

AGENDA
SAGINAW COUNTY
BOARD OF COMMISSIONERS

Saginaw County Governmental Center
Tuesday, April 16, 2019 - 5:00 p.m.

Michael A. Webster – Chair, Carl E. Ruth – Vice-Chair
Kathleen K. Dwan, Cheryl M. Hadsall, Kyle R. Harris, Kirk W. Kilpatrick, Dennis H. Krafft
Sheldon Matthews, Amos O’Neal, Charles M. Stack, James G. Theisen

- I. OPENING PROCEDURE**
 - a. Call to order
 - b. Roll call
 - c. Invocation by **Commissioner Carl Ruth**
 - d. Pledge of Allegiance
 - e. Correcting / Approving the Minutes of the March 19, 2019 Board Session

- II. PUBLIC PARTICIPATIONPage 1**
 - a. Public Hearings
 - b. Audiences
 - c. Laudatory Resolutions

- III. PETITIONS AND COMMUNICATIONSPage 3**

- IV. COMMISSIONERS' INITIATORY MOTIONS**

- V. REPORTS OF COMMITTEESPage 6**
 - Committee Reports
 - 1) Human Services
 - 2) Courts & Public Safety
 - 3) County Services
 - 4) Budget/Audit
 - 5) Labor Relations
 - 6) Executive Committee
 - 7) Legislative Committee
 - 8) Intergovernmental Cooperation
 - 9) Committee Compensation

- VI. RESOLUTIONS..... None**

- VII. CLOSING PROCEDUREPage 66**
 - a.
 - 1) Unfinished Business
 - 2) Proclamations
 - 3) Appointments and Elections
 - b. Announcements by the Chair
 - c. Commissioner Audiences
 - d. Adjournment

II. PUBLIC PARTICIPATION (4-16-2019)

a. **Public Hearing** – None

b. **Audiences** –

- Katherine Tessin, Administrative Director, Mid Michigan Waste Authority, to promote the 2019 Special Waste schedule
- Commissioner Theisen to present Karen Sova from the Underground Railroad with a Proclamation for April as *Sexual Assault Awareness Month (Printed under Proclamations)*
- Commissioner Hadsall to present Attorney William Cowdry, Saginaw County Bar Association/Law Day Committee, with a Proclamation for May 1, 2019 as Law Day *(Printed under Proclamations)*

c. **Laudatories** –

- Certificate of Recognition to Pastor Lewis Owens on his 4th anniversary at Grace C.O.G.I.C.

III. PETITIONS AND COMMUNICATIONS (4-16-2019)

4-16-1 PURCHASING/RISK MANAGER submitting the Saginaw County PNC Credit Card Statement and Detailed Charges for December 2018, January 2019 and February 2019.

-- Budget/Audit (*Receive & File*)

4-16-2 FRANKENMUTH CONVENTION & VISITORS BUREAU submitting its FY 2018 Audit, in accordance with the Management Agreement with Saginaw County.

-- County Services (*Receive & File*)

4-16-3 10TH CIRCUIT COURT FAMILY DIVISION requesting (1) To adjust the Budget Resolution D Fee Schedule to reflect a \$100.00 fee for an Adoption Home Study; (2) Permission to work with the Controller's Office to adjust PCN splits in the Child Care Fund related to Office Assistant 1 and Account Specialist III; and (3) Authority to adjust PCN splits when needed without approval of the Board of Commissioners only when the splits do not increase the budget.

-- Courts & Public Safety (**4-16-2.1**) Labor Relations (**4-16-5.4**)

4-16-4 BOARD COORDINATOR/CIVIL COUNSEL submitting amendments to General/Administrative Policy #112 titled Freedom of Information Act (FOIA) Request Policy regarding changes that apply primarily to deposit requests.

-- County Services (**4-16-3.1**)

4-16-5 COMMUNITY CORRECTIONS requesting use of the remaining half (\$92,111) of the General Fund allocation to Community Corrections to insure uninterrupted services for the remainder of FY 2019.

-- Budget/Audit (**4-16-4.3**)

4-16-6 HEALTH DEPARTMENT requesting (1) To add a new Environmental Health Fee (Septic Tank Only Permit) in the amount of \$188 per service and amend Resolution D – Budget Fee Schedule; and (2) To accept a grant in the amount of \$196,714 from Mid-State Health Network to develop and implement a Syringe Service Program (SSP) in Saginaw County.

-- Human Services (**4-16-1.1/1.2**)

4-16-7 EQUALIZATION submitting the 2019 Preliminary Report of Equalization for all townships and cities in Saginaw County, Form L-4024, Statement of Valuation.

-- County Services (**4-16-3.2**)

4-16-8 CONTROLLER/CAO submitting a Status Report on the Saginaw County Adult Detention & Sheriff Administration Building Project.

-- Courts & Public Safety (*Receive & File*)

4-16-9 CONTROLLER/CAO submitting information on the FY 2019 Law Enforcement Fund related to Genesee County inmate revenue and the use of reserves.

-- Budget/Audit

4-16-10 SHERIFF requesting an increase to the Sheriff Administration Training Budget (101-30101-95800) in the amount of \$4,000 from the DEA Forfeiture Fund; Further, requesting an increase to the Law Enforcement Operations Budget (207-30104) in the amount of \$23,625.74 due to revenue generated from the sale of vehicles and outdated property and to place the revenue in line item accounts as follows:

- 207-30104-81003 (\$586 – Horse);
- 207-30104-75400 (\$4,000 – Uniforms);
- 207-30104-97900 (\$15,000 – Build new vehicles);
- 280-30155-93600 (\$2,800 – Repairs to '67 Ford); and
- 207-30104-95800 (\$3,739.74 – Training)

-- Budget/Audit (**4-16-4.4**)

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4-16-11 TREASURER/CONTROLLER sending the electronic transactions and voucher payments transmittal form for the month of February 2019.

-- Budget/Audit **(4-16-4.1)**

4-16-12 FRIEND OF THE COURT requesting elimination of vacant positions of Legal Specialist II (formerly Investigator) (PCN 215131) and Account Specialist II (PCN 215112) and to add two (2) Legal Clerk II positions (Pay Grade 11) in order to open phone lines to answer case specific questions and increase accessibility for the public.

-- Labor Relations **(4-16-5.5)**

4-16-13 PERSONNEL DIRECTOR submitting the March 2019 Employment Status Report.

-- Labor Relations *(Receive & File)*

4-16-14 PERSONNEL DIRECTOR requesting approval to waive the hiring freeze and implement the recommended salary grade (Grade 15) for the position of Parks Foreman.

-- Labor Relations **(4-16-5.1)**

4-16-15 PROSECUTOR requesting waiver of the hiring freeze and approval to fill two (2) Assistant Prosecutor positions.

-- Labor Relations **(4-16-5.6)**

4-16-16 HEALTH DEPARTMENT requesting waiver of the hiring freeze and approval to fill the vacant positions of Computer and Data Analyst, WIC Coordinator, and Vision Technician (PT).

-- Labor Relations **(4-16-5.7)**

4-16-17 SHERIFF requesting creation of a Personnel Control Number (PCN) for a new contractual Sheriff Deputy position in Spaulding Township.

-- Labor Relations **(4-16-5.8)**

4-16-18 REHMANN submitting the final FY 2018 Audited Financial Statements.

-- Budget/Audit **(4-16-4.2)**

4-16-19 CONTROLLER/CAO recommending adoption of a Position Statement as a means to recognize the Saginaw County Courts' independence and exemption from certain County policies.

-- Executive **(Pulled)**

4-16-20 PERSONNEL DIRECTOR submitting proposed changes to County Policy #332 titled "Position Classification" incorporating changes necessitated by the adoption of Phase I of the Job Classification and Total Compensation Study.

-- Labor Relations **(4-16-5.2)**

4-16-21 CIVIL COUNSEL/LABOR SPECIALIST submitting a new County Policy titled "Social Media Policy" which applies to all employees, independent contractors, volunteers, service providers, interns and others using the County's computer resources and/or posting on behalf of Saginaw County.

-- Labor Relations **(4-16-5.3)**

4-16-22 CONTROLLER/CAO submitting for discussion a Michigan Supreme Court Administrative Order entitled "Establishment of Court Security Committees."

-- Executive **(Pulled)**

4-16-23 HON. A.T. FRANK, DISTRICT COURT JUDGE requesting approval to extend a contract with a retired employee in his office, pursuant to County Policy #346, Sec. 6.4.

-- Labor Relations **(4-16-5.9)**

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4-16-24 **CONTROLLER/CAO** requesting discussion with the Legislative Committee on proposed changes to the Michigan Medical Examiner’s System and possible impact on Saginaw County; discussion of efforts the County has undertaken in obtaining grant funding in FY 2019 for the Saginaw County Community Corrections Program; and to identify dates to host a “Legislative Update” with our state and federal legislators and/or their staff to discuss legislative initiatives that impact Saginaw County.

-- Legislative

4-16-25 **MEDICAL EXAMINER** submitting a report on Drug-Related Deaths in Saginaw County from 2015 – 2017 from Salam Huneidi, MD, MPH and Russell Bush, MD, MPH.

-- Human Services

V. REPORTS OF COMMITTEES (4-16-2019)

1. Human Services Committee – A. O’Neal, Chair; J. Theisen, Vice-Chair

- 1.1) **HEALTH DEPARTMENT**, re: Approval to add a new Environmental Health Fee (Septic Take Only Permit) in the amount of \$200 per service and amend Budget Resolution D
- 1.2) **HEALTH DEPARTMENT**, re: Acceptance of a grant in the amount of \$196,714 from Mid-State Health Network to develop and implement a Syringe Service Program in Saginaw County and adjust its budget accordingly

2. Courts and Public Safety Committee – C. Hadsall, Chair; K. Kilpatrick, Vice-Chair

- 2.1) **CIRCUIT COURT - FAMILY DIVISION**, re: Approval to add a new Adoption Home Study Fee in the amount of \$100 and amend Budget Resolution D

3. County Services Committee – C. Stack, Chair; C. Hadsall, Vice-Chair

- 3.1) **CIVIL COUNSEL**, re: Amendment of County Policy #112 titled “Freedom of Information Act (FOIA) Policy” regarding changes that apply primarily to deposit requests
- 3.2) **EQUALIZATION**, re: Submitting the 2019 Preliminary Report of Equalization for all townships and cities in Saginaw County, Form L-4024, Statement of Valuation

4. Budget Audit Committee – D. Krafft, Chair; A. O’Neal, Vice-Chair

- 4.1) **TREASURER/CONTROLLER**, re: Claims for February 2019
- 4.2) **CONTROLLER**, re: Approval of FY 2018 Audited Financial Statements
- 4.3) **COMMUNITY CORRECTIONS**, re: Approval to use remaining half (\$92,111) of the General Fund allocation to ensure uninterrupted services for the remainder of FY 2019
- 4.4) **SHERIFF**, re: Approval to increase to the Sheriff Administration Training Budget (101-30101-95800) in the amount of \$4,000 from the DEA Forfeiture Fund; Further, requesting an increase to the Law Enforcement Operations Budget (207-30104) in the amount of \$23,625.74 due to revenue generated from the sale of vehicles and outdated property and to place the revenue in line item accounts as follows:
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 - 280-30155-93600 (\$2,800 – Repairs to ’67 Ford); and
 - 207-30104-95800 (\$3,739.74 – Training)

5. Labor Relations Committee – K. Kilpatrick, Chair; C. Stack, Vice-Chair

- 5.1) **PERSONNEL**, re: Approval of salary grade 15 for the position of Parks Foreman and waiver of the hiring freeze to fill the position
- 5.2) **PERSONNEL**, re: Amendment of County Policy #332 titled “Position Classification” incorporating changes necessitated by the adoption of Phase I of the Job Classification and Total Compensation Study
- 5.3) **PERSONNEL**, re: Approval of new County Policy #329 titled “Social Media Policy” which applies to all employees, independent contractors, volunteers, service providers, interns and others using the County’s computer resources and/or posting on behalf of Saginaw County

Page 2 – REPORTS OF COMMITTEES (4-16-2019)

- 5.4) **CIRCUIT COURT – FAMILY DIVISION**, re: Approval to adjust two positions in the Child Care Fund – Office Assistant I (35%) and Account Specialist III (15%); and authority to adjust PCN splits with the Payroll Department without approval of the Board if the adjustments do not increase the budget
- 5.5) **FRIEND OF THE COURT**, re: Approval to eliminate the vacant positions of Legal Specialist II (formerly Investigator) and Account Specialist II and add two (2) Legal Clerk II positions (Pay Grade 11) in order to open phone lines to answer case specific questions and increase accessibility for the public
- 5.6) **PROSECUTOR**, re: Approval to waiver the hiring freeze and fill two (2) positions of Assistant Prosecutor
- 5.7) **HEALTH DEPARTMENT**, re: Approval to waive the hiring freeze and fill the positions of WIC Coordinator and Vision Technician (PT) and to allow Public Health to enter into a contract with a retired employee for the Computer and Data Analyst position for a period not to exceed six (6) months
- 5.8) **SHERIFF**, re: Approval to create a PCN for a new contractual position of Deputy Sheriff in Spaulding Township and to waive the hiring freeze to fill the position
- 5.9) **DISTRICT COURT**, re: Approval to extend a contract with a retired employee in his office for a six (6) months

6. **Executive Committee – M. Webster, Chair**

None

7. **Legislative Committee – J. Theisen, Chair; A. O’Neal, Vice-Chair**

None

8. **Intergovernmental Cooperation Committee – J. Theisen, Chair; C. Stack, Vice-Chair**

None

9. **Committee Compensation**

4-16-19.1) March 10, 2019 – March 23, 2019

4-16-19.2) March 24, 2019 – April 6, 2019

VI. **RESOLUTIONS (4-16-2019)**

None

VII. CLOSING PROCEDURE (4-16-2019)

a.

- 1) Unfinished Business – None
- 2) Proclamations –
 - April as Sexual Assault Awareness Month
 - May 1, 2019 as Law Day
- 3) Appointments and Elections

APPOINTMENTS

Pursuant to Article VII, 7.1.2 of the Board Rules, Chair appointments will be listed, if any, on the Addendum on March 19, 2019.

ELECTIONS

- b. Announcements by the Chair
- c. Commissioner Audiences
- d. Adjournment

4-12-19/sek

ADDENDUM

SAGINAW COUNTY BOARD OF COMMISSIONERS

Tuesday, April 16, 2019 - 5:00 p.m.

Saginaw County Governmental Center

II. PUBLIC PARTICIPATION *(Page 1)*

- a. **Public Hearings – *None***
- b. **Audiences – *None Additional***
- c. **Laudatories – *None Additional***

III. PETITIONS AND COMMUNICATIONS – *(Page 3) – None Additional*

IV. INITIATORY MOTIONS

V. REPORTS OF COMMITTEES – *(Page 6) – None Additional*

VI. RESOLUTIONS – *None*

VII. CLOSING PROCEDURE *(Page 66)*

- 1) Unfinished Business – ***None***
- 2) Proclamations – ***None additional***
- 3) Appointments and Elections –

CHAIR APPOINTMENTS

Mosquito Abatement Commission
Sidney Childs

Term expires:
January 1, 2021

ELECTIONS

None