



Wexford County

BOARD OF COMMISSIONERS

Gary Taylor, Chair

NOTICE OF MEETING

The Wexford County Board of Commissioners will hold a regular meeting on Wednesday, September 7, 2022, beginning at 4:00 p.m. in the Commissioners Room, third floor of the Historic Courthouse, located at 437 E. Division St., Cadillac, Michigan.

TENTATIVE AGENDA

- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLIEGIANCE
- D. ADDITIONS/DELETIONS TO THE AGENDA
- E. APPROVAL OF THE AGENDA
- F. EMPLOYEE RECOGNITION1
 - 1. Kristie Piskor – 25 years
 - 2. Travis Fuzi – 10 years
- G. PRESENTATION AND REPORTS
- 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.*
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- O. BOARD COMMENTS
- P. CHAIR COMMENTS
- Q. 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.

BOARD OF COMMISSIONERS AGENDA ITEM

FROM: Human Resources / Public Safety Committee
FOR MEETING DATE: September 7, 2022
SUBJECT: Employee Recognition

SUMMARY OF ITEM TO BE PRESENTED:

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

| EMPLOYEE NAME | DEPARTMENT | YEARS OF SERVICE |
|-----------------------|-----------------------|-------------------------|
| Kristie Piskor | Sheriff's Department | 25 Years |
| Travis Fuzi | Community Corrections | 10 Years |

Kristie Piskor began her employment with Wexford County on August 22, 1997, as a full-time Corrections Officer and continues to serve in this position.

Travis Fuzi began his employment with Wexford County on February 12, 2012, as Corrections Officer at the Jail. On January 1, 2015, he transferred to Community Corrections to serve as an officer for the worker's program, he continues to serve in this position.

RECOMMENDATION:

The Human Resources / Public Safety Committee recommends the presentation of the Certificates of Appreciation at the Board of Commissioners meeting on September 7, 2022, to Kristie Piskor and Travis Fuzi.

WEXFORD COUNTY BOARD OF COMMISSIONERS

Regular Meeting * Wednesday, August 17, 2022

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

Roll Call: Present- Commissioners Joe Hurlburt, Mike Musta, Ben Townsend, Kathy Adams, Michael Bush, Julie Theobald, Jason Baughan, Brian Potter and Gary Taylor.

Absent- *None*.

Pledge of Allegiance.

Additions/Deletions to the Agenda-

Added J0-Rehmann 2021 Audit Report-Steve Peacock

Approval of the Agenda

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

All in Favor.

Employee Recognition- *None*.

Presentation and Reports-

Heidi Gustine from the Area Agency on Aging of Northwest Michigan presented the Board with their 2021 fiscal year report. She noted that they haven't been able to present to the Board since before the pandemic. In that time, they have seen an increase in services, due mostly to Baby Boomers. They increased from 20% to 27%. They are also anticipating a continued increase in demands in the years to come.

Ms. Gustine explained to the Board that they are a pass through organization as far as funding goes. They receive the money and pass it through to specific services for use. In 2021 they were granted nearly \$2 million.

Public Comment-

Jason Ball, Cadillac, started off by congratulating the Board members on the primary election wins. He then shared grievances that he has with the Board. He noted that the Board meetings totaled 375 minutes, with the average being 25 minutes. After Commissioner Nichols stepped down, that average dropped to 18 minutes. There were a total of only 11 no votes and a total of 127 motions passed throughout those meetings. Mr. Ball then went on further to state that it appears as if outside meetings are happening, due to the lack of discussions happening during the meetings. He noted that he tried to pull the data on Committee meetings, but that information was not available online. He commented that Mr. Taylor never recused himself from voting on anything related to the Sheriff's Department, despite his brother being the Sheriff. He also reminded the Board

that Covid is still very much a real thing and Zoom is needed. He asked how Zoom could be a distraction if the meetings were so short to begin with.

Don Koshmider, Cadillac, played a video about food prices getting ready to rise. He asked that everyone prepare.

Audrey Van Alst appeared as the Chair for the Community Corrections Board. She asked if any members had questions on selling the transition houses. She also noted that she wouldn't be able to live without Community Corrections.

Consent Agenda

1. Approval of the August 3, 2022 Regular Meeting Minutes

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

All in favor.

Agenda Items

0. Rehmann 2021 Audit Report-Steve Peacock

Steve Peacock, Rehmann, provided the Board with a full copy of the completed audit report. Before diving into the report, he noted that the audit report came back with a clean opinion, which is the highest level.

He commented on several areas of the report, but highlighted that the Statement of Activities is a good indicator of good budgeting and cost management. He noted that the pension liability went down by about \$600,000, but he wanted to remind the Board that that will continue to change.

Overall, Mr. Peacock said the audit was unmodified and no material weaknesses were found. He also highlighted that no material adjustments were found this year.

MOTION by Comm Theobald, seconded by Comm Musta to approve Wexford County's December 31, 2022 Financial Statements, and Independent Audit.

Roll Call: Motion passed unanimously.

1. Sale of Transition Houses

MOTION by Comm Bush, seconded by Comm Adams to accept the recommendation of the Wexford Missaukee Community Corrections Advisory Board and place both transition houses up for sale with proceeds going into a fund reserve for the continuations of Community Corrections.

Roll Call: Motion approved 9-0.

2. Figura Law Agreement

MOTION by Comm Musta, seconded by Comm Potter to approve the agreement from Figura Law as it is presented and authorize the Chair to sign on behalf of the County.

Roll Call: Motion passed 9-0.

3. Board of Commissioners Meetings Attendance via Zoom
MOTION by Comm Theobald, seconded by Comm Potter to discontinue the use of Zoom during Board meetings effective immediately.

Commissioner Hurlburt asked why would the Board want to get rid of the transparency.

Commissioner Theobald responded that the biggest reason for her was because of the distraction. She noted that she had been interrupted quite a few times during past meetings by users online. It was mentioned that those people should be muted.

The Clerk responded that muting participants has been founded to be a violation of Open Meetings Act, so that is the reason participants have not been muted.

Commissioner Townsend commented that he agrees with the openness of some sort of streaming. He agrees that Zoom is the worst, but he would like to see some sort of service. He suggested a YouTube streaming. He noted that a streaming service recently came in handy for a meeting he attended, where he was portrayed differently than what had happened. He asked that this motion be tabled until another service could be found. He requested that this be sent to Recreation and Building Committee to find another option.

Commissioner Theobald agreed that some sort of streaming service would be nice and would add it to a Rec & Building Agenda.

Commissioner Musta asked if we do completely go away with Zoom, if presenters would be able to present over Zoom instead of making the drive to our building. The Clerk explained that it would depend on how the meeting was published if Zoom needed to be opened up to the public. That would be looked into before making that decision.

Commissioner Townsend reiterated that he would like this decision to wait until there is another system in place. He felt we need to open up for the public, and he is more distracted by the clock on the wall than Zoom.

The Clerk also mentioned that she was asked by Rick Charmoli to let them know he also appreciates having the option of Zoom as a reporter.

Roll Call: Motion passed 5-4 with Commissioners Hurlburt, Townsend, Adams, and Baughan voting against the motion.

- Sheriff's Secondary Road Patrol Application
MOTION by Comm Baughan, seconded by Comm Adams to approve Resolution 22-21 Supporting Wexford County Secondary Road Patrol and Traffic Accident Prevention Program Grant Application and authorize the Chair to sign the grant application on behalf of the County.

Roll Call: Motion passed 9-0.

- Budget Amendment
MOTION by Comm Theobald, seconded by Comm Bush to approve the budget amendment dated August 17, 2022.

2022-08-17

| Wexford County Board of Commissioners | | | | |
|---------------------------------------|----------------|------------------|-------------|---------------|
| Amendments to the 2022 Budget | | | | |
| Adj # | Acct | Acct Description | Revenue | Expense |
| 2022-08-01 | 101-287-980.00 | ARPA Funds | | (\$30,000.00) |
| | 101-215-800.02 | Microfilming | \$30,000.00 | |
| Approved by the BOC 07/20/2022. | | | | |

Roll Call: Motion passed 9-0.

Administrator's Report-

Joe Porterfield explained to the Board that budgets are almost all entered by Department Heads. He will be going to the Transition Houses to look at any repairs that might need to be done. He was also happy with the audit report, but he will be having a talk with Rehmann because he was not happy with the timing.

Correspondence- None.

Public Comments-

Jason Ball, Cadillac, thanked those members that voted against discontinuing Zoom. He felt that Open Meetings Act should be open. The grievances he does have and stated are all about the lack of transparency with the Commission. He commented that not having all of the minutes available to the public is a violation of the Open Meetings Act, which as Commissioners they should all be aware of. He doesn't feel the Commission is doing a good job.

Don Koshmider, Cadillac, suggested a book written by Alex Jones called “The Great Reset.” He noted that there is also a movie out called Covid Land that explains how people are dying from the vaccines. He hoped everyone watched Info Wars.

Liaison Reports-

Comm Townsend attended a library meeting in Mesick. He asked for prayers for Sandy Bengeink, who was unable to attend the meeting. He also reminded everyone of the magnificent Wings and Wheels at the Airport on August 27th.

Comm Adams attended a 911 Advisory meeting. They were thrilled the surcharge passed.

Comm Bush attended a CAMA meeting where they met with different manufacturers in the area.

Comm Theobald attended an Area Agency on Aging meeting, but most of the information came from Heidi. She did also mention that with the staff increases and rate increases they are in the hole currently and expected to be close to \$1 million by the end of the year. They are hoping that extra money being given to employees will generate more income.

Comm Potter attended a Clam Lake DDA meeting and making good progress.

Comm Taylor attended a Council on Aging meeting where they are working on their budget. He also been going to the Fair Grounds everyday.

Board Comments-

Comm Bush thanked everyone for their hard work.

Comm Theobald thanked everyone for their efforts on the audit. She thanked Jason for coming and speaking. She wanted to let him know minutes are always available in the Administration Office. She also thanked Don for coming and speaking. She knows it can't be easy for him to do, and he still comes and speaks.

Comm Potter also wanted to let everyone know that the Assistant Administrator confirmed that all minutes are also online. He noted that one of the number one priorities for Commissioners is to maintain a budget. He noted that Jami, Kristi, Joe and Alaina are doing the hard work to handle that. He stated that meetings are sped up because the Administrators prep all of the Commissioners, and all of the information they need is included in packets.

Comm Hurlburt was happy to see that Jason stayed through the meeting. He seconded that the packets are great and that they all have time to review their packets before the meeting. He noted that the issue with transparency shouldn't have passed. He noted that there are issues with quorums on our Board. The Executive Committee and the Finance Committee are identical. He noted that the HR Committee is made up of two members of the Finance and Executive Committees, and the vice chairman. He stated that only 4 or 5

people run the whole Board. Commissioner Potter was allowed to respond to Commissioner Hurlburt's comments and explained that to be on the Executive Committee, you have to be a chair of another Committee. He also stated that he has watched the Chair work hard to try and find replacements for Committees and liaison appointments and it isn't easy. He thought everyone on the Board had opinions and the Board was balanced. Commissioner Hurlburt went on to explain that's not how the public sees it. They look on the website and only see a few names as being apart of Committees.

Comm Musta was happy to see the county receive a gold star on the audit. It shows all the hard work that goes into that. He noted that Zoom isn't the best option for us. He is curious how all of our current equipment will interface with another option.

Comm Townsend was also happy with the audit. He is thankful for those that are involved. He noted that we are a Committee run County. The Committee meets and then it goes to the full Board. They review the minutes from the Committee before the meetings, and the Committees do the leg work. He didn't feel that anyone was kept in the dark.

Chairman's Comments-

Comm Taylor congratulated those involved on the audit. He said it shows the county is in good shape. He also thanked everyone for attending.

Adjourn

MOTION by Comm Theobald, seconded by Comm Potter to adjourn at 5:15 p.m.

All in favor.

Gary Taylor, Chairperson

Alaina Nyman, County Clerk

BOARD OF COMMISSIONERS AGENDA ITEM

FROM: Human Resources / Public Safety Committee
FOR MEETING DATE: September 7, 2022
SUBJECT: Wexford Missaukee Community Corrections Advisory Board
Appointment

SUMMARY OF ITEM TO BE PRESENTED:

Ashley Osowski submitted an application to be appointed as a member of the Wexford Missaukee Community Corrections Advisory Board, to fill a current vacancy as Representative of Business Community, with term expiring December 31, 2023. The application was forwarded to the Administration office by the Community Corrections Manager.

RECOMMENDATION:

The Human Resources / Public Safety Committee forwards a recommendation to the full board to appoint Ashley Osowski to the Wexford Missaukee Community Corrections Advisory Board, with a term expiring December 31, 2023.

BOARD OF COMMISSIONERS AGENDA ITEM

FROM: Human Resources / Public Safety Committee
FOR MEETING DATE: September 7, 2022
SUBJECT: 911 Advisory Committee Appointment

SUMMARY OF ITEM TO BE PRESENTED:

The Village of Buckley submitted a letter to the Administration Office recommending appointment of John Williams as Village Representative to the 911 Advisory Committee and asks that the Board of Commissioners accepts their recommendation. If this appoint is approved, it will fill a vacancy with term expiring December 31, 2024.

RECOMMENDATION:

The Human Resources / Public Safety Committee forwards a recommendation to the full board to appoint John Williams to the 911 Advisory Committee with term expiring December 31, 2024.

BOARD OF COMMISSIONERS AGENDA ITEM

FROM: Human Resources / Public Safety & Finance Committee
FOR MEETING DATE: September 7, 2022
SUBJECT: Public Defender Additions to the Employee Roster
Private Investigator Position Description
Clerk Position Description

SUMMARY OF ITEM TO BE PRESENTED:

At the July 26, 2022, Chief Public Defender, Bob Champion, presented to the HR/PS Committee that they are looking to add a full-time investigator and office support person. This would assist in complying with Standard 3 and Standard 5. Funding for these positions has been approved by the State and is available in their current budget and their 2022-2023 budget.

Upon approval of adding these positions to the to the Public Defender’s employee roster, the office is looking to fill the positions immediately.

RECOMMENDATION:

The HR/PS and Finance Committees forward a recommendation to the full board to approve adding the Private Investigator to the Public Defender’s roster at an M3 nonunion wage level and adding the Clerk position at an L4 nonunion wage level and approval of the position description for the Clerk position.

The Private Investigator position description was presented and approved by the HR/PS Committee at their meeting on August 23, 2022.



Wexford County Position Description
Position: Investigator - Public Defender Office
Adopted: September 7, 2022

General Summary: Under the supervision of the Chief Public Defender, makes inquiries into cases relating to criminal matters. Locates individuals and serves subpoenas and other legal papers on them. Conducts investigations as assigned and assists in trial preparation. Interviews witnesses in cases being investigated.

Essential Functions:

1. Provide investigative support to the Public Defender's Office.
2. Using available information, cultivates matters that require further inquiry.
3. Can utilize all resources lawfully available to generate information.
4. Assists the attorneys in the office with trial preparation.
5. Locate and interview witnesses, including victims.
6. Meet clients with or without an Assistant Public Defender.
7. Serves subpoenas and coordinates the attendance of witnesses at court appearances.
8. Participates in planning discussions with attorneys and other staff members.
9. Participates and teaches in office training.
10. Handles special projects and other duties as assigned by Chief Public Defender or designee.
11. May be required to take photographs, create drawings or models and if appropriate, preserve interviews and other evidence by recordings.
12. May be required to testify as to the findings of investigations.
13. Ability to perform the duties as outlined above in time sensitive manner and documents activities in the case management system promptly.

Other Functions:

- Performs other duties as assigned.
 - Must adhere to departmental standards regarding HIPAA and other privacy issues.
- (An employee in this position may be called upon to do any or all the above tasks. These examples do not include all the tasks which the employee may be expected to perform.)*

Employment Qualifications:

Education: Associate degree in Criminal Justice. Specialized training in any areas of forensic investigation preferred.

Experience: A minimum of three (3) years of experience in government investigations.

Other Requirements:

- Must have and maintain a valid State of Michigan driver's license
- Must have access to reliable transportation.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Working Conditions:

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
3. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in balancing, twisting, kneeling, crawling, pushing, pulling, handling and pinching.
- This position's physical requirements require regular stamina in standing, walking, traversing, climbing, bending, stooping/crouching, squatting, lifting, carrying, reaching, and grasping.
- This position's physical requirements require continuous stamina in sitting, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires far visual acuity to perform tasks significantly beyond arm's reach such as making general observations about buildings, people or situations, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

Conditions of Employment: (Minimum qualifications – legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

1. The appointment to this position is at the discretion of the Chief Public Defender but salary, fringe benefits and other economic benefits may be in accordance with Wexford County personnel policies.
2. May be required to serve in an “on-call” capacity.

3. A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include and in accordance with Wexford County personnel policies, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

Distinguishing Characteristics: Work involves the origination of new MIDC models, concepts, theories that are new to the field, and where no prototype may exist in the overall organization and few, if any guidelines exist. Leadership judgment, and risk management skills are needed to deal with largely defined and undefined issues or to find solutions to unyielding and new problems.



Wexford County Position Description
Position: Public Defender Clerk (Full-Time)
Adopted: September 7, 2022

Summary: Provides office and administrative support that assist the Office Manager and Chief Attorney in the daily functions of the department.

Supervision: Under the general supervision of the Office Manager and Chief Attorney for the Indigent Defense Office.

Responsibilities, Essential Duties, and Functions: An employee in this position may be called upon to perform any or all of the duties set forth below. These examples do not include all duties which the employee may be expected to perform.

- Must maintain confidential client information.
- Greet clients and members of the public who come into the office in a professional manner.
- Ability to effectively work with the public, clients, court staff, fellow employees, and outside coordinating agencies.
- Ability to prioritize and complete all assigned tasks.
- Organizing, processing, and coordinating information regarding cases.
- Possess a general knowledge of the Court process for District and Circuit Courts.
- Process criminal files, including the opening and closing of criminal files, reviewing that all information is included that is necessary for the attorneys to perform their duties, identifying and correcting any problems, filing and organizing as necessary.
- Assist in obtaining information from clients essential for effective representation.
- Prepare and send out legal correspondence to clients and courts regarding individual cases.
- Answer phones in a professional manner and obtain information necessary to give clear messages to the attorneys when they are not immediately available.
- Schedule appointments for the attorneys and support staff as necessary.

Essential Skills and Education for Employment:

- Computer Proficiency: Windows, Excel, and related software applications.
- Must have high school diploma or its equivalent. Associates degree preferred.
- Knowledge of modern office methods, practices and able to operate basic office equipment.
- Must have good typing and filing abilities.
- Must have effective communication and organizational skills.
- Ability to pass a pre-employment physical, drug screening, and background check with satisfactory results.

Enter Position Name

Clerk

Enter Date

August 30, 2022

Enter Review Level (see list below)

L4

| Category | Level Required | Points Assigned | Points Assigned for Position Under Consideration (Enter <u>one</u> of the numbers from the adjacent column) |
|--|---|-----------------|---|
| 1) Education | | | |
| This factor measures the level of formal schooling necessary to successfully perform the | | | |
| | Equivalent to a high school degree including sound reading, math and communication skills. | 24 | |
| | Equivalent to a high school degree and some additional formal education in a specialized area (such as bookkeeping, clerical procedures, etc.). | 48 | 48 |
| | Equivalent to an Associate's Degree in an area of expertise (such as accounting, bookkeeping, etc.). | 72 | |
| | Equivalent of a Bachelor's Degree. | 96 | |
| | Equivalent of a Master's Degree. | 120 | |

List of Review Levels

- Recommendation from Department Head/Elected Official
- Review by Union Representative (if applicable)
- Recommendation from County Administrator
- Approved by Finance Committee
- Approved by Human Resource and Operations Committee (if applicable)

| Category | Level Required | Points Assigned | Points Assigned for Position Under Consideration (Enter <u>one</u> of the numbers from the adjacent column) |
|----------|----------------|-----------------|---|
|----------|----------------|-----------------|---|

2) Work Experience

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

| | | |
|-------------------------|-----|----|
| Up to 1 month | 30 | 60 |
| From 2 months to 1 year | 60 | |
| From 1 to 2 years | 90 | |
| From 3 to 5 years | 120 | |
| More than 5 years | 150 | |

| Category | Level Required | Points Assigned | Points Assigned for Position Under Consideration (Enter <u>one</u> of the numbers from the adjacent column) |
|----------|----------------|-----------------|---|
|----------|----------------|-----------------|---|

3) Freedom of Action

This factor measures the responsibility for the individual initiative as a measure of self reliance, enterprise and adaptability required by the position for initiating, monitoring and completing work actions that are independent of guidance or supervision.

The nature of the function and the nature of the desired results place limitations on the freedom of action. When assigning points in this trait, consider the degree to which independent action is limited by instructions or the degree to which a supervisor outlines the method to be followed and the results to be obtained. Existing policies, rules, routines and precedents are also limitations to independent action.

| | | |
|--|-----|----|
| Work is performed under immediate and constant supervision or is a simple routine that allows little initiative. | 20 | 40 |
| Work is repetitive and well covered by instructions but may require some initiative in obtaining information or scheduling details of the person's own work. | 40 | 40 |
| Work is variable but methods have been established. Supervision consists of general instruction and review. Initiative is necessary to maintain the flow of work. | 60 | |
| Duties involve a sequence or variety of operations in a limited field where procedures are established but conditions change. Initiative must be exercised to overcome minor obstacles. Supervision is generally present but not particularly active. Would also pertain to those employees who are cross-trained and who are required to function in multiple capacities regularly. | 80 | |
| Problems are of a difficult nature within an established field with conditions frequently changing. Supervision is limited to assignment and discussion of problems. | 100 | |

| Category | Level Required | Points Assigned | Points Assigned for Position Under Consideration (Enter <u>one</u> of the numbers from the adjacent column) |
|---|----------------|-----------------|---|
| 4) Complexity/Problem Solving | | | |
| This factor measures the ability required to solve the problems inherent in the duties and responsibilities of the position by employing proper discrimination to reach sound conclusions or making necessary decisions as to alternative avenues of action (including the judgement required to reach objectives). | | | |
| Processing work following specific and detailed instruction. | | 20 | |
| Selection of pertinent data and arrangement into presentable form or summary. Simple analysis involving only a choice of a few standard procedures. A supervisor would be contacted if decisions outside of the normal guidelines need to be made. | | 40 | |
| Problem solving requires analysis of some data or information which may be varied. Also required is the use of some judgement based on precedent or procedure in summarization or action. A supervisor would be contacted if decisions outside the normal guidelines need to be made. | | 60 | 60 |
| Problem solving or the completion of tasks requires interpretation and analysis and an ability to anticipate effects. More than one path of action may be available in following prescribed daily operations. Diverse tasks or situations must be analyzed and solved and then remedial steps taken as they arise. | | 80 | |
| Complex tasks must be analyzed and planned ahead of execution, frequently without precedent. Trends must be evaluated to reach sound conclusions and to frame recommendations in specific matters. | | 100 | |

| Category | Level Required | Points Assigned | Points Assigned for Position Under Consideration (Enter <u>one</u> of the numbers from the adjacent column) |
|----------|----------------|-----------------|---|
|----------|----------------|-----------------|---|

5) Accountability/Error Potential

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

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

Work involves minor opportunity for error or errors are systematically picked up by having work checked by others or by internal office safeguards or by subsequent operations within the department. Cost of error correction is negligible. 20

Work is generally confined to a small portion of the activity of the department and is subject to overall review or verification against some other well defined standards. Errors would affect the work of others to the extent of requiring time and effort to trace and correct. Errors generally would affect an individual as opposed to a larger group or organization. 40

Work involves a moderate but constant opportunity for error, limited only by periodic (daily, weekly, etc.) spot check or examination. Such errors would have limited impact and are generally confined within the department or would affect an individual rather than a larger group or organization. 60

Work involves a regular opportunity for error that would be subject to review only when something was in question. Errors could become serious and affect more than one person or department. 80 80

Work is judgmental in nature and complete and correct performance is not subject to specific controls. Probable errors would be difficult to detect but are generally confined within the organization or have limited public impact. 100

| Category | Level Required | Points Assigned | Points Assigned for Position Under Consideration (Enter <u>one</u> of the numbers from the adjacent column) |
|----------|----------------|-----------------|---|
|----------|----------------|-----------------|---|

5) Accountability/Error Potential

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

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

Work involves minor opportunity for error or errors are systematically picked up by having work checked by others or by internal office safeguards or by subsequent operations within the department. Cost of error correction is negligible. 20

Work is generally confined to a small portion of the activity of the department and is subject to overall review or verification against some other well defined standards. Errors would affect the work of others to the extent of requiring time and effort to trace and correct. Errors generally would affect an individual as opposed to a larger group or organization. 40

Work involves a moderate but constant opportunity for error, limited only by periodic (daily, weekly, etc.) spot check or examination. Such errors would have limited impact and are generally confined within the department or would affect an individual rather than a larger group or organization. 60

Work involves a regular opportunity for error that would be subject to review only when something was in question. Errors could become serious and affect more than one person or department. 80 80

Work is judgmental in nature and complete and correct performance is not subject to specific controls. Probable errors would be difficult to detect but are generally confined within the organization or have limited public impact. 100

| Category | Level Required | Points Assigned | Points Assigned for Position Under Consideration (Enter <u>one</u> of the numbers from the adjacent column) |
|----------|----------------|-----------------|---|
|----------|----------------|-----------------|---|

6) Contacts

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

Contacts with own associates within the department to seek and supply information. Incidental or infrequent outside contact. 20

Limited or routine contacts with employees of other departments or the public. Information given or received is of a specific or routine nature. 40

Contacts or communications with other employees and/or the public are of a service nature pertaining to the regular flow of work and involves the ability to present problems and/or resolve questions. 60

Frequent and specialized contacts with other employees and/or the public where it is necessary to secure concurrence or cooperation on a course of action or to provide a significant service. 80

Frequent contacts with other employees and/or the public are required on involved and possibly controversial matters.

Coordinates important matters across departmental lines and/or with the general public. Establishes and maintains goodwill with all parts of the organization and/or the public. 100 100

| Category | Level Required | Points Assigned | Points Assigned for Position Under Consideration (Enter <u>one</u> of the numbers from the adjacent column) |
|---|---|-----------------|---|
| 7) Responsibility for Others | | | |
| This factor measures the responsibility of the position for training, guidance, leadership and direction and control of others in the achievement of organizational goals. Included are: organizing work, making plans and schedules, developing and managing movement toward organizational goals. | | | |
| | Provides assistance by answering questions and assigning work. Acts for supervisor in his/her absence. | 26 | |
| | Supervises the work of others, allocates work, provides training, determines compliance with prescribed procedures. Performs detailed work of the same or closely allied nature. | 52 | |
| | Exercises leadership and true supervisory control over others doing closely related work. Assigns and applies directions originating at a higher level within a department. | 78 | |
| | Supervises others in a number of departments within the organization. Has shared responsibility for performance and control of employees. Appraises individuals and makes recommendations relating to salary increases, transfer requests, promotions and disciplinary actions. | 104 | |
| | Total supervisory and managerial responsibility for a multi-departmental organization and/or position requires multiple cross-boundary functions (such as personnel management, budgetary control, policy and procedure development and enforcement, etc.). | 130 | |

| Category | Level Required | Points Assigned | Points Assigned for Position Under Consideration (Enter <u>one</u> of the numbers from the adjacent column) |
|----------|----------------|-----------------|---|
|----------|----------------|-----------------|---|

8) Number of Personnel Supervised

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

| | |
|----------|----|
| 1 to 5 | 12 |
| 6 to 10 | 24 |
| 11 to 20 | 36 |
| 21 to 30 | 48 |
| Over 30 | 60 |

| Category | Level Required | Points Assigned | Points Assigned for Position Under Consideration (Enter <u>one</u> of the numbers from the adjacent column) |
|---|--|-----------------|---|
| 9) Environmental Factors | | | |
| <p>This factor measures the physical, visual and mental demands of the position. Occasional demands would be evaluated as high as a job requiring almost constant demand. The following definitions should be used when discussing demand versus time:</p> <ul style="list-style-type: none"> a. Incidental: up to 15% of the time. b. Occasional: from 16% to 30% of the time. c. Frequent: from 30% to 60% of the time. d. Regular: over 60% of the time. | | | |
| | Varied work with normal expenditure of energy and little or no unusual physical, visual or mental effort. Work involves occasional walking, sitting or standing. Work may involve incidental machine operation or public contact. | 8 | |
| | Incidental physical, visual and mental effort required in working with the public, materials and supplies or occasional operation of machines requiring dexterity and coordination. | 16 | |
| | Physical, visual and/or mental effort in occasional lifting/carrying, working with records/reports and making decisions; or requires occasional dexterity for operation of machines and equipment. May involve regular standing or walking. | 24 | |
| | Physical effort required in frequent lifting, carrying and moving of materials and supplies. Frequent mental effort involved in making decisions and working with fellow employees and the general public. Regular need for visual attention, dexterity and coordination in the operation of machines and equipment. | 32 | |
| | Physical effort required in regular lifting, carrying and moving of materials and supplies. Regular mental effort involved in making decisions and working with fellow employees and the general public. Regular severe visual demands. | 40 | 40 |

| Category | Level Required | Points Assigned | Points Assigned for Position Under Consideration (Enter <u>one</u> of the numbers from the adjacent column) |
|---|---|-----------------|---|
| 10) Technical Knowledge | | | |
| This factor measures the quantity and complexity of knowledge required to perform the job. This factor relates to both knowledge of procedures and practices as well as knowledge of equipment. The range of knowledge is evaluated on a continuum from simple to complex and on a continuum from predictable and repetitive to non-predictable and non-repetitive. | | | |
| | Little technical knowledge required. Work is routine and requires an understanding of simple, repetitive procedures. | 20 | |
| | Simply technical knowledge is required to apply a limited number of principles such as is required to repair and maintain physical structures, tending a machine and driving a vehicle. Position requires an ability to understand written and oral instructions. Position is generally involved with a set of principles and practices that are applied repeatedly. | 40 | |
| | Moderate technical knowledge of an increased number of principles related to the job. Ability to use specialized equipment, understand moderately repetitive procedures and occasionally apply procedures in new or non-repetitive situations. Examples are: telephone operator, stenographic worker, inspection worker. | 60 | 60 |
| | Relatively complex technical knowledge of a greater number of principles in situations which are frequently new and non-repetitive. Examples are: applying financial principles and practices, setting up procedures and knowing when procedures require differential application or modification. Such tasks may include reading and interpreting blueprints, operating and controlling complex mechanical and electrical equipment (such as boilers, turbines, generators, and auxiliary equipment). Understanding, operating and training others on equipments common to the organization (such as office equipment, computers, phones, etc.) is also a factor as is the ability to read and understand documents relating to the operation of the organization. | 80 | |
| | Complex technical knowledge of varied and numerous principles, procedures and management techniques in situations which are new and/or often unpredictable. Examples include knowledge required to administer the personnel or budgetary function of the organization, knowledge of specialized rules/regulations/procedures, knowledge of investment procedures, etc. | 100 | |



Position: Clerk
Date: August 30, 2022

| Category | |
|-----------------------------------|------------|
| 1) Education | 48 |
| 2) Work Experience | 60 |
| 3) Freedom of Action | 40 |
| 4) Complexity/Problem Solving | 60 |
| 5) Accountability/Error Potential | 80 |
| 6) Contacts | 100 |
| 7) Responsibility for Others | 0 |
| 8) Number of Personnel Supervised | 0 |
| 9) Environmental Factors | 40 |
| 10) Technical Knowledge | 60 |
| Total | 488 |
| Compensation Level | L4 |

Review Level: L4

Approved? Y/N

Signature _____

**Position Description Point Values
vs. Classification Level**

| Classification Point Range | | Compensation Level | |
|-------------------------------|----|--------------------|------------------------------|
| 220 | L1 | 275 | Hourly wage schedule level 1 |
| 276 | L2 | 350 | Hourly wage schedule level 2 |
| 351 | L3 | 425 | Hourly wage schedule level 3 |
| 426 | L4 | 500 | Hourly wage schedule level 4 |
| 501 | L5 | 575 | Hourly wage schedule level 5 |
| 576 | L6 | 639 | Hourly wage schedule level 6 |
| 640 | L7 | 674 | Hourly wage schedule level 7 |
| 675 | M1 | 724 | Salary schedule level 1 |
| 725 | M2 | 774 | Salary schedule level 2 |
| 775 | M3 | 824 | Salary schedule level 3 |
| 825 | M4 | 874 | Salary schedule level 4 |
| 875 | M5 | 924 | Salary schedule level 5 |
| 925 | M6 | 974 | Salary schedule level 6 |
| 975 | M7 | 1000 | Salary schedule level 7 |

Note: Positions in the Sheriff's Department Table of organization are not governed by this classification policy and procedure.

BOARD OF COMMISSIONERS AGENDA ITEM

FROM: Human Resources / Public Safety Committee
FOR MEETING DATE: September 7, 2022
SUBJECT: Flu Clinic

SUMMARY OF ITEM TO BE PRESENTED:

This year, Cadillac Family Physicians is once again offering on-site flu immunizations. The cost is \$35 per person. An employee’s health insurance will be billed. Cadillac Family Physicians has been providing this service since at least 2007.

In previous years, the Board of Commissioners approved paying the entire cost for employees who are not covered by insurance. However, the County has not received an invoice from Cadillac Family Physician for flu vaccinations since 2012, which was \$12.50; in 2011 the amount was \$80.00. Many employees are now covered by some type of health plan. County full-time employees are covered by the county’s health plan or another health plan. Currently, there are 12 part-time employees working for the County that may or may not have coverage.

Commissioners are also eligible to receive a flu vaccination on-site.

The flu clinic is tentatively scheduled for October 12, 2022:

- 7:45 a.m. – 8:00 a.m. at the Sheriff’s Department
- 8:15 a.m. – 9:30 a.m. at the Courthouse
- 4:00 p.m. – 4:15 p.m. at the Sheriff’s Department.

A sign-up sheet will be distributed when the date is secured.

RECOMMENDATION:

The Human Resources / Public Safety Committee forwards a recommendation to the full board to approve Cadillac Family Physicians to provide on-site flu immunizations and for the County to pay the full \$35.00 for any Wexford County employee whose cost is not covered by insurance.

Alan J. Conrad, MD, FAAFP
Tania M. LeBaron, MD
Dominic J. Kiomento, MD
Anne L. Broad, MD
Kayla M. Stefanko, DO
Scott Philburn, PA-C
Ryan Straight, PA-C
Amy Schroeder, FNP-C



August 2022

Dear Personnel Director:

Summer is near its end and it is time to start thinking about the **Fall Seasonal Flu Season**. Fall is the time of year for adult immunization against the more prevalent strains of respiratory influenza. This influenza or "flu" is most common during the winter months and causes cough, fever and chills, sore throat, fatigue, headache, runny or stuffy nose, and muscle aches.

Influenza can make people of any age ill. Although most people are ill for only a few days, some have a much more serious illness and may need to be hospitalized. Thousands of people die each year from influenza related illnesses. The "flu" vaccine is recommended for everyone 6 months of age and older.

Cadillac Family Physicians, P.C. has been offering on-site flu immunizations since 1993. Our office provides the professional personnel to gather consents and immunize all interested employees. Our Company fee is **\$35.00 per injection, which covers the Quadrivalent type influenza vaccine**. If insurance is billed the prevailing office rate will be billed.

There may also be a mileage charge assessed for sites at a great distance from our office. Regardless of whether your business pays the fee, the employee pays the fee, or the cost is shared, the benefits to all are shown by the **convenience of group immunizations done right at the worksite**.

This year again, we will offer insurance billing for your employees. If you are interested in this process, please call **Julie Keller, LPN, Project Manager at (231) 876-1126** to schedule your on-site vaccinations today and inquire about insurance billing options! We also offer an injection clinic at Cadillac Family Physicians on Tuesdays and Thursdays 9am – 11am & 1pm – 5pm. Your employee can call the number on the patient services request and authorization form for an appointment and bring the completed service request menu with them.

For the safety of your employees and our staff due to COVID-19, we are asking that all employees be wearing a mask when immunization is given. We also will ask for social distancing while employees are waiting in line for immunization.

Sincerely,

Julie A. Keller LPN
Project Manager



BOARD OF COMMISSIONERS AGENDA ITEM

FROM: Human Resources / Public Safety & Finance Committee

FOR MEETING DATE: September 7, 2022

SUBJECT: Additional Part – Time Security Personnel

SUMMARY OF ITEM TO BE PRESENTED:

There are currently three part-time security personnel for coverage at the Lake Street building and here at the Courthouse, however if someone was to go on vacation or is sick there is no one for coverage. The additional personnel would serve as a floater for coverage. The personnel would be an increase in the roster but no real extra cost to the County.

RECOMMENDATION:

The Human Resources / Public Safety and Finance Committee forwards a recommendation to the full board to approve adding the additional personnel to the employee roster and for the position to be posted.



Wexford County

Request for Board of Commissioner Action

J.4.

Department: Prosecuting Attorney’s Office

Submitted by: Corey Wiggins

Subject: IV-D Office Assistant Director Position

Committee: Finance/ HR

Committee Meeting Date: 8/23/2022 & 8/24/2022

BOC Meeting Date: 9/7/2022

Action Request (proposed motion for the Board to consider):

I would like to have the Child Support Specialist description updated and position reclassified to the IV-D Office Assistant Director Position.

Financial Information (note the total cost, if the cost is budgeted, if there will be any future costs, e.g., maintenance contracts, and any other information that would assist the commissioners with this decision):

Reclassification of Child Support Specialist (L6) to IV-D Office Assistant Director (M2) step 6, will cost the county approximately \$4,450 annually. The breakdown is as follows:

| | |
|-------------------|-------------|
| Wages | \$11,174.00 |
| FICA | \$876.00 |
| S & A | \$149.89 |
| Pension | \$859.00 |
| Worker comp | \$32.00 |
| Total | \$13,090.89 |

| | |
|---------------------------|-------------------|
| State funded amount..... | \$8,639.99 |
| County funded amount..... | \$4,450.90 |

Note: 66% of the wages and benefits for this position are funded through State of Michigan reimbursement.

Summary (explain why the action is necessary and the desired outcome after implementation):

Over the last couple of years, the State of Michigan, and the Office of Child Support (OCS) have mandated each county office implement several new roles and responsibilities to continue to receive state funding. This funding not only funds the Child Support Specialist position, but also provides partially reimbursement for the UIFSA Clerk and the Prosecutor’s positions. The IV-D Office Assistant Director’s Position would update the currently outdated Child Support Specialist description and will add these additional responsibilities to it. It would add direct oversight to my office’s IV-D program and ensure proper compliance with all funding requirements.



Wexford County

Request for Board of Commissioner Action

Timeline (if request is approved at BOC meeting date noted above):

Start of the 2023 budget year.

List of Attachments:

Current position description

Updated position description, additions start with #21 and go through #42

Position scoring sheet

Letter of explanation

PROSECUTING ATTORNEY'S CHILD SUPPORT SPECILIAST

SUMMARY

To assist the Prosecuting Attorney, and his or her assistants, in performing investigations, filing court cases, and completing all legal requirements necessary in establishing paternity, obtaining child support, visitation and custody for paternity and family support orders required under the Title IV-D Cooperative Reimbursement Contract.

SUPERVISION

Works under the direction and coordination of the Prosecuting Attorney or designated authority.

JOB CLASSIFICATION

Hourly wage position, level L6.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties, but is not limited to these specific duties:

1. Plans orderly sequence of investigation, interview and case preparation.
2. Conducts interviews with clients and absent parents to obtain necessary information to file cases and obtain settlements. Discusses and provides information regarding DSS/client involvement, child support determination, paternity/family support laws, custody, parenting time, and Prosecutor/Friend of the Court/and Court polices, duties and responsibilities.
3. During interview process, reviews wage statements for both client and absent parent and other information provided by the parties and DSS to make calculations to arrive at proper level of child support.
4. Conducts appropriate services for each case, scheduling interview/genetic testing/court hearings, preparing all necessary court filing documents, reports, letters, stipulations and orders.
5. Coordinates services for clients with Courts and other agencies.
6. Maintains direct contact with Michigan Department of Health & Human Services child support worker to obtain and provide referral/case information as needed.
7. Prepares and files all documentation and pleadings necessary for use in Court.
8. Conducts mediation sessions, prejudgment, as a means to resolve child support, paternity,

custody and/or parenting time disputes. Uses mediation skills to explore issues and options and work toward resolution of the disputes.

9. As a result of mediation, prepares affidavits of parentage, stipulations and orders establishing paternity, child support, custody and parenting time agreements. Obtains all necessary signatures and sends to all parties, filing original with Court.
10. Responds to clients' and non-custodial parents' questions and problems via telephone, letter or in-office interviews on issues of paternity, paternity genetic testing, child support, custody and parenting time. Uses mediation skills to defuse and resolve conflicts.
11. Answers telephones and helps people at the counter with problems regarding the establishment of paternity and child support orders.
12. Monitors Court hearings. When needed, provides testimony in Court as witness regarding custody specifics of case, contact with parties, knowledge of non-custodial parent's income/employment and chain of evidence involving paternity genetic testing.
13. Prepares orders from referee's instructions after hearing, obtains all necessary signatures and sends to all parties, filing original with the Court.
14. Schedules swab collections. Prepares necessary paperwork to accompany genetic test kit, obtains required signatures, witnesses signatures and genetic test kit and mails genetic test kit to lab.
15. Prepares and distributes required information/status to clients, absent parents, friend of the court office, governmental agencies and attorneys.
16. Coordinates service processes with Prosecuting Attorneys, receiving procedural modifications, incorporating such revision and alerting to case irregularities.
17. Monitors referrals and open cases, obtains orders as they are received from DSS and files them with the Court.
18. Maintains case files and records all case information on computer.
19. Schedules all referee, Circuit Court default hearings and pre-trial conferences.
20. Monitors compliance with Federal and State regulations.
21. Provide assistance to the URESA Clerk as needed.
22. Perform other duties related to the Office of the Prosecuting Attorney as directed.

ESSENTIAL FUNCTIONS AND QUALIFICATIONS

High School Diploma as a minimum, Associates Degree preferred.

Must attend State seminars to obtain training as an investigator and keep updated on related laws/procedures.

Considerable knowledge of the duties and responsibilities of the Prosecuting Attorney pursuant to the Title IV-D Cooperative Reimbursement Contract.

Considerable knowledge of Michigan laws related to paternity, family support and emancipated minor.

Ability to work well in stressful situations.

Ability to investigate/interview in an efficient and accurate manner.

Ability to mediate disputes, solve problems and gain the cooperation of the individuals involved.

Ability to work effectively with the public and other employees.

Must maintain confidentiality.

Must have good communication and organizational skills.

Must be proficient with computers and keyboarding, including data entry and Windows programs.

CURRENT POSITION DESCRIPTION



Wexford County Position Description
Position: IV-D Office Assistant Director
Adopted: _____, 2022

Summary: To assist the Prosecuting Attorney/IV-D Office Director, by maintaining compliance with IV-D contract performance standards, conducting background investigations for current and new IV-D staff, assign and monitor training for staff members, provide and maintain updated policies for IRS background investigations, in performing investigations for paternity and child support cases, filing court cases, and completing all legal requirements necessary in establishing paternity, obtaining child support, visitation and custody for paternity and family support orders required under the Title IV-D Cooperative Reimbursement Contract.

Supervision Received: Work is performed under the general supervision of the Prosecuting Attorney/IV-D Office Director.

Supervision Exercised: Supervise designed IV-D staff member(s)

Responsibilities and Essential Duties and Functions, An employee in this position may be called upon to do any or all of the following essential duties. These examples do not include all of the duties which the employee may be expected to perform.

1. Plans orderly sequence of investigation, interview and case preparation.
2. Conducts interviews with clients and absent parents to obtain necessary information to file cases and obtain settlements. Discusses and provides information regarding MDHHS/client involvement, child support determination, paternity/family support laws, custody, parenting time, and Prosecutor/Friend of the Court/and Court polices, duties and responsibilities.
3. During interview process, reviews wage statements for both client and absent parent and other information provided by the parties and the Office of Child Support (OCS) to make calculations to arrive at proper level of child support.
4. Conducts appropriate services for each case, scheduling interview/genetic testing/court hearings, preparing all necessary court filing documents, reports, letters, stipulations and orders.
5. Coordinates services for clients with Courts and other agencies.
6. Maintains direct contact with Michigan Department of Health & Human Services child support worker to obtain and provide referral/case information as needed.
7. Prepares and files all documentation and pleadings necessary for use in Court.
8. Conducts mediation sessions, prejudgment, as a means to resolve child support, paternity, custody and/or parenting time disputes. Uses mediation skills to explore issues and options and work toward resolution of the disputes.

9. As a result of mediation, prepares affidavits of parentage, stipulations and orders establishing paternity, child support, custody and parenting time agreements. Obtains all necessary signatures and sends to all parties, filing original with Court.
10. Responds to clients' and non-custodial parents' questions and problems via telephone, letter or in-office interviews on issues of paternity, paternity genetic testing, child support, custody and parenting time. Uses mediation skills to defuse and resolve conflicts.
11. Answers telephones and helps people at the counter with problems regarding the establishment of paternity and child support orders.
12. Monitors Court hearings. When needed, provides testimony in Court as witness regarding custody specifics of case, contact with parties, knowledge of non-custodial parent's income/employment and chain of evidence involving paternity genetic testing.
13. Prepares orders from referee's instructions after hearing, obtains all necessary signatures and sends to all parties, filing original with the Court.
14. Schedules swab collections. Prepares necessary paperwork to accompany genetic test kit, obtains required signatures, witnesses signatures and genetic test kit and mails genetic test kit to lab.
15. Prepares and distributes required information/status to clients, absent parents, friend of the court office, governmental agencies and attorneys.
16. Coordinates service processes with Prosecuting Attorneys, receiving procedural modifications, incorporating such revision and alerting to case irregularities.
17. Monitors referrals and open cases, obtains orders as they are received from MDHSS and files them with the Court.
18. Maintains case files and records all case information on computer.
19. Schedules all referee, Circuit Court default hearings and pre-trial conferences.
20. Monitors compliance with Federal and State regulations.
21. Supervises and provides assistance to the UIFSA Clerk as needed.
22. Perform other duties related to the Office of the Prosecuting Attorney as directed.
23. Monitors compliance with Contract Performance Training Standards
24. Ensures all IV-D staff complete training including, quarterly Confidentiality and Security training, annual customer service training, and Michigan CHILDS Support Enforcement System (MiCSES) training.
25. Monitors and Maintains compliance with IV-D contract performance standards.
26. Maintains and processes monthly grant reporting records.

27. Approve monthly IV-D Cooperative Reimbursement Contract reports and submit the final monthly reports to the Treasurer's office.
28. Maintain IV-D records required by the Office of Child Support (OCS)
29. Assist the Office of Child Support during on-site audits
30. Complete State certification through the Michigan State Police CJIS to receive FBI criminal background check information through the state's CHRI system.
31. Establish and maintain a policy and procedure for new hires and current IV-D staff members for IRS Background Investigations requirements.
32. Conduct IRS background investigations
33. Coordinate and conduct the FBI fingerprint-based criminal history checks for members of the staff with access to FTI.
34. Assist the Prosecuting Attorney in determining if IV-D staff and new hires are suitable to access Federal Tax Information (FTI) and therefore eligible to work in the IV-D Program.
35. Complete yearly security awareness training and update Office Policy and Procedures with updates in Michigan and Federal laws, policies, and procedures for criminal history records information (CHRI).
36. Maintain the security of the records, report any security breaches and work with local law enforcement in determining the scope of any breach.
37. Ensuring compliance with state and federal laws, regulations, procedures, and policies regarding access, use and dissemination of criminal history records information (CHRI).
38. Ensuring employees, agents and any other person associated with the Prosecutor's Office who have access to CHRI, have received security awareness training.
39. Establish and implement minimum screen requirements for employees within the Prosecutor's Office who have access to CHRI.
40. Ensure the Prosecutor's Office establishes incident response policy, and procedures including an operational incident handling capability for agency information systems whether physical or electronic. Further track, document, and promptly report a security incident of CHRI to the MSP-CJIC (ISO), Prosecuting Attorney, and/or local Law Enforcement.
41. Assist MSP CJIC, the FBI, and IRS in conducting on-site audits to ensure compliance with state and federal laws, policies, and procedures.
42. Maintain and keep current a list of all employees with a digital or physical access to CHRI and their purpose for access.

Essential Functions, Qualifications, and KSA's for Employment: All of the following functions, qualifications, knowledge, skills, abilities (KSAs) and duties are essential. An employee in this class, upon hire, should have the equivalent of the following:

1. Associates Degree in a related field.

2. Two to four years of directly related, progressively responsible experience, including at least one year of supervisory managerial experience.

3. Must obtain CHRIS Administrator/LASO certification.

4. Must attend State seminars to obtain training as an investigator and keep updated on related laws/procedures.

5. Considerable knowledge of the duties and responsibilities of the Prosecuting Attorney pursuant to the Title IV-D Cooperative Reimbursement Contract.

6. Considerable knowledge of Michigan laws related to paternity, family support and emancipated minor.

7. Ability to work well in stressful situations.

8. Ability to investigate/interview in an efficient and accurate manner.

9. Ability to mediate disputes, solve problems and gain the cooperation of the individuals involved.

10. Ability to work effectively with the public and other employees.

11. Must maintain confidentiality.

12. Must have good communication and organizational skills.

13. Must be proficient with computers and keyboarding, including data entry and Windows programs.

Conditions of Employment: (legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, ect.)

1. A background check will be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; FBI fingerprint scan; and/or drug and alcohol testing as required and allowable by law



Position: IV-D Office Assistant Director

Date: August 22, 2022

| Category | |
|-----------------------------------|-----|
| 1) Education | 72 |
| 2) Work Experience | 120 |
| 3) Freedom of Action | 100 |
| 4) Complexity/Problem Solving | 100 |
| 5) Accountability/Error Potential | 100 |
| 6) Contacts | 100 |
| 7) Responsibility for Others | 130 |
| 8) Personnel Supervised | 12 |
| 9) Environmental Factors | 40 |
| 10) Technical Knowledge | 100 |
| <hr/> | |
| Total 774 | |
| Compensation Level M2 | |

Review Level Recommendation from Department Head

Approved Y/N

Y

Signature

Cary J. N. Quinn

PROPOSED POSITION DESCRIPTION



WEXFORD COUNTY PROSECUTING ATTORNEY



Johanna C. Carey
Chief Assistant Prosecutor

Margaret A. Marshall
Assistant Prosecutor

COURTHOUSE
437 E. DIVISION ST.
CADILLAC, MI 49601
(231) 779-9505

Cathy Wright
Office Administrator

August 22, 2022

Re: Reclassification of IV-D Child Support Specialist

Dear Committee Members,

I would like to thank you for your time in reviewing my office's need for the reclassification of the Child Support Specialist position to the IV-D Office Assistant Director. Over the last couple of years, the State of Michigan, and the Office of Child Support (OCS) have mandated each county office implement several new roles and responsibilities to continue to receive state funding.

Steve Schryer, the current Child Support Specialist, has overseen the program for the past 5 years and has worked in the IV-D system for 8 years. He has taken on these new roles and has made sure that my office has stayed in compliance with each of these mandates. This has been accomplished while his case load has nearly tripled in size from his predecessor's time in the position. The current job description requires that the child support specialist be the Prosecutor's Office's Investigator and Mediator. These are two separate positions at the Friend of the Court office, each of them are M-3 position. Neither of those positions oversee the new roles and responsibilities listed here, those are overseen by the Friend of the Court himself.

One of the new responsibilities that was introduced was Contract Performance Standards, or CPS. There are 5 different categories each having a set time frame. These categories must be constantly monitored to ensure that no step falls below the passing percentage set by the state. Failing one category could cause funding to be limited or stopped until corrective measures are in place, or the next fiscal year measurements.

Another role that was set up is CPS for training. The state has added annual training requirements that each IV-D employee must complete. Steve has taken on the training coordinator role assigning training to myself, Pam Losinski our UIFSA Clerk, along with himself. This role has been very time consuming. There are a minimum of 26 training sessions annually for our office. These training sessions have set time frames that have to be monitored and completed to pass each of the contract performance standards to continue our funding.

Additionally, last June, the State added two new roles and several new responsibilities that each office had to have in place by September 30, 2021, or system access was going to be limited and funding cuts would follow. The State mandated that all IV-D offices set up an IRS approved background investigation process for all current IV-D employees

STEVE SCHRYER
Child Support Investigator
schryers@michigan.gov

CHERI SPRIK
Victim Advocate
ssprik@wexfordcounty.org

PAMELA LOSINSKI, UIFSA Clerk/Clerk
plosinski@wexfordcounty.org

HEATHER DIETZ, Clerk
hdietz@wexfordcounty.org

or current employees with access to Federal Tax Information through the IV-D program. All new hires must complete this background investigations also.

These background investigations had to include:

- Citizenship or Residency Validation
- Local Law Enforcement Check
- FBI Fingerprinting and Fingerprint-Based Criminal History Check
- IV-D Suitability Determinations

While setting up this background investigation process Steve also established the required policy and procedures in compliance with the IRS, FBI, MSP, and OCS's policies. This also included an appeal process for individuals that may find a mistake in their criminal history.

Steve completed the registration and certification through the Michigan State Police to gain access to the Criminal History Information Subscription Service (CHRISS) System to become the office CHRISS Administrator. The CHRISS Administrator is responsible for setting up fingerprinting through the states partner fingerprinting locations to check the criminal histories of the current and potential employees. Once the criminal histories are available for review by the CHRISS Administrator, he performs a suitability determination for each current and potential IV-D employee. The CHRISS Administrator must continue to check these criminal histories for updates and review suitability throughout the employee's employment with the Prosecutor's office.

Steve has also been named the office Local Agency Security Officer. The Local Agency Security Officer (LASO) is another required position that is responsible of the security of the criminal history records information (CHRI). The LASO must establish a training program and must continually train staff members on properly handling of CHRI. The LASO is required to complete yearly training to update this office's Policies and Procedures for compliance with State and Federal laws. The LASO is also responsible for investigating any secure breaches with the CHRI, reporting of any breach to MSP, and to assist law enforcement with their investigations.

With the addition of the CHRISS Administrator and LASO roles, it has added to the number reoccurring agency audits the office is now required to complete. Steve now overseen three audits so far. The first two audits were with OCS. The most recent being last year. Both audits were completed, and everything was found to be in compliance. His first audit with MSP just occurred this May. MSP oversees the CHRISS system. The auditor informed Steve that it was a perfect audit. Everything was set up properly and the policies and procedures he set up followed State and Federal laws. The auditor told Steve the FBI was due to begin their audits in July next year. We have not heard when the IRS audits will occur yet. These audits are very time consuming. There are pre-audit questionnaires that must be completed and several documents that need to be submitted before the actual audit occurs. The in-person audits last about a half a day to complete.

Sincerely,



Corey J. Wiggins
Wexford County Prosecuting Attorney

BOARD OF COMMISSIONERS AGENDA ITEM

FROM: Finance Committee
FOR MEETING DATE: September 7, 2022
SUBJECT: Agreement of MSUE Services

SUMMARY OF ITEM TO BE PRESENTED:

At the August 11, 2022 Finance and Appropriations Committee meeting there was a presented Memorandum of Understanding for Michigan State University Extension Services, which was tabled due to some concerns of the language within the agreement. Presented is the amended agreement.

RECOMMENDATION:

The Finance Committee forwards a recommendation to the full board to approve Memorandum of Understanding with MSUE.

AGREEMENT FOR EXTENSION SERVICES

This AGREEMENT FOR EXTENSION SERVICES (“Agreement”) is entered into on _____ by and between Wexford County, Michigan (“County”), and the BOARD OF TRUSTEES OF MICHIGAN STATE UNIVERSITY (“MSU”) on behalf of MICHIGAN STATE UNIVERSITY EXTENSION (MSUE”).

The United States Congress passed the Smith-Lever Act in 1914 creating a National Cooperative Extension System and directed the nation’s land grant universities to oversee its work; and,

MSUE helps people improve their lives by bringing the vast knowledge resources of MSU directly to individuals, communities and businesses; and,

For more than 100 years, MSUE has helped grow Michigan’s economy by equipping Michigan residents with the information needed to do their jobs better, raise healthy and safe families, build their communities and empower our children to succeed; and,

It is the mission of MSUE to help people improve their lives through an educational process that applies knowledge to critical issues, needs and opportunities; and,

Further, as an organization committed to the principles of diversity, equity and inclusion, we will work collaboratively with our community partners to ensure participation from the broad human diversity of each community (including race, color, religion, national origin, age, sex, disability, height, weight, marital status, gender, gender identity (gender expression), political beliefs, sexual orientation, family status, veteran status or any other factor prohibited by applicable law) and work to make our programs accessible and inclusive of the multiple realities and forms of knowledge that will support equitable outcomes for all throughout Michigan’s 83 counties;

MSUE meets this mission by providing Extension educational programs in the following subject matter areas:

- Agriculture & Agribusiness
- Children & Youth Development, including 4-H
- Health & Nutrition
- Community, Food & Environment

NOW THEREFORE in consideration of the mutual covenants herein contained, and other good and valuable consideration, the parties hereto mutually agree as follows:

A. MSUE will provide:

1. Access to programs in all four MSUE Institutes to residents in your County. This includes access to educators and program instructors appointed to the Institutes and MSU faculty affiliated with each Institute to deliver core programs.

2. Extension Educators and program staff as needed to implement programs within the County, housed at the county office.
3. A county 4-H program. .5 FTE 4-H Program Coordination.
4. Salary and benefits of MSUE Personnel and the cost of administrative oversight of Personnel.
5. Operating expenses, per MSU policy, for MSUE personnel (“Personnel”).
6. Supervision of MSU-provided academic and paraprofessional staff. Supervision of county employed clerical staff and/or other county employed staff, upon request.
7. Administrative oversight of MSUE office operations.
8. An annual report of services provided to the residents of the County during the term of this Agreement, including information about audiences served, and impact of Extension programs in the County.

B. The County will provide:

1. An annual assessment that will be charged to the county and administered by MSUE. The assessment will help fund Extension services for the County, including operating expenses for certain Extension personnel and the operation of the County 4-H program.
2. Storage space meeting the following requirements.
 - a. 171 sq. ft. secured storage room.
 - b. Wexford County MSU Extension will pay \$1,090 (171sft x \$6.37/sft annually). The transaction will occur through a transfer of money from the county millage.
3. Clerical support for staff for the MSUE office as agreed upon between the County and MSUE District Director that will perform clerical functions, including assisting County residents in accessing MSUE resources by office visit, telephone, email, internet and media. The clerical support staff will be either a County employed clerical staff, or the County will provide funding for an MSUE employed clerical staff.

.75 FTE MSU employed Clerical Support Staff

Optional:

4. Funding for additional Extension educators at .2 FTE
5. Funding for additional 4-H program capacity at .5 FTE
6. Funding for Consumer Horticulture/Master Gardner Coordinator

7. Funding for operating expenses (phone and internet)
8. Collection and distribution on behalf of MSUE funds provided by the millage approved by the voters of Wexford County on August 2020. The millage collected will provide funds for the following:
 - a. Annual Extension Assessment, contributions of MSUE and County as outlined in this Agreement and other usual and customary Extension Office Operating and Personnel expenses.
9. Total Annual Assessment in the amount of **\$167,685**

Payments due and payable under the terms of this agreement shall be made on the first of the month, of the first month, in each quarter of the county fiscal year, unless otherwise requested and agreed as provided below.

Payment mailing address: MSU Extension Business Office, Justin S. Morrill Hall of Agriculture, 446 W. Circle Drive, Room 160, East Lansing, Michigan 48824

C. Staffing and Financial Summary:

| | |
|---|----------|
| A. Base Assessment (includes .5 FTE 4-H Program Coordination) | \$49,966 |
|---|----------|

ADDITIONAL PERSONNEL – all positions listed in items B through E to be employed by MSU

| | |
|---|----------|
| B. .75 FTE Clerical Support Staff | \$51,506 |
| C. .2 FTE Educator (CFEI; Program Area: Economic Development) | \$22,226 |
| D. .5 FTE Additional 4-H Program Coordination | \$34,337 |
| E. Consumer Horticulture/Master Gardner Coordinator | \$5,150 |
| F. Operating Expenses (phone and internet) | \$4,500 |

| | |
|--|------------------|
| TOTAL COUNTY ASSESSMENT PAYABLE TO MSU FOR FY 2023: | \$167,685 |
|--|------------------|

I. Term and Termination

The obligations of the parties under this Agreement will commence on January 1, 2023, the first day of the County budget year 2023 and shall terminate on the last day of such County budget year 2023. Either party to this Agreement may terminate the Agreement, with or without cause, with 120 days written notice delivered to Michigan State University Extension, Justin S. Morrill Hall of Agriculture, 446 W. Circle Drive, Room 160, East Lansing, MI 48824 if to MSUE and delivered to Wexford County Administrator, 437 E. Division Street, Cadillac, MI 49601, if to the County.

II. General Terms

1. **Independent Contractor.** The University is an independent contractor providing services to the County. The County and MSU do not have the relationship of legal partners, joint venturers, principals or agents. Personnel have no right to any of County’s employee benefits.
2. **Force Majeure.** Each party will be excused from the obligations of this agreement to the extent that its performance is delayed or prevented by circumstances (except financial) reasonably beyond its control, including, but not limited to, acts of government, embargoes, fire, flood, explosions, acts of God, or a public enemy, strikes, labor disputes, vandalism, or civil riots.
3. **Assignment.** This agreement is non-assignable and non-transferable.
4. **Entire Agreement.** This Agreement, with its Appendix “A” is the entire agreement between MSU and the County. This Agreement supersedes all previous agreements, for the subject matter of this Agreement. The Agreement can only be modified in writing, signed by both MSU and the County.
5. **No Third Party Beneficiaries.** This Agreement is solely for the benefit of MSU and the County and does not create any benefit or right for any other person, including residents of the County.
6. **Nondiscrimination:** The parties will adhere to all applicable federal, state and local laws, ordinances, rules and regulations prohibiting discrimination. Neither party will discriminate against a person to be served or any employee or applicant for employment because of race, color, religion, national origin, age, sex, disability, height, weight, marital status, or any other factor prohibited by applicable law.

The individuals signing below each have authority to bind MSU and the County, respectively.

**BOARD OF TRUSTEES OF
MICHIGAN STATE UNIVERSITY**

By: _____

Evonne Pedawi
Contract & Grant Administration

Its: _____

Date: _____

WEXFORD COUNTY

By: _____

Print name: _____

Its: _____

(title)

Date: _____

Appendix A
Technical Standards for County Internet Connections

Michigan State University Extension (MSUE) employs the use of technology to meet the ever-changing needs of our constituents. We strive to utilize standard, enterprise tools when appropriate, but also recognize the need to evolve with the times and utilize innovative tools to reach a broad array of people.

MSUE does support and encourage the use of technologies that others may not, including social media platforms. We view communication with our constituents through Facebook, Twitter, Instagram, YouTube, and other emerging social media to be critical to our work. MSUE staff are required to follow the MSU Acceptable Use Policy (AUP) <https://tech.msu.edu/about/guidelines-policies/aup/>.

We ask that our county partners provide Extension personnel access to a high-speed Internet connection. From that access, the easiest way to create a secure path to necessary applications is to open the full MSU Internet Protocol Range to and from your network, as well as opening social media sites to the addresses used by MSUE staff at your location. MSUE is prepared to support end user needs if there is high-speed internet, networking to clients, and phone system support. MSU will provide firewall functionality and client support. To discuss this possibility please contact your MSUE District Director. To provide the needed services on county equipment review the following MSU-owned ranges:

The MSU-owned ranges are:
NetRange35.8.0.0 - 35.9.255.255 CIDR35.8.0.0/15

If you would like to narrow the scope further for additional protection, some of the addresses that will need to be allowable include:

Office 365 – Details on what to open are at <https://docs.microsoft.com/en-us/microsoft-365/enterprise/urls-and-ip-address-ranges?view=o365-worldwide>
search.msu.edu
35.9.160.36 (1935,443) authentication)
45.60.149.216
35.9.247.31 (zoom.msu.edu)
d2l.msu.edu (80 and 443) (D2L – Desire to Learn @ Brightspace.com)
108.161.147.0/24, 199.231.78.0/24, 64.62.142.12/32, 209.206.48.0/20 (external) Meraki Cloud communication
199.231.78.148/32, 64.156.192.245/32 (external) Meraki VPN registry

The following applications are necessary on all computers – MS Office (preferably O365, MSUE provides MS licensing), Adobe Acrobat, Zoom, SAP client, VPN client, Antivirus. (Most recent version of Chrome, Firefox, or Edge)

Other notable web server/sites IP addresses:

canr.msu.edu – 52.5.24.1
msue.anr.msu.edu – 52.5.24.1
events.anr.msu.edu/web3.anr.msu.edu – 45.60.11.113
web2.canr.msu.edu | web2.msue.msu.edu - 35.8.200.220
master Gardener (External) – 128.120.155.54
extension.org (External) – 54.69.217.186 msu.zoom.us (External)

Questions may be directed to anr.support@msu.edu where they will be routed to the best person to assist you.

BOARD OF COMMISSIONERS AGENDA ITEM

FROM: Finance Committee
FOR MEETING DATE: September 7, 2022
SUBJECT: Central Dispatch Parking Lot Paving – Lower Level

SUMMARY OF ITEM TO BE PRESENTED:

Central Dispatch is requesting that the County’s policy of requiring three bids be waved for paving of the bottom parking lot at Central Dispatch’s building. Mr. Alworden, Central Dispatch Director, would like the parking lot paved before winter and is requesting that the Finance and Appropriations Committee forward a recommendation to full board to approve the presented quote from American Asphalt.

RECOMMENDATION:

The Finance Committee forwards a recommendation to the full board to approve the quote from American Asphalt for the paving of the bottom parking lot at Central Dispatch.

Proposal

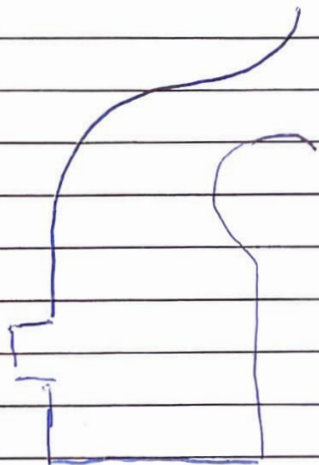
AMERICAN ASPHALT PAVING INC.

9368 E 7TH Street - Manton, MI 49663
(231)839-2384

Date: 8-17-2022

| | |
|-------------------------------------|---|
| Submitted to: <i>Wexford 911</i> | City, State, Zip Code <i>Cadillac MI</i> |
| Street <i>Lincoln</i> | Phone |

*Fine grade & pave with 2" Hot Asphalt
Downhill to bottom side of 911 Building
Add gravel in Areas needed*



WE PROPOSE herby to furnish material and labor, complete in accordance with the above specifications for the sum of:
Eleven Thousand Eight hundred Sixty Two dollars (\$ *11,862.00*)

TERMS: 50% down on acceptance of proposal. Balance due upon completion. This proposal includes all the standard conditions set forth on the reverse side of this document.

ACCEPTANCE OF PROPOSAL AND STANDARD CONDITIONS

I (we) have read the above proposal, INCLUDING THE STANDARD CONDITIONS ON THE REVERSE SIDE, and hereby accept the prices Specifications, and standard conditions as stated. You are hereby Authorized to begin the work as proposed at your earliest convenience payment will be outlined above.

Signature: _____

Date of acceptance: _____

Signature: _____

BOARD OF COMMISSIONERS AGENDA ITEM

FROM: Administration
FOR MEETING DATE: September 7, 2022
SUBJECT: MERS Attendee

SUMMARY OF ITEM TO BE PRESENTED:

The Board of Commissioners is required by MERS to annually appoint and approve someone as the “Officer Delegate” to attend the MERS Conference.

RECOMMENDATION:

Administration forwards a recommendation to the full board to appoint HR Director / Deputy County Administrator, Ms. Bigger, as the Officer Delegate to attend the MERS Conference.

BOARD OF COMMISSIONERS AGENDA ITEM

FROM: Administration
FOR MEETING DATE: September 7, 2022
SUBJECT: Live-Streaming Board of Commissioners Meetings via YouTube

SUMMARY OF ITEM TO BE PRESENTED:

Administration has confirmed that the Board of Commissioners Conference room equipment can be utilized to live stream the Board of Commissioners meetings to YouTube. The process will be parallel to that of live streaming Court proceedings.

RECOMMENDATION:

Administration forwards a recommendation to the full board to approve the creation of a YouTube Channel to stream Board of Commissioner meetings effective September 21, 2022.

August 8, 2021

Wexford County Board of Commissioners
437 East Division Street
Cadillac, Michigan 49601

RE: 2022 Budget for the Remedial Action Plan - Wexford County Landfill

Dear Wexford County Board of Commissioners:

Pescador, LLC (Pescador) is pleased to provide the following budget for implementing the remainder of the Wexford County Landfill Remedial Action Plan (RAP). The RAP originally included a number of objectives which required completion under the 2002 Consent Order (ORDER No. WMD 115-18-02).

In general accordance with the requirements of the Consent Order, Pescador performs the following tasks to implement the remainder of the RAP:

- Complete the Annual Long Term Groundwater Monitoring in accordance with the revised Long Term Monitoring Plan (LTMP) dated June 20, 2016 (revised April 28, 2020);
- Prepare an Annual Long Term Groundwater Monitoring Report detailing the findings of the LTMP sampling;
- Reply to any correspondence from the Michigan Department of Environmental Quality (MDEQ);
- Deliver an annual update to the Wexford County Board of Commissioners; and
- Provide engineering, hydrogeology, and/or geology services to Wexford County, as appropriate.

Additional tasks may be defined after reviewing the RAP and/or discussions with the MDEQ.

Estimated Annual Budget

The estimated annual budget for providing oversight of the RAP obligations, are detailed in the following list of tasks:

| | |
|---|---------------------|
| Complete the Annual Long Term Groundwater Monitoring | \$14,600.00 |
| Complete the Annual Long Term Groundwater Monitoring Report | \$4,800.00 |
| Well abandonment ** | \$0.00 |
| Update Annual Financial Assurance Plan (*up to 40 hours) | \$3,000.00 |
| Estimated RAP Budget (**see note below)..... | \$25,000.00 |
| Invoice B529 5-9-22..... | -\$3,187.50 |
| Invoice B537 6-7-22 (sent on 7-21-22) | -\$8,009.76 |
| Invoice B545 7-13-22..... | -\$1,612.50 |
| Estimated Annual Analytical Budget (****see note below) | \$10,000.00 |
| Total Estimated 2022 Annual Budget | \$57,400.00 |
| Total remaining 2022 Annual Budget | \$ 44,590.24 |

*Note – Pescador will spend up to 40 hours working with Wexford County and MDEQ to revise the annual Financial Assurance Plan. In the event that additional time is needed to revise the plan, Pescador will notify Wexford County prior to spending additional funds.

**Note – Proper well abandonment requires cement grouting from the bottom of the well screen to the top of the well casing using tremie pipe method. Abandonment is billed per foot for grouting plus labor costs. Therefore, well abandonment charges depend on the accessibility to each well and the total depth of the well.

***Note – The estimated RAP budget includes property access agreements, working with the Wexford County Attorney for access to properties, communications with Wexford County Board Members, and attending a limited number of Board Meetings. In the event that additional time is needed to complete these tasks, Pescador will notify Wexford County prior to spending additional funds.

****Note – The estimated annual analytical budget includes the costs for the annual long term groundwater monitoring plan. These costs are billed directly to Wexford County by the laboratory to reduce markup.

It is Pescador’s goal to continue to pursue amendments to the RAP and to continue to reduce groundwater monitoring costs and completion of the additional components of the RAP.



If you have any questions regarding the scope of our proposed services or the cost estimate, please contact me at 231-468-9182. Pescador appreciates the opportunity to provide these services to you.

Sincerely,
PESCADOR, LLC

A handwritten signature in black ink that reads "Daniel M. Staub". The signature is written in a cursive style with a large, looping initial "D".

Daniel M. Staub
Project Manager

DMS\mma