

AGENDA

SAGINAW COUNTY

BOARD OF COMMISSIONERS

Tuesday, September 16, 2025 - 5:00 p.m.

Saginaw County Governmental Center

111 S. Michigan Ave., Rm. 200, Saginaw, MI 48602

Jack B. Tany – Chairman, Gerald D. Little – Vice-Chair

Christopher S. Boyd, Lisa R. Coney, Dennis M. Harris, John L. Kaczynski, Sheldon Matthews

Mark S. Piotrowski, Tracey L. Slodowski, Richard A. Spitzer, Michael A. Webster

I. OPENING PROCEDURE

- a. Call to Order
- b. Roll Call
- c. Invocation by **Commissioner Mark S. Piotrowski**
- d. Pledge of Allegiance
- e. Correcting / Approving the Minutes of the August 19, 2025 Committee of the Whole and the August 19, 2025 Regular Board Session (*Distributed prior to the Board Session*)

II. PUBLIC PARTICIPATION Page 1

- a. Public Hearings
- b. Audiences [FOIA Appeals, if any]
- c. Laudatory Resolutions

III. PETITIONS AND COMMUNICATIONS Page 8

IV. COMMISSIONERS' INITIATORY MOTIONS (*Placed on table at meeting, if any*)

V. REPORTS OF COMMITTEES Page 10

Committee Reports

- | | |
|---------------------------|----------------------------------|
| 1) Human Services | 6) Executive Committee |
| 2) Courts & Public Safety | 7) Rules Committee |
| 3) County Services | 8) Legislative Committee |
| 4) Budget/Audit | 9) Intergovernmental Cooperation |
| 5) Labor Relations | 10) Committee Compensation |

VI. RESOLUTIONS Page 41

VII. CLOSING PROCEDURE Page 44

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

II. PUBLIC PARTICIPATION (9-16-2025)

a. Public Hearing – None

b. Audiences – *(See Addendum on Tuesday, September 16, 2025 for additions, if any)*

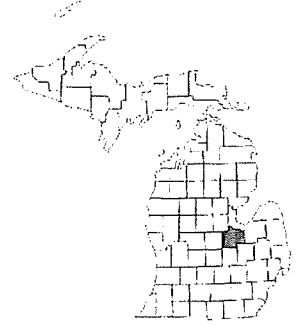
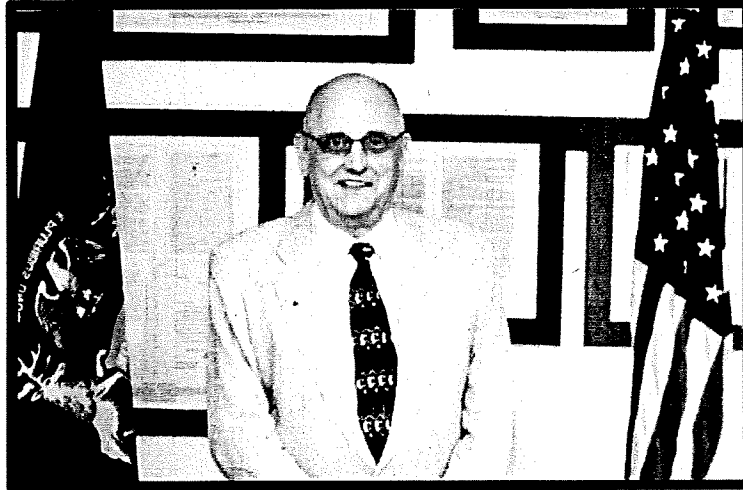
- ❖ Commissioner Tracey Slodowski to present Ralph Angst, Programmer Analyst in I.T., with a Proclamation for October as Cybersecurity Awareness Month
- ❖ Rosalind McNichols, Tri Cities Concierge Service LLC, re: disclosing use of county resources by a Saginaw County employee
- ❖ Ericka Newman, Saginaw Community Action Committee, re: introduction of new program

c. Laudatories –

- Certificate of Recognition to Richard C. DeLong on his induction into the Lions of Michigan Hall of Game *(Tany)*
- Certificate of Recognition to Officer William Doran on his retirement after a 48-year law enforcement career *(Tany)*
- Certificate of Recognition to the NAACP in honor of its 54th Annual Freedom Fund Celebration

Certificate of Recognition

RICHARD C. DELONG



LIONS OF MICHIGAN HALL OF FAME



Richard DeLong has been inducted into the Lions of Michigan Hall of Fame. The Lions of Michigan Hall of Fame recognizes and honors individuals who have made significant contributions to Lionism in Michigan. It is the highest honor bestowed upon a Michigan Lion and is managed by the Lions of Michigan Foundation. The Hall of Fame was established to celebrate the rich history of Michigan Lions and preserve the memory of their service at local, state, district, and international levels. Each year, up to four individuals are selected for induction, including both living and deceased individuals. In Michigan, there are eleven (11) districts, and each can submit one living and one deceased nominee every year for the final selection. Richard DeLong was nominated by District 11D1 and endorsed by the District Cabinet.

The Saginaw County Board of Commissioners commends Richard C. DeLong on his induction into the **Lions of Michigan Hall of Fame** and for his outstanding dedication to the Lions organization, the citizens of Zilwaukee, and Saginaw County.

Respectfully Submitted,
Saginaw County
Board of Commissioners

Jack B. Tany, Chairman, District #2

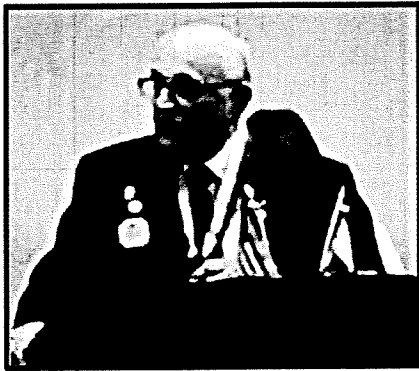


Presented: September 2, 2025
Adopted: September 16, 2025

*Christopher S. Boyd, Lisa R. Coney, Dennis M. Harris, John L. Kaczynski, Gerald D. Little, Sheldon Matthews
Mark S. Piotrowski, Tracey L. Slodowski, Richard A. Spitzer, Jack B. Tany, Michael A. Webster*



Lions Clubs International is a volunteer organization dedicated to leadership development through community service. Lions are an international network of over 1.4 million men and women in 210 countries who work together to answer the needs that challenge communities around the world. They are known for working to end preventable blindness. Lions participate in a vast variety of projects important to their communities. These projects range from cleaning up local parks to providing supplies to victims of natural disasters. There are over 12,000 members in 500+ clubs throughout Michigan.



The Lions of Michigan Foundation is a public charity that was created in 1984 to help Michigan Lions Clubs provide community services. We work in partnership with our member Lions Clubs and other organizations to provide disadvantaged individuals and families with access to affordable medical care and services designed to help improve their quality of life. While our programs encompass many areas, through screening, diagnosis, treatment, education and research, we primarily help underserved populations and financially struggling individuals who require assistance with eye care, hearing aids or an unexpected life event. Our services are offered statewide with a focus on helping Michigan residents succeed academically, develop normally, maintain independence and prosper in life.



Zilwaukee Lions Club

Saginaw, Michigan - United States

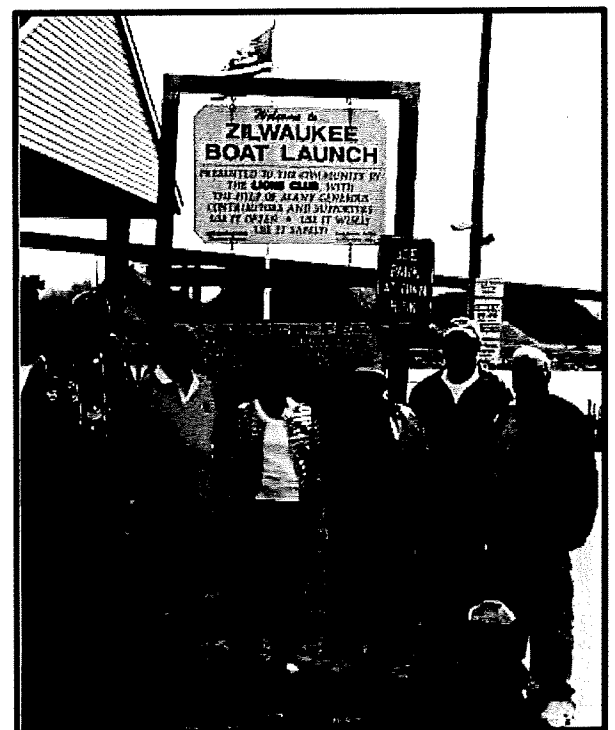
The Zilwaukee Lions Club was chartered April 9, 1956. In the first year they started the first boat dock located on the Saginaw River in Zilwaukee. It started out as one wooden dock and has progressed to a four-launch site with steel retaining walls and handicapped fishing ramps. The Zilwaukee Lions have put over \$60,000.00 in the site along with grants from the State of Michigan

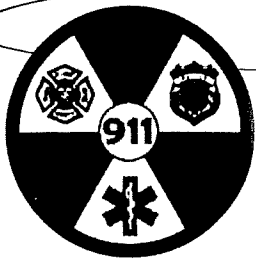
Since then, the club has provided eye glasses, donated items such as a baby bed and mattress, donated toward a tape library for the blind, purchased picnic tables for the city park, purchased rain coats and helmets for the Safety Patrol, built a pavilion in the City park, distributed food baskets and/or flowers for shut ins at Christmas, holds an annual Senior Citizens' Christmas Dinner, Easter Egg Hunt and many other activities.

It supports many local, state and international projects including: Special Needs Vision Clinic in Bridgeport Michigan, Leader Dogs for the Blind, Michigan Eye Bank, Drug Awareness, Lions Club International Foundation, Lions of Michigan Foundation, Diabetes Awareness and many others.

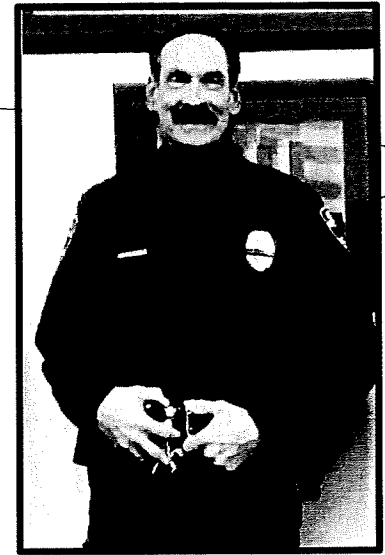
It has also been involved with the local school on such projects as a family picnic/movie night and sent students to a band camp.

The Zilwaukee Lions continue to be an active organization in the community. Lions Clubs International is the world's largest service club organization with more than 1.4 million members in approximately 46,000 clubs in more than 200 countries and geographical areas around the world.

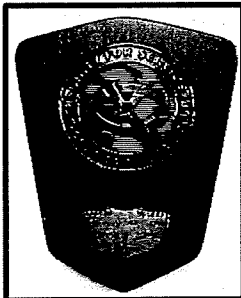
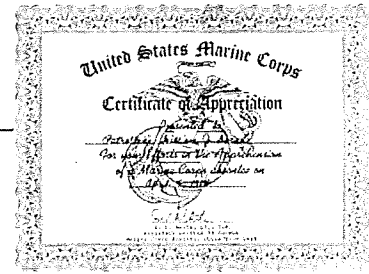
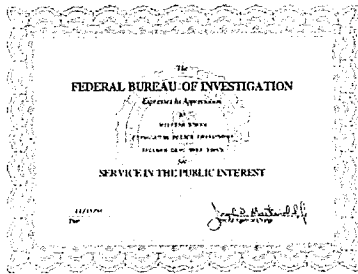




CERTIFICATE OF RECOGNITION WILLIAM DORAN



Bill Doran has been a Police Officer for the Carrollton Township Police Department since July 24, 1977 because of a Federal Law Enforcement Assistance Grant Program. After a 48-year law enforcement career, at the age of 70, Bill Doran will retire and
"Be part of the family and enjoy life!"

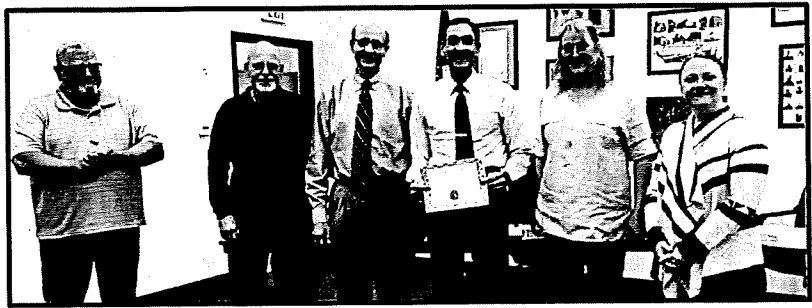


- ❖ 1984 U.S. Marine Corps sent a Certificate of Appreciation for his assistance effecting the arrest/detainment of a Marine Corps absentee/deserter
- ❖ 1985 Saginaw Exchange Club honored Bill Doran with "OFFICER OF THE YEAR"
- ❖ 1985 - 2003 Many Letters of Commendation from the City of Saginaw, City of Zilwaukee, Carrollton Twp. Police Chief, Saginaw Twp. Police Chief, BAYANET, Hon. M.T. Thompson, Jr. of the 70th District Court, and many others
- ❖ 1986 American Police Hall of Fame honored Bill Doran with three awards: Silver Star for Bravery, Merit Award for Excellent Arrest, and Outstanding Commendation Award
- ❖ 1996 Federal Bureau of Investigation sent a commendation to William Doran for "Service in the Public Interest" for his work with the Carrollton Police Department and the Saginaw Gang Task Force
- ❖ 2001 Saginaw Exchange Club honored Bill Doran with "OFFICER OF THE YEAR"
- ❖ 2017 Saginaw Township Police Chief commended Officer Doran for his assistance with apprehending a bank robbery suspect



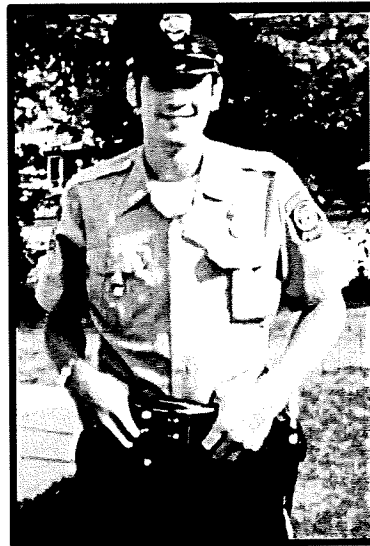


In 2017, the Carrollton Twp. Board of Trustees recognized Officer Doran for his exceptional service and work to apprehend a bank robbery suspect.



Pictured left to right: Supervisor Phil Abney, Clerk Jerry Fritz, Trustee Craig Douglas, Officer Doran, Trustee Jamie Westphal and Treasurer Shellene Petrowski

Bill Doran's dedication to Carrollton Township is a testament to his deep-rooted love for our community. His journey reflects a lifetime of service, leadership, and unwavering commitment to the people of Carrollton and Saginaw County.



The Saginaw County Board of Commissioners congratulates Bill Doran on his well-deserved retirement after 48 years of service, and thanks him for his hard work & dedication to the citizens of Carrollton Township and Saginaw County.

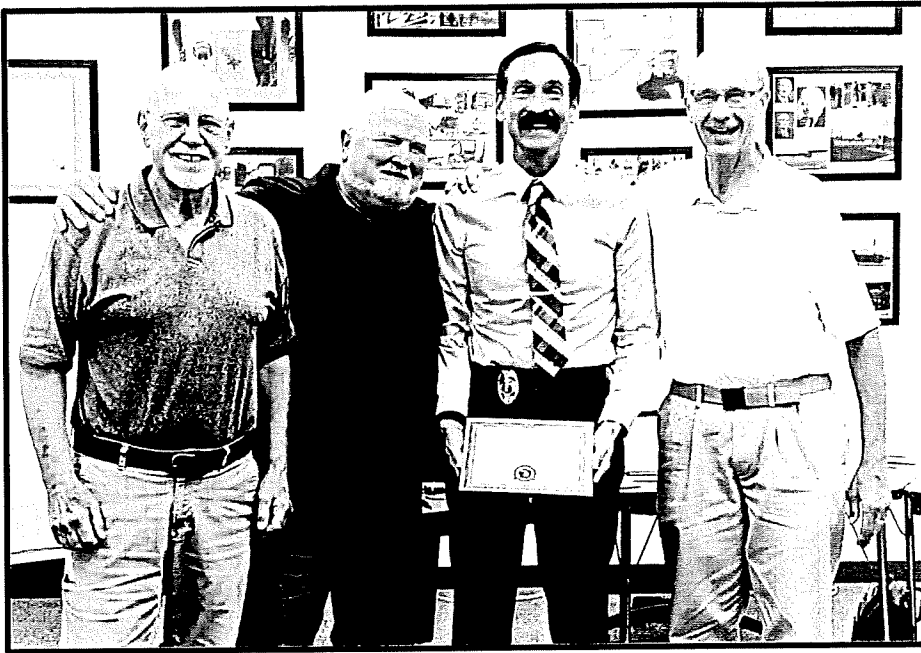
Presented: August 25, 2025
Adopted: September 16, 2025

Respectfully Submitted,
Saginaw County
Board of Commissioners

Jack B. Tany
Chairman, District #2



**Christopher S. Boyd, Lisa R. Coney, Dennis M. Harris, John L. Kaczynski, Gerald D. Little, Sheldon Matthews
Mark S. Piotrowski, Tracey L. Slodowski, Richard A. Spitzer, Jack B. Tany, Michael A. Webster**



Officer William Doran was recognized for 45 years (and counting!) of dedicated service to the residents of Carrollton!! Thank you Officer Doran!!



Carrollton Township Board Meeting; August 8, 2022

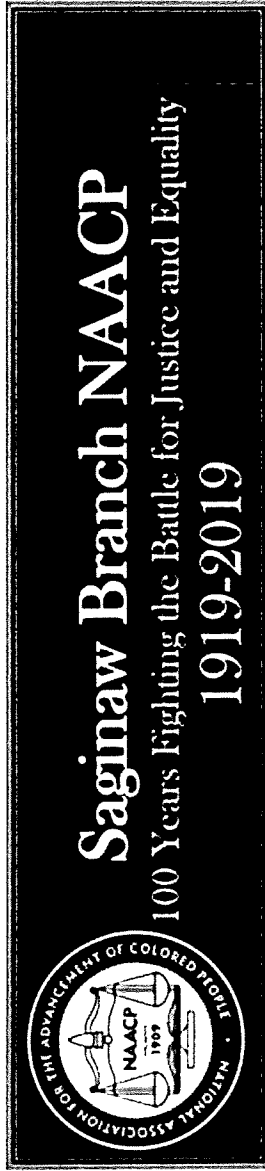
Pictured L-R: Clerk Jerry Fritz; Supervisor Phil Abney; Officer Doran; Trustee Craig Douglas

Raising the American Flag on the bridge on the 4th of July!!

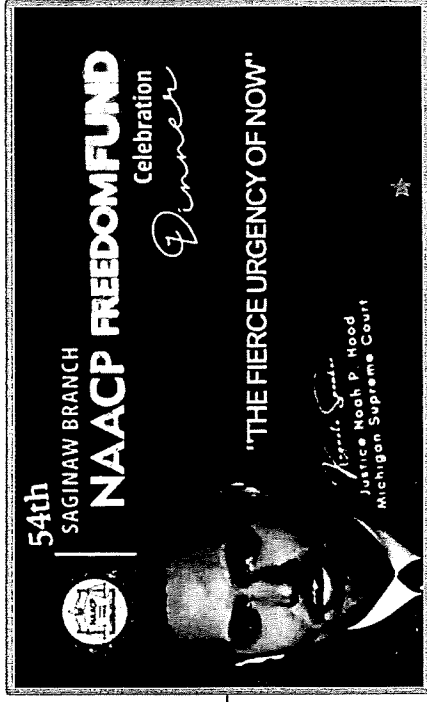


Always willing to lend a helping hand!

Certificate of Recognition



"Together, we will remain vigilant in our mission until the promise of America is made real for all."



The National Association for the Advancement of Colored People (NAACP) is a civil rights organization that is committed to ensuring the political, educational, social, and economic equality of rights of all persons and to eliminate race-based discrimination.

It is with well wishes and support that we acknowledge the significance of the Saginaw Branch NAACP 54th Annual Freedom Fund Celebration and its impact on our community by bringing together a melting pot of diverse participants throughout our region. This gala event serves as a constant reminder that there is work yet to be done in the fight for freedom and equality for all of mankind. It will be held at Horizon's Conference Center, 6200 State Street, Saginaw, MI on Sunday, September 28, 2025 at 5:00pm. This year's theme is "The Fierce Urgency of Now" and the keynote speaker will be Michigan Supreme Court Justice Noah P. Hood.

The NAACP is now 116 years old, the oldest civil rights organization in the history of the United States. In that time, the NAACP has impacted many things, and the organization has changed the course of American history. Since the Springfield Race Riot of 1908, the NAACP has led the way in thought and action for civil rights. They are the nation's conscience to civil and human rights, and the world's example of advocacy.

The NAACP's vision is to ensure a society in which all individuals have equal rights without discrimination based on race. The organization continues to work to remove all barriers of racial discrimination through democratic processes.

On behalf of the Saginaw County Board of Commissioners we salute the NAACP for its continued efforts for equality for all.

Respectfully Submitted,
Saginaw County
Board of Commissioners

Jack B. Tany

Jack B. Tany
Chairman, District #2



Adopted: September 16, 2025
Presented: September 28, 2025

Christopher S. Boyd, Lisa R. Coney, Denny M. Harris,
John L. Kaczynski, Gerald D. Little, Sheldon Matthews,
Mark S. Piotrowski, Tracey L. Slodowski, Richard A. Spitzer,
Jack B. Tany, Michael A. Webster

III. PETITIONS & COMMUNICATIONS (9-16-2025)

9-16-1 SAGINAW FUTURE requesting action to abolish the 2017 Brownfield Plan for 107, 111, and 121 S. Water Street, Saginaw MI, pursuant to P.A. 381 of 1996.

-- County Services **(9-16-3.1 / Resolution 2025 - 15)**

9-16-2 SAGINAW FUTURE submitting its third quarter report for Apr. 1, 2025 – June 30, 2025 and requesting a disbursement of \$20,388.06 in performance-based funding pursuant to amended Saginaw County and Saginaw Future Inc. Services Agreement.

-- County Services **(9-16-3.2)**

9-16-3 ENVIRONMENTAL HEALTH SERVICES providing an update on the status of the Saginaw County Materials Management Plan and requesting permission to form a work group to work on proposed updates to County Ordinance #108 – Solid Waste Management.

-- County Services **(9-16-3.3)**

9-16-4 INFORMATION TECHNOLOGY submitting a refreshed County of Saginaw Logo that will be copyrighted and used primarily as a brand indicator for message identification to enhance security and public trust in County email communication.

-- County Services **(9-16-3.4)**

9-16-5 INFORMATION TECHNOLOGY requesting approval of new County Policy 502 – “Account Management” to manage user accounts and credentials that access Saginaw County’s Digital Assets.

-- County Services **(9-16-3.5)**

9-16-6 INFORMATION TECHNOLOGY requesting approval of new County Policy 503 – “Access Control Management” to ensure that access is only provided when properly authorized and aligns the county with federal standards and best practices for information security.

-- County Services **(9-16-3.6)**

9-16-7 COUNTY ADMINISTRATOR providing an update on the process towards compliance with the decision by the Great Lakes Bay Michigan Works! Board to switch their fiduciary agent from Saginaw County to Isabella County.

-- County Services **(9-16-3.7)**

9-16-8 CITY OF SAGINAW providing notice of a public hearing on Monday, August 25, 2025 at 6:30 p.m. at the Andersen Enrichment Center on the application of Menard, Inc. on its application for an Industrial Facilities Tax Exemption (IFTE) Certificate for property at 1808 Veterans Memorial Parkway.

-- County Services *(Informational)*

9-16-9 PURCHASING/RISK MANAGER requesting approval to increase the revenue and expenditures of the FY25 Risk Management Budget by \$653,604 to account for increases in property, vehicle and liability claims.

-- Budget/Audit **(9-16-4.3)**

9-16-10 ANIMAL CARE & CONTROL requesting an increase to its FY25 donation budget of \$100,000 to allow for essential repairs and improvements to the landscaping and fencing at the shelter.

-- Budget/Audit **(9-16-4.4)**

9-16-11 FINANCE DIRECTOR submitting FY25 year-end budget adjustments, none of which impact the General Fund or use of General Fund Balance.

-- Budget/Audit **(9-16-4.2)**

9-16-12 CITY OF SAGINAW providing notice of a public hearing on Monday, September 8, 2025 at 6:30 p.m. at the Andersen Enrichment Center on its intent to create a Neighborhood Enterprise Zone Covenant 3, entire blocks 28, 29, 37, 38, 39, 40 & 41, Penoyer Farm.

-- County Services *(Informational)*

Page 2 – Petitions & Communications (9-16-2025)

9-16-13 FINANCE DIRECTOR/TREASURER requesting approval of vendor transactions for Aug. 1 – 31, 2025 in the amount of \$14,734,984.55.

-- Budget/Audit **(9-16-4.1)**

9-16-14 FINANCE DIRECTOR submitting the Monthly Financial Statement for August 2025.

-- Budget/Audit *(Received & Filed)*

9-16-15 PERSONNEL DIRECTOR submitting the Employment Status Report, Exit Interviews, Employee Groups, and Retiree Employment Contracts covering the month of August, 2025.

-- Labor Relations *(Receive & File)*

9-16-16 TREASURER requesting an extension of the contract with retiree Maureen Haas for up to a year to train a promoted employee, help with bank reconciliations and balance personal property taxes.

-- Labor Relations **(9-16-5.1)**

9-16-17 COMMUNITY CORRECTIONS requesting approval to authorize the Community Corrections Advisory Board (CCAB) to implement, maintain, and adopt an Onboarding Manual for Community Corrections staff and delegate the CCAB to exercise this responsibility on behalf of the county.

-- Labor Relations **(9-16-5.2)**

9-16-18 CIVIL/LABOR COUNSEL submitting a Memorandum of Understanding (MOU) between County of Saginaw and UAW Local 455 – Unit 50 regarding a step increase for Judge Gafkay's law clerk.

-- Labor Relations **(9-16-5.3)**

9-16-19 COUNTY ADMINISTRATOR & GALLAGHER requesting a review of the County's Compensation Plan in open and closed session.

-- Labor Relations *(Informational - No action)*

V. **REPORTS OF COMMITTEES (9-16-2025)**

1. **Human Services Committee – T. Slodowski, Chair; G. Little, Vice-Chair**

None

2. **Courts and Public Safety Committee – C. Boyd, Chair; S. Matthews, Vice-Chair**

None

3. **County Services Committee – M. Webster, Chair; D. Harris, Vice-Chair**

3.1) **SAGINAW FUTURE**, re: Approval to abolish the 2017 Brownfield Plan for 107, 111, and 121 S. Water Street

3.2) **SAGINAW FUTURE**, re: Approval of \$20,388.06 in performance-based funding pursuant to agreement

3.3) **ENVIRONMENTAL HEALTH**, re: Approval to form a workgroup with the Materials Management Planning Committee, Saginaw County Health Department, and Fishbeck to propose updates to County Ordinance #108 – Solid Waste Management

3.4) **INFORMATION TECHNOLOGY**, re: Approval of updated Saginaw County logo

3.5) **INFORMATION TECHNOLOGY**, re: Approval of new County Policy No. 502 – Account Management

3.6) **INFORMATION TECHNOLOGY**, re: Approval of new County Policy No. 503 – Access Control Management

3.7) **COUNTY ADMINISTRATOR**, re: Approval to allow the County Administrator, during the transfer of fiduciary for the Great Lakes Bay Michigan Works!, to serve as the signatory and to sign the agreement moving the MERS account to Isabella County

4. **Budget Audit Committee – C. Boyd, Chair; T. Slodowski, Vice-Chair**

4.1) **FINANCE DIRECTOR/TREASURER**, re: Approval of vendor transactions for August 2025 in the amount of \$14,734,984.55

4.2) **FINANCE DIRECTOR**, re: Approval of FY25 year-end budget amendments

4.3) **PURCHASING/RISK MANAGER**, re: Approval to increase the revenue and expenditures of the FY25 Risk Management Budget by \$653,604 to account for increases in property, vehicle and liability claims

4.4) **ANIMAL CARE & CONTROL**, re: Approval to increase its FY25 donation budget by \$100,000 to allow for essential repairs and improvements to landscaping and fencing at the shelter

5. **Labor Relations Committee – G. Little, Chair; S. Matthews, Vice-Chair**

5.1) **TREASURER**, re: Approval to extend retiree contract with Maureen Haas

5.2) **COMMUNITY CORRECTIONS**, re: Authorization for the Community Corrections Advisory Board (CCAB) to implement, maintain, and adopt an Onboarding Manual for CCAB staff

5.3) **CIVIL/LABOR COUNSEL**, re: Approval of Memorandum of Understanding between County of Saginaw and UAW Local 455 – Unit 50 regarding a step increase for Judge Gafkay's law clerk

6. **Executive Committee – J. Tany, Chair**

None

7. **Rules Committee – J. Tany, Chair; S. Matthews, Vice-Chair**

None

Page 2 – Reports of Committees (9-16-2025)

8. **Legislative Committee – G. Little, Chair; M. Webster, Vice-Chair**
None
9. **Intergovernmental Cooperation Committee – L. Coney, Chair; S. Matthews, Vice-Chair**
None
10. **Committee Compensation**
9-16-25.1) August 3, 2025 – August 16, 2025
9-16-25.2) August 17, 2025 – August 30, 2025

Your committee considered communication No. 9-16-1 from Tom Miller, President and CEO, Saginaw Future, Inc., requesting to abolish the 2017 Brownfield Plan for 107, 111, and 121 S. Water Street in downtown Saginaw, Michigan. The corresponding parcel numbers are 903007600000, 90300075000100, and 90300075000200.

The committee met with Tom Miller who disclosed that the developer, Dave Mayer of Saginaw River Development LLC, chose to demolish the existing building at his own expense instead of using the Brownfield revolving loan fund. Tom Miller reported that the purpose for which the plan was set up was accomplished and there are no bonds outstanding and no unpaid financing obligations. Civil Council, Dave Gilbert, advised that the existing Brownfield plan can be abolished. On July 29, 2025, the Saginaw County Brownfield Redevelopment Authority approved the abolishment and in accordance with Public Act 381 of 1996, the final action must be taken by the County Board of Commissioners to formally abolish the plan.

We recommend approval to abolish the 2017 Brownfield Plan for addresses 107, 111, and 121 South Water Street in downtown Saginaw, Michigan. A resolution is submitted under the regular order of business to accomplish same.

Respectfully Submitted,
COMMITTEE ON COUNTY SERVICES

s/ _____
Michael A. Webster, Chairman

s/ _____
Dennis M. Harris, Vice-Chair

s/ _____
John L. Kaczynski

s/ _____
Gerald D. Little

s/ _____
Jack B. Tany

Your committee considered communication No. 9-16-2 from Tom Miller Jr., President & CEO, Saginaw Future Inc., submitting its third quarter report for April 1, 2025 – June 30, 2025, and requesting a disbursement totaling \$20,388.06 in performance-based funding pursuant to the Fourth Amendment of the Saginaw County and Saginaw Future Inc. Services Agreement.

The committee met with Tom Miller Jr., who communicated that the request for disbursement follows the organization's most recent strategic planning session to update and refine goals to better serve Saginaw County and its communities. The performance-based funding metrics address job creation, project development and value of government contracts awarded. During the third quarter, Job-Creation was noted at 664, New Investments reached \$866,053,235 and Government Contracts were awarded in the amount of \$7,325,530.

We recommend approval of \$20,388.06 for the third quarter performance-based funding pursuant to the Fourth Amendment of the Saginaw County and Saginaw Future Services Agreement and authorize the proper county officials to facilitate the request.

Respectfully Submitted,
COMMITTEE ON COUNTY SERVICES

s/ _____
Michael A. Webster, Chairman

s/ _____
Dennis M. Harris, Vice-Chair

s/ _____
John L. Kaczynski

s/ _____
Gerald D. Little

s/ _____
Jack B. Tany

Your committee considered communication No. 9-16-3 from Chris Klawuhn, Environmental Health Services Director, requesting permission to form a work group to work on proposed updates to County Ordinance #108 – Solid Waste Management.

The committee met with Chris Klawuhn, who communicated that compliance with the state's Materials Management Plan requires an updated Solid Waste Ordinance. He requests that the Materials Management Planning work group (Materials Management Planning Committee, Saginaw County Health Department and Fishbeck) work on proposed updates to the ordinance to align it with the Materials Management Plan.

We recommend approval to form a workgroup with Materials Management Planning Committee, Saginaw County Health Department and Fishbeck to work on proposed updates to County Ordinance #108 – Solid Waste Management.

Respectfully Submitted,
COMMITTEE ON COUNTY SERVICES

s/ _____
Michael A. Webster, Chairman

s/ _____
Dennis M. Harris, Vice-Chair

s/ _____
John L. Kaczynski

s/ _____
Gerald D. Little

s/ _____
Jack B. Tany

Your committee considered communication No. 9-16-4 from Andrew Klaczekiewicz, Information Technology Director, introducing an updated Saginaw County logo to be copyrighted and used to enhance security and public trust in county email communications, be integrated into the upcoming county website, and strengthen Saginaw County's digital presence and visibility of communications.

The committee met with Director Klaczekiewicz who communicated the updated logo maintains the recognizable look of the current logo and a new font, Microgramma, that resembles the original font as well as the following updated colors drawn from the Saginaw County flag; Brown 663300, Red be143c, Yellow elbe37, Green 006e3c, and Blue 3c7db9.

We recommend approval to adopt the proposed new Saginaw County logo.

Respectfully Submitted,
COMMITTEE ON COUNTY SERVICES

s/ _____
Michael A. Webster, Chairman

s/ _____
Dennis M. Harris, Vice-Chair

s/ _____
John L. Kaczynski

s/ _____
Gerald D. Little

s/ _____
Jack B. Tany

Your committee considered communication No. 9-16-5 from Andrew Klaczekiewicz, Information Technology Director, requesting approval of proposed new County Policy No. 502 Account Management.

The committee met with Director Klaczekiewicz who communicated that the policy establishes county-wide standards and outlines responsibilities, scope, and procedures to protect sensitive information, ensure accountability, and align the county with federal standards and best practices for information security. Legal Counsel has reviewed and approved the policy that includes the following provisions:

- Maintaining an accurate inventory of all users, administrator, and service accounts
- Enforcing strict password requirements and prohibiting generic/shared accounts
- Disabling dormant, orphaned, or unused accounts within defined timelines
- Enforcing immediate revocation of access upon employee separation

We recommend approval of proposed new County Policy No. 502 Account Management.

Respectfully Submitted,
COMMITTEE ON COUNTY SERVICES

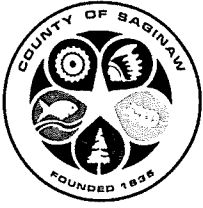
s/ _____
Michael A. Webster, Chairman

s/ _____
Dennis M. Harris, Vice-Chair

s/ _____
John L. Kaczynski

s/ _____
Gerald D. Little

s/ _____
Jack B. Tany



Title: Account Management

Effective Date:

Amended:

Issuing Authority: Board of Commissioners

Responsible Officer: Director, Information Technology

Category: 500

Number: 502

(a) **Purpose**

This policy establishes standards for the management of credentials and user accounts to ensure compliance with rules for interaction with, and usage of county owned Digital Assets, thus facilitating the protection of sensitive information.

(b) **Responsibility**

County of Saginaw Information Technology (COSIT) is responsible for all user account and credential management functions. Account information is relayed to other county-wide elected and department units within the County of Saginaw, as required or needed.

(c) **Scope**

This policy applies to the following covered individuals: all County of Saginaw Elected Officials, Judges, employees, contracted individuals or entities, third-party vendors, and anyone else who has a County of Saginaw user account and/or an account to County of Saginaw applications. Anyone covered individual who fails to comply with this, or any County of Saginaw policy, is subject to disciplinary action outlined in the County of Saginaw Standards of Conduct.

(d) **Policy**

This policy establishes rules and controls for managing credentials and user accounts that access the County of Saginaw's Digital Assets.

A. Establishment and Maintenance of an Inventory of Accounts

1. The user account inventory includes the following types of accounts:
 - a. User
 - b. Administrative
 - c. Service
2. The user account inventory at a minimum contains the following details:
 - a. Account type
 - b. Person's name
 - c. Assigned username
 - d. Start/Stop dates
 - e. Business Unit
 - f. Account Status (i.e., enabled, disabled)
 - g. Validate all active accounts are authorized
3. As a foundational security principle to ensure individual accountability, protect sensitive information, and mitigate risks associated with unauthorized access, the use of generic user accounts is prohibited. Exceptions to this policy may be authorized only

under extraordinary circumstances where operational necessity or technical constraints necessitate such access. Granting such a request is solely at the discretion of the Director of Information Technology.

- a. An authorized exception granting use of a generic user account must be documented, accompanied by a formal risk assessment, and subjected to periodic review to ensure compliance with organizational security standards.

B. Use Unique Passwords Required

1. COSIT is responsible for updating, enforcing, and communicating any password requirement modifications as necessary.
2. Password Requirements:
 - a. All default passwords must be changed at initial login.
 - b. Be unique.
 - c. Passwords that are created by users must not also be used for personal accounts.
 - d. Passwords must not be shared by users.
 - e. Passwords must never be written down.

C. Dormant Accounts

1. Any accounts that are inactive for a period of 45 days, shall be deleted or disabled.
2. Accounts of individuals on extended leave, as defined by Human Resources, must be disabled.
3. All user accounts that have not been accessed within 14 business days of creation, must be disabled.
4. Department heads must routinely validate user accounts and provide COSIT written confirmation of active accounts. The process of validating user accounts will occur at a minimum quarterly, or as determined appropriate by COSIT.
5. COSIT will utilize scripts to detect accounts that are inactive for 30, 60, or 90 days, orphaned accounts or accounts with no login activity or ownership.

D. Restrict Administrator Privileges

1. Administrator and privileged accounts shall be utilized for authorized installation and maintenance activities and must be secured with multi-factor authentication (MFA).
2. Administrator accounts must be unique and assigned to a specific individual, unless technically constrained by a system or application.

E. Inventory of Service Accounts

1. The service account inventory must contain the following:
 - a. Department Owner
 - b. Review Date
 - c. Service Account Purpose
2. Regular reviews of service accounts should be performed at a minimum of quarterly but can occur more frequently if needed or requested by COSIT.

F. Centralized Account Management

1. User accounts should be managed through a central directory or identity service whenever it is possible.

G. Account Termination

1. In the event of user separation of any kind, when appropriately notified by the responsible department, COSIT will provide procedures for revoking user account access.
2. Each County Departments shall notify COSIT immediately upon an employee's separation.
3. All user credentials must be revoked immediately upon employee separation.
4. Password self-service mechanisms (if deployed) must not allow separated employees to re-enable their own account(s).

H. Just-in-Time Access Expiration

1. Just-in-time expiration will be implemented by COSIT to ensure elevated privileges are **granted only when needed** and **automatically expire** after a predefined time or a specific purpose has been fulfilled.

(e) County Administrator Legal Counsel Review

The County Administrator 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:
Saginaw County Administrator

Approved as to Legal Content:
Saginaw County Civil Counsel

REFERENCE SOURCES:

Category: HIPAA Administrative Safeguards

Type: Standard

Reference: 45 CFR §164.308(a)(4)(i)

Category: HIPAA Physical Safeguards

Type: Standard

Reference: 45 CFR §164.312(a)(2)(i)

Category: CJISSECPOL

Version: 6.0

Reference: AC-2, AC-2(1), AC-2(3), IA-5(1), IA-6(2), IA-6(5)

RECOMMENDED PRACTICES:

Category: CIS

Version: 8.1

Control: 5

Reference: IG1, IG2, IG3

NIST: SP 800-53 Rev. 5 AC1, AC-2, AC-5, AC-6, SP 800-207

Definitions

Administrator or privilege accounts are user accounts that have elevated access privileges beyond those of standard user accounts. These accounts are typically used by system administrators, IT personnel, and other high-level users to perform critical tasks such as installing software, modifying system configurations, accessing sensitive data, and managing user accounts.

Asset is anything that has value to an organization, including, but not limited to, another organization, person, computing device, information technology (IT) system, IT network, IT circuit, software (both an installed instance and a physical instance), virtual computing platform (common in cloud and virtualized computing), and related hardware (e.g., locks, cabinets, keyboards).

Asset Inventory is a register, repository or comprehensive list of an enterprise's assets and specific information about those assets.

Credentials are the authentication factors—such as usernames, passwords, PINs, cryptographic keys, digital certificates, or biometric data—used to verify and grant an individual, system, or application authorized access to digital resources. Credentials serve as proof of identity and are a core component of access control, security, and compliance.

Digital Assets are the electronic resources including, but not limited to, County of Saginaw systems, networks, applications, and data (to be clear, Digital Assets includes both physical devices and digital information) that Saginaw County owns, controls, or relies upon to conduct business, including hardware, such as computers, servers, tablets, and mobile devices, as well as software, data, communications, intellectual property, and online accounts.

Multifactor Authentication or MFA is a security process that requires users to provide two or more verification factors to access a resource, such as an application, online account, or network. These factors typically fall into three categories:

1. *Something You Know*: Includes passwords, PINs, or security questions.
2. *Something You Have*: Physical security tokens, mobile phones, or hardware keys.
3. *Something You Are*: Biometric verification methods like fingerprints, facial recognition, or voice recognition.

Network is a collection of interconnected devices, such as computers, servers, and printers, that communicate with each other to exchange data and share resources. These networks can be established using physical connections like cables or wireless technologies. Communication protocols, such as TCP/IP, are used to manage the flow of data between devices.

Orphaned user accounts are accounts that remain active within a system, application, or directory after the associated individual—such as an employee, contractor, or vendor—no longer requires access or is no longer affiliated with the organization. These accounts no longer have a valid owner or business purpose but may still retain access rights, privileges, or data.

Password is a sequence of characters used in computing to authenticate a user's identity and authorize access to various digital systems, such as computers, websites, and mobile devices. It is designed to be a secret known only to the authorized user and is often paired with a username for verification purposes.

Rules are formally prescribed principles or directives issued by an authority—such as a legislature, regulatory body, court, or governing organization—that establish standards of conduct, procedures, or operations. They are legally binding within their applicable scope, and noncompliance may result in penalties, enforcement actions, or other legal consequences.

Service Accounts are specialized accounts used by applications, services, or systems to authenticate and perform automated tasks.

User Login Names are comprised of a unique sequence of characters used to identify a user and allow them to access a computer system, network, or online account.

Users are County of Saginaw Elected Officials, Judges, employees, contracted individuals or entities, third-party vendors, and anyone else who has a County of Saginaw user account and/or an account to County of Saginaw applications.

Your committee considered communication No. 9-16-6 from Andrew Klackiewicz, Information Technology Director, requesting approval of proposed new County Policy No. 503 Access Control Management.

Your committee met with Director Klackiewicz who communicated that Policy 503 establishes uniform standards for granting, managing, and revoking access to Saginaw County systems, networks, and data. It ensures access is only provided when it is properly authorized and aligns the County with federal standards and best practices for information security. Legal Counsel has reviewed and approved policy 503 which mandates centralized identity management, role-based access controls, multifactor authentication (MFA) for all remote, administrative, and externally accessible applications, and prohibits the use of generic accounts except under rare, documented exceptions.

We recommend approval of proposed new County Policy No. 503 Access Control Management.

Respectfully Submitted,
COMMITTEE ON COUNTY SERVICES

s/ _____
Michael A. Webster, Chairman

s/ _____
Dennis M. Harris, Vice-Chair

s/ _____
John L. Kaczynski

s/ _____
Gerald D. Little

s/ _____
Jack B. Tany



Title: Access Control Management

Effective Date:

Amended:

Issuing Authority: Board of Commissioners

Responsible Officer: Director, Information Technology

Category: 500

Number: 503

(f) **Purpose**

This policy establishes standards for granting, managing, and revoking user access to County of Saginaw Digital Assets, including but not limited to: systems, networks, applications, and data.

(g) **Responsibility**

The County of Saginaw Information Technology (**COSIT**) is responsible for confirming that the requested access is appropriate for the job role and employs Least Privilege methodology.

(h) **Scope**

This policy applies to the following covered individuals: all County of Saginaw Elected Officials, Judges, employees, contracted individuals or entities, third-party vendors, and anyone else who has a County of Saginaw user account and/or an account to County of Saginaw applications. Anyone covered individual who fails to comply with this, or any County of Saginaw policy, is subject to disciplinary action outlined in the County of Saginaw Standards of Conduct.

(i) **Policy**

This policy establishes rules and controls to create, modify, or remove access to County of Saginaw Digital Assets.

A. Grant Access

1. Access to systems or data must be requested through the IT Help Desk ticket system and must include the following information:
 - Identity of the requester.
 - Business justification.
 - Requested system(s) or data access.
 - Start and end dates if temporary.
1. All access must be approved by the system owner, data steward, or information owner.
2. Access must be provisioned based on the principle of **Least Privilege**.
3. **Role-Based Access Control (RBAC)** should be implemented where technically feasible.
4. Custom or non-standard access must be explicitly justified and documented.
5. The use of generic user accounts is strictly prohibited as a foundational security principle to ensure individual accountability, protect sensitive information, and mitigate risks associated with unauthorized access. Exceptions to this policy may be authorized only under extraordinary circumstances where operational necessity or technical constraints necessitate such access, and solely at the discretion of the Director of Information Technology. Any authorized exceptions must be documented,

accompanied by a formal risk assessment, and subjected to periodic review to ensure compliance with organizational security standards.

B. Revocation of Access

1. When appropriately notified by a County department, COSIT will institute procedures for revoking user account access. Revocation of access applies to employee or contractor separation of any kind.
2. All access will be revoked *immediately* upon:
 - Termination of employment or contract.
 - Role changes that no longer require access.
 - Conclusion of temporary or project-based assignments.
 - Detection of unauthorized or malicious activity.
3. Target timeframe for revocation is:
 - *Within 2 business hours* of separation notice to COSIT.
 - *Immediately* after notice, if termination is *involuntary*.
4. Department heads, managers, and supervisors will support COSIT by routinely validating user accounts and providing confirmation of active accounts and NOTICE of any change in the user relationship to the County that would or may require revocation of an account or access. The process of validating user accounts will occur at a minimum quarterly, or as determined appropriate by COSIT. Failure to provide validation of user accounts *may* result in revocation of same.
5. COSIT may utilize scripts to detect accounts that are inactive for 30, 60, or 90 days, orphaned accounts or accounts with no login activity or ownership.
6. Password self-service mechanisms (if deployed) must not allow separated employees to re-enable their own account(s).

C. Requirement of Multi-Factor Authentication (MFA) for Externally Exposed Applications

1. MFA is required for all externally accessible applications and services, regardless of the user's role or the system's sensitivity level.
2. Acceptable forms of second-factor authentication include:
 - Time-based One-Time Passwords.
 - Hardware or software tokens.
 - Push notification-based approvals.

D. Require MFA for Remote Network Access

1. Must use a centralized authentication system.
2. All enterprise user accounts, including remote, on-prem, & hybrid, must authenticate through this system.
3. Password policies, session timeouts, and lockout rules must be centrally managed and enforced through the enterprise managed authentication.
4. Disable or heavily restrict local authentication mechanisms.

E. Require MFA for Administrative Access

1. MFA for privileged accounts is required and will be enforced regardless of internal or external access paths.

2. Privileged or administrative accounts, including but not limited to the following, must always use MFA:
 - Domain administrators.
 - Cloud root or super-admin roles.
 - Database administrators.
 - Network or firewall administrators.
3. MFA technologies used must be pre-approved by the IT Security team.
4. Due to susceptibility to interception or SIM swapping, SMS-based MFA will generally not be approved unless no other method is feasible.

F. Create and Maintain Inventory of Authentication Systems

1. Access to systems and data will generally be granted based on defined roles and not on a per user basis, to minimize the excess privilege and enforce consistent access management.
2. Access will generally be managed through the enterprise-managed authentication system to minimize role overlaps or unintended privilege escalation.

G. Centralized Access Control

1. All systems, applications, and platforms must integrate with a centralized identity provider or another approved IAM platform.
2. All user authentication and access provisioning must be performed through the centralized access control system.
3. Stand alone or siloed authentication systems are prohibited unless an exception is documented, justified, and approved by IT Security.
4. Whenever technically feasible, systems should use Single Sign-On backed by centralized directory services to simplify user experience and enhance security.
5. All centralized access systems must include the following:
 - Password complexity and expiration policies
 - Multi-Factor Authentication (MFA) for externally accessible systems
 - Session timeouts and idle lockouts
6. Failed login attempts must be logged, and account lockout thresholds must be defined.
7. Any legacy systems that cannot integrate with the centralized access control system must:
 - Be documented and assessed for risk
 - Have compensating controls in place (e.g., MFA, VPN restriction)
 - Be prioritized for upgrade or retirement

H. Role-Based Access Control

1. Access must be granted based on *defined roles or security groups*, rather than individual user assignments whenever possible.
2. Role definitions and group membership must be documented and reviewed annually for accuracy and relevance.

(j) County Administrator Legal Counsel Review

The County Administrator 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:

Saginaw County Administrator

Approved as to Legal Content:

Saginaw County Civil Counsel

REFERENCE SOURCES:

Category: HIPAA Administrative Safeguards

Type: Standard

Reference: 45 CFR §164.308(a)(1)(ii)(A), 164.308(a)(1)(ii)(B), 164.308(a)(3)(ii)(B), 164.308(a)(3)(ii)(C), 164.308(a)(4)(i), 164.308(a)(4)(ii)(C)

Category: HIPAA Technical Safeguards

Type: Standard

Reference: 164.312(a)(2)(i)

Category: CJISSECPOL

Version: 6.0

Reference: AC-1, AC-2, AC-2(1), AC-3, AC-5, AC-6, AC-6(1), AC6-(7), AC-17, AC-19, AU-9(4) IA-2(1), IA-2(2), IA-4, IA-5, IA-8(2), CM-8

RECOMMENDED PRACTICES:

Category: CIS

Version: 8.1

Control: 5

Reference: IG 1, IG 2, IG 3

NIST: SP 800-171 Rev 2, SP 800-63B

Definitions

Administrator or privilege accounts are user accounts that have elevated access privileges beyond those of standard user accounts. These accounts are typically used by system administrators, IT personnel, and other high-level users to perform critical tasks such as installing software, modifying system configurations, accessing sensitive data, and managing user accounts.

Asset is anything that has value to an organization, including, but not limited to, another organization, person, computing device, information technology (IT) system, IT network, IT circuit, software (both an installed instance and a physical instance), virtual computing platform (common in cloud and virtualized computing), and related hardware (e.g., locks, cabinets, keyboards).

Asset Inventory is a register, repository or comprehensive list of an enterprise's assets and specific information about those assets.

Centralized Authentication System is a security architecture where a single, central service manages and validates user authentication across multiple systems, applications, or services within an organization.

Credentials are the authentication factors—such as usernames, passwords, PINs, cryptographic keys, digital certificates, or biometric data—used to verify and grant an individual, system, or application authorized access to digital resources. Credentials serve as proof of identity and are a core component of access control, security, and compliance.

Digital Assets are the electronic resources including, but not limited to, County of Saginaw systems, networks, applications, and data (to be clear, Digital Assets includes both physical devices and digital information) that Saginaw County owns, controls, or relies upon to conduct business, including hardware, such as computers, servers, tablets, and mobile devices, as well as software, data, communications, intellectual property, and online accounts.

Hybrid System refers to an environment that combines on-premises infrastructure with cloud-based services, enabling organizations to leverage the benefits of both deployment models.

Least Privilege is a cybersecurity principle that dictates users, systems, applications, or processes should be granted only the minimum level of access rights and permissions necessary to perform their specific tasks or functions—nothing more.

Multifactor Authentication or 2FA / MFA is a security process that requires users to provide two or more verification factors to access a resource, such as an application, online account, or network. These factors typically fall into three categories:

4. *Something You Know*: Includes passwords, PINs, or security questions.
5. *Something You Have*: Physical security tokens, mobile phones, or hardware keys.
6. *Something You Are*: Biometric verification methods like fingerprints, facial recognition, or voice recognition.

Network is a collection of interconnected devices, such as computers, servers, and printers, that communicate with each other to exchange data and share resources.

On-Premises Systems refer to hardware and software that are physically hosted and operated within an organization's own facilities, rather than in the cloud or at a third-party data center.

Password is a sequence of characters used in computing to authenticate a user's identity and authorize access to various digital systems, such as computers, websites, and mobile devices. It is designed to be a secret known only to the authorized user and is often paired with a username for verification purposes.

Role Based Access Control (RBAC) is a security model used to restrict system access based on a user's role within an organization. Instead of assigning permissions to individual users, permissions are assigned to roles, and users are assigned to those roles.

Rules are formally prescribed principles or directives issued by an authority—such as a legislature, regulatory body, court, or governing organization—that establish standards of conduct, procedures, or operations. They are legally binding within their applicable scope, and noncompliance may result in penalties, enforcement actions, or other legal consequences.

Service Accounts are specialized accounts used by applications, services, or systems to authenticate and perform automated tasks.

Single Sign-On (SSO) is an authentication method that enables a user to securely access multiple independent applications, systems, or services with a single set of login credentials. Instead of maintaining separate usernames and passwords for each resource, the user authenticates once through a trusted identity provider, which then issues tokens or assertions to grant access across authorized systems.

Time-Based One-Time Password (TOTP) is a type of two-factor authentication (2FA) method that generates a unique, temporary passcode based on the current time and a shared secret key.

Token is a digital object used to represent and verify a user's identity, session, or access rights. Tokens are typically issued after successful authentication and are used in place of repeatedly entering credentials like a username and password.

User Login Names are comprised of a unique sequence of characters used to identify a user and allow them to access a computer system, network, or online account.

Users are County of Saginaw Elected Officials, Judges, employees, contractors, third-party vendors, or anyone else who has a County of Saginaw user account and/or an account to County of Saginaw applications that interact with a product, service, system, or technology to achieve specific goals or fulfill needs.

Your committee met with Mary Catherine Hannah, County Administrator, who provided an update regarding the assets and liabilities transfer to Isabella County, especially as it relates to the retirees, to ensure all accounts are transferred. It was reported that this will not have a negative impact on Saginaw County as it relates to MERS. There is only a small pool from retiree health care moving. Retirees will receive the same benefits that they have been receiving from Saginaw County. This process is on track and will be officially moved by the end of fiscal year 2025. At the end of September, they will become Isabella County employees. The only action item that Mary Catherine Hannah requests from the Board is to allow her to sign off on the transfer from MERS.

We recommend approval to allow Administrator Hannah to serve as the signatory and to sign the agreement moving the MERS account to Isabella County.

Respectfully Submitted,
COMMITTEE ON COUNTY SERVICES

s/ _____
Michael A. Webster, Chairman

s/ _____
Dennis M. Harris, Vice-Chair

s/ _____
John L. Kaczynski

s/ _____
Gerald D. Little

s/ _____
Jack B. Tany

Your Budget/Audit Committee received Communication No. 9-16-13. 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:

<u>Comm. No.</u>	<u>Payment Type</u>	<u>Period</u>	<u>Amount</u>
9-16-13	Vendor Transactions	August 1 – 31, 2025	\$14,734,984.55

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

Respectfully Submitted,
COMMITTEE ON BUDGET/AUDIT

s/ _____
Christopher S. Boyd, Chair

s/ _____
Tracey L. Slodowski, Vice-Chair

s/ _____
John L. Kaczynski

s/ _____
Michael A. Webster

s/ _____
Jack B. Tany

Your committee considered Communication No. 9-16-11 from Koren Thurston, Finance Director, requesting year end budget adjustments, that will not impact the General Fund, or use of General Fund fund balance.

We met with Koren Thurston who explained in her communication that there is a need to amend several budgets for FY2025. These amendments include:

- An increase to the Castle Museum and Historical Society fund (\$35,000), the Saginaw Children's Zoo fund (\$50,000) and the 911 Authority Mileage fund (\$80,000) due to an increase in property taxes and interest earnings.
- An increase to the Accommodation Tax fund of \$591,000 due to an increase in revenues received with an increase to the respective expenditure lines to transfer dollars to the Saginaw Convention & Visitor's Bureau of \$304,000 and to the Frankenmuth Convention and Visitor's Bureau of \$287,000.
- The County received a Final Grant closeout from MDOT for the Unified Work Program grant covering FY2016, FY2018, FY2019, and FY2020. The request is for the Planning Department's budget to be increased by \$76,700, offset by the receipt of \$5,251 from the State and use of unobligated program income funds from the Planning CDBG Grant activity to make the payment to the State of Michigan.
- A Special Revenue Fund for collecting and distributing Road millage dollars has been established. The request is to establish a budget for the new fund in an amount of \$13,000,000 to cover the distributions to Cities, Villages and the Road Commission of property tax revenues received as well as interest earned on those dollars while being held by the County.
- FY 2025 saw a higher apportionment to the Public Libraries of Saginaw as compared to the original budget requiring an increase in the County Library (Board) Fund of \$5,000 to account for the increased revenue and payment of penal fines.
- Fuel sales in the Harry W. Browne Airport Fund are higher than budgeted. An increase of \$30,000 for the fuel sales revenue and the corresponding expenditure of purchases for resale for FY 2025 was requested.

We recommend approving the request for adjustments to the FY 2025 budget and authorize the proper county officials to amend the budget accordingly.

Respectfully Submitted,
COMMITTEE ON BUDGET/AUDIT

s/ _____
Christopher S. Boyd, Chair

s/ _____
Tracey L. Slodowski, Vice-Chair

s/ _____
John L. Kaczynski

s/ _____
Michael A. Webster

s/ _____
Jack B. Tany

The Budget/Audit Committee met and considered Communication No. 9-16-9 from Kelly Suppes, Purchasing/Risk Manager, requesting approval to increase the revenue and expenditures of the FY25 Risk Management Budget (Org Code #67786500) by \$653,604 to account for increases in property, vehicle and liability claims.

Kelly Suppes communicated to the committee that after analysis of the Risk Management Budget, the fund had several circumstances which created changes in the budget including increases in property, vehicle and liability claims that also increased the required reserves.

We recommend approval to increase the revenue and expenditures of the FY25 Risk Management Budget by \$653,604 to account for increases in property, vehicle and liability claims and authorize the proper county officials to adjust the budget accordingly.

Respectfully Submitted,
COMMITTEE ON BUDGET/AUDIT

s/ _____
Christopher S. Boyd, Chair

s/ _____
Tracey L. Slodowski, Vice-Chair

s/ _____
John L. Kaczynski

s/ _____
Michael A. Webster

s/ _____
Jack B. Tany

The Budget/Audit Committee met and considered Communication No. 9-16-10 from Rachel Horton, Director, Animal Care & Control, requesting an increase to its FY25 donation budget of \$100,000 to allow for essential repairs and improvements to landscaping and fencing at the shelter.

We met with Director Horton who communicated that the area where the generator is floods and they would like to tile this area and bring in gravel to prevent water accumulation to protect it and make it easier to access. She would like to replace the dirt-based outdoor dog runs with pea gravel to allow for safe, sanitary, and durable outdoor areas. She also requests to add gates and fencing to expand playgroup spaces so more dogs can exercise outside simultaneously without escaping.

We recommend approval to increase the Saginaw County Animal Care and Control donation budget by \$100,000 and authorize the proper county officials to adjust the budget accordingly.

Respectfully Submitted,
COMMITTEE ON BUDGET/AUDIT

s/ _____
Christopher S. Boyd, Chair

s/ _____
Tracey L. Slodowski, Vice-Chair

s/ _____
John L. Kaczynski

s/ _____
Michael A. Webster

s/ _____
Jack B. Tany

Your committee considered Communication No. 9-16-16 from Timothy Novak, Treasurer, requesting an extension of the contract with retiree Maureen Haas for up to a year.

We met with Timothy Novak who communicated that the contract with Maureen Haas expires this month (September) and the 526 fund will pay for the contract so no funds are required from the County's General Fund. Maureen will continue to train a promoted employee, help with bank reconciliations, and balance personal property taxes for approximately 6-12 hours per week.

We recommend approval to extend the contract with retiree Maureen Haas for up to a year.

Respectfully Submitted,
COMMITTEE ON LABOR RELATIONS

s/_____
Gerald D. Little, Chair

s/_____
Sheldon Matthews, Vice-Chair

s/_____
Dennis M. Harris

s/_____
Mark S. Piotrowski

s/_____
Jack B. Tany

Your Labor Relations Committee considered Communication No. 9-16-17 from Mary McLaughlin, Manager/Coordinator, Community Corrections, requesting approval to authorize the Community Corrections Advisory Board (CCAB) to implement, maintain, and adopt an Onboarding Manual for Community Corrections staff and delegate the CCAB to exercise this responsibility on behalf of the county.

We met with Mary McLaughlin who communicated that the proposed manual is intended to serve as a comprehensive reference providing clear expectations for employees conduct and performance, standards for the administration and delivery of programs and services, and guidance on day-to-day operational procedures. Consistent and structured onboarding process is essential to ensure staff preparedness, enhance program effectiveness, and promote accountability in service delivery. By assigning the CCAB the authority to maintain this manual, updates may be made efficiently to align with evolving best practices, regulatory requirements, and community needs.

It is the recommendation of your Labor Relations Committee to authorize the Community Corrections Advisory Board (CCAB) to implement, maintain, and adopt an Onboarding Manual for Community Corrections staff and delegate the CCAB to exercise this responsibility on behalf of the county.

Respectfully Submitted,
COMMITTEE ON LABOR RELATIONS

s/_____
Gerald D. Little, Chair

s/_____
Sheldon Matthews, Vice-Chair

s/_____
Dennis M. Harris

s/_____
Mark S. Piotrowski

s/_____
Jack B. Tany

The Labor Relations Committee considered Communication No. 9-16-18 from Dave Gilbert, Civil/Labor Counsel, requesting consideration and approval of a Memorandum of Understanding (MOU) between County of Saginaw and UAW Local 455 – Unit 50 representing Professional Employees regarding a step increase for Judge Gafkay’s law clerk, Timothy Cary.

The Committee met with Dave Gilbert who communicated that Timothy Cary has nearly ten years of experience and Judge Gafkay desires to move him from a Step 1 to Step 3 of the B-19 wage scale which is still below the wages of other law clerks. The union desires that he remain at Step 3 for two years before moving to Step 4 of the B19 wage scale. Upon approval of the MOU, he will move from a Step 1 to Step 3 of the B-19 wage scale effective the date of the MOU and he will remain at Step 3 for two years from his date of hire before moving to Step 4 of the B-19 wage scale. With the exception of the wage scale, Timothy Cary will be treated as a new hire with respect to seniority and all other benefits provided by Saginaw County.

It is the recommendation of your committee to approve the Memorandum of Understanding between County of Saginaw and UAW Local 455 – Unit 50 representing Professional Employees regarding a step increase for Judge Gafkay’s law clerk, Timothy Cary.

Respectfully Submitted,
COMMITTEE ON LABOR RELATIONS

s/ _____
Gerald D. Little, Chair

s/ _____
Sheldon Matthews, Vice-Chair

s/ _____
Dennis M. Harris

s/ _____
Mark S. Piotrowski

s/ _____
Jack B. Tany

MEMORANDUM OF UNDERSTANDING
AND AGREEMENT

This MEMORANDUM OF UNDERSTANDING AND AGREEMENT made and entered into this ____ day of _____, 2025 by and among the County of Saginaw ("Funding Unit"), Saginaw County Trial Court ("EMPLOYER") and UAW LOCAL 455 – UNIT 50, representing Professional Employees ("UNION").

WHEREAS, Judge Gafkay recently hired Timothy Cary as a law clerk in her courtroom;

WHEREAS, Timothy Cary has nearly ten (10) years of experience;

WHEREAS, given the experience of Timothy Cary, Judge Gafkay is desirous of moving him from Step 1 to Step 3 of the B-19 wage scale, which is still below the other law clerks;

WHEREAS, the Union is desirous that if Timothy Cary moves from Step 1 to Step 3 of the B-19 wage scale, then he will remain at Step 3 for two (2) years before he may move to Step 4 of the B-19 wage scale;

WHEREAS, EMPLOYER and the UNION are parties to a Collective Bargaining Agreement ("CBA"), that expires on September 30, 2027;

WHEREAS, Article 21 of the CBA provides that job classification seniority for progression on the salary schedule shall commence with the employee's first full day of work within that classification on a regular basis for the EMPLOYER;

THEREFORE, it is agreed to as follows:

1. Based on the experience of Timothy Cary for the law clerk position with Judge Gafkay, Timothy Cary will be moved from Step 1 to Step 3 of the B-19 wage scale, effective the date of this MOU.
2. Timothy Cary shall remain at a Step 3 level for two (2) years from his date of hire, at which point he will be eligible to move to Step 4 of the B-19 wage scale.
3. With the exception of the wage scale, Timothy Cary will be treated as a new hire with respect to seniority and all other benefits provided by EMPLOYER.
4. This MOU shall be binding upon the EMPLOYER and UNION; shall not be considered precedent setting; and shall not affect the CBA in any other manner than that which is specifically set forth herein.

For the Funding Unit:

For the Union:

Jack Tany, Chairman
Saginaw County Board of Commissioners

Tim Maike – Business Agent

9-16-25/rls

For the Court:

Julie Gafkay, Chief Judge
County Administrator

Marcia Coughlin – Chief Steward

Approved as to Form:

David M. Gilbert – Labor Counsel
Gilbert & Smith, P.C.

COMMITTEE COMPENSATION 9-16-25.1**September 16, 2025**

I herewith submit for your approval the per diem to which members of this Board are entitled for attendance at Committee Meetings held August 3, 2025 - August 16, 2025.

<u>Date</u>	<u>Committee</u>	<u>Commissioner</u>	<u>Amount</u>
8/5/2025	Courts and Public Safety Committee	Boyd	\$50.00
8/7/2025	Budget/Audit Committee	Boyd	\$50.00
8/12/2025	Executive Committee	Boyd	\$50.00
8/4/2025	Human Services Committee	Coney	\$50.00
8/6/2025	County Services Committee	Harris	\$50.00
8/11/2025	Labor Relations Committee	Harris	\$50.00
8/13/2025	HWB Airport Board	Kaczynski	\$50.00
8/4/2025	Human Services Committee	Little	\$50.00
8/6/2025	County Services Committee	Little	\$50.00
8/11/2025	Labor Relations Committee	Little	\$50.00
8/12/2025	Executive Committee	Little	\$50.00
8/13/2025	HWB Airport Board	Little	\$50.00
8/5/2025	Courts and Public Safety Committee	Matthews	\$50.00
8/7/2025	Parks & Recreation Commission*	Matthews	*
8/11/2025	Labor Relations Committee	Matthews	\$50.00
8/13/2025	HWB Airport Board	Matthews	\$50.00
8/5/2025	Courts and Public Safety Committee	Piotrowski	\$50.00
8/11/2025	Labor Relations Committee	Piotrowski	\$50.00
8/4/2025	Human Services Committee	Slodowski	\$50.00
8/7/2025	Budget/Audit Committee	Slodowski	\$50.00
8/12/2025	Executive Committee	Slodowski	\$50.00
8/5/2025	Courts and Public Safety Committee	Spitzer	\$50.00
8/4/2025	Human Services Committee	Tany	\$50.00
8/5/2025	Courts and Public Safety Committee	Tany	\$50.00
8/6/2025	County Services Committee	Tany	\$50.00
8/7/2025	Budget/Audit Committee	Tany	\$50.00
8/11/2025	Labor Relations Committee	Tany	\$50.00
8/12/2025	Executive Committee	Tany	\$50.00
8/4/2025	Human Services Committee	Webster	\$50.00
8/6/2025	County Services Committee	Webster	\$50.00
8/7/2025	Budget/Audit Committee	Webster	\$50.00
8/12/2025	Executive Committee	Webster	\$50.00
TOTAL			\$1,550.00

*Department Pay

Respectfully Submitted, Suzy Koepplinger, Board Coordinator (8-15-25)

COMMITTEE COMPENSATION 9-16-25.2**September 16, 2025**

I herewith submit for your approval the per diem to which members of this Board are entitled for attendance at Committee Meetings held August 17, 2025 - August 30, 2025.

<u>Date</u>	<u>Committee</u>	<u>Commissioner</u>	<u>Amount</u>
8/19/2025	Committee of the Whole	Boyd	\$50.00
8/19/2025	Board Session	Boyd	\$25.00
8/19/2025	Committee of the Whole	Coney	\$50.00
8/19/2025	Board Session	Coney	\$25.00
8/28/2025	Land Bank Authority	Coney	\$50.00
8/19/2025	Committee of the Whole	Harris	\$50.00
8/19/2025	Board Session	Harris	\$25.00
8/19/2025	Committee of the Whole	Kaczynski	\$50.00
8/19/2025	Board Session	Kaczynski	\$25.00
8/19/2025	Committee of the Whole	Little	\$50.00
8/19/2025	Board Session	Little	\$25.00
8/20/2025	Saginaw Zoo Board	Little	\$50.00
8/21/2025	Commission on Aging	Little	\$50.00
8/28/2025	Mosquito Abatement Commission	Little	\$50.00
8/27/2025	STMCA Dispatch Committee	Matthews	\$50.00
8/19/2025	Committee of the Whole	Piotrowski	\$50.00
8/19/2025	Board Session	Piotrowski	\$25.00
8/25/2025	MI Works! Joint Board of Directors	Piotrowski	\$50.00
8/18/2025	HSS Advisory Board	Slodowski	\$50.00
8/19/2025	Committee of the Whole	Slodowski	\$50.00
8/19/2025	Board Session	Slodowski	\$25.00
8/20/2025	Saginaw Zoo Board	Slodowski	\$50.00
8/20/2025	Animal Control Advisory Board	Slodowski	\$25.00
8/19/2025	Committee of the Whole	Spitzer	\$50.00
8/19/2025	Board Session	Spitzer	\$25.00
8/19/2025	Committee of the Whole	Tany	\$50.00
8/19/2025	Board Session	Tany	\$25.00
8/20/2025	Castle Museum Board	Tany	\$50.00
8/25/2025	MI Works! Joint Board of Directors	Tany	\$50.00
8/19/2025	Committee of the Whole	Webster	\$50.00
8/19/2025	Board Session	Webster	\$25.00
8/21/2025	Community Action Committee	Webster	\$50.00
8/25/2025	MI Works! Joint Board of Directors	Webster	\$50.00
TOTAL			\$1,375.00

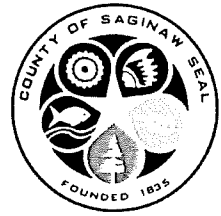
*Department Pay

Respectfully Submitted, Suzy Koepplinger, Board Coordinator (9-2-25)

VI. RESOLUTIONS (9-16-2025)

County Services Committee – M. Webster, Chair; D. Harris, Vice-Chair

- ❖ 2025 – 15 *Resolution of the County of Saginaw to Terminate Brownfield Plan Adopted in 2017 for 107 S. Water, 111 S. Water, and 121 S. Water*



**SAGINAW COUNTY
RESOLUTION 2025 – 15**

**RESOLUTION RE: TERMINATION OF BROWNFIELD PLAN [PROJECT #4143S] ADOPTED IN 2017
FOR 107 S. WATER, 111 S. WATER, AND 121 S. WATER**

Jack B. Tany, Christopher S. Boyd, Lisa R. Coney, Denny M. Harris, John L. Kaczinski,
Gerald D. Little, Sheldon Matthews, Mark S. Piotrowski, Tracey L. Slodowski,
Richard A. Spitzer and Michael A Webster

At a regular meeting of the Board of Commissioners of the County of Saginaw, Michigan,
held on September 16, 2025.

PRESENT: _____

ABSENT: _____

The following resolution was offered by Commissioner _____ and seconded by
Commissioner _____:

WHEREAS, the Saginaw County Brownfield Redevelopment Authority (BRA) adopted Brownfield
Plan [Project #4143S] (the "Plan") for the eligible properties located at 107 S. WATER,
111 S. WATER, AND 121 S. WATER, which is legally described as:

Eligible Property Information

Address	Tax Identification Number	Basis of Brownfield Eligibility	Approximate Acreage
107 S Water Street	03 0076 00000	Facility	0.299
111 S Water Street	03 0075 00100	Adjacent and Contiguous	0.171
121 S Water Street	03 0075 00200	Facility	0.723

WHEREAS, the Plan was approved by the Saginaw County Brownfield Redevelopment Authority
on June 29, 2017; and

WHEREAS, the objectives and eligible activities identified in the Plan have been successfully
completed, and all tax increment revenues authorized for capture have been used to reimburse
eligible project costs; and

WHEREAS, the Saginaw County Board of Commissioners has determined that it is in the best
interest of the public and all affected taxing jurisdictions to abolish the Plan and cease the capture
of tax increment revenues for this specific project.

NOW, THEREFORE, BE IT RESOLVED, by the Saginaw County Board of Commissioners as follows:

1. **Termination of Brownfield Plan:** The Saginaw County Board of Commissioners terminates Brownfield Plan [Project #4143S] for the identified property, effective immediately.
2. **Distribution of Funds:** Any remaining captured tax increment revenues and other funds collected under the Plan will be distributed to the appropriate taxing jurisdictions according to state law.
3. **Future Development:** A new Brownfield Plan may be created if a new project is proposed for the property.
4. **Rescission:** Conflicting resolutions are rescinded.
5. **Recording and Filing:** The County Clerk is directed to file a certified copy of this resolution with the Saginaw County Clerk and other applicable state agencies and take necessary actions to formally close out the Plan.

Adopted by the Saginaw County Board of Commissioners this September 16, 2025.

Yeas: _____
Nays: _____
Absent: _____
Abstain: _____
Total: - 11

STATE OF MICHIGAN)
)ss
COUNTY OF SAGINAW)

I, the undersigned, the duly qualified County Clerk of the County of Saginaw, State of Michigan, do hereby certify that the foregoing is a true and complete copy of proceedings taken at a regular meeting of the Board of Commissioners of said County, held on the 16th day of September 2025. Public notice of said meeting was given pursuant to and in compliance with Act No. 267 Public Acts of 1976, as amended.

I further certify that notice of the meeting was given and the meeting was conducted in accordance with the Open Meetings Act.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 16th day of September 2025.

Vanessa Guerra, County Clerk
County of Saginaw

VII. CLOSING PROCEDURE (9-16-2025)

1) Unfinished Business –

Budget/Audit Committee – D. Krafft, Chair; J. Tany, Vice-Chair

- *Draft #2 of the FY 2026 Budget, along with Resolutions A – D, as amended, were laid on the table pursuant to Board Report 8-19-25-4.2, until the September 16, 2025 Board Session under Unfinished Business*
(Distributed to all commissioners and available for review in the Board Office)

2026 County Budget (Draft #2 as amended) and Resolutions A-B-C-D, as amended *(To be distributed at or prior to the meeting)*

- "A" FY 2025/2026 Budget *(amended)*
- "B" FY 2025/2026 Salary Schedule
- "C" FY 2025/2026 Capital Improvement Plan
- "D" FY 2025/2026 Fee Schedule

2) Proclamations –

- ❖ October as Cybersecurity Awareness Month

3) Appointments and Elections

APPOINTMENTS

Pursuant to Article VII, 7.1.2 of the Board Rules, Chair appointments will be listed on the Addendum distributed at the September 16, 2025 Board Session.

ELECTIONS

Board of Canvassers - Information previously distributed. Ballots will be provided to each Commissioner during the meeting, collected and tallied by the Clerk, and the results will be announced prior to adjournment.

Democratic Nominees

- ❖ Judith Lincoln – Incumbent
- ❖ Robert Bowers
- ❖ Martha Wesley

Republican Nominees

- ❖ Terie A. Elbers
- ❖ David May
- ❖ Philip S. Zaroo

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

UNFINISHED BUSINESS

FROM: COMMITTEE ON BUDGET/AUDIT -- 4.2

SEPTEMBER 16, 2025

~~AUGUST 19, 2025~~

Your Budget/Audit Committee received Communication No. 8-19-17 from Koren Thurston, CPA, Finance Director, submitting requests for action in order to prepare Draft #2 of the recommended Fiscal Year 2026 Budget. Draft #2 of the Budget contains proposed changes to Draft #1, which was submitted in June 2025 with all funds in balance, including those funds that anticipate use of fund balance. Each committee reviewed Draft #1 of the proposed Fiscal Year 2026 Budget and a Committee of the Whole session was held June 23, 2025. The Budget was previously distributed to each commissioner and is available for review in the Office of the Board of Commissioners. The Budget/Audit Committee reviewed the Budget as submitted, considered information presented at the Committee of the Whole meeting, considered additional requests from departments, and have made amendments to Draft #1 of the 2026 Budget. The changes contained in Draft #2 of the FY 2026 Budget include:

- General Fund Amendments: Staff realignments in District Court Probation, County Clerk, Circuit Court and Maintenance resulting in an overall decrease of \$14,300; Provide \$60,000 in funding to the YMCA to continue Veterans services; Overall increase to the GF of \$45,700
- Animal Care & Control Fund: Staffing and operational realignment resulting in small decrease of \$890, thus reducing the use of fund balance from \$109,219 to \$108,329
- Opioid Settlement Fund: Increase to the Opioid Settlement Fund of \$500,000 for spending on opioid remediation
- Health Department: Increase to the Health Department fund of \$58,255 to account for changes in grant funding of various programs, reducing the use of fund balance from \$939,427 to \$868,357
- Commission on Aging: Decrease to its net budget of \$1,044,902 due to the elimination of federal grant funding for the Foster Grandparent Program (two full-time positions and operational line items)
- Public Improvement Fund: Reallocation of \$200,000 in funding for the purposes of creating a Master Plan for the County, with no change to the use of fund balance of \$1,485,185
- Fee Schedule: Equalization – Increase from \$1,500 to \$2,000 for Electronic Transfer of Assessment Information; Family Division/Detention – Establishing a rate of \$375 per day; Treasurer – Increase from \$20 to \$40 for the NSF Check Fee; and Medical Examiner – Increase from \$63 to \$75 for the Cremation Fee

Resolution A* contains the amended total budget for the County including the General Fund. The amended total County Budget for Fiscal 2026 is \$297,146,964 which is a 2.69% percent decrease from the current amended Fiscal 2025 Budget. The amended General Fund Budget for Fiscal 2026 is \$62,169,506 which represents an increase of \$984,888 or 1.61% percent over the current amended Fiscal 2025 Budget. **Draft #2 of the General Fund budget includes the use of \$564,014 in reserves to balance budgeted revenues with budgeted expenses.** Resolution A also contains the proposed County millage rates to be levied December 1, 2025 and July 1, 2026, as well as the authorization of the 9-1-1 surcharge to fund operations as set forth in the 2026 Budget. ***An updated version of Resolution A has been prepared, showing the revised numbers and additional amendments as discussed.**

Resolution B lists salaries for elected/appointed officials including judges and non-union employees. The salaries of elected/appointed officials have been set by the Saginaw County Board of Commissioners and the salaries of judges have been set by the State Officers Compensation Commission.

Resolution C sets forth the prioritized Capital Improvement Budget for Fiscal Year 2026, which totals \$9,149,780, a \$376,058 increase over the current amended FY 2025 budget.

Resolution D sets fees for all departments controlled by the Saginaw County Board of Commissioners, as amended from year to year.

A public hearing was held at the August 19, 2025 session to allow comment on the proposed FY 2026 Budget, as amended, and on the proposed millages to be levied in December 2025 and July 2026. Notice was previously published in *The Saginaw News (MLive)* and copies of the budget material will be made available to the public at the meeting.

It is the recommendation of your committee that Draft #2 of the Administrator's recommended Fiscal Year 2026 Budget, as amended, containing Budget Resolutions A, B, C and D ~~be laid on the table and scheduled for formal adoption~~ **be adopted at the September 16, 2025 Board Session.**

Respectfully Submitted,
COMMITTEE ON BUDGET/AUDIT

s/ _____
Christopher S. Boyd, Chair

s/ _____
Tracey L. Slodowski, Vice-Chair

s/ _____
John L. Kaczynski

s/ _____
Michael A. Webster

s/ _____
Jack B. Tany



OCTOBER 2025
National Cybersecurity
Awareness Month
#BeCyberSmart

OWN
SECURE
PROTECT IT

WHEREAS, in 2004, the President of the United States and Congress first designated October as Cybersecurity Awareness Month to help individuals protect themselves online amid growing threats to technology systems and confidential data; and

WHEREAS, the County of Saginaw recognizes its vital role in identifying, protecting against, and responding to cybersecurity threats that can significantly affect the safety, privacy, and well-being of its residents; and

WHEREAS, cybersecurity education and awareness are essential for not only every County of Saginaw employee, but also large corporations, small businesses, financial institutions, schools, government agencies, tribal organizations, non-profit entities—who rely on internet-connected devices such as computers, mobile phones, and smart technology; and

WHEREAS, individuals and organizations can reduce their risk of cyber threats such as phishing, ransomware, malware, financial loss, and data breaches by completing Security Awareness Training, being mindful of online activity, keeping software up to date, using strong passwords and password managers, and enabling multi-factor authentication for online accounts; and

WHEREAS, Throughout the year, but especially in October, the County of Saginaw is committed to providing the necessary training and educational programs for all Elected Officials, Judges, and Employees to further cybersecurity awareness within our organization. We will provide employees with the resources necessary to improve our ability to identify potential cybersecurity events. The County of Saginaw's information technology team is at the leading edge of protecting the systems that support vital services for our residents and only by working together can we continue to strengthen our cybersecurity posture.

Now, Therefore, Be It Resolved, That the County of Saginaw Board of Commissioners hereby proclaims October as Cybersecurity Awareness Month in Saginaw County.

In Witness Whereof, The seal of the County of Saginaw will be affixed and the Proclamation adopted by the Board of Commissioners on the 16th day of September in the year of our Lord two thousand twenty-five.

Respectfully Submitted,

Saginaw County
Board of Commissioners

A handwritten signature in black ink that reads 'Jack B. Tany'.

Jack B. Tany
Chairman, District #2

Presented & Adopted:
September 16, 2025



*Christopher S. Boyd, Lisa R. Coney, Dennis M. Harris, John L. Kaczynski, Gerald D. Little, Sheldon Matthews
Mark S. Piotrowski, Tracey L. Slodowski, Richard A. Spitzer, Jack B. Tany, Michael A. Webster*