Bankruptcy Plan and to authorize the Board Chair to submit the Wexford County vote electronically.

One Commissioner questioned if we knew the amount yet. It is still all a big unknown.

Roll call: Motion passed 8-0.

9. Budget Amendment

MOTION by Comm Musta, seconded by Comm Bengelink to approve the budget amendment dated 7/7/2021

7/7/2021

**Wexford County Board of Commissioners
 Amendments to the 2021 Budget**

Adj #	Acct	Acct Description	Revenue	Expense
20210701	101.286.528.07	CESF - Prosecutor 2021	\$23,185	a.
	101.229.702.12	CESF Employee Wages		\$14,145
	101.286.726.05	CESF - Prosecutor 2021 Supplies/Materials		\$9,040
		CESF grant money received.		

Roll call: Motion passed 8-0.

10. Discussion of Human Resources Department

Comm Potter requested that this be sent to the appropriate committee to discuss creating a Human Resources department. Comm Taylor agreed to send it to the Human Resources Committee.

Administrator's Report-

Administrator Koch has been in communication with Baker College regarding their intern program. It is a semester based project. She is hoping to create an intern spot to flow from each department. She is hoping to show what County government can offer.

She also explained that the jail investigation was done the previous week. She is hoping to have a report in four to five weeks.

Correspondence- *None.*

Public Comments- *None.*

Liaison Reports-

Comm Hurlburt visited with the road commission. They are doing a fine job and working hard mowing. He also talked with Paul Owens, and they are still hiring.

Comm Potter attended a Clam Lake DDA meeting.

Board Comments-

Comm Townsend stated he was thrilled with what was being done with the ARPA funds. He thought we needed to take care of our employees.

Comm Bengelink read a quote from Teddy Roosevelt.

Comm Nichols dittoed what Comm Townsend stated. She appreciates that Craig Delaney came to address the Board, and that a meeting was put together for the 21st. She informed everyone that the Shelter Shares Facebook page will be closing on August 1st. The Animal Control now has their own page though.

Comm Potter echoed what Comm Townsend stated. He is hoping to retain employees with the future payments.

Comm Hurlburt stated he hoped our townships and cities follow suit with the ARPA funds.

Chairman's Comments-

Comm Taylor agreed with everyone that our employees are worth it. He also thanked everyone for coming.

Adjourn

MOTION by Comm Hurlburt, seconded by Comm Bengelink to adjourn at 4:22 p.m.

All in favor.

Gary Taylor, Chairperson

Alaina Nyman, County Clerk

DRAFT

FAMILY DIVISION OF THE 28th CIRCUIT COURT



Hon. William M. Fagerman
CHIEF CIRCUIT COURT JUDGE

Flora Grundy
CIRCUIT COURT ADMINISTRATOR

Theresa Ladd
COURT FINANCIAL OFFICER

Rachelle L. Harris
DEPUTY CLERK

WEXFORD COUNTY

437 E. DIVISION
CADILLAC, MICHIGAN 49601

PHONE: 231-779-9511
FAX: 231-779-9485

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)

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	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.

Approval

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View Log | PRD version: SACWIS.319.REL.69 - 2021-05-27 09.01.59 EDT



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: _____

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

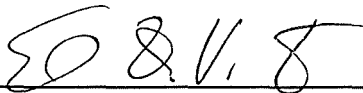
Only IHC expenditures described in the Annual Plan and Budget and approved by Child and Family Services are reimbursable.

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.



Wexford County Bid Summary 2021 Bulk Office Paper Purchase

Sealed Bid Due Date: 3:00 p.m. July 8, 2021

Bid Opening Date: 3:00 p.m. July 8, 2021

Present at Bid Opening: Commissioner Mike Musta, Finance Committee Chair; Janet Koch, Administrator; Jami Bigger, Executive Assistant; Annie Strom, Deputy Treasurer

Firm	Bid Total	Comments
Central Michigan Paper Co. PO Box 2649 Grand Rapids, MI 49501	\$10,122.10	92% brightness
Lindenmeyr Munroe 2944 Walkent Dr. N.W. Grand Rapids, MI 49544	\$9,373.80	92% brightness
Staples 10249 Church Ranch Way Westminster, CO 80021	\$11,944.57	92% brightness
School Specialty Inc. 140 Marble Dr. Lancaster, PA 17601-6812	-	Submitted a letter stating they are not submitting a bid at this time.

The Finance Committee recommends Lindenmeyr Munroe be awarded the bid.



**Office of
Kristi Nottingham
Wexford County Treasurer**

Post Office Box 293
Cadillac, Michigan 49601
(231) 779-9475 • Fax (231) 779-9027
www.wexfordcounty.org

J.3.

Annie Strom, Chief Deputy
Ginette Haines, PA 123 Admin
Lori Nix, Deputy
Tiffany March, Deputy

						Proposed Changes
One Year License						
	Wexford	Missaukee	Osceola	Kalkaska	Manistee	Wexford
<u>Spay/Neutered</u>						
Dec-Feb	\$ 3.00	\$ 5.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00
Delinquent Months	\$ 6.00	\$ 15.00	\$ 20.00	\$ 15.00	\$ 40.00	\$ 20.00
<u>Intact</u>						
Dec-Feb	\$ 5.00	\$ 10.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 15.00
Delinquent Months	\$ 10.00	\$ 20.00	\$ 30.00	\$ 30.00	\$ 40.00	\$ 30.00
Three Year License						
	Wexford	Missaukee	Osceola	Kalkaska	Manistee	Wexford
<u>Spay/Neutered</u>						
Dec-Feb	n/a	\$ 15.00	n/a	\$ 27.00	\$ 30.00	\$ 25.00
Delinquent Months	n/a	\$ 25.00	n/a	\$ 54.00	\$ 60.00	\$ 50.00
<u>Intact</u>						
Dec-Feb	n/a	\$ 30.00	n/a	\$ 42.00	\$ 60.00	\$ 40.00
Delinquent Months	n/a	\$ 40.00	n/a	\$ 84.00	\$ 80.00	\$ 80.00

Dog license fees have not been changed since 1993.
Requesting an increase to be in line with surrounding Counties.
We would also like to offer a 3 year license option.

This fee structure would go into effect for the 2022 licenses.

**Administrator's Report to the BOC****For the meeting of July 21, 2021****Completed Projects/Tasks**

FOIA Requests: The Administration Office received 9 new Freedom of Information requests between July 3 and July 16.

New Employees: Three new employees started at the County since the previous report and two have moved offices. (Yes, our HR Coordinator had been busy the last couple of weeks.) One of our new employees is a dispatcher, two are corrections officers. The Victim Advocate in the Prosecutor's Office has taken the Social Worker position with the Public Defender, and a Friend of the Court employee is the Equalization Department's new Property Appraiser. Welcome to all!

Lake Street Security: The Board of Commissioners voted unanimously on July 7 to increase the security staffing hours at the Lake Street Building. The security company was contacted the following day and was able to start full time security (8:30 - 5, M - F) on Monday, July 12.

Windows – Historic Courthouse: Except for one or two small punch list items, the windows project is complete. Many thanks to City Glass for their fine work, to everyone who endured the installation process, to the Treasurer for the funding, to the Maintenance Director for herding the cats, and to the Board of Commissioners for approving this much-needed project.

Current Projects/Tasks

ARPA (American Rescue Plan Act): Additional information regarding eligible expenditures from the US Treasury has been provided to all commissioners. The Board has until December 31, 2024 to obligate the funds. The funds can be used to respond to the public health emergency with respect to the COVID-19 or its negative economic impacts, respond to workers performing essential work during the COVID-19 public health emergency, make provision for government services to the extent of the reduction in revenue due to the public health emergency, and make necessary investments in water, sewer, or broadband infrastructure.

2022 Budget: The Board approved the budget calendar on July 7 and the elected and appointed department heads were sent the final version the following day. Per the calendar, budget entry was opened in BS&A on July 12; instructions were provided. Department heads have until the end of July to complete their budgets. The Finance Committee will begin reviewing the budget at their regular August 25 meeting.

I have the MERS pension costs and cost spreads updated and am nearly done updating the remaining benefits and all the wages. Everything will be double-checked before entering into BS&A.

Additional Notes/Meetings

Wexford County Airport: At long last, my schedule allowed me to attend a July airport lunch and I was able to meet Steve Bujalski, the airport manager, in person.

Current Career Opportunities at Wexford County:

Assistant Prosecuting Attorney - position open until filled

Assistant Public Defender - position open until filled

Corrections Officer - positions open until filled

Deputy Sheriff – application due at 4 pm on July 27

Order Entry Case Transfer Support Staff (FOC) – application due by 4 pm July 22

Victim Advocate (Prosecutor's Office) – application due by 4 pm July 20

Respectfully,
Janet Koch, County Administrator