



**THERESA M. SPENCER
LAPEER COUNTY CLERK**

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Lapeer, Michigan 48446

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A-G-E-N-D-A

**LAPEER COUNTY BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
February 22, 2024
9:00 A.M.**

Tom Kohlman	District #1
Gary Howell	District #2
Kevin Knisely	District #3
Brad Haggadone	District #4
Truman Mast	District #5
William Hamilton	District #6
Bryan Zender	District #7

CALL TO ORDER BY CHAIRMAN/VICE-CHAIR

- ◆ Roll Call
- ◆ Opening Prayer
- ◆ Pledge of Allegiance

CONSIDERATION FOR APPROVAL:

- ◆ Agenda
- ◆ January 25, 2024 Regular Board Meeting

FOR REVIEW IN FOLDER:

**COMMISSIONER MILEAGE/EXPENSE SHEETS (included in agenda, if any)
TRAINING REGISTRATION/OVERNIGHT TRAVEL REQUEST
GRANT APPLICATIONS & BUDGET AMENDMENTS**

ELECTED OFFICIAL/DEPARTMENT HEAD UPDATES

PUBLIC TIME - Citizens Comments, etc.

CONTINUED -

NEW/OLD BUSINESS:

DRAFT MOTIONS

♦ Committee of the Whole	(February 8, 2024)	(Attached)
♦ Properties Committee	(January 8, 2024)	(Attached)
♦ Personnel Committee	(January 25, 2024)	(Attached)
♦ Personnel Committee	(February 8, 2024)	(Attached)
♦ Policies and Procedures Committee	(February 9, 2024)	(Attached)

1. **PROSECUTING ATTORNEY** - Request to increase the On-Call pay from \$300 to \$500 per week (referred from the 2/8/2024 Personnel Committee Meeting without recommendation- see attachments)
2. **AUDIT MOTIONS**- Enter into the Record
County's Audit Motions for February 9th and 23rd, 2024 and the Road Commissions Audit Motion for disbursements dated February 9th and 22nd, 2024
(Copies of February 23th and 22th to be distributed at the meeting)
3. **NOTICE OF EXPIRED TERMS**
 - A. Agricultural Preservation Board
2 positions, which expired December 31, 2023
 - B. Brownfield Redevelopment Authority
7 positions, which expired December 31, 2023
 - C. Economic Development Corporation Board of Directors
2 positions, which expired December 31, 2023
 - D. Senior Programs Advisory Board
Commissioner District #7, which expired December 31, 2022
 - E. Valley Area Agency on Aging (VAAA)- Executive Board
1 position, which expired December 31, 2023
 - F. Thumb Regional Community Corrections Advisory Board
1 unexpired term, which expired March 1, 2023
 - G. Jury Board – Judicial Recommendation
1 unexpired term, which ends April 30, 2025

(Additional items)

- 1.
- 2.

AD HOC COMMITTEE UPDATES- If needed

PUBLIC TIME - Citizens Comments, etc.

COMMISSIONER REPORTS

ADMINISTRATOR/CHIEF FINANCIAL OFFICER UPDATES**CLOSED SESSION – If needed****RECESS/ADJOURN**

****Public Recording Notice:** Please be advised that the meetings of the Lapeer County Board of Commissioners are streamed live and recorded on social media for public viewing and transparency. We respectfully request that anyone addressing the Board of Commissioners during "Public Time" be proactive and make every effort in keeping their words and language appropriate for ALL users, including children for educational purposes. **

Agenda and attachments: 41 pages total.

LAPEER COUNTY BOARD OF COMMISSIONERS
January 25, 2024
9:00 A.M.

Chairman Kohlman called the meeting to order at 9:01 a.m. in the Commission Chambers on the lower level of the County Complex Building. Commissioner Mast opened the meeting with prayer. The Pledge of Allegiance was recited.

Present:	Tom Kohlman	District #1
	Gary Howell	District #2
	Kevin Knisely	District #3
	Brad Haggadone	District #4
	Truman Mast	District #5
	William Hamilton	District #6
	Bryan Zender	District #7

AGENDA

The agenda and draft minutes from the January 4, 2024 Organizational Meeting, January 4, 2024 Regular Board Meeting, and January 11, 2024 Special Board Meeting were reviewed.

40-2024

Motion by Howell, supported by Knisely, to accept the agenda with the addition of the Addendum items, and the deletion of a closed session. Motion carried.

41-2024

Motion by Haggadone, supported by Hamilton, to approve the January 4, 2024 Organizational Meeting, as presented. Motion carried.

42-2024

Motion by Hamilton, supported by Mast, to approve the January 4, 2024 Regular Board Meeting, as presented. Motion carried.

43-2024

Motion by Howell, supported by Hamilton, to approve the January 11, 2024 Special Board Meeting, as presented. Motion carried.

ELECTED OFFICIAL/DEPARTMENT HEAD UPDATES

Theresa M. Spencer, County Clerk gave a brief update regarding Circuit Court Collections, Early Voting, Board of Canvass and Jury Board.

Sheriff McKenna gave an update regarding prisoner swap, and the accident with County Deputies and State Troopers.

Lauren Emmons, C.E.O., Community Mental Health, said good bye and expressed appreciation to the Commission for all the years of working together.

PUBLIC TIME – five people spoke during public time.

44-2024

Motion by Howell, supported by Haggadone, to authorize the Sheriff's Department to purchase 2 AED's from the Lapeer County Emergency Medical Services Authority Board (EMS), at \$1,857.50 each, to be paid from line item 207-301-977.000. Motion carried.

45-2024

Motion by Haggadone, supported by Zender, to authorize the transfer of \$89,661.33, representing the 1st of three installments toward the annual allocation of \$268,984.00, from Lapeer County Community Mental Health Appropriations (101-990-999.222) to Lapeer County Community Mental Health Expenditures (222-990-695.010). Motion carried.

46-2024

Motion by Howell, supported by Haggadone, to adopt the following "Resolution to Adopt the Michigan State Housing Development Authority (MSHDA) Citizens Participation Plan" for Lapeer County, to be further referenced as the MSHDA CPP, as required to be a participant in Community Development Block Grant (CDBG) funding:

Resolution – 2024-R01
To adopt the
Michigan State Housing Development Authority (MSHDA)
Citizens Participation Plan (CPP)
Lapeer County, Michigan

WHEREAS, the County of Lapeer has applied for Community Development Block Grant (CDBG) funds; and,

WHEREAS, the County of Lapeer is required to have an adopted Citizens Participation Plan (CPP) or adopt the Michigan State Housing and Community Development Authority CPP as a requirement for eligibility under CDBG; and,

WHEREAS, the County of Lapeer has chosen to adopt the Michigan State Housing and Community Development Authority Citizen's Participation Plan; and,

NOW, THEREFORE BE IT RESOLVED the Lapeer County Board of Commissioners of Lapeer County, Michigan hereby adopts the Michigan State Housing and Community Development Authority Citizen's Participation Plan, as presented and on file with the Clerk of the Board.

Roll Call vote: Howell, aye; Mast, nay; Zender, aye; Haggadone, aye; Hamilton, nay; Knisely, aye; Kohlman, nay. 4 ayes, 3 nays. Motion carried.

47-2024

Motion by Howell, supported by Haggadone, to refer "Authorizing Resolution" related to the application of the Michigan State Housing Development Authority (MSHDA)'s Community Development Block Grant (CDBG) Housing Improving Local Livability (CHILL) Program to the February 8, 2024 Committee of the Whole Meeting with authority to act. Motion carried.

48-2024

Motion by Howell, supported by Haggadone, to grant the Committee of the Whole authority to act in order to establish a Public Hearing at the February 8, 2024 Meeting, to hear public comments related to the County's Community Development Block Grant (CDBG) Housing Improving Local Livability CHILL Grant Program application through the Michigan State Housing Development Authority (MSHDA); and further, to authorize the County Clerk to publish said notice in a local newspaper of general circulation. Motion carried.

49-2024

Motion by Hamilton, supported by Knisely, to authorize the immediate payment of the Fiscal Year 2023 dues to the Michigan Association of Counties (MAC), in the amount of \$14,268.59 for the period of July 1, 2023 through June 30, 2024, to be paid from line item 101-241-957.102 (2023 Budget). Motion carried.

50-2024

Motion by Knisely, supported by Mast, to authorize payment to Shifman Fournier, PLC, in the amount of \$540.00, for labor related legal services rendered through December 31, 2023, to be paid from line item 101-239-801.020. Motion carried.

51-2024

Motion by Knisely, supported by Mast, to authorize payment to the Lapeer Development Corporation for Professional Economic Services for Fiscal Year 2023/2024, at a cost not to exceed \$10,000.00, to be paid from line item 101-237-959.000. Motion carried.

52-2024

Motion by Zender, supported by Hamilton, pursuant to the recommendation of the Properties Committee, to approve the construction project creating 4 offices out of 2 large offices and small storage room to provide needed office space at the Community Mental Health Building for the OPC/Triage programs, at a cost not to exceed \$7,500.00, to be paid for by Community Mental Health funding, at no additional cost to the County's General Fund. Motion carried.

53-2024

Motion by Howell, supported by Haggadone, pursuant to the recommendation of the Personnel Committee, to authorize the hourly rate increase for the Community Collaborative Coordinator position (#389) from \$20.80 to \$22.53, effective December 23, 2023, as budgeted, and at no additional cost to the County's General Fund. Motion carried.

54-2024

Motion by Hamilton, supported by Knisely, pursuant to the recommendation of both the I.T. and Personnel Committees as well as previous discussions at the Budget Hearings, to authorize the County Administration to amend their Table of Organization and add and fill one full-time I.T. Hardware/Software Network Support Technician position (#TBD, Pay Grade 18), to be paid from the General Fund; and further, to approve the job description for said position, as attached. Motion carried.

55-2024

Motion by Mast, supported by Knisely, to enter into the record the County's Audit Motions for January 12th and 26th, 2024 and also the Road Commissions Audit Motion for disbursements dated January 11th and 25th, 2024. Mast, aye; Zender, aye; Haggadone, aye; Hamilton, aye; Howell, aye; Knisely, aye; Kohlman, aye. 7 ayes. Motion carried unanimously.

No action was taken regarding the appointments needed for: Agricultural Preservation Board, Brownfield Redevelopment Authority, Economic Development Corporation Board of Directors, Senior Programs Advisory Board, Valley Area Agency on Aging (VAAA), Thumb Regional Community Corrections, and the Jury Board.

Mental Health Services Board56-2024

Motion by Hamilton, supported by Knisely, to appoint Rose Navarre, to re-appoint Lori Curtiss, to appoint Rex Ziebarth, and to re-appoint Truman Mast to serve on the Mental Health Services Board for a three-year term ending March 31, 2027. Motion carried.

57-2024

Motion by Haggadone, supported by Zender, pursuant to County policy, to authorize payment of the GC-6 County Expense Reimbursement Form submitted by Commissioner Tom Kohlman for mileage reimbursement from May through October, 2023, in the amount of \$284.93, to be paid from line item 101-101-860.050. Motion carried.

58-2024

Motion by Hamilton, supported by Zender, to authorize the renewal of the County's Liability Insurance coverage through Michigan Municipal Risk Management Authority, for the period of January 1, 2024 through December 31, 2024, with the annual premium of \$562,574.00, to be paid from line item 101-242-713.000, and to authorize required payments to Michigan Municipal Risk Management Authority for said policy. Motion carried.

AD HOCK COMMITTEE UPDATE

No updates given.

PUBLIC TIME – two people spoke during public time.

COMMISSIONER REPORTS

At this time, the Commissioners had an opportunity to give brief reports on meetings and conferences that they have recently attended, as well as upcoming meetings and events, along with statements regarding public time comments.

ADMINISTRATOR/CHIEF FINANCIAL OFFICER UPDATES

No updates given.

59-2024

Motion by Mast, supported by Hamilton, to adjourn the meeting. 10:16 a.m.

Tom Kohlman, Chairman
Board of Commissioners

Theresa M. Spencer, County Clerk
Clerk of the Board

DRAFT

**DRAFT MOTIONS FROM THE
February 8, 2024
Committee of the Whole Meeting**

1. Motion by , supported by , pursuant to motion 47-2024 of the January 25, 2024 Regular Board Meeting, giving the Committee of the Whole the authority to act, to enter into the official record the following action taken at the February 8, 2024 meeting of the Committee of the Whole:

“Motion by Howell, supported by Haggadone, to adopt the following “Authorizing Resolution” related to the application of the Michigan State Housing Development Authority (MSHDA)’s Community Development Block Grant (CDBG) Housing Improving Local Livability (CHILL) Program to benefit low and moderate-income residents; and further, to designate the County Administrator/Controller as the Environmental Review Certifying Officer for said grant:

**COUNTY OF LAPEER
AUTHORIZING RESOLUTION – 2024-R02**

WHEREAS, the Michigan State Housing Development Authority (MSHDA) has invited Units of General Local Government to apply for its Community Development Block Grant (CDBG) Housing Improving Local Livability (CHILL) Program; and

WHEREAS, the Lapeer County desires to request \$590,000 in CDBG funds to implement administrative activities and a Homeowner Improvement Project in partnership with the Human Development Commission (HDC) of Lapeer County; and

WHEREAS, the proposed project is consistent with the needs of the local community as described in the Application; and

WHEREAS, the proposed project will benefit residents of the county with at least 51 percent of those assisted being low- and moderate-income persons as determined by census data provided by the U.S. Department of Housing and Urban Development; and

WHEREAS, local funds and any other funds to be invested in the project have not been obligated/incurred and will not be obligated/incurred prior to a formal grant award, completion of the environmental review procedures and a formal written authorization to obligate/incur costs from the Michigan State Housing Development Authority.

NOW, THEREFORE, BE IT RESOLVED that Lapeer County hereby designates the County Administrator/Controller as the Environmental Review Certifying Officer, the person authorized to certify the CDBG Application, the person authorized to sign the Grant Agreement and payment requests, and the person authorized to execute any additional documents required to carry out and complete the grant.

Roll Call vote: Howell, aye; Hamilton, nay; Knisely, aye; Mast, nay; Zender, aye; Haggadone, aye; Kohlman, nay. 4 ayes, 3 nays. Motion carried.”

Draft Motions from the Committee of the Whole Continued

2. Motion by Hamilton, supported by Zender, to recommend to the Full Board, to accept the 2024 Michigan Association for Local Public Health (MALPH) Lapeer Health Department Staff Wellbeing mini-grant, in the amount of \$4,000.00, at no additional cost to the County General Fund, and to authorize the Health Department Director to electronically sign the agreement and that a copy be forwarded to the County Clerk to be entered into the Official Record as an exhibit. Motion carried.
3. Motion by Zender, supported by Howell, to recommend to the Full Board, to accept the 2024 Michigan Department of Health and Human Services (MDHHS) Oral Health Kindergarten Assessment Program Grant, in the amount of \$56,909.00, at no additional cost to the County General Fund, and to authorize the Health Department Director to electronically sign the agreement and that a copy be forwarded to the County Clerk to be entered into the official record as an exhibit. Roll Call vote: Zender, aye; Howell, aye; Knisely, aye; Mast, aye; Haggadone, aye; Hamilton, aye; Kohlman, nay. 6 ayes, 1 nay. Motion carried.
4. Motion by Howell, supported by Hamilton, to recommend to the Full Board, to approve and sign all township and village contracts for the Lapeer County Sheriff's Office. Motion carried.
5. Motion by Zender, supported by Haggadone, to recommend to the Full Board, to approve the Lapeer County Sheriff's Office submission of the Corrections Officer's training grant for the 1st calendar, and no additional cost to the county. Motion carried.
6. Motion by Knisely, supported by Zender, to recommend to the Full Board, to approve the purchase of 4 tasers for the Corrections Division. To be paid from the contingency 207-100-700.100. Motion carried.
7. Motion by Zender, supported by Hamilton, to recommend to the Full Board, to approve the purchase of ten (10) Zoll AED Plus, ten (10) Zoll PediPadz, ten (10) sets of lithium ion batteries, and twenty (20) CPR Stat-Padz Electrodes to be purchased and reimbursed by the Fiscal Year 2022 Homeland Security Grant Program Funds from ElectraMed, at a cost of \$18,820.00 from line item 258-424-977.000, and subsequently reimbursed by the identified Fiscal Year 2022 Homeland Security Grant Program (HSGP). Motion carried.
8. Motion by Zender, supported by Hamilton, to recommend to the Full Board, to authorize the renewal of the Equature contract on a 5-year prepaid with a 5% savings, at a cost of \$98,517.23, to be paid using the 9-1-1 millage account #482-325-977.000 at no additional cost to the County General Fund. Motion carried.

Draft Motions from the Committee of the Whole Continued

9. Motion by Zender, supported by Hamilton, to recommend to the Full Board, to authorize the renewal of the Motorola support for dispatch consoles, at a cost of \$40,038.00. To be paid using the 9-1-1 account #261-325-813.000, at no cost to the County General Fund. Motion carried.
10. Motion by Hamilton, supported by Zender, to recommend to the Full Board, to authorize the 2-year renewal of the Motorola support for Emergency Callworks at a cost of \$49,660.38. to be paid using the 9-1-1 millage account #482-325-977.000 at no cost the county general fund.
11. Motion by Knisely, supported by Zender, to recommend to the Full Board, to authorize the payment of the ProComm annual invoice for local radio support at a cost of \$55,080.00. To be paid using the 9-1-1 account #261-325-813.000 at no cost to the county general fund.
12. Motion by Howell, supported by Knisely, to recommend to the Full Board, to enter into a three (3) year contract with MGT of America Consulting, LLC for the Friend of the Court and Prosecuting Attorney Title IV-D Cooperative Reimbursement Program, as submitted, and further, to authorize the Chair/Vice-Chair to sign said contract. Motion carried.
13. Motion by Zender, supported by Hamilton, to recommend to the Full Board, to authorize Probate Court to purchase Training from University of Cincinnati Corrections Institute in the amount of \$6,750.00 for Youth Level Assessment Tool. Motion carried.
14. Motion by Hamilton, supported by Zender, to recommend to the Full Board, to accept the State of Michigan 2024 County Veteran Service Fund Grant awarded up to \$93,689.85, and further, to authorize the Chair/Vice-Chair to sign said Grant. Motion carried.
15. Motion by Knisley, supported by Mast, to recommend to the Full Board, to authorize payment to Shifman Fournier, PLC in the amount of \$1,035.00 , for labor related legal services rendered through January 31, 2024, to be paid from line item 101-239-801.020. Motion carried.

Draft Motions from the Committee of the Whole Continued

16. Motion by Hamilton, supported by Zender, to recommend to the Full Board, to authorize Administration to purchase a renewal subscription from SHI for the Budget Book Software, in the amount of \$20,556.00, to be paid from line item 101-228-813.030. Motion carried.

Valley Area Agency on Aging (VAAA) Executive Board

17. Motion by Howell, supported by Hamilton, to recommend to the Full Board, to re-appoint Willa Talley to serve on the Valley Area Agency on Aging (VAAA) Executive Board for a two-year term ending December 31, 2025. Motion carried.

DRAFT PROPOSED MOTIONS
FROM THE
February 8, 2024
PROPERTIES COMMITTEE MEETING

1. **Motion by Kohlman, supported by Knisely, to recommend to the Full Board, pursuant to the recommendation of the Properties Committee, to authorize the County to sell passenger van to Central State Group Home at a price of \$14,243.00. Motion carried.**
2. **Motion by Knisely, supported by Kohlman, to recommend to the Full Board, pursuant to the recommendation of the Properties Committee, to authorize the reassignment of the current vehicle from MSUE to Building and Grounds general fleet. Motion carried.**
3. **Motion by Kohlman, supported by Knisely, to recommend to the Full Board, pursuant to the recommendation of the Properties Committee, to accept the grant Memorandum of Understanding and Agreement between the County of Lapeer and the Michigan Department of Natural Resources in the amount of \$15,000.00 for funding of regular maintenance along the Polly Ann Trail; and further to authorize the Chairman to sign said grant agreement. Motion carried.**

PROPOSED DRAFT PERSONNEL MOTIONS
FROM THE JANUARY 25, 2024
PERSONNEL COMMITTEE MEETING

1. Motion by Howell, supported by Haggadone, to recommend to the Full Board to authorize Community Mental Health CEO to negotiate the rate of pay for the internal candidate for the Chief Clinical Officer position up to Step 3 of Pay Grade 25, at no additional cost to the County's General Fund. Motion carried unanimously.

2. Motion by Howell, supported by Haggadone, to recommend to the Full Board to amend the Table of Organization in conjunction with Phase 1 which was previously authorized by motion #283-2023, and to authorize Community Mental Health to add the following Phase 2 remainder new positions to fulfill the requirements of the State Demonstration participation as a Certified Community Behavioral Health Center and to meet increased demand for services especially for the mild to moderate clients of Lapeer County, to be paid from CMH funding and at no additional cost to the County's General Fund:

Phase Two (January 2024 – March 2024)

- (3) CMH Professional BA (#TBD, Case Management, PG 18)
- (1) CMH Professional BA (#TBD, Non-Union, Quality Dept, PG18)
- (1) Certified Peer Support Specialist Position (#TBD, PG 15)
- (2) Master Level Clinicians (#TBD, PG 21)
- (1) Parent Support Partner (#TBD, PG 15)
- (1) General Clerk (#TBD, PG 13)

Motion carried unanimously.

3. Motion by Haggadone, supported by Howell, to recommend to the Full Board to authorize the Prosecuting Attorney to negotiate the rate of pay for the Secretary II position (#105) up to a Step 1 of Pay Grade 15 based on the candidate's experience, qualifications and LEIN certification, as agreed upon through the Letter of Understanding with the Teamsters Local 214 union, effective February 5, 2023, at no additional cost to the County's General Fund.

PROPOSED DRAFT PERSONNEL MOTIONS
FROM THE FEBRUARY 8, 2024
PERSONNEL COMMITTEE MEETING

1. Motion by Haggadone, supported by Howell, pursuant to the recommendation of the Personnel Committee, to amend the Table of Organization for the Building & Grounds/Parks Department to create and add one new part-time seasonal General Clerk/Office Aide position (#TBD, PG 13 entry flat rate \$16.22) for the period of May through September, to be paid from within their budget (Fund 101-265); and further, to approve the related job description for said position, as attached. Motion carried unanimously.

2. Motion by Howell, supported by Haggadone, pursuant to the recommendation of the Personnel Committee, to amend the Table of Organization for the Probate/Family Court office to create and add one full-time Juvenile Register/Court Clerk I position (#TDB, Pay Grade 14), as previously discussed and budgeted through the Budget Hearing process, to be paid within the Court budget; and further, to approve the related job description for said position. Motion carried unanimously.

LAPEER COUNTY

Building Grounds/Parks Department

Seasonal General Clerk/Parks General Clerk/Office Aide

Under the general supervision of the Building Grounds/Parks Director, and coordinated with the Special Event Coordinator, the role of the Seasonal Parks General Clerk/Office Aide is to help ensure the success of the parks season. The position will effectively gather, communicate, and record information regarding the County Parks for informational purposes for the public.

Essential Functions:

1. Provides information and answers questions regarding County Parks events, amenities, services, fees, etc.
2. Assist in the verification and confirming reservations of County Park pavilions.
3. Operates standard office equipment such as computes, copiers, scanners, calculators etc.
4. Collect monies related to rentals and secures accordingly.
5. Receives incoming calls & emails, answers questions and inquires, and replies appropriately.
6. May assist in marketing including social media marketing.
7. May assist in event set up including moving facility and recreation equipment such as picnic tables, trash cans, folding tables, and chairs.

Other Functions:

Other duties as assigned for the operation and function of the office and park.

This list may not be inclusive of the total scope of the job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications:

Education: High school graduation preferred by not required.

Experience: Prefer some basic office skills including answering phones, filing, emailing, typing and computer work in Microsoft Office.

Qualifications:

Ability to accurately follow written and oral instructions, and ability to work independently.

Customer service ethic including neat appearance and professional attitude.

Ability to work together with other employees and managers.

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

FLSA Status: exempt

Workers' Compensation Code:

Occupational Employment Statistical Code:

Physical Requirements: *{This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements and working conditions. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements}:*

Lifting ability to load and move event/park supplies and equipment.

Ability to enter and retrieve information from computer.

Ability to communicate effectively orally and in writing.

Working Conditions:

Works in office conditions and various indoor and outdoor conditions.

Exposure to environmental allergens such as grass, weeds, and pollens.

Exposure to equipment where risk exists of getting burned, bruised or scraped.

LAPEER COUNTY

PROBATE COURT

JUVENILE REGISTER/COURT CLERK I - PROBATE

General Summary

Under the supervision of the Probate Court Administrator, this position performs a variety of clerical functions in setting up and maintaining Juvenile and Child Protection Proceeding files, typing and processing orders, notices, scheduling hearings, and serving as office receptionist.

Essential Functions

1. Opens Juvenile and Child Protection case files, including Adoption and other filings under the Juvenile Court. Data entry into the case management system, process filings and setting of hearings.
2. Serves as office receptionist screening and directing telephone calls and visitors. Receipts in payments pertaining to Juvenile Court. Provides case related information and procedural information in response to inquiries.
3. Reviews court filings and processes documents in the case management system and assures all interested parties are notified, if necessary, of the filings.
4. Prepares Juvenile Court files for scheduled hearings.
5. Completes court orders following hearings and assures interested parties receives copies.
6. Maintains fingerprint and DNA list to assure they are completed.
7. Serves as the back-up court recorder and is responsible to get certification, whether as a CEO or CER. Learn and understand the application of the digital court recording system including ZOOM.
8. Be backup clerk to take payments in absence of Account Clerk in reference to Juvenile Court matters.
9. Becomes familiar with the Probate Court case type filings to assist with telephone and counter inquiries.
10. Assists Juvenile Probation Officers and Truancy Officers with court filings, creation of documents etc.
11. Assists in other areas of the court as required.

LAPEER COUNTY

PROBATE COURT

Other Functions

None listed.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education: High school graduation, or equivalent experience, prefer college coursework or associate degree in human services field.

Experience: Six months of clerical experience in a probate or Juvenile Court or closely related setting.

Other Requirements: Required to receive either CEO or CER certification related to court recording duties within 6-months of employment.

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

FLSA Status: Non-Exempt

Worker's Compensation Code: 8810

Occupational Employment Statistical Code: 53702

Physical Requirements *{This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements and working conditions. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements}:*

Ability to operate multi-line telephone.

Ability to access court files.

Ability to lift and carry files.

Ability to enter and retrieve information from a computer.

Ability to operate copy machines and other office equipment.

Ability to operate digital recording equipment and zoom applications for the Courtroom.

Understanding word processing programs.

Working Conditions:

Works in office conditions.

DRAFT PROPOSED MOTION
FEBRUARY 9, 2024
POLICIES AND PROCEDURES COMMITTEE MEETING

- 1. Motion by Hamilton, supported by Mast, pursuant to the recommendation of the Policies and Procedures Committee, to adopt the revised FY 2024 Rules of Procedures for the Lapeer County Board of Commissioners, as attached, with language clarifications related to the appointment process when filling vacancies on the various boards and committees appointed by the Board of Commissioners, and other minor language clarifications. Motion carried unanimously.**

County of Lapeer

Rules of Procedure
for the
Lapeer County
Board of Commissioners



2024

Adopted on:
January 4, 2024, Motion #05-2024

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LAPEER COUNTY BOARD OF COMMISSIONERS

RULES OF PROCEDURE

ARTICLE I

BOARD ORGANIZATION

- 1.1 **Board Membership:** The Board of Commissioners shall consist of *seven (7)* members elected from single member districts, apportioned on the basis of population as provided by law.
- 1.2 **Term of Office:** The 2023-2024 term of each Commissioner shall be for two (2) years, concurrent with that of State Representatives. For all terms commencing on or after January 1, 2025, the term of office for each Commissioner shall be four (4) years.
- 1.3 **Vacancies on the Board:** Pursuant to MCLA 46.412, vacancies caused by death, resignation, removal from the district or removal from office shall be filled by appointment by the Board of Commissioners, within thirty (30) days, by a resident and registered voter of the district in which the vacancy occurred. If the vacancy occurs in an odd numbered year, the appointee shall serve until the vacancy is filled at a special election which the Board shall call. If the vacancy should occur in an election year, the appointee shall serve the remainder of the un-expired term. If the vacancy is not filled within thirty (30) days, it shall be filled by special election regardless of the year, as consistent with State law.
- 1.4 **Reapportionment:** With sixty (60) days after the publication of the latest United States Official Decennial Census figures, the Board shall be reapportioned, in the manner prescribed by law.
- 1.5 **Compensation:** Each member of the Board of commissioners shall receive a salary as adopted in the prior term plus any percentage increases awarded to all non-union personnel paid bi-weekly (26 pays annually). Mileage shall be reimbursed at a rate set by the Board of Commissioners.

Mileage and/or other related expenses shall be submitted on the County Travel Expense Voucher (GC-6). All reimbursement of mileage and other expenses shall follow current policy. County Commissioners' mileage/expense sheets (GC6 forms) are to be included in the Regular Board Meeting agenda packets.
- 1.6 **Officers, Agents, and Employees:** The Board shall elect at its Organizational Meeting each year a Chairperson and Vice-Chairperson, and may appoint at such other times other representatives, agents, and employees as necessary and desirable.

- 1.7 **Powers and Duties:** The Board shall have such powers and duties as shall from time to time be provided by law. The authority of the Board of Commissioners is a collective one, and according to state law, no individual member can assume any action, decision, or endeavor on behalf of or in lieu of Board action. The Board meetings will be guided by Roberts Rules of Order.
- 1.8 **Indemnification:** The County shall indemnify and save harmless all board members against any damages incurred by them, or any judgment rendered against them, in connection with the defense of any action, suit, or proceeding in which they are made parties as the result of acting in the scope of their duties for the County of Lapeer as a member or a past member of the Board, except in relation to matters as to which any such member shall be adjudged liable due to a criminal act, for actions taken outside the scope of his or her authority, and to such matters as shall be settled by agreement predicated on the existence of such liability. The foregoing right to indemnification shall be exclusive of other rights which a member may be entitled.
- 1.9 **Committees:** The Board may create such standing and special committees as deemed necessary to accomplish the work of the Board. Said committees shall remain in effect as long as deemed necessary by the Board of Commissioners. *(This does not include Commissioners getting together for educational and/or informational tasks)*. All committees shall keep minutes. All subcommittee agendas and minutes are to be submitted to the County Clerk's Office for filing.

ARTICLE II

OFFICERS AND EMPLOYEES

- 2.1 **Chairperson:** The Chairperson shall be elected for a one-year term by and from the membership of the Board; If the Chairperson shall for any reason be unable to fulfill his/her duties on a permanent basis, a new election shall be held. The statutory duties and powers of the Chairperson shall include the following:
1. Preside at all Board Meetings;
 2. Administer oaths and issue subpoenas for witnesses and to compel attendance as provided by law;
 3. Sign all contracts, bonds, and other documents requiring signature of the Chairperson, including Board minutes;
 4. Certify the tax rolls;
 5. Appoint a F.O.I.A. Representative to handle requests under the Freedom of Information Act, with the consent of the Board;
 6. Serve on an intra-county and inter-county Drain Boards, or designate another Commissioner to do so.

Other duties and powers of the **Chairperson** shall include the following:

1. Serve ex-officio on all Board Committees;
2. With the advice and consent of the Board, appoint members to all standing and special committees on the Board, and appoint the chairperson of each committee;
3. With the advice and consent of the Board, appoint representatives to attend national, state, and district conferences, or to serve on national, state, and district committees and other commissions and committees requiring the appointment of commissioners;
4. Preside over the Committee of the Whole except when otherwise designated;
5. Shall decide all questions on procedure under the Board rules of procedure and general parliamentary practices, subject to appeal by the Board;
6. Shall vote on all questions taken by ayes and nays except on appeal from his/her own decision;
7. May refer any communication to a standing committee;
8. Shall be the ceremonial representative of the County;
9. Shall perform other such duties as specified by law, the Board, or by custom.

2.2 **Vice-Chairperson:** The Vice-Chairperson shall be elected by and from the members of the Board for a one-year term. The duties and powers of the Vice-Chairperson shall include the following:

1. Preside at meetings in the absence of the Chairperson, or when the Chairperson desires to address the Board;
2. Sign all contracts, bonds, and other documents requiring the signature of the Chairperson when the Chairperson is unable to do so because of illness or other emergency which, in the opinion of the Board, prevents them from performing such functions of his/her office;
3. Perform other duties as may be from time to time assigned by the Chairperson or by the Board;
4. In the absence of the Chairperson, assume the duties and responsibilities of the Chairperson.

2.3 **County Clerk:** The County Clerk, or in his/her absence a Deputized Clerk, shall perform such duties as required by law or as assigned from time to time by the Board including, but not limited to, the following:

1. Record all official Board proceedings when a quorum is present in a book provided for that purpose; Minutes shall be prepared in a manner as prescribed in the Michigan Open Meetings Act;
2. Make regular entries of all Board Resolutions and decisions upon all questions, including maintaining a chronological file of all formal resolutions and ordinances adopted by the Board. All such resolutions shall be numbered beginning each year;
3. Record the vote of each commissioner on any question submitted to the Board, if required by any member present;
4. To preserve and file all documents acted upon by the Board, and on no account to allow such documents to be taken from his/her office.
5. To certify copies of any and all resolutions or decisions on any of the proceedings of the Board when requested by the Board or any member thereof;
6. File all communications as directed by the Board of Commissioners;
7. Publish all approved ordinances, public hearing notices, and other matters required by Law or otherwise directed by the Board of Commissioners in coordination and review with the Administration Office;
8. Receive and transmit to the Board recommendations of persons for appointments to the ~~Elections Scheduling Committee and the~~ Board of Canvassers;
9. Shall furnish a list setting forth the name of any appointee on any board, commission, or agency whose term is expiring, and the expiration date of said term, at least ~~thirty~~ sixty (60) days prior to the expiration of their term. Successful candidates will be notified in writing of their appointment by the Clerk's Office and they will administer their Office of Office for said appointment and keep it on file.
10. Obtains signature by Chairman (or appropriate official) for all contracts, grants, or other documents, etc. that have been approved by the entire Board following each regular board meeting.

2.4 **County Controller/Administrator:** The County Controller/Administrator, in addition to statutory responsibilities, shall carry out duties as assigned by the Board and shall provide general staff assistance to the Board and its Committees. The County Controller/Administrator shall approve the following, pursuant to the corresponding motions of the Lapeer County Board of Commissioners: Training Registration/Overnight Travel Requests (Motion #520-02); Hardship Withdrawals from the Employee Deferred Compensation Plan (Motion #362-03); Vacation Extension Requests (Motion #91-03); Family Medical Leave Requests (Motion #116-02); and Livestock Claims (Consensus of BOC on March 8, 2001); Grant Application Initial Submissions (Motion #55-21); Inclement Weather Building Closures (#121-00 in coordination with the Chief Judge).

ARTICLE III

APPOINTMENTS TO BOARDS AND COMMISSIONS

- 3.1 **Notice of Expiring Terms:** At least ~~thirty~~ sixty (30) (60) days prior to the expiration of any appointee's term on any board, commission, or agency, a written notice ~~list~~ shall be furnished by the County Clerk's Office to the Board as an agenda item and on the County's website setting forth the name of the person(s) whose term(s) are expiring and the expiration date of such term(s).
- 3.2 **Applications and Appointments:** The Chairperson shall put the Board on notice that nominations will be accepted to fill said terms at a specified meeting and shall schedule an election for a Board Agenda. Persons desiring to serve on a committee ~~may~~ shall submit an Application for Appointment ~~or resume~~ to the Board of Commissioners' Office which can be obtained from the County's website (www.lapeercountymi.gov) anytime or from the Board Office during normal business hours. The Administration Office will provide the Commissioners copies of all applications both electronically via email and paper copies in their internal office mailboxes.

Additional nominees may be submitted from the floor for nominations. A majority vote of the members elect shall appoint unless otherwise provided by law.

Applicants are encouraged to attend and introduce themselves to the Board prior to the appointment being made. If they are unable to attend a meeting, they should submit a letter of interest along with their Application for Appointment expressing their desire to be appointed and any relevant background information in order to be considered.

- 3.3 **Compensation:** Compensation for such appointive positions shall be set by the Board of Commissioners;
- 3.4 **Frequency of Meetings** – The Board reserves the right to set the number and/or frequency of meetings of all Committees/Boards under its authority.

ARTICLE IV

MEETINGS

- 4.1 **Organizational Meeting:** The Board of Commissioners shall convene for its first meeting at a time set by the County Clerk within the first five business days of each year. This meeting shall be known as the Organizational Meeting and the Board shall transact such business of said meeting, or at the adjourned date of such meeting, as shall be provided by these rules or by laws, including the election of a Chairperson and the Vice-Chairperson and scheduling regular Board Meetings throughout the session. The County Clerk shall preside over the Organizational Meeting until a Chairperson of the County Board has been duly elected by a majority vote of the members elect.
- 4.2 **Regular Meetings:** The Board shall meet in regular session on scheduled days as determined at the organizational meeting, except when otherwise set by adjournment, by law, or by Board motion.

- 4.3 **Special Meetings:** Special Meetings of the Board shall be held only when requested by one-third of the Board to the County Clerk or the Chairperson of the Board and shall comply with the eighteen (18) hour posting required by Law. The request for a special meeting shall specify the time, place and purpose of such meeting. Upon receipt of such a request, the County Clerk shall deliver notice of said meeting to the County Controller/Administrator and contact each Commissioner in person or by telephone. Adjourned meetings at the call of the Chair shall not be considered special meetings. The attendance by any commissioner at a special meeting waives that commissioner's objection to notice of the meeting.

ARTICLE V

MEETING PROCEDURES

- 5.1 **General Conduct at Meetings:** Meetings of the Board of Commissioners are to be presided over by the Chairperson, or in his absence the Vice-Chairperson, in general accordance with Robert's Rules of Order, except as specified by State statute or these rules. In the absence of both the Chairman and Vice-Chair, the Commissioner with the most seniority on the Board will act as Chair for that meeting.
- 5.2 **Quorum:** A majority of the members elect shall constitute a quorum. No business shall be considered without the presence of a quorum, except to adjourn or recess.
- 5.3 **Order of Business:** The business of all regular meetings of the Board of Commissioners shall be considered and transacted in a manner prescribed by the Chairperson as approved by the Board of Commissioners. Meetings of the Board of Commissioners are established and conducted for all seven (7) members of the body to perform their elected legislative and administrative responsibilities. Motions for action will be permissible at any time in any meeting where the motion-maker has the floor. After a second/support is added by any member, the motion may then be debated as to its validity.
- 5.4 **Online Broadcasting:** The County Controller/Administrator, at the approval of the Board of Commissioners, may operate/maintain a social media account with the sole purpose of uploading live and/or pre-recorded weekly county commissioner meetings (Committee of the Whole and Regular Full Board).
- The County Controller/Administrator shall not edit or delete video of any County Commissioner Meeting. Should any issue arise with any content of a meeting video, the Board of Commission members shall be notified. Discretion as to changes to recordings/videos rests solely with the Chairman of the Board of Commissioners. However, a language/content warning may be added in the description of a video when appropriate by the Administrator.
- 5.5 **Agenda:** The County Controller/Administrator (in conjunction with the Chairperson) shall prepare the Agenda for all meetings of the Board except for the Agenda for the Regular Full Board Meetings, which is prepared by the County Clerk. The County Administrator will ensure that the Agendas and related information be placed in office mailbox of each Commissioner and the county's website two (2) days or sooner prior to each scheduled meeting. All original contracts, grants, resolutions, or other agenda documents will be provided to the County Clerk's Office in preparation of signature by the Chairman prior to the regular board meeting.

The County Controller/Administrator shall post the Agendas and Minutes for all Regular Full Board Meetings and Committee of the Whole meetings to the county website. The proposed and final minutes for the above referenced meetings shall be posted as soon as they are available, but in no less than eight (8) business days in the case of proposed minutes and five (5) business days in the case of final minutes.

Appointed/Elected Department Heads shall ensure that all Requests for Actions are submitted in a timely manner according to the adopted Annual Meeting Calendar but no less than one week prior to the meeting date, and all RFA's must include a draft motion and line item number for purchases. Failure to meet the submission deadline(s) will result in the item being held until the following appropriate meeting date.

5.6 Vote Required for Board Action:

1. Three-fifths (3/5) vote of members elected and serving to alter township boundaries;
2. Two-thirds (2/3) vote of members elected and serving:
 - a. Call a closed session;
 - b. Move the County seat;
 - c. Adopt the Annual Operating Budget in the October session;
 - d. To select building sites, erect county buildings, to abolish or revise distinction between county and township property;
 - e. Authorize the making out of a new tax roll;
 - f. Authorize township borrowing to build or repair roads and bridges;
 - g. Acquisition and disposal of county property and business where no other provision shall be made;
 - h. Establish a Department of Public Works;
 - i. Transfer funds from the Budget Stabilization Fund.
3. Majority vote of members elected and serving:
 - a. Final passage or adoption of a measure or resolution;
 - b. Allowance of a claim against the county.
4. Majority vote of members present – all other questions which may arise at a meeting. A unanimous vote of all the members shall be deemed a roll call vote.

5.7 Roll Call Vote: The Chairperson shall entertain a call for Roll Call Vote made by any member present on any question submitted to the Board.

5.8 Seeking Recognition: When two (2) or more members seek recognition, the Chairperson shall designate the member who is first called to speak; but in all cases the member who shall first address the Chair shall speak first.

5.9 Interruptions: When a member is speaking on any question before the Board, he or she shall not be interrupted except to be called to order by the Chair.

- 5.10 **Call to Order:** When a member is called to order, he or she shall immediately cease speaking. The Board, if appealed to, shall decide the propriety of the Chair's call to order. If there is no appeal, the ruling of the Chair shall be final.
- 5.11 **Debate:** After a motion is stated by the Chair, it shall be deemed to be in possession of the Board, but it may be withdrawn at any time before amendment or decision is made, with the consent of the supporting member.
- 5.12 **Un-Debatable Motions:** When any question is under debate, no motion shall be received but the following un-debatable motions, and they shall have precedence in the following order:
- a. To adjourn;
 - b. To rise to a Point of Order;
 - c. To table;
 - d. To call for the previous question;
 - e. To limit or extend limits of debate;
 - f. To postpone to a certain day;
 - g. To commit or refer, or re-commit, to a committee;
 - h. To amend;
 - i. To postpone indefinitely;
- 5.13 **Open Meetings:** Members of the public shall be encouraged to attend all open meetings and address the Commission at the meeting. To protect the rights of all people attending such meetings and to maintain reasonable order, the following rules are established in accordance with P.A. 267 (1976), as amended:
1. All public meetings, including sub-committee meetings, shall be posted in the County Complex at the Board of Commissioners Office in accordance with the Open Meetings Act of 1976, as amended.
 2. No person shall be excluded from a public meeting except for a breach of peace committed at that meeting. However, members of the public who intend to attend an open meeting in groups of twenty (20) persons or more should notify the County Administration of their intention in order that the Board may make all efforts to secure adequate accommodations.
 3. Members of the public may address the Board after receiving recognition from the Chair and giving his or her name and township, city or village of residence. Public comments shall be limited to a period set aside at each meeting for such purpose and each speaker shall have the floor for not more than three (3) minutes unless the Board grants an extension.
 4. In the event that a person desires to address the Board in an extensive manner, that person shall contact the Chairperson of the Board with a request to be placed on the agenda, no less than seven (7) days prior to the scheduled meeting; and further, following approval from the Chairperson, shall provide the County Clerk's Office with the date, time, and subject to be placed on the agenda.

- 5.14 **Closed Meetings:** Pursuant to the Open Meetings Act (PA 267 of 1967, section 15.263), there are eleven (11) purposes in which Closed Meetings may be called, such as for collective bargaining (union) negotiations; in order to consider the purchase or lease of real property, up to the time an option to purchase or lease for that real property is obtained; to consult with legal counsel regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting could have a detrimental financial effect on the litigation or settlement position of the public body. In addition, a meeting may be closed by two-thirds (2/3) vote to review an employment application when requested by a candidate, and to consider material exempt from discussion or disclosure by state or federal statute, or for any other reasons allowed under the Open Meetings Act.
- 5.15 **Attendance of Closed Meetings:** The Board has sole discretion to determine who may be permitted to attend a Closed Session pursuant to the Open Meetings Act, particularly MCL 15.267 and 15.268. Routine attendance beyond the Board members, Administrator, Finance Director, and Clerk or Deputy Clerk, or exclusion of the Administrator or Finance Director, must be approved by the majority of the Board.
- 5.16 **Resolutions:** Pursuant to Motion 182-99 from the March 25, 1999 Regular Board Meeting, the Committee of the Whole shall have the authority to act on resolutions regarding commendation, congratulations, retirement, and appreciation; and further, that the Committee of the Whole be given authority to act on any other Resolution, when directed to other elected officials, and requiring immediate action, when two-thirds (2/3) of the members elected are present, which shall include forwarding the motion to the next regular meeting to be entered into the official record (effective January 17, 2019).

ARTICLE VI

COMMITTEES

- 6.1 **Standing Committees:** There shall be five (5) standing committees of the Board:

1. Committee of the Whole
2. County Properties
3. Personnel
4. Public Safety
5. Policies, Procedures & Bylaws
6. Broadband Committee
7. I.T. Committee
8. Materials Management Planning (Recycling) Committee
9. ARPA (American Rescue Planning Act) Committee

- 6.2 **General Duties of Committees:** The general duties of each committee shall be making recommendations to the Board on issues of County business, act as liaison between the Board and departments and agencies, and to coordinate interrelated activities and to act on other items of business placed on the agenda by the Chairperson of that Committee.

6.3 Specific Duties of the Committee of the Whole:

1. All policy, financial, and other topics for Board of Commissioners consideration shall generally be brought to the Committee of the Whole prior to final decision at Regular Board Meetings. In addition, if a scheduled Committee of the Whole meeting is canceled or not held for any reason, topics on that agenda may be brought to the next Regular Board meeting for action.

6.4 Specific Duties of the Personnel Committee:

1. Make recommendations with regards to interviewing and hiring Department Heads;
2. Make recommendations with regard to employee relations, including personnel policies, employee negotiations, fringe benefits, job classifications and salaries;
3. At the request of the Full Board of Commissioners, evaluate and review the performance of County Department Heads and the County Controller/Administrator for Board approval;
4. Consider vacation extension requests and employee requests for leave of absence denied by the County Controller/Administrator.
5. Develop and revise the County's Personnel Policy for Board Approval.
6. Perform the process of Job Review and Analysis in compliance with the job analysis procedure.

6.5 Specific Duties of the County Properties Committee:

1. Recommend office space allocations in county buildings;
2. Recommend policies to the Board related to purchasing, inventory of county property, placement and use of county property, and disposal of county property.
3. Recommend policies on maintenance of county buildings, grounds, and other properties.
4. Recommend alterations and additions to county buildings and grounds and oversee such construction, including procurement and recommendations on bids.
5. Make recommendations related to major capital outlays;
6. Recommend short and long term planning needs regarding capital improvements, office space needs and storage space needs;
7. Review needs regarding Real Property Capital Improvements for Board approval.

6.6 Specific Duties of the Public Safety Committee:

1. Enhance and encourage interagency collaboration and cooperation of Courts, law enforcement services, community corrections, and emergency response services.
2. Act as liaison between the Board and the Courts, law enforcement services, community corrections, and emergency response services.

6.7 Specific Duties of the Policies, Procedures & Bylaws Committee:

1. To review and update items at least annually.

6.8 Specific Duties of the Broadband Committee

1. To explore broadband initiatives for the residents of Lapeer County;
2. Consider partnerships;
3. Review and/or recommend grant opportunities;
4. Review and/or recommend RFI/RFP proposals, as deemed necessary.

6.9 Specific Duties of the I.T. Committee

1. To review and update I.T. Managed Services Agreement as needed;
2. To review and/or recommend RFP's for services, as deemed necessary.
3. Identify necessary software updates and going needs assessment.

6.10 Specific Duties of the Materials Management Planning Committee

1. Review and comply with EGLE requirements for materials management planning program;
2. Explore options for providing recycling services within the County meeting MMP guidelines;
3. Identify other MMP and municipal partners for recycling initiatives;
4. Maximize funding opportunities.

6.11 Specific Duties of the ARPA (American Rescue Planning Act) Committee

1. Prepare and discuss strategic planning for projects and purchases that are eligible through federal ARPA funding;
2. Review requests from Administration and/or various County Departments for specific purchases or projects, which may result in recommending motions to the Full Board, including the appropriate expenditure categories.

ARTICLE VII

AMENDMENTS TO THE RULES OF PROCEDURE

- 7.1 Amendments:** These Rules of Procedure may be amended or repealed in whole or in part, at any regular or duly called special meeting of the members at which a Quorum shall be represented, by two-thirds vote of the Board members elected and serving, provided a statement of the character of such proposed amendments has been included in the notice of the meeting.

NOTICE TO LAPEER COUNTY RESIDENTS

The Lapeer County Board of Commissioners are accepting applications for the following Board/Committee vacancies:

VALLEY AREA AGENCY ON AGING / BOARD OF DIRECTORS

One (1) vacancy for a 3-year term expiring 3/31/2027

SUBMISSIONS DUE BEFORE: _____, 2024 – 4:00 P.M.

**BOARD MEETING DATE APPOINTMENTS WILL BE MADE:
THURSDAY, _____, 2024 AT 9:00 A.M.**

Interested individuals must complete an **Application for Appointment** which is available online at www.lapeercountymi.gov. Applicants are encouraged to attend a meeting of the Board of Commissioners to introduce themselves to the Board prior to the appointment being made. If you are unable to attend a meeting, you may submit a letter of interest along with your Application for Appointment to the address below, expressing your desire to be appointed and any relevant background information in order to be considered. Please verify on the website for the meeting schedule.

For additional information or to send an Application/Letter of Interest to:

**LAPEER COUNTY BOARD OF COMMISSIONERS/ADMINISTRATION OFFICE
255 CLAY STREET, SUITE 301
LAPEER, MI 48446
810-667-0366
or email to: administration@lapeercounty.org**

**Notification Posted: _____, 2024 (Date)
By Theresa M. Spencer, County Clerk
Clerk of the Board**

NOTICE TO LAPEER COUNTY RESIDENTS

The Lapeer County Board of Commissioners is accepting applications for the following Board/Committee vacancies:

COMMUNITY MENTAL HEALTH BOARD

Four (4) vacancies for a 3-year term expiring 3/31/27

One (1) vacancy for a partial 3-year term expiring 03/31/26

2 - General Public – Anyone who is 18 years or older and has his or her primary place of residence in Lapeer County.

2 - Family Member – A parent stepparent, spouse, sibling, child, or grandparent of a primary consumer, or an individual upon whom a primary consumer is dependent for at least 50% of his or her financial support.

1 - Primary Consumer – An individual who has received or is receiving services from the department or a community mental health program or services from the private sector equivalent to those offered by the department or a community mental health services program.

SUBMISSIONS DUE BEFORE: _____, 2024 – 4:00 P.M.

**BOARD MEETING DATE APPOINTMENTS WILL BE MADE:
THURSDAY, _____, 2024 AT 9:00 A.M.**

Interested individuals must complete an **Application for Appointment** which is available online at www.lapeercountymi.gov. Applicants are encouraged to attend a meeting of the Board of Commissioners to introduce themselves to the Board prior to the appointment being made. If you are unable to attend a meeting, you may submit a letter of interest along with your Application for Appointment to the address below, expressing your desire to be appointed and any relevant background information in order to be considered. Please verify on the website for the meeting schedule.

For additional information or to send an Application/Letter of Interest to:

**LAPEER COUNTY BOARD OF COMMISSIONERS/ADMINISTRATION OFFICE
255 CLAY STREET, SUITE 301
LAPEER, MI 48446
810-667-0366
or email to: administration@lapeercounty.org**

**Notification Posted: _____, 2024 (Date)
By Theresa M. Spencer, County Clerk
Clerk of the Board**

REFERRAL MOTION
FROM THE FEBRUARY 8, 2024
PERSONNEL COMMITTEE MEETING

ATTACHMENT FOR AGENDA

Motion by Howell, supported by Haggadone, to refer the request from the Prosecuting Attorney to increase the On-Call Pay from \$300 to \$500 for the Assistant Prosecuting Attorneys to the February 22, 2024 Full Board without recommendation. Motion carried unanimously.

REQUEST FOR ACTION

DATE: January 24, 2024

XX REQUEST FOR ACTION

 FOR YOUR INFORMATION

 REQUEST FOR INFORMATION

TO: Lapeer County Board of Commissioners

FROM: John Miller, Prosecuting Attorney

SUMMARY OF REQUEST / INFORMATION:

Increase Prosecutor on-call pay to \$500.00/week.

ADDITIONAL INFORMATION:

Numerous prosecutor offices throughout Michigan pay \$500.00 per week of on-call rotation. Oakland County pays \$600.00 per week.

CONTACT PERSON(S):

BACKGROUND INFORMATION:

The Office of the Prosecuting Attorney proposed a 2023 budget for on-call pay of \$26,000.00 (52 weeks @ \$500.00/week) and this budget was approved by the BOC for 2023 and 2024. Administration advised that approval of this budget did not afford an increase to the on-call pay because of a previous motion. On-call Prosecutor pay should not be categorized with Juvenile on-call pay or Magistrate on-call pay under a generic comparison. I have discussed the differences with several if not all Commissioners in previous meetings.

SUPPORTING DOCUMENTS:

OPA 2024 Budget

DRAFT MOTION:

Motion by _____, supported by _____, to approve on-call Prosecutor pay to \$500.00/week effective Saturday February 3, 2024 to coincide with the payroll cycle.

ATTACHMENTS YES X NO _____

LAPEER COUNTY

PERIOD ENDING 11/30/2023 FISCAL PERIOD 11 YEAR 2023

PAGE

2

FUND 205 PROSECUTING ATTORNEY

% Year Completed = 91%

DEPT ACCOUNT # DESCRIPTION

ORIGINAL
BUDGETAMENDED
BUDGETACTUAL
MONTH TO DATE YEAR TO DATE SPENT

UNEXPENDED

296 PROSECUTING ATTORNEY

703 000 SALARY SUPERVISORY	.00	129,172.33	11,153.84	120,355.41	93 %	8,816.92
703 010 SALARY SUPERVISORY - OTHER	.00	470,834.42	50,768.79	440,854.36	94 %	29,980.06
704 000 SALARY EMPLOYEES	.00	362,213.48	22,774.40	233,618.72	64 %	128,594.76
709 000 OTHER PAY	.00	26,000.00	1,200.00	26,250.00	101 %	250.00-
714 000 MEDICARE	.00	13,863.00	1,217.72	11,658.41	84 %	2,204.59
715 000 SOCIAL SECURITY	.00	59,276.00	5,206.83	49,849.89	84 %	9,426.11
716 000 MEDICAL DENTAL & VISION	.00	197,340.00	16,445.00	150,055.00	76 %	47,285.00
717 000 LIFE INSURANCE	.00	1,014.00	84.50	773.50	76 %	240.50
718 000 RETIREMENT	.00	136,960.00	12,284.17	113,872.82	83 %	23,087.18
719 000 UNEMPLOYMENT INSURANCE	.00	.00	.00	.00	%	.00
719 010 UNEMPLOYMENT INSURANCE	.00	.00	.00	.00	%	.00
722 000 WORKERS COMPENSATION INSURANCE	.00	.00	.00	.00	%	.00
722 010 WORKERS COMPENSATION INSURANCE	.00	.00	.00	.00	%	.00
723 000 PEHB	.00	4,680.00	390.00	3,660.00	78 %	1,020.00
TOTAL PERSONAL SERVICES	.00	1,401,353.23	121,525.25	1,150,948.11	82 %	250,405.12
728 000 POSTAGE	.00	4,355.73	.00	853.20	20 %	3,502.53
728 200 POSTAGE - IV-D	.00	1,200.00	1,301.00	2,501.00	208 %	1,301.00-
730 000 OFFICE SUPPLIES	.00	15,000.00	537.60	12,019.68	80 %	2,980.32
730 010 SUPPLIES - OTHER	.00	.00	.00	79.00	%	79.00-
730 200 OFFICE SUPPLIES - IV-D	.00	2,076.57	88.54	1,092.64	53 %	983.93
744 000 GAS OIL AND GREASE	.00	900.00	.00	167.84	19 %	732.16
TOTAL SUPPLIES	.00	23,532.30	1,927.14	16,713.36	71 %	6,818.94
802 000 HEALTH SERVICES	.00	.00	.00	260.00	%	260.00-
805 000 WITNESS FEES	.00	5,000.00	350.00	490.24	10 %	4,509.76
809 000 SUBSCRIPTIONS	.00	.00	.00	.00	%	.00
813 000 CONTRACTED SERVICE	.00	25,000.00	.00	11,069.50	44 %	13,930.50
813 010 STENOGRAPHERS	.00	3,000.00	1,207.30	3,940.10	131 %	940.10-
813 258 CONTRACTED SVCS - MGT IV-E	.00	3,000.00	.00	2,250.00	75 %	750.00
813 259 CONSULTING - MGT IV-D	.00	9,000.00	.00	5,796.00	64 %	3,204.00
814 000 SERVING SUBPOENAS	.00	500.00	.00	101.22	20 %	398.78
814 200 PROCESS SERVING - IV-D	.00	.00	61.28	495.03	%	495.03-
815 010 SPECIAL PROJECTS - 5% DIRECT NEEDS	.00	.00	.00	.00	%	.00
850 000 TELEPHONE	.00	3,000.00	95.63	1,376.05	46 %	1,623.95
850 200 TECHNOLOGY LICENSE	.00	30,065.00	.00	15,175.28	50 %	14,889.72
860 020 PRISONER EXTRADITIONS	.00	2,500.00	.00	.00	%	2,500.00
860 050 MILEAGE - REIMBURSABLE	.00	1,750.00	64.19	927.35	53 %	822.65
933 000 OFFICE EQUIPMENT MAINTENANCE	.00	3,000.00	145.44	1,492.39	50 %	1,507.61
941 000 EQUIPMENT RENTAL/LEASE	.00	2,848.20	.00	2,303.22	81 %	544.98
956 000 EMPLOYEE TRAINING	.00	13,000.00	.00	5,062.05	39 %	7,937.95
957 000 MEMBERSHIPS	.00	10,551.00	.00	8,356.00	79 %	2,195.00
969 000 COST ALLOCATION	.00	.00	178.69	1,965.59	%	1,965.59-
TOTAL OTHER SERVICES AND CHARGES	.00	112,214.20	2,102.53	61,060.02	54 %	51,154.18

2

Proposed Motion to enter Audit Motions for County and Road Commission into the record:

Motion by , supported by , to enter into the record the County's Audit Motions for February 9th and 23rd, 2024 and also the Road Commissions Audit Motion for disbursements dated February 8th and 22nd, 2024. Motion carried.

(February 22nd and 23rd to be distributed)

I MOVE THE FOLLOWING EXPENDITURE DISBURSEMENTS FOR CHECKS
DATED 2/09/2024 BE APPROVED BASED ON THE SIGNATURE OF THE
RESPECTIVE DEPARTMENT HEAD/ELECTED OFFICIAL

FUND		PAYROLL	ACCOUNTS PAY	TOTAL DISB.
GENERAL FUND	101	132,451.05	570,305.74	702,756.79
RENTAL PROPERTY	149		65.02	65.02
PROSECUTING ATTORNEY	205	32,895.30	4,050.15	36,945.45
SHERIFF'S DEPARTMENT	207	138,276.26	38,691.18	176,967.44
PARKS/RECREATION FUND	208		2,675.78	2,675.78
FRIEND OF THE COURT FUND	215	28,988.85	345.23	29,334.08
HEALTH DEPARTMENT/DISTRIC	221	65,450.31	8,217.94	73,668.25
SENIOR ACTIVITIES	223	22,324.20	20,322.60	42,646.80
ANIMAL CONTROL	225	5,617.31	3,253.06	8,870.37
SPECIALTY COURTS	232		3,075.00	3,075.00
REMONUMENTATION GRANT	245	181.06		181.06
REGISTER OF DEEDS AUTOMAT	256		1,650.00	1,650.00
DISASTER CONTINGENCY FUND	258	1,988.88		1,988.88
INDIGENT DEFENSE FUND	260		24,380.42	24,380.42
911 SERVICE FUND	261	33,766.81	6,590.37	40,357.18
FORFEITURES FUND	262		595.00	595.00
CONCEALED PISTOL LICENSIN	263	1,148.46		1,148.46
T.N.U.	265		2,529.94	2,529.94
PUBLIC SAFETY MILLAGE	266		5,231.22	5,231.22
COMMUNITY CORRECTIONS	272	3,748.83		3,748.83
POLICE SERVICE CONTRACTS	277	40,444.07		40,444.07
AMERICAN RESCUE PLAN	281		9,216.25	9,216.25
SOIL & SED SPECIAL PROJEC	296		68.93	68.93
LAPEER FAMILY CONTINUATIO	298	728.84		728.84
BURKE DRAIN	461		85.00	85.00
HISTORIC COURTHOUSE	470		100.00	100.00
MARSHALL DRAIN CONSTRUCTI	471		91.87	91.87
BUILDING AND GROUNDS	631		75,992.83	75,992.83
*** TOTAL OF ***		\$508,010.23	\$777,533.53	\$1,285,543.76

AND THAT THE FOLLOWING EXPENDITURE DISBURSEMENTS BE ALLOWED ON THE
SIGNATURE OF THE RESPECTIVE DEPARTMENT HEAD/ELECTED OFFICIAL AND/OR
THEIR AUDIT COMMITTEE IF APPLICABLE

COMMUNITY MENTAL HEALTH F	222	279,190.28	796,239.40	1,075,429.68
CHILD CARE FUND	292	13,309.62	17,328.51	30,638.13
VETERANS RELIEF FUND	293	6,153.52	3,267.69	9,421.21
VETERANS TRUST FUND	294		36,848.75	36,848.75
BELLE RIVER	479		91.87	91.87
DELINQUENT TAX REVOLVING	516	1,364.76	24,528.33	25,893.09
FORECLOSURE	532	3,277.29	17,256.78	20,534.07
REVOLVING DRAIN	601		9,626.27	9,626.27
DRAIN MAINTENANCE FUND	639		20,907.83	20,907.83
WORKERS COMP FUND	677		11,853.18	11,853.18
HEALTH INS. FUND	678		35,440.02	35,440.02
DRAIN FUND	801		3,807.66	3,807.66
*** TOTAL OF ***		\$303,295.47	\$977,196.29	\$1,280,491.76

AND THAT THE FOLLOWING EXPENDITURE DISBURSEMENTS BE ALLOWED ON THE
SIGNATURE OF THE RESPECTIVE DEPARTMENT HEAD/ELECTED OFFICIAL AND/OR
STATE STATUTE IF APPLICABLE:

GENERAL CUSTODIAL FUND	701		233,276.13	233,276.13
COMMON BANKING - TRUST AN	702	318,847.74	60.00	318,907.74
CURRENT TAX COLLECTION FU	703		1,905,345.37	1,905,345.37
DISTRICT MUNICIPAL COURT	710		46,130.04	46,130.04
*** TOTAL OF ***		\$318,847.74	\$2,184,811.54	\$2,503,659.28

*** GRAND TOTAL OF DISBURSEMENTS ***		\$1,130,153.44	\$3,939,541.36	\$5,069,694.80
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THE COUNTY CONTROLLER/ADMINISTRATORS OFFICE HAS COMPILED THIS AUDIT MOTION
FROM INFORMATION CONTAINED IN THE CHECK SELECTION LIST SUMMARY BY FUND AND
THE PAYROLL REGISTER. TO THE BEST OF OUR KNOWLEDGE THE INFORMATION IS CORRE
ACCURATE, AND COMPLIES WITH BOARD RESOLUTIONS AND APPLICABLE POLICES.

Signed:

Moses Sanzo, Administrator/Controller

2/8/24

ROAD COMMISSION AUDIT MOTION

For checks dated: 02/08/2024

I move that the following expenditure disbursements be approved based on the signature of the below listed representatives of the Road Commission.

<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
201-449-703.000	Salary	\$ 1,062.24
201-449-703.001	Taxable Per Diems	\$ -
201-449-7114.000	Medicare	\$ 19.86
201-449-715.000	FICA	\$ 84.93
201-449-716.000	Medical, Dental, Vision Insurance	\$ 400.00
201-449-717.000	Life Insurance	\$ 10.62
201-449-718.000	Retirement	\$ 94.00
201-449-860.050	Mileage	\$ -
201-449-957.00	Memberships	\$ -
Total:		<hr/> \$ 1,671.65

The County Road Commission Office has compiled this audit motion from information contained in the records of the Road Commission. To the best of our knowledge the information is correct, accurate and complies with Board resolutions and applicable policies.


Joseph P. Minaudo, Jr., Board Secretary


John Howell, Chairman