



# Wexford County

## BOARD OF COMMISSIONERS

*Gary Taylor, Chair*

### NOTICE OF MEETING

The Wexford County Board of Commissioners will hold a regular meeting on Wednesday, October 2, 2024, 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 RECOGNITION
- G. PRESENTATIONS AND REPORTS
- H. PUBLIC COMMENT  
*Designated for topics on the agenda only.*
- I. CONSENT AGENDA  
*The purpose of the consent agenda is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission may ask that any item on the consent agenda be removed therefrom and placed elsewhere for full discussion. Such requests will be automatically respected. If any item is not removed from the consent agenda, the action noted on the agenda is approved by motion of the Commission to adopt the consent agenda.*
  - 1. Approval of the September 18, 2024, Regular Meeting Minutes..... 1
- J. AGENDA ITEMS
  - 1. Resolution 24-19 Recognizing Paul Paten for his Dedicated Service (HR/PS 9/23/2024) .....5
  - 2. ARPA Funds for Civic Center Locker Room (HR/PS 9/23/2024) .....7
  - 3. Resolution 24-18 Remaining ARPA Funds (Finance 9/26/2024).....9
  - 4. Grant Agreement Between MDOC and Community Corrections (Finance 9/26/2024).....11
  - 5. On-site Flu Clinic (HR-PS 9/23/2024) .....28
- K. ADMINISTRATOR’S REPORT
- L. CORRESPONDENCE
- M. PUBLIC COMMENT  
*Open for any public comments.*
- N. LIAISON REPORT
- O. BOARD COMMENTS
- P. CHAIR COMMENTS
- Q. ADJOURN

**WEXFORD COUNTY BOARD OF COMMISSIONERS**  
Regular Meeting \* Wednesday, September 18, 2024

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

Roll Call: Present- Commissioners Jason Mitchell, Ben Townsend, Kathleen Adams, Michael Bush, Julie Theobald, Jason Baughan, Brian Potter and Gary Taylor.

Absent- Michael Musta.

Pledge of Allegiance.

**Additions/Deletions to the Agenda-**

**Add: J.6. LOA for PA2 Funded Services-TEK84 Body Scanner**

**Approval of the Agenda**

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

**All in Favor.**

**Employee Recognition- None.**

**Presentation and Reports- None**

**Public Comment-None**

**Consent Agenda**

1. Approval of the September 4, 2024 Regular Meeting Minutes  
**MOTION by Comm Adams, seconded by Comm Theobald to approve the Consent Agenda.**

**All in favor.**

**Agenda Items**

1. Materials Management Plan DPA Agreement  
**MOTION by Comm Adams, seconded by Comm Bush to approve the Agreement between Wexford, Missaukee, and Manistee Counties and Networks Northwest declaring Networks Northwest as the Designated Planning Agency for the Multi-County Materials Management Plan and authorize the Chairman to sign on behalf of the County.**

Commissioner Theobald questioned if there was a contact person for this, or if it was the organization as a whole. Administrator Porterfield explained it would be the organization, but Matthew would be the contact under Rob Carson.

Commissioner Theobald followed up with asking if there is an issue, Matt would be the guy to contact. Administrator Porterfield explained that yes, under Rob Carson.

**Roll Call: Motion passed 7-1 with Commissioner Theobald voting against the motion.**

2. ATS Contract Amendment

**MOTION by Comm Theobald, seconded by Comm Bush to approve the ATS Mobile Services Contract Amendment and authorize the Chairman to sign on behalf of the County.**

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

3. FY25 Medical Examiner Budget Request

**MOTION by Comm Baughan, seconded by Comm Adams to approve the FY25 Medical Examiner Budget Request to increase investigators per case fee an additional \$10.**

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

4. Telnet Services Agreement Renewal for Lake Street

**MOTION by Comm Theobald, seconded by Comm Bush to approve the Telnet Service Agreement Renewal for Lake Street and authorize the Chairman to sign on behalf of the County.**

**Roll Call: Motion passed unanimously.**

5. Telnet Services Agreement Renewal for Courthouse

**MOTION by Comm Baughan, seconded by Comm Bush to approve the Telnet Service Agreement Renewal for the Courthouse and authorize the Chairman to sign on behalf of the County.**

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

6. LOA for PA2 Funder Services-TEK84 Body Scanner

**MOTION by Comm Baughan, seconded by Comm Potter to approve the FY2025 Letter of Agreement for Public Act 2(PA2) Funded Services between the Northern Michigan Regional Entity and the Sheriff's Office and authorize the Sheriff to sign on behalf of the County.**

**Roll Call: Motion passed unanimously.**

**Administrator's Report-**

Administrator Porterfield informed the Board that the tree dedication is tentatively scheduled for September 27<sup>th</sup> at noon. He was waiting to hear back from one more family, but he believed that would work. Mr. Porterfield also informed everyone that the ribbon cutting ceremony for the new Manton library would be Tuesday, the 24<sup>th</sup> at 12pm. The Opioid Committee was also set to meet with Attorney General Dana Nessel on Friday afternoon.

Deputy Administrator Jami Bigger reminded everyone that with the upcoming MAC Conference, the HR meeting was moved to Monday, and Finance was moved to Thursday.

**Correspondence-None**

**Public Comments-**

Mike Mix, Colfax Township Supervisor, requested a vote on the address ordinance. He discussed an activist named Rose Wilder Lane and read a quote from one of her articles.

Nikki Schultz, Alliance for Economic Success, was excited to have been working with AES for the last year. She went over some events that are coming up, such as the Developer Day on October 8<sup>th</sup>, the Manufacturing Day on October 22<sup>nd</sup>, Mock It, Then Rock It in February, and the Career Expo in March.

Don Koshmider, Cadillac, spoke to the Board about the World Economic Forum and Agenda 2030. He wanted the PFAS levels to be investigated. He explained that is the plan to kill everyone off. He mentioned the meeting behind closed doors at the Sheriff's Department with the Township Supervisors. Mr. Koshmider also didn't agree with the attorneys policy of political items on County property, but there is a David DenHouten banner at the Wex. He also reminded everyone of the medical freedom resolution he passed out in the past.

**Liaison Reports-**

Comm Theobald attended a CAMA meeting at Highfield Boats. Their door is open if anyone wanted to stop in. She also attended a LDFA meeting. There is more than PFAS out there. When she requested information, she was told to file a FOIA request.

Comm Townsend attended a meeting on the 5<sup>th</sup> regarding the Hodenpyl Dam. There was a panel there that all wanted to remove the dam. There is a 50/50 chance it will stay. It would cause an economic disaster if removed. Tippy Dam has bats that are a protected species, so he is hopeful it will stay. At the Airport they are putting out bids for the emergency building. There was a library meeting in Buckley. He also noted that if you can't get ahold of Matthew at Networks Northwest, he can always get ahold of Rob Carson.

Comm Taylor attended the Council on Aging meeting. The budget should be going to the next Finance Committee.

**Board Comments-**

Comm Potter noted that if there is a political sign on county property, he was sure Joe would take care of it because it should not be.

Comm Townsend thanked Nikki for coming and sharing. He noted that she has made a difference in the 10 counties with young people.

Comm Adams also thanked Nikki. She also noted that they are still receiving phone calls about the Sanctuary County.

**Chairman's Comments-**

Chair Taylor questioned who was telling Comm Theobald that she needed to file a FOIA request when she sits on that committee. The City Manager was. He also thanked everyone for attending.

**Adjourn**

**MOTION by Comm Theobald seconded by Comm Bush to adjourn at 4:18 p.m. All in favor.**

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Gary Taylor, Chairperson

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Alaina Nyman, County Clerk

Minutes of a regular meeting of the Wexford County Board of Commissioners, held at the Wexford County Courthouse, 437 E. Division St., Cadillac, Michigan on the second day of October 2024, at 4:00 p.m.

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

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

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

**RESOLUTION NO. 24 - 19  
EXTENDING APPRECIATION FOR  
PAUL PATEN'S DEDICATED SERVICE**

**WHEREAS**, the Wexford County Board of Commissioners would like to personally thank Paul Paten for his commitment to Wexford County. For over the past twenty-eight years Paul worked with dedication and pride to meet the needs of Wexford County and its citizens; and

**WHEREAS**, Paul began his employment with Wexford County on February 12, 1996, as a full-time Corrections Officer with the Wexford County Sheriff's Office; and

**WHEREAS**, on April 5, 1996 Paul graduated from the 160-hour Local Corrections Officer Training Academy; and

**WHEREAS**, during his employment Paul served as a Corrections Training Officer for both Wexford County and the Kirtland Community College 160-hour Corrections Academy; and

**WHEREAS**, on July 8, 2009, Paul was promoted to Corrections Sergeant; and

**WHEREAS**, on April 29, 2013, Paul transferred back to a Corrections Officer where he served for the remainder of his career; and

**WHEREAS**, Paul received numerous letters of appreciation throughout his career and is a recipient of a Wexford County Sheriff's Office Lifesaving award; and

**WHEREAS**, Paul retired from the Wexford County Sheriff's Office on September 21, 2024 with over twenty-eight years of service.

**NOW, THEREFORE BE IT RESOLVED** that the Wexford County Board of Commissioners wishes you the best in your future endeavors and once again thanks you for your efforts for over the past twenty-eight years while you served Wexford County as a very dedicated and appreciated employee.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

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

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

RESOLUTION DECLARED ADOPTED.

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Alaina Nyman, County Clerk

STATE OF MICHIGAN    )  
  ) ss  
COUNTY OF WEXFORD    )

I hereby certify that the forgoing is a true and complete copy of the Resolution 24 - 19 adopted by the County Board of Commissioners of Wexford County at a regular meeting held on October 2, 2024, and I further certify that public notice of such meeting was given as provided by law.

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Alaina Nyman, County Clerk

DRAFT

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**BOARD OF COMMISSIONERS AGENDA ITEM**

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**FROM:** ARPA Committee  
**FOR MEETING DATE:** October 2, 2024  
**SUBJECT:** Civic Center Locker Room

**SUMMARY OF ITEM TO BE PRESENTED:**

Boon Sports Management requested ARPA funding to update the locker rooms at the Wex. Following is a quote that was provided from Randy R. Williams Construction in the amount of \$34,600. Administrator Porterfield requested that two more quotes be provided; however, no other quotes have been received yet.

If the funding award is approved, a subrecipient agreement will be needed with Boon Sports Management. Legal counsel is prepared to draft that agreement.

**RECOMMENDATION:**

The Finance Committee recommends that the full board approve awarding \$34,600 of ARPA funds to Boon Sports Management to update the locker rooms at the Wexford Civic Center.



# Swornstatement

**Randy R. Williams Construction, Inc**  
P.O. Box 822. Cadillac, MI. 49601  
231 775-1845

**Proposal:**  
**Client:** **CIVIC ARENA WOMEN'S LOCKEROOM**  
**Cadillac, Mi. 49601**

**Application Number:** 1  
**Application Date:** 8/21/2024

A. ITEM NO.	B. DESCRIPTION OF WORK		C. SCHEDULED VALUE	D. WORK COMPLETED		F.	G.		
				PREVIOUS APPLICATION (D+E)	THIS PERIOD				
1	Randy Williams Co.	Permits	included	\$0.00	\$0.00				
2	Randy Williams Co.	Demo, floor and block	included	\$0.00	\$0.00	includes installing new concrete lintle header			
3	J-Crete Concrete Co.	4 inch concrete floor	included	\$0.00	\$0.00	taper floor in shower to drain			
4	Atkin's Co.	Electic demo	included	\$0.00	\$0.00	conduits in wall			
5	Atkin's Co.	Light fixture / exhaust fan	included	\$0.00	\$0.00	electric wall heater			
6	Atkin's Co.	Wiring, switches, outlets	included	\$0.00	\$0.00	rework breaker panel as needed			
7	Maverick	Plumbing, 1 full bath	included	\$0.00	\$0.00	sink and faucet, ada toilet, shower valve and drain			
8	Maverick	Underground Lines	included	\$0.00	\$0.00				
9	Maverick	Water heater	included	\$0.00	\$0.00	30 gallon electric			
10	Maverick	Furnace ductwork	included	\$0.00	\$0.00	extend heat duct thru ceiling			
11	Maverick	Fan ductwork	included	\$0.00	\$0.00	includes outside piping and vent			
12	Randy Williams Co.	Drywall	included	\$0.00	\$0.00				
13	Randy Williams Co.	Prime and painting	included	\$0.00	\$0.00	match existing			
14	James Bailey	Tilework	included	\$0.00	\$0.00				
15	Home Depot	Tile material	included	\$0.00	\$0.00	standard stock grey Home Depot tile			
16	Home Depot	ADA Grab bars, TP holder	included	\$0.00	\$0.00				
17	Pro Build	Steel door and frame	included	\$0.00	\$0.00	incudes lever lockset			
18									
19	Pro Build	Framing, plywood, trim	included	\$0.00	\$0.00	walls and ceiling			
20	Pro Build	Wall insulation	included	\$0.00	\$0.00				
21	Randy Williams Co.	Mirrors, toiletry items	included	\$0.00	\$0.00				
22	Randy Williams Co.	All labor, framing, door	included	\$0.00	\$0.00	trim, grab bars, misc. items.			
23	Randy Williams Co.	Clean complete house	included	\$0.00	\$0.00				
n	Randy Williams Co.	G.C.fee's, p/o, insurances	included	\$0.00	\$0.00				
25	DK Design	Architect's	included	\$0.00	\$0.00	This includes the print for Referee's lockerroom			
26									
27									
28	Owner	Flooring by others		\$0.00	\$0.00				
29									
30									
31									

**Signature:**

<b>Date:</b>	<b>Total Project</b>	<b>\$34,600.00</b>	<b>\$0.00</b>	<b>\$0.00</b>					
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Minutes of a regular meeting of the Wexford County Board of Commissioners, held at the Wexford County Courthouse, 437 E. Division St., Cadillac, Michigan on the second day of October at 4:00 p.m.

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

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

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

**RESOLUTION NO. 24-18  
RESOLUTION TO UTILIZE REMAINING FEDERAL CORONAVIRUS LOCAL FISCAL  
RECOVERY FUND**

**WHEREAS**, Under the Federal Coronavirus Local Fiscal Recovery Fund (CLFRF) which was established under section 9901 of the American Rescue Plan Act of 2021 (ARPA), the County received \$6,532,427; and

**WHEREAS**, the eligible uses under CLFRF are replacing lost revenue, supporting the COVID-19 public health and economic response, premium pay for eligible workers, and investing in water, sewer and broadband infrastructure; and

**WHEREAS**, under the revenue loss category the final rule published by U.S. Treasury presumes that up to \$10 million in revenue has been lost due to the public health emergency and recipients are permitted to use that amount (not to exceed the award amount) to fund “government services”; and

**WHEREAS**, the County has \$2,825,305.54 in remaining funds that must be spent or obligated by December 31, 2024.

**NOW, THEREFORE, BE IT RESOLVED**, that the Wexford County Board of Commissioners elects to use its remaining CLFRF funds under the eligible category of revenue loss and that the government services identified is employee wages and benefits allocated within the general fund during the period of performance which is March 3, 2021 and December 31, 2026.

**A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:**

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

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

**RESOLUTION DECLARED ADOPTED.**

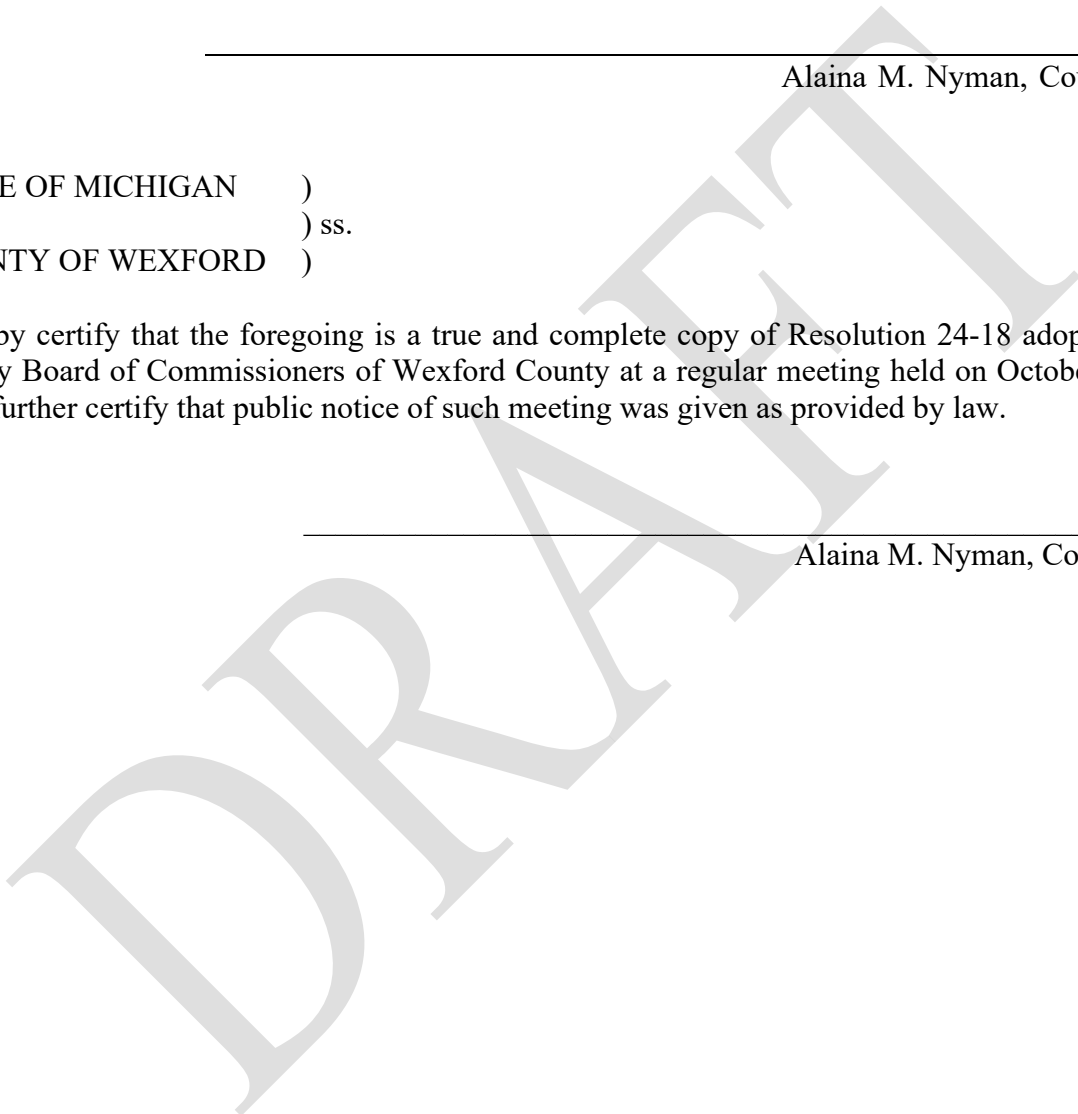
\_\_\_\_\_  
Chairman, Wexford County Board of Commissioners

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

STATE OF MICHIGAN    )  
                                  ) ss.  
COUNTY OF WEXFORD    )

I hereby certify that the foregoing is a true and complete copy of Resolution 24-18 adopted by the County Board of Commissioners of Wexford County at a regular meeting held on October 2, 2024, and I further certify that public notice of such meeting was given as provided by law.

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



STATE OF MICHIGAN  
DEPARTMENT OF CORRECTIONS  
OFFICE OF COMMUNITY CORRECTIONS  
P.O. BOX 30003  
LANSING, MICHIGAN 48909

**GRANT NO. CPS-2025-1-33**  
**between**  
**THE DEPARTMENT OF CORRECTIONS**  
**and**

GRANTEE NAME AND ADDRESS: <b>Wexford County</b> <b>437 E. Division</b> <b>Cadillac, MI 49601</b>		GRANTEE TELEPHONE: <b>231-779-9472</b>
GRANTEE CONTACT: <b>Mistine Stark</b>		MDOC CONTACT: <b>Douglas Clark</b>
DESCRIPTION OF GRANT: <b>Office of Community Corrections - Pursuant to Michigan Public Act 511, funding supports local approved Comprehensive Corrections Plans that impact State Board priorities, target populations, and key objectives, through the use of evidence-based programming and services.</b>		
GRANT PERIOD: 1 Year      FROM: <b>October 1, 2024</b> TO: <b>September 30, 2025</b>		
BUDGET INFORMATION:  <b>TOTAL AUTHORIZED BUDGET:      \$128,543.00</b>		

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**FOR THE GRANTEE:**

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Firm Name

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Authorized Agent Signature

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Authorized Agent (Print or Type)

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Date

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**FOR THE STATE:**

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Signature

**Julie Hamp**

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Name

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**Deputy Director, MDOC**

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Title

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Date

## GRANT AGREEMENT TERMS

This GRANT AGREEMENT (“**Grant**”) is agreed to between the State of Michigan Department of Corrections (“**MDOC**”) and Wexford County (“**Grantee**”). This Grant is effective on October 1, 2024 (“**Effective Date**”), and unless terminated earlier as provided in this Agreement, expires on September 30, 2025 (the “**Term**”).

### PART I – PROGRAM REQUIREMENTS

#### 1.0 Statement of Purpose

Funds awarded through this Grant are to provide services pursuant to the Community Corrections Act (“**CCA**”), 1988 PA 511, MCL 791.401, et seq; and are based upon Grantee’s Comprehensive Corrections Plan, inclusive of the approved program descriptions and approved budget documents, and the Proposal to the State Advisory Board for Community Corrections (“**Grantee’s Plan**”), and hereby made part of this Grant. Grantee’s Plan outlines local goals, objectives, and priorities to decrease prison admissions and increase utilization of community-based sanctions and services for eligible participants and improve jail utilization. MDOC has approved Grantee’s Plan and the award of Community Corrections funds for implementation of Grantee’s Plan.

This Grant defines the roles and responsibilities of the Grantee and the MDOC and the terms and conditions which apply during the term of this Grant.

#### 1.1 General Requirements

- A. The Grantee must be a lawful entity duly established under the laws of the State of Michigan (the “**State**”) and have the proper authority to apply for funds under this Grant as set forth in the CCA. Section 6 of the CCA, MCL 791.406, sets forth the governmental entities that have the proper authority to apply for funds, which include counties, cities, and regional advisory boards. Section 10 of the CCA, MCL 791.410, sets forth the criteria for a nonprofit to apply for funding.
- B. The Grantee shall implement policies and procedures and deliver services to eligible participants in accordance with the goals and objectives, standards and policies as set forth in the CCA and the Grantee’s program description and budget as approved by the MDOC.
- C. The MDOC does not guarantee the Grantee a minimum number of referrals.
- D. The Grantee must provide services for all eligible participants, including transgender and gender nonconforming participants.
- E. Americans with Disabilities Act
  - 1. The Contractor must comply with the Americans with Disabilities Act (ADA) and the Rehabilitation Act and must notify the designated MDOC Program Manager

or designee within 24 hours of any request for reasonable accommodation for an offender.

2. The Contractor must comply with the Americans with Disabilities Act (ADA) and the Rehabilitation Act and must notify the designated MDOC PMCD Contract Manager or designee within 24 hours of any request for reasonable accommodation made by Contractor's staff, including temporary and subcontractor staff.
3. Please Note: All reasonable accommodation aids, services, and equipment needed for Contractor's staff, including temporary and subcontractor staff, is to be provided by the Contractor.

## **1.2 Staffing Requirements**

A. Contractors and Subcontractors: Grantee has the right to select contractors and subcontractors to assist with the Grant.

B. Staffing Standards

1. Criminal Record:

Prior to Grantee's employee, contractor, or subcontractor (collectively "Grantee Staff") performing any services under the Grant, Grantee will ensure that no Grantee Staff (i) has a pending criminal prosecution, (ii) is under the supervision of a criminal justice agency for a felony, (iii) is required to register as a sex offender or (iv) has a felony conviction that occurred in the previous 5 years, unless MDOC's Grant Administrator or designee has provided prior written approval for the Grantee Staff to perform the work. Grantee Staff who have active warrants, are under criminal justice supervision, or are required to register as a sex offender shall not be appointed to perform any services unless MDOC's Contract Monitor or designee has provided prior written approval for the Grantee Staff to perform the work.

The Grantee shall ensure that no Grantee Staff related as an immediate family member to a participant is assigned to perform services in a program in which such participant is enrolled in, unless prior written approval to such an assignment has been obtained from the Grant Administrator via CAJ-202. "Immediate family member" includes: a participant's spouse, child, parent, stepparent, grandparent, grandchild brother, sister, parent-in-law brother-in-law sister-in-law, nephew, niece, aunt, uncle, first cousin, or the spouse or guardian of any persons described in this subdivision. The MDOC may request documentation, including but not limited to, an affidavit from Grantee Staff stating that no familial relation exists with a participant in the program in which he/she will be providing services.

C. Law Enforcement Information Network

1. Grantee employees that provide direct services to participants (prisoner, parolee, probationer, pretrial defendants), handle or may have access to participant records, or provides supervisory services to staff performing these functions, must complete the Law Enforcement Information Network (LEIN) Information Form at the start of the Grant and annually thereafter, as directed by the Michigan Department of Corrections.

2. The completed LEIN Information Form must be sent to the [MDOC-PMCD-FOA-LEINS@michigan.gov](mailto:LEINS@michigan.gov) and approved by MDOC prior to Grantee employees working with participants. There is no cost associated with the LEIN. The LEIN form will be provided to the Grantee.
3. Grantee must perform background checks on contractor and subcontractor staff prior to their assignment. Documentation must be provided upon request to the State of Michigan. Grantee ensures all costs associated with processing the background checks will be paid. The State, in its sole discretion, may also perform background checks. The background check must include the Michigan State Police Internal Criminal History Access Tool (ICHAT), or the municipal/federal equivalent. The Contractor must maintain a copy of the background check(s) for auditing purposes.
4. Grantee staff may be required to complete and submit an RI-8 Fingerprint Card for Fingerprint Checks to the MDOC.

#### D. Licensing:

The Grantee shall ensure its Grantee Staff that provide substance use outpatient and assessment services are qualified and experienced in the contracted area of clinical treatment as follows:

##### Bachelors-level:

1. Must possess a bachelor's degree in the Behavioral Sciences (Social Work, Counseling, or Psychology)
2. Must possess appropriate state licensure and credentials at time of hire or an approved development plan in place with eligibility to obtain certification within six months of starting services.

The Grantee shall ensure its Grantee Staff that provide outpatient mental health services are qualified and experienced in the contracted area of counseling as follows:

##### Master's-level:

1. Must possess a master's degree or above in the Behavioral Sciences (Social Work, Counseling, or Psychology)
2. Must possess appropriate licensure through the State of Michigan to practice.
3. Must have one year of experience in the contracted treatment area.

##### Bachelors-level

1. Must possess a bachelor's degree in the Behavioral Sciences (Social Work, Counseling, or Psychology)
2. Must possess appropriate licensure through the State of Michigan to practice.
3. Must have three years of experience in the contracted treatment area.

Other combinations of education and experience the MDOC considers adequate to perform the necessary tasks effectively and efficiently, and which have been specifically approved by the MDOC may be allowed at the sole discretion of MDOC.

#### E. Training

In accordance with MDOC instruction, grantee employees, contractor(s) staff, and subcontractor(s) staff who provide direct services to participants must complete



MDOC provided training before providing services under this grant. Exceptions may be made for transfers or employees with prior MDOC work experience in similar positions who have completed MDOC training previously. Contact the MDOC Contract Monitor with any questions concerning MDOC training.

### 1.3 Budget and Financial Reporting

- A. All funds shall only be spent in accordance with this Grant
- B. Changes in the budget require written approval of the MDOC. The Budget Adjustment Request form is Attachment A, Budget Adjustment Request (BAR) Form.
- C. This Grant does not commit the State or the MDOC to approve requests for additional funds at any time.
- D. Travel reimbursement shall be allowed solely in compliance with the State's Standardized Travel Regulations. The current Standardized Travel Regulations and travel rates authorized by the State may be found at [http://www.michigan.gov/dtmb/0,5552,7-150-9141\\_13132---,00.html](http://www.michigan.gov/dtmb/0,5552,7-150-9141_13132---,00.html). Reimbursement of Out-of-State travel costs requires pre-approval of the MDOC Grant Administrator.
- E. Per State Community Corrections Board Policy: "Based on program performance utilization, targeting or appropriate participants, and/or adherence to evidence-based practice, the Office of Community Corrections, in its sole discretion, may amend an award. Adjustments will be forwarded to the Offender Success Administrator for their pre-approval."

Grantees have 15 calendar days from the date of notice to amend the award via a Budget Adjustment Request (BAR) or contact the Community Corrections Manager if they have questions or concerns.

If a BAR is not received within 15 calendar days, the State will amend the award via a BAR on the County's behalf and process a Change Notice to reflect the grantee's new award amount. If the Change Notice remains unsigned for 15 additional calendar days, it will be considered the County's agreement to the Change Notice.

### 1.4 Payment Schedule

Payments to the Grantee shall be made in accordance with the following terms:

- A. The MDOC shall reimburse the Grantee for all approved actual and incurred costs to support approved program and administrative activity up to the total amount authorized in the Grantee's Plan as the "**Total Authorized Budget**". MDOC will only pay for expenditures that occurred during the Term of the Grant. The Monthly Expenditure Reports must be emailed to [MDOC-OCC@michigan.gov](mailto:MDOC-OCC@michigan.gov) in Microsoft Excel format no later than 30 calendar days following the month in which expenses were incurred. General Ledger documentation supporting monthly expenditures shall be provided and additional

supporting documentation may be requested to accompany the Monthly Expenditure Report. Expenditures not received prior to the 30<sup>th</sup> calendar day may be denied payment.

- B. Payments are conditional upon the Grantee's submittal of all required monthly expenditure and program data, and responses to financial audits. All reports shall be completed in the format provided by the MDOC.
- C. Program enrollments must be comprised of the target population identified within the approved program descriptions.
- D. All group sessions for programming must have a minimum of 3 PA 511-eligible enrolled attendees to qualify as a group for billing purposes. Any exceptions must be pre-approved by the assigned OCC specialist/manager.
- E. Pursuant to section 11 of the CCA, MCL 791.411, Administrative costs shall not exceed 30% of the total funding recommended for the implementation of the comprehensive corrections plan (Total Authorized Budget). Reimbursement of all costs may be adjusted by the MDOC through a BAR and/or change notice process.
- F. MDOC will only disburse payments under this Grant through Electronic Funds Transfer (EFT). Grantee must be registered with the State at <http://www.michigan.gov/SIGMAVSS> to receive electronic fund transfer payments. If Grantee is not registered, MDOC is not liable for failure to provide payment.

## **1.5 Program Eligibility**

The Grantee shall ensure that participants receiving services under this Grant meet the eligibility requirements approved by MDOC within the Grantee's Proposal to the State Advisory Board for Community Corrections.

Program eligibility overrides may be requested in writing to the assigned OCC Specialist. Once a response is provided it must be maintained in the participant's file.

## **1.6 Monitoring and Reporting Program Performance**

### **A. Monitoring:**

Data Program Participation and Offender Profile Data must be maintained within the data management system that is pre-approved by the MDOC and remain current throughout the term of the Grant. Grantee Staff shall complete a User Agreement Form (Attachment B), Security Agreement Data Processing (Attachment C), and State of Michigan Technical Standard 1340.00.130.02 Acceptable Use of Information Technology (Attachment D) for all staff entering data into the data management system and submit it to MDOC prior to any Grantee Staff completing data entry. The Grantee is responsible for notifying MDOC of the termination of any Grantee Staff with access to the data management system no later than 2 business days after termination or suspension of employment.

The Grantee must upload accurate program participation and offender profile data to the data management system approved by the MDOC no later than 30 calendar days

after the end of each month. The Grantee must submit an accurate Quarterly Report (Attachment E) by email to your Community Corrections Specialist no later than 30 calendar days following the quarterly report period:

1. Quarter 1 is October 1 – December 31
2. Quarter 2 is January 1 – March 31
3. Quarter 3 is April 1 – June 30
4. Quarter 4 is July 1 – September 30

The Grantee shall enter accurate and timely program participation and offender profile data throughout the term of this Grant. Data and information shall be submitted in a format provided by the MDOC that includes, but is not limited to:

1. Data pertaining to participant participation in all programs and selected characteristics of participants determined eligible for and enrolled in programs. The data elements required to be accurately entered shall include, at a minimum:
  - a. Person/Case Record Status
  - b. SID
  - c. MDOC Number (if applicable)
  - d. Name of participant
  - e. Race
  - f. Gender
  - g. Date of Birth
  - h. County
  - i. Legal Status
  - j. Date enrolled/terminated from each program/case
  - k. Termination code
  - l. Offense/Charge (PAC Code)
  - m. Crime type (felony or misdemeanor)
  
2. All group programming sessions must have sign-in sheets for each session and may be requested by MDOC for auditing purposes. If requested by the MDOC Program Manager or designee, sign in sheets must be submitted with expenditure reports. The sign-in sheets must include, at a minimum:
  - a. Date of the session
  - b. Name of the program
  - c. Name and signature of participants

C. CCAB Meeting:

1. There must be a minimum of at least four CCAB meetings a year to review and approve the Quarterly Reports, and the application for the next year's grant.

2. The Grantee shall make all approved CCAB meeting minutes available at the time of the MDOC review.

D. Prisoner Rape Elimination Act of 2003 (PREA), 42 U.S.C. § 15601  
The Grantee must report any information concerning violations of PREA as soon as made aware of the alleged occurrence to the Supervising Agent, Grant Administrator and Contract Monitor.

**1.7 Grantee Regulations (CONTRACTOR REGULATIONS OF CONDUCT FOR SERVICES PURSUANT TO A COMPREHENSIVE PLANS AND SERVICES GRANT ADMINISTERED UNDER 1988 PA 511)**

Grantee staff, as defined in Sec. 1.2 B, that provide direct services to participants, handle or may have access to participant records, or provides supervisory services to staff performing these functions, must read and sign the MDOC Grantee Regulations (Attachment F) as directed by the MDOC. The PMCD Contract Monitor will email the Grantee with a copy of the applicable Grantee Regulations. If there are revisions to the Grantee Regulations during the grant period, the PMCD Contract Monitor will provide the updated Grantee Regulations to the Grantee for Grantee Staff signatures. Grantee Signature pages must be returned to the PMCD Contract Monitor within 30 days of receipt of the Grantee Regulations and signed contracts. Grantee's Contractor staff signature pages must be returned to the Grantee within 30 days of receipt of the Grantee Regulations and signed fully executed Grantee's Contractor contracts.

## **PART II - GENERAL PROVISIONS**

### **2.1 Project Changes**

The Grantee must obtain prior written approval for project changes from the assigned MDOC Grant Specialist.

### **2.2 Notices**

Any notice to any other party required by this Grant will be submitted in writing and deemed effectively given: (a) when received, if delivered by hand (with written confirmation of receipt); (b) when received, if sent by a nationally recognized overnight courier (receipt requested); (c) on the date sent by e-mail (with confirmation of transmission), if sent during normal business hours of the recipient, and on the next business day, if sent after normal business hours of the recipient; or (d) when received, if mailed by certified or registered mail, return receipt requested, postage prepaid. Unless either party notifies the other in writing of a different mailing address, notice to the parties will be transmitted as indicated below:

To the MDOC:

Douglas Clark  
206 E. Michigan  
Lansing, MI 48933  
Phone: 517-219-2370  
[Clarkd15@michigan.gov](mailto:Clarkd15@michigan.gov)

To Grantee:

Mistine Stark  
437 E. Division  
Cadillac, MI 49601  
Tel: 231-779-9472  
Fax: 231-779-9102  
E-mail: [mstark@wexfordcounty.org](mailto:mstark@wexfordcounty.org)

### **2.3 Record Retention**

The Grantee will maintain all records and detailed documentation regarding this Grant, including all financial records, supporting documents, statistical records, and all other pertinent records, for a period of not less than seven (7) years from the date of Grant termination, the date of submission of the final expenditure report, or until any litigation and audit findings have been resolved, whichever is later, unless a longer retention period is specified by Grantee's retention and disposal schedule.

### **2.4 Program Income**

All program income, if any, may be added to the program budget and used to further eligible program objectives. The final determination will be made by the MDOC Grant Manager.

## **2.5 Purchase of Equipment**

The purchase of equipment not specifically listed in the budget must have prior written approval of the MDOC Program Manager. Equipment is defined as expendable personal property having a useful life of more than one year. Such equipment will be retained by the Grantee unless otherwise specified by the Grant Manager at the time of approval.

## **2.6 Accounting**

The Grantee will adhere to the Generally Accepted Accounting Principles and will maintain records which will allow, at a minimum, for the comparison of actual outlays with budgeted amounts. The Grantee's overall financial management system must ensure effective control over and accountability for all funds received. Accounting records must be supported by source documentation including, but not limited to, balance sheets, general ledgers, timesheets and invoices. The expenditure of State funds will be reported by line item and compared to the budget. Funds provided under this Grant will be maintained or accounted for within a special revenue fund.

## **2.7 Audit**

### **A. Statutory Records Maintenance, Inspection, Examination, and Audit**

Pursuant to Section 470 of the Management and Budget Act, 1984 PA 431, MCL 18.1470, the State, or its designee, may audit Grantee to verify compliance with this Grant. Grantee must retain, and provide to the State or its designee and the auditor general upon request, all financial and accounting records related to the Grant through the Term and any extension of the Grant and for seven years after the latter of termination, expiration, or final payment under this Grant ("**Audit Period**"). If an audit, litigation, or other action involving the records is initiated before the end of the Audit Period, Grantee must retain the records until all issues are resolved.

Within 10 calendar days of providing notice, the State and its authorized representatives or designees have the right to enter and inspect Grantee's premises or any other places where activities under the Grant are being performed, and examine, copy, and audit all records related to this Grant. The State, and its authorized representatives or designees, and the Grantee shall mutually agree in writing to a date and time for the audit that is no more than 10 calendar days after the State first provides notice of its intent to audit. Grantee must cooperate and provide reasonable assistance. If any financial errors are revealed, the amount in error must be reflected as a credit or debit on subsequent requests for reimbursement until the amount is paid or refunded.

This Section applies to Grantee and any contractors or subcontractors that perform services in connection with this Grant.

## **2.8 MDOC Reviews**

The MDOC and the Grantee must agree on a date and time for each review at Grantee's location(s) to determine if the Grantee is complying with the requirements of the Grant. The date and time must be agreed upon between the Grantee and the

MDOC. The Grantee must assist the MDOC in the review process and provide all requested documents 15 days prior to the agreed upon review date.

## **2.9 Competitive Bidding**

The Grantee will comply with all applicable laws and regulations regarding competitive solicitation for all procurement transactions involving the use of State funds under this Grant. When competitive selection is not feasible or practical, the Grantee agrees to obtain the written approval of the MDOC Grant Administrator before making a sole source selection. Sole source contracts should be negotiated to the extent that such negotiation is possible.

Grantee financial monitoring of contractors will be reviewed during the MDOC review, as well as contractor responses to any agency recommendations.

## **2.10 Limitation of Damages**

Neither party is liable for consequential, incidental, indirect, or special damages, regardless of the nature of the action. Liability of the MDOC is limited to the Total Authorized Budget specified for the fiscal year of the Grant giving rise to the claim.

## **2.11 Intellectual Property**

Unless otherwise required by law, all intellectual property developed using funds from this Grant ("**Funded Developments**"), including copyright, patent, and trademark rights, will belong to the Grantee. Grantee grants the State a nonexclusive, perpetual, worldwide, royalty-free, fully paid up, sublicensable license to make, use, distribute, copy, modify, create derivative works, publicly perform and display the Funded Developments.

## **2.12 Termination/Cancellation**

- A. In instances of substantial noncompliance with program standards, participant eligibility, evidenced based practices, and Grant Agreement Terms, Grantee funding shall be halted. Except that before halting funding, MDOC shall do both of the following:
  - a. Notify the Grantee of the allegations by way of a Corrective Action Plan (CAP) and
  - b. Allow 30 days for a response.

If a remedy agreement is reached in conjunction with the grantee in writing, MDOC shall allow 30 days following that agreement for the remedy to be implemented.

### **B. Termination for Cause**

The State may terminate this Grant for cause, in whole or in part, if Grantee, as determined by the State: (a) breaches any of its material duties or obligations; (b) poses a serious and imminent threat to the health and safety of any person, or the imminent loss, damage or destruction of any real or tangible personal property; or (c) fails to cure a breach within the time stated in a notice of breach. In the event that this Grant is

terminated for cause, the State will only pay for amounts due to Grantee for expenditures approved by the State on or before the date of termination, and the Grantee will be responsible for all costs incurred by the State in terminating this Grant for cause, which may include State administrative costs, reasonable attorneys' fees and court costs, and any other reasonable additional costs the State may incur.

#### C. Termination for Convenience

Either party may terminate this Grant for its convenience, in whole or part, for any reason and without penalty, by giving the other party written notice at least thirty days prior to the date of termination. If this Grant is terminated for convenience in part, the budget will be adjusted to reflect those reductions. In the event of a termination for convenience, the State will pay for amounts due to Grantee for expenditures approved by the State on or before the date of termination.

#### D. Non-Appropriation

The Grantee acknowledges that continuation of this Grant is subject to appropriation or availability of funds for this Grant. Notwithstanding any other provision of this Grant, if funds to enable the State to effect continued payment under this Grant are not appropriated or otherwise made available, the State will have the right to terminate this Grant, in whole or in part, at the end of the last period for which funds have been appropriated or otherwise made available, by giving written notice of termination to the Grantee. In the event of a termination under this section, the Grantee will, unless otherwise directed by the State in writing, immediately take all reasonable steps to terminate its operations and to avoid and/or minimize further expenditures under the Grant and the State will only pay for amounts due to Grantee for expenditures approved by the State on or before the date of termination to the extent funds are available.

### **2.13 No State Employees or Legislators**

No member of the Legislature, Judiciary of the State of Michigan, or any individual employed by the State will be permitted to receive benefits as a Grantee or as a contractor or subcontractor of this Grant. This section, however, does not preclude a member of the Legislature, Judiciary of the State of Michigan, or an individual employed by the State from participating as an eligible participant in accord with the goals and objectives of the Grant.

### **2.14 Nondiscrimination**

Nondiscrimination. Under the Elliott-Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101, et seq., the Persons with Disabilities Civil Rights Act, 1976 PA 220, MCL 37.1101, et seq., and Executive Directive 2019-09. Grantee, its contractors and subcontractors agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex (as defined in Executive Directive 2019-09), height, weight, marital status, partisan considerations, any mental or physical disability, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position. Breach of this covenant is a material breach of this Contract.



## 2.15 Unfair Labor Practices

Pursuant to 1980 PA 278, MCL 423.321, *et seq.*, the State will not award a grant to a Grantee whose name appears in the current register of employers failing to correct an unfair labor practice compiled pursuant to MCL 423.322. A Grantee, in relation to the Grant, will not enter into a contract with a contractor or subcontractor, whose name appears in this register. Pursuant to MCL 423.324, the State may void any Grant if, subsequent to award of the Grant, the name of the Grantee as an employer or the name of the contractor or subcontractor of the Grantee appears in the register.

## 2.16 Confidential Information

For the purposes of this Grant, the term “**Confidential Information**” means all information and documentation of a party that: 1) has been marked “confidential” or with words of similar meaning, at the time of disclosure by such party; 2) if disclosed orally or not marked “confidential” or with words of similar meaning, was subsequently summarized in writing by the disclosing party and marked “confidential” or with words of similar meaning; and 3) should reasonably be recognized as confidential information of the disclosing party. Confidential Information also includes all information protected by state or federal law, including “Personal identifying information” as defined in the Identity Theft Protection Act, 2004 PA 452, MCL 445.63(q).

The term “Confidential Information” does not include any information or documentation that is:

1. Subject to disclosure under the Michigan Freedom of Information Act (FOIA).
2. Already in the possession of the receiving party without an obligation of confidentiality.
3. Developed independently by the receiving party, as demonstrated by the receiving party, without violating the disclosing party’s proprietary rights.
4. Obtained from a source other than the disclosing party without an obligation of confidentiality; or,
5. Publicly available when received, or thereafter became publicly available (other than through any unauthorized disclosure by, through, or on behalf of, the receiving party).

Each party must: (a) use the same degree of care it uses to protect its own Confidential Information to protect the disclosing party’s Confidential Information, but in any event not less than reasonable care; (b) use the disclosing party’s Confidential Information only in connection with the purposes of this Grant; and (c) limit access to the disclosing party’s Confidential Information to its employees, contractors, or subcontractors performing work in connection with the Grant. Each party must advise its employees, contractors, and subcontractors who receive or have access to any of the other party’s Confidential Information of its confidential nature.

Upon the termination of this Grant, or at the written request of the disclosing party, the recipient party must return all copies of the disclosing party’s Confidential Information or certify in writing that all copies thereof have been destroyed, except as otherwise provided by law, including a party’s retention and disposal schedule.

## **2.17 Governing Law**

This Grant is governed, construed, and enforced in accordance with Michigan law, excluding choice-of-law principles, and all claims relating to or arising out of this Grant are governed by Michigan law, excluding choice-of-law principles. Any dispute arising from this Grant must be resolved in Michigan Court of Claims. Grantee consents to venue in Ingham County, and waives any objections, such as lack of personal jurisdiction or *forum non conveniens*.

## **2.18 Compliance with Laws**

The Grantee will comply with all applicable state, federal, and local laws and ordinances in performing this Grant.

## **2.19 Assignment**

The Grantee will not have the right to assign the Grant, or to assign any of its duties or obligations under the Grant, to any other party (whether by operation of law or otherwise), without the prior written consent of the MDOC. Any purported assignment in violation of this section will be null and void.

## **2.20 Adherence to Terms**

The failure of a party to insist upon strict adherence to any term of this Grant will not be considered a waiver or deprive the party of the right thereafter to insist upon strict adherence to that term, or any other term of the Grant.

## **2.21 Severability**

If any part of this Grant is held invalid or unenforceable, by any court of competent jurisdiction, that part will be deemed deleted from this Grant and the severed part will be replaced by agreed upon language that achieves the same or similar objectives. The remaining Grant will continue in full force and effect.

## **2.22 Survival**

The provisions of this Grant that impose continuing obligations will survive the expiration or termination of this Grant.

## **2.23 Media Releases**

Grantee will not make any media releases pertaining to the Grant without prior written authorization from MDOC, and then only in accordance with the explicit written instructions of MDOC.

## **2.24 Grant Modification**

No modification, amendment, or waiver of any provision of the Grant Agreement Terms or Total Authorized Budget of this Grant will be effective unless in writing and signed by authorized representatives of both parties.

## 2.25 Entire Grant

This Grant, which includes Attachment A, Attachment B, Attachment C, Attachment D, Attachment E, Attachment F, Attachment G and expressly incorporated schedules and exhibits, contains the entire agreement of the parties and supersedes all prior and contemporaneous agreements, whether written or oral, concerning its subject matter. If there is a conflict between documents, the order of precedence is: (a) first, the Grant, excluding its schedules, exhibits, Attachment A, Attachment B, Attachment C, Attachment D, Attachment E, Attachment F, and Attachment G; (b) second, Attachment A; (c) third, Attachment B; (d) fourth, Attachment C; (e) fifth, Attachment D; (f) sixth, Attachment E; (g) seventh, Attachment F; (h) eighth, Attachment G; and (i) ninth, schedules and exhibits expressly incorporated into this Grant.

## 2.26 Contract Monitor

The Program Specialist will work with the Grantee if performance concerns are identified. The Contract Monitor will review, document, and assess Grantee compliance to this grant:

State:
Chris Balmes 206 E. Michigan Ave. – 5 <sup>th</sup> Floor Grandview Plaza Lansing, MI 48933 <a href="mailto:balmesc@michigan.gov">balmesc@michigan.gov</a> 517-290-2935
Doug Jerzyk 206 E. Michigan Ave. – 5 <sup>th</sup> Floor Grandview Plaza Lansing, MI 48933 <a href="mailto:jerzykd@michigan.gov">jerzykd@michigan.gov</a> 269-967-9595

**Attachment A, Budget Adjustment Request (BAR) Form**  
*See attached Excel spreadsheet.*

**Attachment B, User Agreement Form**  
*See attached Word document.*

**Attachment C, Security Agreement Data Processing**  
*See attached Word document.*

**Attachment D, State of Michigan Technical Standard 1340.00.130.02 Acceptable  
Use of Information Technology**  
*See attached Adobe PDF document.*

**Attachment E, Quarterly Report**  
*See attached Excel spreadsheet.*

**Attachment F, Grantee Regulations (CONTRACTOR REGULATIONS OF CONDUCT  
FOR SERVICES PURSUANT TO A COMPREHENSIVE PLANS AND SERVICES GRANT  
ADMINISTERED UNDER 1988 PA 511)**  
*See attached Word document.*

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**BOARD OF COMMISSIONERS AGENDA ITEM**

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**FROM:** Administration  
**FOR MEETING DATE:** October 2, 2024  
**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.

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

A sign-up sheet will be at the Administration Office with Flu form to be filled out at the time of your shot.

The on-site flu clinic is scheduled for **Monday, October 14, 2024**. Time and location details below:

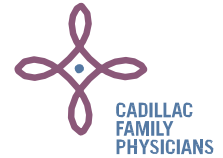
7:55 a.m. – 8:20 a.m. in the Training Room at the Sheriff's Office

8:30 a.m. – 9:30 a.m. in the Second Floor Breakroom of the Courthouse

RECOMMENDATION:

The HR/PS Committee recommends the full board approve Wexford County pay the full \$35 to any employee who 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



September 2024

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.

Sincerely,

Julie A. Keller LPN  
Project Manager