First Day of the April Session of the Board of Commissioners of Saginaw County, Michigan, held Tuesday, April 16, 2019. The Board met pursuant to adjournment at 5:00 p.m. with the Honorable Michael A. Webster in the Chair. Deputy Clerk Suzy Koepplinger took roll, quorum present as follows:

**PRESENT:** Kathleen K. Dwan, Cheryl M. Hadsall, Kyle R. Harris, Kirk W. Kilpatrick, Dennis H. Krafft, Sheldon Matthews, Carl E. Ruth, Charles M. Stack, James G. Theisen, Michael A. Webster - 10

**ABSENT:** Amos O’Neal - 1

**TOTAL:** 11

Commissioner Ruth opened the meeting with a prayer, followed by the Pledge of Allegiance to the Flag.

**APPROVAL OF MINUTES**

Commissioner Kilpatrick moved, seconded by Commissioner Dwan, to approve the March 19, 2019 Board Session Minutes. Motion carried.

**PUBLIC HEARING**

None

**CLERK’S CALL OF SESSION**

April 5, 2019
TO: SAGINAW COUNTY BOARD OF COMMISSIONERS
RE: Notice of April 16, 2019 Board Session

Honorable Commissioners:
The Saginaw County Board of Commissioners will convene for its First Day's Session on Tuesday, April 16, 2019 at 5:00 p.m. in the Board Chambers, Second Floor - Room 200, Saginaw County Governmental Center, Saginaw, Michigan.

Respectfully Submitted,
Michael J. Hanley, County Clerk

By the Chair: That the Notice of Meeting from the County Clerk be received and filed, if there are no objections. The Chair hears none; it is so ordered.

AUDIENCES

♦ Katherine Tessin, Administrative Director, Mid Michigan Waste Authority, distributed information and promoted the 2019 Special Waste schedule

♦ Commissioner Theisen presented Allie Martinez, Community Engagement Manager at Underground Railroad, with a Proclamation for April as Sexual Assault Awareness Month

♦ Commissioner Hadsall presented Attorney William Cowdry, Saginaw County Bar Association/Law Day Committee, with a Proclamation for May 1, 2019 as Law Day

LAUDATORY RESOLUTIONS

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

Certificate of Recognition
Pastor Louis Owens
4th Anniversary

Pastor Louis Owens received his appointment to Grace C.O.G.I.C. under Bishop John Henry Sheard. Pastor Owens established the God’s Blessings Ministry. He is a member of the Saginaw and Detroit C.O.G.I.C. Ministerial Alliances, has participated in the Saginaw African Cultural Festival for over 30 years, and is active with the Gospel Fest. Under his leadership the Church organized a clothing and good neighbor ministry serving the needy as well as a community wide vacation bible school that is open to all.

Your impact on this community has been indispensable. Your selflessness and commitment to ministry has served as a model for citizens and clergy across the county. As a result of your ministry, our community is stronger, more resilient and celebrated by all.

The Saginaw County Board of Commissioners truly admires your devotion and call to service. Congratulations on your 4th anniversary and warm wishes for many more.

Respectfully Submitted,
Saginaw County
Board of Commissioners
Michael A. Webster
Chairman, District #11

Presented: April 6, 2019
Adopted: April 16, 2019
Michael J. Hanley
Saginaw County Clerk
PETITIONS AND COMMUNICATIONS

By the Chair: That the following communications received by the Board of Commissioners be referred as designated, if there are no objections. The Chair hears none; it is so ordered.

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)

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)

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

**INITIATORY MOTIONS**

- Hadsall moved, seconded by Theisen, to approve submission to the printer of the attached Dedication Plaque for placement on the Saginaw County Adult Detention & Sheriff Administration Building. Motion carried unanimously.
REPORTS OF COMMITTEES

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 Tank 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

   - Theisen moved, seconded by Matthews, to approve 1.1. Motion carried.
   - Theisen moved, seconded by Ruth, to approve 1.2. Motion carried.

FROM: COMMITTEE ON HUMAN SERVICES – 1.1                             APRIL 16, 2019

Your committee has considered Communication No. 4-16-6 from Christina Harrington, Health Officer, requesting the creation of a new Environmental Health Fee (Septic Tank Only Permit) in the amount of $188 and amend Resolution D – Budget Fee Schedule.

We met with Ms. Harrington who explained the need for this fee to be added to the Fee Schedule and had Mr. Chris Klawuhn provide specific details regarding code compliance and the need for inspection for compliance. Mr. Klawuhn explained the suggested fee was based on past practices, however after discussion, which included information from Mr. Belleman regarding employee benefits being included with the hourly rate of an employee conducting an inspection, a fee of $200 was agreed upon.

We recommend approval to create a new Environmental Health Fee (Septic Tank Only Permit) in the amount of $200 and to amend Resolution D – Budget Fee Schedule accordingly.

Respectfully Submitted,

COMMITTEE ON HUMAN SERVICES

Amos O’Neal, Chair            James G. Theisen, Vice-Chair
Sheldon Matthews             Michael A. Webster
Carl E. Ruth

FROM: COMMITTEE ON HUMAN SERVICES – 1.2                             APRIL 16, 2019

Your committee has considered Communication No. 4-16-6 from Christina Harrington, Health Officer, requesting to accept a grant in the amount of $196,714 from Mid-State Health Network to develop and implement a Syringe Service Program in Saginaw County.

We met with Ms. Harrington who explained the need for this type of program, which included reduction in the spread of HIV and Hepatitis, as well as participants being more likely to enter into a rehabilitation program when exposed to education available when exchanging used syringes for new syringes.

We recommend approval to accept the grant from Mid-State Health Network to develop and implement a Syringe Service Program in Saginaw County and to amend the budget accordingly.
Respectfully Submitted,

**COMMITTEE ON HUMAN SERVICES**

Amos O’Neal, Chair  
James G. Theisen, Vice-Chair  
Sheldon Matthews  
Michael A. Webster  
Carl E. Ruth

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

- *Hadsall moved, seconded by Kilpatrick, to approve 2.1. Motion carried.*

**FROM: COMMITTEE ON COURTS & PUBLIC SAFETY – 2.1 APRIL 16, 2019**

Your committee considered Communication No. 4-16-3 from Todd Borders, Circuit Court Administrator, 10th Circuit Court Family Division, requesting adjustment of the Budget Resolution D Fee Schedule to reflect a $100 fee for an Adoption Home Study.

We met with Mr. Borders who explained families in our community are forced to pay up to $700 for mandated home studies to adopt. The court can assign personnel to complete these home studies, as is done in many other counties and the Family Division Adoption Specialist has the ability to do so. The $100 would be assessed to cover the time and travel required of the Adoption Specialist. After discussion, Mr. Borders was asked to research if the $100 will cover the costs of the employee’s time, travel, wages, and benefits. He will report back to the committee in May.

We recommend approval to adjust the Budget Resolution D Fee Schedule to reflect a $100 fee for Adoption Home Study.

Respectfully Submitted,

**COMMITTEE ON COURTS & PUBLIC SAFETY**

Cheryl M. Hadsall, Chair  
Kirk W. Kilpatrick, Vice-Chair  
Kathleen K. Dwan  
Amos O’Neal  
Michael A. Webster

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) Request 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

- *Stack moved, seconded by Kilpatrick, to approve 3.1. Motion carried.*

- *Stack moved, seconded by Krafft, to approve 3.2. Motion carried.*
FROM: COMMITTEE ON COUNTY SERVICES – 3.1 APRIL 16, 2019
Your committee considered Communication No. 4-16-4 from Suzy Koepplinger, Board Coordinator, and Dave Gilbert, Civil Counsel, submitting amendments to General/Administrative Policy #112 titled “Freedom of Information Act (FOIA) Policy” regarding changes that apply primarily to deposit requests.
We met with Ms. Koepplinger and Mr. Gilbert who informed the committee that deposit requests are made when the original FOIA request is such that preparation of a response is going to involve a fair amount of work (i.e. the estimated cost of the response exceeds $50.00). A deposit request is made prior to undertaking the work/preparing a response, and the deposit request contains a good faith estimate of the amount of time it would take the County to prepare the response once the deposit is received. The recent amendments to FOIA now provide that if that deposit is not received within forty-eight (48) days after the deposit request is sent, the FOIA request is considered withdrawn.
We recommend approval to amend the FOIA Request Policy as attached.

Respectfully Submitted,
COMMITTEE ON COUNTY SERVICES
Charles M. Stack, Chair
Kyle R. Harris
Michael A. Webster

FROM: COMMITTEE ON COUNTY SERVICES – 3.2 APRIL 16, 2019
Your committee considered Communication No. 4-16-7 from Denise Babbitt, Equalization Director, submitting the 2019 Preliminary Report of Equalization for all townships and cities in Saginaw County, Form L-4024, Statement of Valuation.
We met with Ms. Babbitt who informed the committee the Total Equalized Value of the County for 2019 is $6,032,126,824. This is an increase of $225,236,954 over the 2018 Equalized Value of $5,806,889,870 for an increase of 3.88%. Real Property increased $179,989,714 or 3.37%. Personal Property increased by $45,247,240 or 9.74%.
It is the recommendation of your committee that the Equalization Report for Saginaw County by class for 2019, as attached, be approved.

Respectfully Submitted,
COMMITTEE ON COUNTY SERVICES
Charles M. Stack, Chair
Kyle R. Harris
Michael A. Webster

[Reports begin on next page]
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#### Page 1

**Personal and Real Property - Totals**

**STATEMENT of acreage and valuation in the year 2019 made in accordance with Sections 209.1 - 209.8 of the Michigan Compiled Laws.**

<table>
<thead>
<tr>
<th>TOWNSHIP OR CITY</th>
<th>ACRES ASSIGNED</th>
<th>TOTAL REAL PROPERTY VALUATIONS (TOTALS FROM PAGES 2 AND 3)</th>
<th>PERSONAL PROPERTY VALUATIONS</th>
<th>TOTAL REAL PLUS PERSONAL PROPERTY VALUATION</th>
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<tr>
<td></td>
<td>(COL. 1)</td>
<td>(COL. 2) ACRES HUNDREDS</td>
<td>(COL. 3)</td>
<td>(COL. 4)</td>
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<td>1,124,100</td>
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**Total For County**

|                  | 522,940        | 5,522,480,300                                          | 509,646,524                  | 509,646,524                             | 6,032,126,824               | 6,032,126,824               |

Office of the Board of Commissioners of Saginaw County,

Saginaw, Michigan

2019

We hereby certify that the foregoing is a true statement of the number of acres of land in each township in the County of Saginaw, and of the value of the real property and of the personal property in each township and city as assessed in the year 2019, and of the aggregate valuation of the real property and personal property in each township and city in said county as equalized by the Board of Commissioners of said county on the _______ day of April, 2019. At a meeting of said board held in pursuance of the provisions Sections 209.1 - 209.8MCL. We further certify that said statement does not embrace any property taxed under P.A. 77 of 1951; P.A. 68 of 1963; P.A. 198 of 1974; P.A. 255 of 1978; P.A. 359 of 1978; P.A. 224 of 1985; P.A. 147 of 1992; or Section 5 Article IX of the Constitution of the State.

Dated at __________________________ this __________________________ day of __________________________ 2019

Michael A. Webster, Chair of Board of Commissioners

Denise M. Babbitt, Equalization Director

Michael J. Hanley, County Clerk

Page 1, Personal and Real Totals

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**Equalized Valuations - Real**

**STATEMENT** of valuation in the year 2019 made in accordance with Sections 209.1 - 209.8 of the Michigan Compiled Laws.

<table>
<thead>
<tr>
<th>TOWNSHIP OR CITY</th>
<th>REAL PROPERTY EQUALIZED VALUATIONS BY COUNTY BOARD OF COMMISSIONERS</th>
</tr>
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<tbody>
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<td>17 MAPLE GROVE</td>
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</tbody>
</table>

**OFFICE OF THE BOARD OF COMMISSIONERS OF SAGINAW COUNTY, Michigan**

WE HEREBY CERTIFY That the foregoing is a true statement of the equalized valuations of real property classifications in each township and city in the County of Saginaw in the year 2019. We further certify that said statement does not embrace any property taxed under P.A. 77 of 1951; P.A. 68 of 1963; P.A. 198 of 1974; P.A. 255 of 1978; P.A. 385 of 1984; P.A. 224 of 1985; P.A. 147 of 1992; or Section 5 Article IX of the Constitution of the State.

Dated at __________ this ______ day of __________ 2019

_________________________  ___________________________
Denise M. Ballend, Equalization Director  Michael A. Webster, Chair of Board of Commissioners

Michael J. Harley, County Clerk

Page 2, Real Property Equalized  73 - SAGINAW
<table>
<thead>
<tr>
<th>TOWNSHIP OR CITY</th>
<th>REAL PROPERTY ASSESSED VALUATIONS, BY COUNTY BOARD OF COMMISSIONERS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(COL.1) AGRICULTURE</td>
<td>(COL.2) COMMERCIAL</td>
</tr>
<tr>
<td>01 ALBEE</td>
<td>39,034,200</td>
<td>1,732,200</td>
</tr>
<tr>
<td>02 BIRCH RUN</td>
<td>28,000,600</td>
<td>74,720,250</td>
</tr>
<tr>
<td>03 BLUMFIELD</td>
<td>61,547,200</td>
<td>6,056,500</td>
</tr>
<tr>
<td>04 BRADY</td>
<td>47,983,200</td>
<td>5,282,300</td>
</tr>
<tr>
<td>05 BRANT</td>
<td>32,752,200</td>
<td>371,200</td>
</tr>
<tr>
<td>06 BRIDGEPORT</td>
<td>17,571,600</td>
<td>41,873,200</td>
</tr>
<tr>
<td>07 BUENA VISTA</td>
<td>47,974,600</td>
<td>95,959,500</td>
</tr>
<tr>
<td>08 CARROLLTON</td>
<td>11,228,800</td>
<td>3,564,700</td>
</tr>
<tr>
<td>09 CHAPIN</td>
<td>31,026,800</td>
<td>195,900</td>
</tr>
<tr>
<td>10 CHESTANING</td>
<td>38,373,500</td>
<td>19,714,300</td>
</tr>
<tr>
<td>11 FRANKENMUTH</td>
<td>62,271,600</td>
<td>1,081,700</td>
</tr>
<tr>
<td>12 FRONTS</td>
<td>39,709,000</td>
<td>44,900</td>
</tr>
<tr>
<td>13 JAMES</td>
<td>6,435,000</td>
<td>1,709,600</td>
</tr>
<tr>
<td>14 JONESFIELD</td>
<td>30,609,600</td>
<td>2,303,200</td>
</tr>
<tr>
<td>15 KONVILLE</td>
<td>19,958,500</td>
<td>127,218,700</td>
</tr>
<tr>
<td>16 LAKESERVE</td>
<td>22,017,500</td>
<td>455,900</td>
</tr>
<tr>
<td>17 MAPLE GROVE</td>
<td>41,431,500</td>
<td>1,119,700</td>
</tr>
<tr>
<td>18 MARION</td>
<td>10,598,100</td>
<td>322,800</td>
</tr>
<tr>
<td>19 RICHLAND</td>
<td>38,837,700</td>
<td>11,869,400</td>
</tr>
<tr>
<td>20 SAGINAW</td>
<td>5,686,000</td>
<td>387,647,600</td>
</tr>
<tr>
<td>21 ST CHARLES</td>
<td>44,189,000</td>
<td>9,135,700</td>
</tr>
<tr>
<td>22 SPAULDING</td>
<td>18,895,100</td>
<td>2,204,400</td>
</tr>
<tr>
<td>23 SWAN CREEK</td>
<td>2,958,800</td>
<td>3,355,900</td>
</tr>
<tr>
<td>24 TAYMOUTH</td>
<td>23,896,100</td>
<td>2,726,900</td>
</tr>
<tr>
<td>25 THOMAS</td>
<td>18,779,500</td>
<td>37,163,800</td>
</tr>
<tr>
<td>26 TITABAWASSEE</td>
<td>34,951,000</td>
<td>46,616,200</td>
</tr>
<tr>
<td>27 ZILWAUKEE</td>
<td>626,100</td>
<td>719,300</td>
</tr>
</tbody>
</table>

Totals For County: 767,078,000, 1,996,697,050, 146,953,200, 1,518,466,200, 20,000, 5,222,480,300

OFFICE OF THE BOARD OF COMMISSIONERS OF SAGINAW COUNTY.

Saginaw, Michigan 2019

WE HEREBY CERTIFY that the foregoing is a true statement of the assessed valuations of real property classification in each township and city in the County of Saginaw in the year 2019. We further certify that said statement does not embrace any property taxed under P.A. 77 of 1951; P.A. 68 of 1963; P.A. 198 of 1974; P.A. 255 of 1978; P.A. 305 of 1984; P.A. 224 of 1985; P.A. 147 of 1992; or Section 5 of Section IX of the Constitution of the State.

Dated at this day of 2019

Michael A. Webster, Chair of Board of Commissioners

Denise M. Babcock, Equalization Director

Michael J. Hanley, County Clerk

Page 3, Real Property Assessed 73 - SAGINAW
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:

- 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)

**Krafft moved, seconded by Dwan, to approve 4.1. Motion carried.**

**Krafft moved, seconded by Dwan, to approve 4.2. Motion carried.**

**Krafft moved, seconded by Theisen, to approve 4.3. Motion carried.**

**Krafft moved, seconded by Kilpatrick, to approve 4.4. Motion carried.**

---

**FROM: COMMITTEE ON BUDGET/AUDIT -- 4.1**

**APRIL 16, 2019**

In accordance with State Statute and County Policy, your Budget/Audit Committee reviewed the claims for presentation to the Board of Commissioners, as listed below:

<table>
<thead>
<tr>
<th>Comm. No.</th>
<th>Payment Type</th>
<th>Period</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-16-11</td>
<td>Electronic Transactions</td>
<td>February 1 – 28, 2019</td>
<td>$8,226,271.63</td>
</tr>
<tr>
<td></td>
<td>Voucher Payments</td>
<td>February 1 – 28, 2019</td>
<td>$8,808,824.76</td>
</tr>
</tbody>
</table>

We recommend the payments be approved as compiled and submitted by the Treasurer's Office and Accounting Division of the Controller’s Office.

Respectfully Submitted,

**COMMITTEE ON BUDGET/AUDIT**

Dennis H. Krafft, Chair  Amos O’Neal, Vice-Chair
James G. Theisen          Carl E. Ruth
Michael A. Webster
FROM: COMMITTEE ON BUDGET/AUDIT – 4.2

APRIL 16, 2019

Your Budget/Audit Committee met with Doug Deeter and Ashley Szostak, Auditors from the CPA firm of Rehmann Robson, who reported on the progress of the County of Saginaw Audited Financial Statements for the Fiscal Year ended September 30, 2018. The final Audit was provided to the committee members and for distribution to all other commissioners. (Comm. No. 3-19-20)

The Auditors indicated the County of Saginaw has six months to submit its audit to the State of Michigan to comply with State laws. Should the County not file its audit within this deadline, the County could incur financial penalties. The Controller/CAO submitted the completed County of Saginaw Audited Financial Statements and Management Letter for the Fiscal Year ended September 30, 2018 to the State of Michigan before March 31, 2019, as required.

The Auditors issued an unmodified opinion that the Audited Financial Statements fairly represent the County’s financial position. All County programs and accounting funds ended the year positively. The Auditors also issued findings and recommendations for strengthening internal controls and improving operating efficiencies. All of these findings and recommendations were provided to the Committee.

Accordingly, we recommend the County of Saginaw Audited Financial Statements and Management Letter for the Fiscal Year ended September 30, 2018 be accepted; further, that the proper County officials be authorized and directed to file the necessary documents to complete the audit process, if necessary.

Respectfully Submitted,
COMMITTEE ON BUDGET/AUDIT
Dennis H. Krafft, Chair
James G. Theisen
Michael A. Webster
Amos O’Neal, Vice-Chair
Carl E. Ruth

FROM: COMMITTEE ON BUDGET/AUDIT – 4.3

APRIL 16, 2019

Your Budget/Audit Committee considered Communication No. 4-16-5 from Mary Stec, Community Corrections Manager, regarding use of the remaining half ($92,111) of the General Fund allocation to Community Corrections to ensure uninterrupted services for the remainder of FY 2019.

We met with Ms. Stec, who provided the committee with information on the balanced FY 2019 Budget containing $184,221 for the department, however only half was available for the first six (6) months of the fiscal year. In addition, the Michigan Department of Corrections (MDOC) will decide by May 2019 if there is any underutilized funding that could be allocated to Saginaw County that would reduce the General Fund appropriation.

We recommend approval for Community Corrections to utilize the remaining half ($92,111) of its FY 2019 appropriation and to amend its budget accordingly.

Respectfully Submitted,
COMMITTEE ON BUDGET/AUDIT
Dennis H. Krafft, Chair
James G. Theisen
Michael A. Webster
Amos O’Neal, Vice-Chair
Carl E. Ruth
Board of Commissioners – April 16, 2019

FROM: COMMITTEE ON BUDGET/AUDIT -- 4.4

Your Budget/Audit Committee considered Communication No. 4-16-10 from Sheriff Federspiel 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)

We met with Sheriff Federspiel who explained that $23,625.74 in revenue was generated by the sale of vehicles and old, outdated property and only $2,500 was originally budgeted. The following vehicles and items were sold: Hummer acquired at no county expense from Army surplus ($13,500); Dodge patrol cars ($2,200; $4,940; and $3,300); and Miscellaneous Items – Cell phones, PBTs, etc. ($2,185.74).

This committee recommends authorization to amend the Sheriff Department Budget as noted above.

Respectfully Submitted,

COMMITTEE ON BUDGET/AUDIT

Dennis H. Krafft, Chair
James G. Theisen
Michael A. Webster

Amos O’Neal, Vice-Chair
Carl E. Ruth

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

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 waive the hiring freeze and fill two (2) positions of Assistant Prosecutor

5.7) **HEALTH DEPARTMENT**, re: Approval to waiver 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 six (6) months

- Kilpatrick moved, seconded by Harris, to approve 5.1 – 5.3 leaving room for exceptions. There were no exceptions and the motion carried.
- Kilpatrick moved, seconded by Stack, to approve 5.4. Motion carried.
- Kilpatrick moved, seconded by Harris, to approve 5.5. Motion carried.
- Kilpatrick moved, seconded by Harris, to approve 5.6. Motion carried.
- Kilpatrick moved, seconded by Matthews, to approve 5.7. Motion carried.
- Kilpatrick moved, seconded by Harris, to approve 5.8. Motion carried.
- Kilpatrick moved, seconded by Harris, to approve 5.9. Motion carried.

**FROM: COMMITTEE ON LABOR RELATIONS -- 5.1**  
**APRIL 16, 2019**

Your Labor Relations Committee considered Communication No. 4-16-14 from Jennifer Broadfoot, Personnel Director, requesting waiver of the hiring freeze and approval of the recommended salary grade (Grade 15) from Springsted for the position of Parks Foreman.

We spoke with Ms. Broadfoot who explained that this position was placed consistent with the Mosquito Control Foreman position and confirmed with Springsted. We recommend approval of the salary grade (Grade 15) and waiver of the hiring freeze for the position of Parks Foreman.

Respectfully Submitted,

COMMITTEE ON LABOR RELATIONS

Kirk W. Kilpatrick, Chair  
Michael A. Webster

Charles M. Stack, Vice-Chair  
Sheldon Matthews

**FROM: COMMITTEE ON LABOR RELATIONS -- 5.2**  
**APRIL 16, 2019**

Your Labor Relations Committee considered Communication No. 4-16-20 from Jennifer Broadfoot, 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 (“Study”).

We met with Ms. Broadfoot who informed the committee that when adopting the Study, the Board also approved utilizing Springsted’s methodology for classifying positions called the Systematic Analysis and Factor Evaluation (SAFE) method. The policy was also revised to reflect that, along with adoption of the SAFE methodology, determining a position’s classification can be performed as an administrative function of the Controller’s Office.

We recommend approval of revised County Policy #332 titled “Position Classification” as attached.
Respectfully Submitted,

COMMITTEE ON LABOR RELATIONS

Kirk W. Kilpatrick, Chair   Charles M. Stack, Vice-Chair
Kyle R. Harris              Sheldon Matthews
Michael A. Webster

Category:  300
Number:  332

Subject:  POSITION CLASSIFICATION

1. PURPOSE:  It is the purpose of this policy to establish guidelines and regulations regarding position classification and ensure competitive and fair compensation within the County consistent with relevant market data in order to improve the quality of personnel administration in Saginaw County.

2. AUTHORITY:  The Saginaw County Board of Commissioners.

3. APPLICATION:  The rules and regulations herein set forth apply to all employees paid by Saginaw County, pursuant to Policy #301.

4. RESPONSIBILITY:  The Controller/CAO of Saginaw County shall be responsible for the implementation and administration of this policy.

4.1 Departmental Responsibility. It is the responsibility of Elected Officials and Department Heads and management personnel to be familiar with the departmental staffing complement as approved by the Board of Commissioners and set forth in the Position Control Number (PCN) Roster Personnel Allocation Schedule and to maintain a current job description for each authorized position. The differentiation of duties between positions must be maintained in order that employees are paid for the work job described in their job description. The temptation to add duties to more capable employees and the tendency of capable employees to assume more responsibility often results in pay inequities and must be avoided. This is especially true in the case of classifications with multiple levels where only slight differences exist in the job description.

5. DEFINITIONS:  NONE

6. POLICY:

6.1 Classification Plan. The classification plan consists of three (3) separate categories: (1) Technical, (2) Professional, and (3) Managerial; and is the grouping of like positions into appropriate classes which are sufficiently similar with respect to duties and responsibilities. Each position or class of positions in the classification plan will be designated by an appropriate title and defined by a job description.
6.2 **Job Description.** Job descriptions are written descriptions of each position or class of positions included in the classification plan. Descriptions shall include a position or class title, a general definition of work, and qualification requirements to include essential functions, education and experience, physical requirements and any special requirements. Statement of duties and responsibilities, typical examples of duties performed and minimum qualification requirements.

6.3 **Maintenance.** The Personnel Division shall periodically review every five years the entire classification plan or any part thereof at his/her own initiative or at the request of a Department Head may request the Personnel Department review a specific position pertaining to classifications within his/her department. The purpose of such review shall be to determine whether or not the plan accurately reflects existing market conditions, to determine the accuracy of position or class of position descriptions and to assure that positions are properly classified. As appropriate, The Personnel Division, upon review of the request and relevant information, shall recommend appropriate action to the Department Head or Controller/CAO.

6.4 **Adoption and Staffing Complement and Position Allocation.** The initial adoption of all classification and all allocations of positions within the budget and decisions as to the appropriate level of staff in the Department’s personnel complement to a class must be approved by the Board of Commissioners, and will be set forth in the PCN Roster. Positions shall not be reclassified without the approval of the Board of Commissioners.

6.5 **Job Analysis.** Decisions as to the appropriate levels of staffing and The Personnel Department will assigning rates of pay to job classifications in accordance with the Board of Commissioners approved Job Classification and Total Compensation Study performed by Springsted Inc./Baker Tilly Municipal Advisors, utilizing the Systematic Analysis and Factor Evaluation (SAFE) rating system. The SAFE rating system evaluates position based on nine factors: 1) Training and Ability, 2) Level of Work, 3) Physical Demands, 4) Independence of Actions, 5) Supervision Exercised, 6) Experience Required, 7) Human Relations Skills, 8) Working Conditions/Hazards, and 9) Impact on End Results. Phase I of the Study was approved by the Board of Commissioners on December 18, 2018. are a legislative function of the Board of Commissioners. Requests for classification of a new position or reclassification of a current position will be processed in accordance with the procedures adopted by the Board.

7. **ADMINISTRATIVE PROCEDURES:**

7.1 **Classification Procedures.** The following procedures apply whenever a new position has been authorized by the Board of Commissioners is requested or a current position is considered for reclassification.
7.1.1 A Position Analysis Questionnaire (PAQ) must be completed utilizing Springsted/Baker Tilly Municipal Advisors’ designated form. The completed form shall be submitted to Personnel. Personnel will review the form and apply the SAFE scoring methodology to the PAQ. Requests must be submitted to the Board for approval prior to assigning new duties and prior to reorganization of the department unless mandated by statute. Actions must not be taken on the assumption of retroactive Board approval. Once completed, the Controller’s Office will inform the Department Head of the new classification and associated salary grade, will finalize the job descriptions, and make any necessary changes to the Position Control Number listing.

7.1.2 If any disputes arise as to the application of the SAFE scoring methodology, Springsted/Baker Tilly Municipal Consultants will be requested to review the placement determination for consistency with their system.

7.1.3 Requests for new positions and for reclassification of existing positions must be submitted to the Board of Commissioners by the appropriate Department Head, only. Requests must be submitted on the appropriate County form and must be accompanied by a proposed job description in the form adopted by the County, as well as the old job description. If new duties have been assigned to the position, they must be identified. If the duties are to be transferred from another position, that position must be identified. If duties are being transferred to the new position from an existing position, the request must indicate which position previously had such duties and include a copy of the old job description. If a new position is approved, or in the case of a reclassification request, it will be submitted to the Labor Relations Subcommittee, which will determine whether the position is appropriate for the Labor Relations Subcommittee Factoring Process.
7.1.4 If the Labor Relations Subcommittee determines classification is required, the Subcommittee will direct the Personnel Division in the Controller’s Office to submit all appropriate information to the Personnel Division’s Factoring Committee. That committee shall conduct an administrative review of the information and report its findings to the Labor Relations Subcommittee, as it serves as the Factoring Subcommittee pursuant to Board Rules and is responsible for determining a classification recommendation to the Appropriations Committee. Upon approval of the Appropriations Committee, the report shall be put before the Board of Commissioners for consideration and final decision. Once factoring is complete and the Board of Commissioners has established the classification, the Controller’s Office is thereby directed to inform the appropriate Department Head of the new classification, finalize the job description and make any necessary changes to the Position Control Number List. A person shall not participate in the classification process if the incumbent in the position being classified is a spouse, sibling, child or parent of the person involved; however, nothing in this Policy shall be construed to interfere with collective bargaining rights.

7.1.5 If the Department Head objects to the result of the Factoring Process and wishes to appeal the Board of Commissioners’ decision, he/she must address correspondence to the Labor Relations Subcommittee, which will consider the appeal request. If the Labor Relations Subcommittee grants the appeal, it will hear the appeal from the Department Head and report its recommendation to the Appropriations Committee, which shall then consider the appeal and report its recommendation to the Board of Commissioners for final decision.

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:                       Approved as to Legal Content:

____________________________________          _________________________________________
Saginaw County Controller/CAO               Saginaw County Civil Counsel

ADOPTED:  April 23, 2002
AMENDED:  February 24, 2004; March 24, 2009 (7.1.3, 7.1.4); April 16, 2019
Your Labor Relations Committee considered Communication No. 4-16-21 from David Gilbert, Civil Counsel/Labor Specialist, submitting 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.

We met and discussed with Mr. Gilbert the final draft of the policy that was revised from the previous version submitted to the committee in November 2018. Mr. Gilbert informed the committee that he contacted representatives from Livingston County regarding their policy and they all informed him there have been no significant challenges to their policy. Revisions also included adding Section 6.5.15 to comply with the State of Michigan’s Internet Privacy Protection Act.

We recommend approval of new County Policy #329 titled “Social Media Policy” as attached.

Respectfully Submitted,

COMMITTEE ON LABOR RELATIONS

Kirk W. Kilpatrick, Chair
Charles M. Stack, Vice-Chair
Kyle R. Harris
Sheldon Matthews
Michael A. Webster

Category: 300
Number: 329

Subject: SOCIAL MEDIA POLICY

1. PURPOSE: Saginaw County supports the use of social media to enhance communication, collaboration, and information exchange to further the goals of the County. The County of Saginaw desires to establish a social media policy and procedures in order to mitigate associated risks, and establish acceptable standards for Saginaw County full-time, part-time, temporary and seasonal employees, volunteers, contractors and vendors. It also provides guidance on the County’s expectations regarding the use of the County’s social media by its employees, contractors and vendors in an appropriate manner.

2. AUTHORITY: The Saginaw County Board of Commissioners.

3. APPLICATION: This policy 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.

4. RESPONSIBILITY: Controller’s Office - Information Technology (IT) will administer this policy with assistance and guidance from the Personnel Department.
5. DEFINITIONS:

5.1 Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with Saginaw County, as well as any other form of electronic communication. This includes but is not limited to:

5.1.1 Multimedia and social networking sites such as Facebook, Twitter, Flickr, Tumblr, Reddit, Instagram, Snapchat and YouTube;

5.1.2 Social networking sites with an emphasis on professional exchange of information and development of business, such as LinkedIn;

5.1.3 Blogs, microblogs, wikis, message boards, comment sections, social bookmarking websites, and other community based sites or collaborative tools;

5.1.4 Social commerce postings product and or/experience reviews such as Amazon, Facebook groups, and Craigslist; and

5.1.5 Other sites where information (text, images, video, sound, or other files) can be uploaded or posted.

6. POLICY:

6.1 Employee Authorization on Behalf of Saginaw County

6.1.1 Only authorized individuals shall have permission to act as a user to create, publish or comment on behalf of the County. Authorization is granted by the Controller/CAO for the County of Saginaw non-elected offices, Elected Officials for elected offices; and Chief Judge for the courts. Such permission will be granted only after a social media work plan is approved by IT (work plan committee).

6.1.2 Authorized users will be designated as social media coordinators and will be granted access to County social media platforms and authorized to post on behalf of Saginaw County. Authorization cannot be transferred to or among employees. If at all possible each authorized user will have a personal login and password. Passwords must be kept confidential.
6.1.3 Appropriate access levels will be established for each user to identify what sites, or types of sites, the individual is approved to use, as well as defining capability: publish, edit, comment or view only.

6.1.4 Once authorization is given it is up to the Department to monitor all employee postings.

6.1.5 Engaging in conduct in on-line communities that could be interpreted as false, inflammatory, in violation of county policy or constitutes violations of the privacy of others, may subject you to disciplinary action up to and including discharge.

6.2 General Guidelines for County Social Media

6.2.1 Saginaw County employees who are authorized users will comply with all applicable federal, state and county laws, regulations and policies including but not limited to copyright, records retention, First Amendment, privacy laws, FOIA, HIPAA, employment related laws, personally identifiable information, and County established policies and procedures. Sharing or posting content owned by others shall be performed in accordance with copyright, fair use and established laws pertaining to materials owned by others. This includes but is not limited to quotes, images, documents, links, etc.

6.2.2 County computers, laptops and mobile devices used to access social media platforms shall have up-to-date software approved by IT to protect against destructive technical incidents.

6.2.3 Hourly employees cannot work on social media outside of normal work hours without prior approval as this practice may result in overtime. Failure to obtain prior authorization may result in disciplinary action.

6.2.4 Employees are not to display items of a personal nature or interest on County social media networks.

6.3 Posting Guidelines for County Social Media

6.3.1 Inappropriate postings may include but are not limited to: discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct, reasonably viewed statements, photographs, video or audio that are considered malicious, obscene, threatening or intimidating, that disparage customers, members, employees or suppliers, or that might constitute harassment or bullying. Inappropriate postings will not be tolerated and may be subject to disciplinary action up to and including termination.
6.3.2 Any inappropriate postings from the general public will be deleted. These include spam and off-topic content or links to other sites. If content must be removed, it must be recorded, documented and submitted to the Department Head and IT for review and record retention. Unacceptable content and individual violators shall be promptly documented with a screenshot or printout, emailed to IT, and then removed immediately. IT will also contact the County Controller and legal counsel on any issues. The following forms of content posted by external and authorized users may be subject to removal if they contain:

- Comments not topically related;
- Profane language or content;
- Content that promotes, fosters, or perpetuates discrimination of protected classes;
- Sexual content or links to sexual content;
- Solicitation of commerce or advertisements including promotion or endorsement;
- Conduct or encouragement of illegal activity;
- Information that may tend to compromise the safety or security of the public or public systems;
- Content that violates a legal ownership of interests of any other party, such as trademark or copyright infringement;
- Violent or threatening content;
- Disclosure of confidential, sensitive, or proprietary information;
- Disclosure of Health Insurance Portability and Accountability Act Information;
- Disclosure of personally identifiable information;
- Disclosure of personally identifiable health information;
- Disclosure of social security numbers;
- Disclosure of Payment Card Industry Data;
- Identical posts by the same user or multiple users.

6.3.3 Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched.

6.3.4 When possible, content should always link back to the County’s website for more information. All social media sites shall be created using an official Saginaw County email account.

6.3.5 Maintain the confidentiality of Saginaw County trade secrets and private or confidential information. Trades secrets may include
information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.

6.3.6 Authorized users should not provide the County's or another's confidential or other proprietary information. Ask permission to publish or report on conversations that are meant to be private or internal to Saginaw County.

6.3.7 Authorized users should not cite or reference clients, partners or suppliers without their approval. When a reference is made, link the reference back to the source if possible. Links should be to reputable and factual/accurate sources.

6.3.8 When a response to an online comment posted to the Saginaw County social media platform is appropriate, comments must be replied to in a timely manner. Please follow the Social Media Response Decision Guide (attached herewith and incorporated herein) before responding to a comment.

6.3.9 The Saginaw County brand standards will apply to using the County logo, nameplate, color scheme and visual identity.

6.3.10 Departments will:

6.3.10.1 Establish a well thought out social media work plan that complements countywide policies and considers the departments’ mission and goals, audience, legal risks, technical capabilities, security issues, emergency response procedures, etc. The work plan shall be submitted to IT (work plan committee) for approval. Social media sites may not be established without an approved plan. Any social media site that is created without approval will be in violation of this policy.

6.3.10.2 Create, administer, and deactivate their social media accounts. Elected and Appointed Department Heads shall also establish appropriate usage levels including identifying what social media accounts individuals are approved to use, as well as defining roles.
6.3.10.3 Oversee and manage social media pages in use by staff. Social media content shall fully comply with all of the Saginaw County Personnel and IT Policies.

6.3.10.4 Designate and train authorized staff in proper use of social media. This shall include a Social Media Coordinator and a back-up Social Media Coordinator responsible for overseeing the Department’s mission goals, objectives, audiences, and measures of success.

6.3.10.5 Monitor the access levels of consultants working with the department on social media.

6.3.10.6 Change social media logins and passwords every 90 days or immediately if authorized agents are removed as administrators and/or leaving Saginaw County employment.

6.3.10.7 Monitor and measure social media, analyzing effectiveness and making recommendations to the County for continuous improvement.

6.3.10.8 Provide Controller’s Office/IT with up-to-date lists of social media pages, account logins and passwords and authorized users with their associated access levels. Account login and password information is required to be provided in case the Department’s Social Media Coordinator or back-up Social Media Coordinator is unavailable to address an urgent matter and it must instead be addressed by staff from the Controller’s Office or IT.

6.3.10.9 Ensure the department’s social media sites are monitored daily. Prompt corrective action shall be taken when an issue arises that places or has the potential to place the County at risk. Social Media Coordinators and/or back-up coordinators shall review site activity and content daily for comments and misuse.

6.3.10.10 Department Directors shall notify the IT Department immediately in the case of termination of any employee with authorized use of social media.
6.3.11 Authorized users will:

6.3.11.1 Uphold brand standards and values when representing Saginaw County on social media. Saginaw County’s social media sites shall be created and maintained with identifiable characteristics of an official County site. This includes: County logo and Department insignia(s).

6.3.11.2 Monitor social media sites daily and flag concerns when appropriate.

6.3.11.3 Ensure all social media sites display a link to the Saginaw County Social Media Policy.

6.3.11.4 Post within the scope defined in their Department’s Social Media Plan and in compliance with all Personnel and IT Policies.

6.3.11.5 Receive pre-authorization for any work performed out of normal work hours, if hourly.

6.3.11.6 Notify IT of any security compromises and follow their documented procedures.

6.4 Accepted Social Media Platforms

6.4.1 IT will retain a complete list of approved social media platforms to which other Departments and authorized users are able to post.

6.5 Personal Employee Postings

Saginaw County respects the right of any employee to engage in on-line social networking during their personal time. While the County respects employees’ privacy and right to free speech, as an employee, you are also viewed as a public facing municipal representative. The County recommends exercising good judgement and prudence as it pertains to the information you voluntarily put in the public domain. In order to protect the County’s interest and ensure employees focus on their job duties, employees must adhere to the following rules and guidelines:

6.5.1 All employees are solely responsible for any personal postings they post online. Keep in mind that any of the posted conduct that adversely affects job performance, the performance of fellow employees or otherwise adversely affects members, customers, suppliers, people who work on behalf of Saginaw County or Saginaw County’s legitimate business interests may result in disciplinary action up to and including termination. Employees should be respectful and avoid behavior
identified in Section 6.3.2 along with avoiding using ethnic slurs, personal insults, or obscenity or engage in any conduct that would not be generally acceptable.

6.5.2 Think before you send. Always remember to think about what you plan to say and how you plan to say it before composing and distributing online. Once information is posted, it is difficult if not impossible to take it back.

6.5.3 Do not create a link from your personal blog, website or other social networking site to the County website.

6.5.4 Do not use your assigned Saginaw County email address to register on social networks, blogs or other online tools utilized for personal use.

6.5.5 Identify yourself and express only your personal opinions. You must make it clear that you are speaking for yourself and not on behalf of the County. Speech that appears to represent the County, even remotely, takes on the appearance of an official position statement and is not permitted in any circumstance. Do not represent yourself as a spokesperson for Saginaw County. If Saginaw County is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of Saginaw County, fellow employees, members, customers, suppliers or people working on behalf of the County.

6.5.6 If you publish a blog or post online related to the work you do or subjects associated with the County, make it clear that you are not speaking on behalf of Saginaw County. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of Saginaw County.” Information relating to persons receiving services from the County must not be disclosed. The privacy rights of fellow employees must be honored.

6.5.7 Refrain from using social media while on work time or on County provided equipment, unless it is work-related as authorized by your Department Head and/or Supervisor or consistent with this Policy and the County’s Equipment Policy.

6.5.8 Employee must keep County confidential information confidential. Any statement, whether made on-line or through images, videos, or sound files related to or referencing the County’s products, services, operations, customers, vendors or other employees regardless of the media or form used must strictly comply with the County’s practices, policies and procedures.
6.5.9 Employees should be accurate, truthful and considerate in their posts. Be constructive, provide appropriate context and think about the impact of your comments on our customers, vendors, other employees or managers.

6.5.10 The internet is fully searchable, which means that anyone with an internet connection can find information. Be careful about posting personal information on-line. Personal information can include photos, addresses and telephone numbers, information about where or when you work, or anything that could compromise your safety or that of your co-workers.

6.5.11 Remember that possible legal ramifications exist. Individuals can be held legally accountable for comments deemed to be defamatory, slanderous, libelous, obscene or proprietary whether they pertain to the County, another organization or an individual person.

6.5.12 Social media postings can occasionally generate media coverage. If you are ever asked to make a comment, please contact the County Controller and seek permission before making a statement.

6.5.13 Employees should not “friend” or “follow” an individual currently receiving services from Saginaw County. This also applies to the individual’s caregivers or guardians.

6.5.14 Nothing in this policy is intended to infringe upon a County employee’s right to engage in activities protected under the National Labor Relations Act or other applicable law.

6.5.15 No County employee or applicant for employment shall be required to grant the County access to or disclose information that would allow the County access to that individual’s personal internet accounts, unless the employer is conducting an investigation or requiring an employee to cooperate in an investigation under any of the following circumstances:

(a) If there is specific information about activity on the employee’s personal internet account, for the purpose of ensuring compliance with applicable laws, regulatory requirements, or prohibitions against work-related employee misconduct.

(b) If the employer has specific information about an unauthorized transfer of the employer’s proprietary information, confidential information, or financial data to an employee’s personal internet account.
6.6 Policy Violations

6.6.1 Employees must immediately report violations of this policy to their Department Head and/or supervisor.

6.6.2 All Department Heads and supervisors are responsible for enforcing this policy. Employees who violate this policy are subject to discipline up to and including termination from employment or criminal prosecution in accordance with Saginaw County’s polices or applicable laws.

6.6.3 The County prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

7. ADMINISTRATIVE PROCEDURES:

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this Policy, as submitted to the Board of Commissioners, contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this Policy, as submitted, contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:                                      Approved as to Legal Content:

__________________________________________  _________________________
Saginaw County Controller/CAO                Saginaw County Civil Counsel

ADOPTED: April 16, 2019
Adapted from the Air Force Web Posting Response Assessment, Fire Force Public Affairs Agency – Emerging Technology Division, from the US Environmental Protection Agency response flow chart, and San Mateo County.

**COMMENT POSTED**
Is it positive or balanced?

- **YES**
  - **CONCURRENCE**
  - A factual and well cited response, which may agree or disagree with the post, yet it is not factually erroneous, a rant or rage, bashing or negative in nature. You can concur with the post, let stand or provide a positive review. Do you want to respond?

- **NO**
  - **TROLL**
  - Does the comment violate policy?
    - **YES**
      - Remove a comment from site and archive. Warn user.
    - **NO**
  - **RAGER**
  - Is the comment a rant, rage, joke or satirical in nature?
    - **YES**
      - MONITOR ONLY
      - Avoid responding, monitor for relevant comments.
    - **NO**
  - **OFF TOPIC**
  - Is the comment unrelated to the focus of your site?
    - **YES**
      - Move to off topic area of site. Notify user.
    - **NO**
  - **MISGUIDED**
  - Are there erroneous facts in the posting?
    - **YES**
      - FIX THE FACTS
      - Do you wish to response with factual information?
    - **NO**
  - **UNHAPPY CUSTOMER**
  - Is the posting a result of a negative experience?
    - **YES**
      - RESTORATION
      - Do you wish to rectify the situation?
    - **NO**

- **LET STAND**
  - Let the post stand—no response.

- **SHARE SUCCESS**
  - Do you wish to proactively share the County’s perspective?

- **FINAL EVALUATION**
  - Write response for current circumstances only. Will you respond?

**RESPONSE CONSIDERATIONS**

- **TRANSPARENCY** – Disclose your County connection.
- **CITE YOUR SOURCES** – When you make a reference to a law, regulation, policy or other website, where possible provide a link or at minimum, the citation.
- **RESPECT YOUR TIME** – Do not spend more time than the response is worth.
- **USE A PROFESSIONAL TONE**- Respond in a tone that reflects positively on Saginaw County.
FROM: COMMITTEE ON LABOR RELATIONS -- 5.4

Your Labor Relations Committee considered Communication No. 4-16-3 from Todd Borders, Court Administrator, 10th Circuit Court – Family Division, requesting approval to work with the Controller’s Office to adjust Personnel Control Number (PCN) splits in the Child Care Fund related to Office Assistant I and Account Specialist III; and authority to adjust PCN splits when needed without approval of the Board of Commissioners only when the splits do not increase the budget.

We spoke with Mr. Borders who explained that he met with the Payroll & Benefits Supervisor and they determined there were many employees not coded properly between the Child Care Fund and the General Fund. The committee determined it would be acceptable for Mr. Borders to work with the Payroll & Benefits Supervisor to adjust PCNs as needed, as long as there is not a negative impact on the General Fund.

We recommend approval to adjust the PCN splits in the Child Care Fund for the Office Assistant I (35%) and Account Specialist III (15%); and authority to adjust PCN splits with the Payroll Department without approval of the Board of Commissioners only when the splits do not increase the budget or have a negative impact on the General Fund.

Respectfully Submitted,

COMMITTEE ON LABOR RELATIONS

Kirk W. Kilpatrick, Chair Charles M. Stack, Vice-Chair
Kyle R. Harris Sheldon Matthews
Michael A. Webster

FROM: COMMITTEE ON LABOR RELATIONS -- 5.5

Your Labor Relations Committee considered Communication No. 4-16-12 from Brittany Dougherty, Friend of the Court (FOC), 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.

We spoke with Ms. Dougherty who explained that as she is making necessary changes to the structure of her department in order to increase accessibility to the public. Saginaw County is one of the only FOC offices in the state that does not currently accept telephone calls for questions on specific cases, which is extremely inconvenient for customers who work or live out of town. By making this adjustment, appropriate staff will now be available to effectively handle telephone calls.

We recommend approval to eliminate the PCNs of the Legal Specialist II and Account Specialist II and add two (2) Legal Clerk II positions (Pay Grade 11) for the reasons noted above.

Respectfully Submitted,

COMMITTEE ON LABOR RELATIONS

Kirk W. Kilpatrick, Chair Charles M. Stack, Vice-Chair
Kyle R. Harris Sheldon Matthews
Michael A. Webster
FROM: COMMITTEE ON LABOR RELATIONS -- 5.6

Your Labor Relations Committee considered Communication No. 4-16-1 from John A. McColgan, Jr., Prosecutor, requesting waiver of the hiring freeze and approval to fill two (2) positions of Assistant Prosecutor.

We met with Mr. Mark Gaertner, Chief Assistant Prosecutor, who stated the positions are necessary and essential in the fight against crime in Saginaw County. Both positions are currently vacant and are included in the FY 2019 Budget.

We recommend approval to waive the hiring freeze and fill two (2) positions of Assistant Prosecutor.

Respectfully Submitted,
COMMITTEE ON LABOR RELATIONS
Kirk W. Kilpatrick, Chair
Kyle R. Harris
Michael A. Webster

FROM: COMMITTEE ON LABOR RELATIONS -- 5.7

Your Labor Relations Committee considered Communication No. 4-16-16 from Christina Harrington, Health Officer, Health Department, originally requesting waiver of the hiring freeze and approval to fill the vacant positions of Computer and Data Analyst, WIC Coordinator, and Vision Technician (PT).

The committee discussed with Ms. Harrington her desire to reorganize the department and the lack of Information Technology assistance she can currently receive due to Mainframe Modernizations and other factors. Therefore, the committee agreed to allow her to retain a retired employee for the Computer and Data Analyst position for a period not to exceed six (6) months, which will exceed her ninety (90) day employment contract prior to someone moving into the position. Current County Policy #346, Sec. 6.4 states, in part, “Re-employment of Retired County Employees. To ensure a more representative workforce and provide employment opportunities, an employee who retires from Saginaw County in accordance with MERS guidelines and/or IRS regulations, will not be rehired into the County as a regular full-time, regular part-time, or on-call employee or pursuant to a contract, except… (2) to train a successor which is limited to 90 days without the prior approval of the Board of Commissioners for a longer period.”

We recommend approval to extend a contract with a retired employee for the position of Computer and Data Analyst in the Health Department for a period not to exceed six (6) months and waive the hiring freeze to allow for filling the positions of WIC Coordinator and Vision Technician (PT).

Respectfully Submitted,
COMMITTEE ON LABOR RELATIONS
Kirk W. Kilpatrick, Chair
Kyle R. Harris
Michael A. Webster

FROM: COMMITTEE ON LABOR RELATIONS -- 5.8

Your Labor Relations Committee considered Communication No. 4-16-17 from William Federspiel, Sheriff, requesting approval to create a Personnel Control Number (PCN) for a new contractual Sheriff Deputy position in Spaulding Township and waive the hiring freeze in order to fill the position.
We spoke with Sheriff Federspiel who explained that the Sheriff Department and Spaulding Township are entering into a contract for another Sheriff Deputy. We recommend approval to create a PCN for a new contractual Sheriff Deputy position in Spaulding Township and waive the hiring freeze in order to fill the position.

Respectfully Submitted,

COMMITTEE ON LABOR RELATIONS
Kirk W. Kilpatrick, Chair Charles M. Stack, Vice-Chair
Kyle R. Harris Sheldon Matthews
Michael A. Webster

FROM: COMMITTEE ON LABOR RELATIONS -- 5.9
APRIL 16, 2019

Your Labor Relations Committee considered Communication No. 4-16-23 from the Honorable A.T. Frank, District Court Judge, requesting approval to extend the contract with a retired employee in his office, pursuant to County Policy #346, Sec. 6.4. We spoke with Judge Frank who explained that his current clerk is a retired employee who will exceed her ninety (90) day employment contract prior to someone moving into the position. Current County Policy #346, Sec. 6.4 states, in part, “Re-employment of Retired County Employees. To ensure a more representative workforce and provide employment opportunities, an employee who retires from Saginaw County in accordance with MERS guidelines and/or IRS regulations, will not be rehired into the County as a regular full-time, regular part-time, or on-call employee or pursuant to a contract, except... (2) to train a successor which is limited to 90 days without the prior approval of the Board of Commissioners for a longer period.” We recommend approval to extend the contract with a retired employee in Judge A.T. Frank’s office for a period of six (6) months.

Respectfully Submitted,

COMMITTEE ON LABOR RELATIONS
Kirk W. Kilpatrick, Chair Charles M. Stack, Vice-Chair
Kyle R. Harris Sheldon Matthews
Michael A. Webster

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
Hadsall moved, seconded by Dwan, to approve 4-16-19.1 and 4-16-19.2 leaving room for exceptions. There were no exceptions and the motion carried.

COMMITTEE COMPENSATION - 4.16.19.1

I herewith submit for your approval the per diem to which members of this Board are entitled for attendance at Committee Meetings held March 10 - March 23, 2019

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Date</th>
<th>Committee</th>
<th>Commissioner</th>
<th>Amount</th>
<th>Total Present</th>
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<td>Krafft</td>
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<td>Webster</td>
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<td></td>
<td>Directors / Midland</td>
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<td></td>
<td>Webster</td>
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<td>03/19/19</td>
<td>Board Session</td>
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<td>Absent: Hadsall, Stack</td>
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TOTAL $1,250.00 25

Respectfully Submitted, Suzy Koepplinger, Board Coordinator (3-22-19)
I herewith submit for your approval the per diem to which members of this Board are entitled for attendance at Committee Meetings held March 24 - April 6, 2019.

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<th>Commissioner</th>
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<td>Theisen</td>
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<tr>
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<td></td>
<td></td>
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Respectfully Submitted, Suzy Koepplinger, Board Coordinator (4-5-19)

RESOLUTIONS
None

UNFINISHED BUSINESS
None
PROCLAMATIONS

Proclamation
April is Sexual Assault Awareness Month
I ASK FOR CONSENT

“You’re not a victim for sharing your story. You are a survivor setting the world on fire with your truth. And you never know who needs your light, your warmth, and raging courage. ~Alex Elle

Whereas, Even before its official declaration, Sexual Assault Awareness Month was about both awareness and prevention of sexual assault, harassment, and abuse. Looking at the history of the movement to end sexual violence, it’s clear why: It’s impossible to prevent an issue no one knows about, and it’s difficult to make people aware of a problem without providing a solution. In the United States, movements for social change and equality began to gain traction in the 1940s and 50s with the civil rights era. Although open discussion of the realities of sexual assault and domestic violence were limited at these times, activists for equal rights began to challenge the status quo; and,

Whereas, Wide social activism around the issue of sexual assault continued into the 1970s, bringing with it support for survivors and heightened awareness. The first rape crisis center was founded in San Francisco in 1971, the same city where the first U.S. Take Back the Night event was held seven years later. By the mid-2000s, SAAM incorporated prevention more heavily, focusing on areas such as communities, workplaces, and college campuses discussing ways that individuals and communities can stop sexual assault before it happens by changing behaviors and promoting respect; and,

Whereas, “I Ask”, is the theme of this year’s campaign and champions the message that asking for consent is a healthy, normal, and necessary part of everyday interactions. Each year the themes changes however, they all share same common goals: to raise visibility about sexual assault and share how it can be prevented, whether that’s through education about healthy sexuality, consent, or bystander intervention.

Now, Therefore, I, Michael A. Webster, Chairman of the Saginaw County Board of Commissioners, do hereby proclaim April as Sexual Assault Awareness Month in the County of Saginaw.

In Witness Whereof, I have hereunto set my hand and caused the seal of the County of Saginaw to be affixed this 16th day of April in the year of our Lord, two thousand and nineteen.

Respectfully Submitted,
Saginaw County
Board of Commissioners
Michael A. Webster
Chair, District #11

Adopted & Presented: April 16, 2019
Proclamation
Law Day 2019
FREE SPEECH, FREE PRESS, FREE SOCIETY

The 2019 Law Day theme - Free Speech, Free Press, Free Society - focuses on these cornerstones of representative government and calls on us to understand and protect these rights to ensure, as the U.S. Constitution proposes, “the blessings of liberty for ourselves and our posterity.”

Whereas, President Dwight Eisenhower established the first Law Day in 1958 to mark the nation’s commitment to the rule of law. In 1961, congress issued a joint resolution designating May 1 as the official date for celebrating Law Day; and,

Whereas, in the United States and around the world, freedom of speech and the press are among the most important foundations for a free society. Free speech and free press are prominent topics in public discourse and litigation. It is impossible to imagine a free society without these individual liberties. Changes in technology have reshaped how free speech and free press work in the everyday world; and,

Whereas, Law Day will be commemorated in the County of Saginaw with a Mock Trial presented by Saginaw County High Schools, a blood drive with Lawyers Out for Blood with MI Blood, a billboard contest, a Saginaw County Bar Association (SCBA) Membership Luncheon, and a variety of Law Day Activities for students and the community by the SCBA and the Saginaw County Lawyers Auxiliary.

Now, Therefore, Be It Resolved, That the Saginaw County Board of Commissioners hereby proclaims Wednesday, May 1, 2019 as Saginaw County Law Day and calls upon the people of the County of Saginaw to acknowledge the importance of our legal and judicial systems with appropriate ceremonies and activities, and to display the flags of the United States, State of Michigan and Saginaw County in support of this educational observance. We further encourage schools, businesses, media, religious institutions, and civic and service organizations to join members of the bar and bench in commemorating Law Day.

In Witness Whereof, I have hereunto set my hand and caused the seal of the County of Saginaw to be affixed this 16th day of April in the year of our Lord, two thousand and nineteen.

Respectfully Submitted,
Saginaw County
Board of Commissioners
Michael A. Webster
Chair, District #11

Adopted & Presented: April 16, 2019

ELECTIONS
None

APPOINTMENTS
• Chairman Webster appointed Sidney Childs to the Mosquito Abatement Commission to fill a vacancy with a term to expire January 1, 2021
ANNOUNCEMENTS BY THE CHAIR

- Chairman Webster recognized the Value Statement established at the Board of Commissioners Strategic Planning Session and stated it applies not only to the Board but everyone at the County. He expressed his thanks to Board Staff for preparation of the bookmarks.
- Chairman Webster congratulated Commissioner Kyle Harris for his election to the Michigan Association of Counties (MAC) Board of Directors representing Saginaw County.
- Chairman Webster recognized Jessica Sargent, Commission on Aging Director, for demonstrating leadership during the Employee Pancake Breakfast by transporting pancakes and sausage to her employees. “Leaders eat last!”

COMMISSIONER AUDIENCES

- Commissioner Krafft announced the “Bringin’ Back the 80s” Festival in Frankenmuth April 26 - 27, 2019, which brings back hair teasing memories by paying tribute to the music, trends and events of the 1980s at the Harvey Kern Pavilion in Heritage Park.
- Commissioner Theisen expressed his appreciation of Commissioner Sheldon Matthews and called him a catalyst for his organization of County Employee functions, such as the Pancake Breakfast in March and today’s Bike Giveaway.
- Commissioner Dwan announced the Freeland Walleye Festival from April 26 - 28, 2019 which includes a parade, fishing tournament, gun raffle, car show, carnival rides, bingo, vendors, music, beer tent, community-wide garage sales, food, fireworks and much more!

By Commissioner Harris, seconded by Commissioner Theisen: That the Board adjourn. Motion carried. Thereupon, the Board adjourned at 6:00 p.m.

Respectfully Submitted,

SAGINAW COUNTY BOARD OF COMMISSIONERS

MICHAEL A. WEBSTER, CHAIRMAN                   MICHAEL J. HANLEY, CLERK

Prepared by: Suzy Koepplinger, Deputy County Clerk