



MICHIGAN'S OLDEST COURTHOUSE

**THERESA M. SPENCER
LAPEER COUNTY CLERK**

County Complex Building
255 Clay Street
Lapeer, Michigan 48446

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A-G-E-N-D-A

**LAPEER COUNTY BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
February 23, 2023
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 26, 2023 Regular Board Meeting Minutes

REVIEW OF:

COMMISSIONER MILEAGE/EXPENSE SHEETS/GRANT APPLICATIONS

ELECTED OFFICIAL/DEPARTMENT HEAD UPDATES

PUBLIC TIME - Citizens Comments, etc.

NEW/OLD BUSINESS:

DRAFT MOTIONS

- ◆ **Committee of the Whole** (February 16, 2023) (Attached)
- ◆ **Personnel Committee** (February 16, 2023) (Attached)

1. COMMUNITY MENTAL HEALTH - Motion Tabled at the February 9, 2023 Meeting

2. DISCUSSION REGARDING THE 2023 MEETING SCHEDULE

3. NOTICE OF APPOINTMENTS NEEDED

A. Senior Programs Advisory Board

Commissioner Representative for District #2 & #7

B. Valley Area Agency on Aging (VAAA) Executive Board

2 vacant unexpired terms

C. Region V Planning and Development Commission (GLS Region V)

1 vacant position

D. Thumb Regional Community Corrections Advisory Board

Three positions expiring March 1, 2023

E. Mental Health Services Board

Three positions expiring March 31, 2023

(Additional items)

4.

5.

6.

AD HOC COMMITTEE UPDATES- If needed

FISCAL PLANNING/BUDGETING DISCUSSION - If needed

AUDIT MOTIONS

◆ **County Audit Motion**

For disbursements dated February 23, 2023

◆ **Road Commissioner's Audit Motion**

For disbursements dated February 24, 2023

PUBLIC TIME - Citizens Comments, etc.

COMMISSIONER REPORTS

CLOSED SESSION - If needed

RECESS/ADJOURN

**LAPEER COUNTY BOARD OF COMMISSIONERS
Regular Board Meeting
February 9, 2023
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 Haggadone 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 January 26, 2023 Regular Board Meeting were reviewed.

37-2023

Motion by Howell, supported by Hamilton, to accept the agenda with the addition of Proposed Personnel Motions, and the deletion of a closed session. Motion carried.

38-2023

Motion by Mast, supported by Knisely, to approve the January 26, 2023 Regular Board Meeting minutes, as presented. Motion carried.

ELECTED OFFICIAL/DEPARTMENT HEAD UPDATES

Rachel Horton, Animal Control Division Chief gave an update regarding her department.

PUBLIC TIME – one person spoke during public time.

39-2023

Motion by Howell, supported by Haggadone, to authorize the Sheriff's Department to renew the training grant for 2023, with the Michigan Sheriff's Coordinating and Training Council, and further; to authorize the Chair/Vice-Chair to sign said grant. Motion carried.

40-2023

Motion by Haggadone, supported by Zender, to accept the MALPH LHD Staff Wellbeing mini-grant in the amount of \$4,000.00, at no additional cost to the County General Fund, and further; to authorize the Chair/Vice-Chair to sign said agreement. Motion carried.

41-2023

Motion by Howell, supported by Zender, to accept the Region 10 Prepaid Inpatient Health Plan (PIHP) Prevention Services Contract Amendments, #3 and #4, for a total of \$27,037.56, and further; to authorize the Chair/Vice-Chair to sign said amendments. Motion carried.

42-2023

Motion by Mast, supported by Knisley, at the request of Community Mental Health, to approve and authorize the Chair/Vice-Chair to sign the renewal lease agreement between Lapeer County and Hamilton Community Health Network, Inc., and also to approve the request in increase the County allocation to Community Mental Health by \$1,404.00. Motion carried.

43-2023

Motion by Hamilton, supported by Zender, to accept the case evaluation award regarding the Wehlann litigation. Motion carried.

44-2023

Motion by Zender, supported by Knisley, to proceed with the purchase of Motorola radios from ProComm Inc. to be paid from 911 millage account 482-325-977.000 for a cost of \$27,020.58 at no additional cost to the County general fund. Motion carried.

45-2023

Motion by Mast, supported by Zender, to authorize the County Treasurer to fill one vacant full-time Land Management Clerk II position (#32, PG 15), due to the recent unexpected passing of a long-time employee, at no additional cost to the County's General Fund. Motion carried.

46-2023

Motion by Mast, supported by Howell, to authorize the Sheriff's Department to amend their Table of Organization to add/reinstate one additional full-time Deputy Clerk position (#TBD, PG S2) to meet department and public needs, as well as the subsequent vacancy should an internal promotion occur, to be funded by the law enforcement millage, at no additional cost to the County's General Fund. Motion carried.

47-2023

Motion by Mast, supported by Haggadone, to authorize the Sheriff's Department to amend their Table of Organization to add one additional full-time Corrections Officer position (#TBD, PG S4), and one additional Corrections Sergeant position (#TBD, PG S5) to meet department and public needs, as well as any subsequent vacancy should an internal promotion occur, to be funded by the law enforcement millage, at no additional cost to the County's General Fund. Motion carried.

48-2023

Motion by Mast, supported by Knisley, to authorize the Sheriff's Department to amend their Table of Organization to create and add one new full-time Finance Manager position (#TBD, new PG S16, Step III) to meet department needs, as well as the subsequent vacancy due to an internal promotion, to be funded by the law enforcement millage, at no additional cost to the County's General Fund; and further, to approve the related job description for said position. Motion carried.

49-2023

Motion by Mast, supported by Hamilton, to authorize the Sheriff's Department to amend their Table of Organization to add one additional Road Deputy position (#TBD, PG S6) to meet department needs and public safety, as well as the subsequent vacancy should an internal transfer or promotion occur, to be funded by the law enforcement millage, at no additional cost to the County's General Fund. Motion carried.

50-2023

Motion by Howell, supported by Zender, to table the request from Community Mental Health to add/create a new full-time BA Supervisor Position to the February 23, 2023 Regular Board Meeting Agenda. Motion carried.

51-2023

Motion by Mast, supported by Zender, to amend the Table of Organization for Community Mental Health by eliminating the full-time Triage/MICCS Clinician position (#761, PG 20) and add/create a new Triage/MICCS Clinical Coordinator (#TBD, PG 22, Master Level), as well as any subsequent vacancy should an internal transfer or promotion occur, at no cost to the County's General Fund; and further, to approve the related job description for said position. Motion carried.

Senior Programs Advisory Board

Commissioner Kohlman appointed Carol Brown to serve as the District #1 representative on the Senior Programs Advisory Board.

52-2023

Motion by Zender, supported by Haggadone, to re-appoint Pat Arnaud to serve on the Senior Programs Advisory Board, for a two-year term ending December 31, 2024. Motion carried.

Emergency Management Advisory Council53-2023

Motion by Haggadone, supported by Hamilton, to appoint Stephen Cavner to serve on the Emergency Management Advisory Council, for an unexpired term ending December 31, 2024. Motion carried.

Lauren Emmons, C.E.O., Community Mental Health spoke regarding the requirements for individuals being appointed to serve on the Community Mental Health Services Board.

54-2023

Motion by Hamilton, supported by Zender, to approve the County's Audit Motion for disbursements dated February 10, 2023, based upon the signature of the County Controller/Administrator; and further, to approve the Road Commission Audit Motion for disbursements dated February 9, 2023 based upon the signatures of the Road Commission Chairman and Finance Director. Roll Call Vote: Hamilton, aye; Howell, aye; Knisely, aye; Mast, aye; Zender, aye; Haggadone, aye; Kohlman, aye. 7 ayes. Motion carried unanimously.

Public Time -six people spoke during public time.

The Commissioners gave brief reports on meetings and conferences that they have recently attended, as well as upcoming meetings and events.

55-2023

Motion by Zender, supported by Haggadone, to adjourn the meeting. 10:21 a.m.

Tom Kohlman, Chairman
Board of Commissioners

Theresa M. Spencer, County Clerk
Clerk of the Board

COUNTY EXPENSES REIMBURSEMENT REQUEST FORM

Board of Commissioners
COUNTY DEPARTMENT

Brad Haggadone
NAME OF EMPLOYEE

County Commissioner for District #4
TITLE OR POSITION

2/7/23

DATE SUBMITTED

FROM: 1/1/23 TO: 1/31/23
PERIOD COVERED

DAY OF MONTH	DESCRIPTION	Location	PRIVATE AUTOMOBILE		COUNTY AUTOMOBILE		LODGING	MEALS	OTHER	DAILY TOTALS	
			MILES	AMOUNT	GAS	OTHER					
1/9	Maryfield		2	\$ -						\$ -	
1/10	oregon		8.6	\$ -						\$ -	
1/16	City of Lakeer		5.6	\$ -						\$ -	
1/18	HISTORIC COMMISSION	Lakeer	5.6	\$ -						\$ -	
1/19	CMH		4.4	\$ -						\$ -	
1/22	CMH		4.4	\$ -						\$ -	
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SUMMARY TOTAL			30.6	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL AMOUNT OF VOUCHER										\$	17.14

I hereby certify that all items of expenses included in the statement were incurred in the discharge of authorized official Lakeer County business: that amounts are correct; and that they represent proper charges against the county.

NATURE OF OFFICAL BUSINESS: Meetings

Travel to Other Agency and/or Municipal Meetings in the course of business as County Commissioner, District #4

SIGNED BY: [Signature]

APPROVED BY: _____
Department Head or authorized representative

	YES	NO
All receipts are attached:		
Extensions checked:		
Additions checked:		
Mileage checked:		
Expenses verified:		

**DRAFT MOTIONS FROM THE
February 16, 2023
Committee of the Whole Meeting**

1. Motion by Zender, supported by Haggadone, to recommend to the Full Board, to renew the contract with Alcohol Monitoring Systems, Inc (AMS) for a term of 36 months, at no additional cost to the County General Fund; and further, to authorize the Chair/Vice-Chair to sign said contract once Corporate Counsel has reviewed said document. Motion carried.

2. Motion by Zender, supported by Hamilton, to recommend to the Full Board, to authorize the Sheriff's Department to purchase a new conference room table and cabinet, at a cost of \$3,869.95 (with shipping) from line item 207-301-730.000, at no additional cost to the County General Fund. Motion carried.

3. Motion by Haggadone, supported by Zender, to recommend to the Full Board, 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.

4. Motion by Howell, supported by Hamilton, to recommend to the Full Board, to authorize payment to Shifman Fournier, in the amount of \$1,485.00, for labor related legal services rendered through January 31, 2023, to be paid from line item 101-239-801.020. Motion carried.

Draft Motions from the Committee of the Whole Continued

5. Motion by Knisely, supported by Haggadone, to recommend to the Full Board, to adopt the following Resolution Honoring the Michigan Association of Counties (MAC) 125th Anniversary:

RESOLUTION #2023-R01
By the Lapeer County Board of Commissioners
HONORING the Michigan Association of Counties'
125th Anniversary

WHEREAS, Michigan's 83 county governments play a central role in the proper delivery of, and oversight for, critical public services for the state's approximately 10 million residents; and,

WHEREAS, Michigan county governments are led by Boards of Commissioners, who are elected from their local communities; and,

WHEREAS, the State Association of Supervisors of Michigan was formed by representatives of 16 counties on February 1, 1898, in the Senate chamber of the Michigan State Capitol in Lansing; and,

WHEREAS, the association's name was changed to the Michigan Association of Counties on July 17, 1969; and,

WHEREAS, the Michigan Association of Counties is the oldest association representing local governments in Michigan; and,

WHEREAS, 48 of Michigan's 83 counties have had at least one of their commissioners (or supervisors prior to 1968) serve as president of the association's Board of Directors; and,

WHEREAS, the association created the Michigan Counties Workers' Compensation Fund in 1979 to help county members provide workplace safety and injury insurance services to its employees; and,

WHEREAS, the association created the Michigan Association of Counties Service Corporation in 1986 to partner with service providers to help counties save money on everything from health insurance to telecommunications services; and,

WHEREAS, the association hosts two major conferences every year to bring together county leaders for briefings on trending public policy issues and to hear from state newsmakers and others; and,

WHEREAS, the association's advocacy work in Lansing and beyond has advanced the interests of county governments and the residents they serve; and,

WHEREAS, no fewer than five association presidents have served or are serving in the Michigan Legislature in the 21st century, a testament to the culture of public service inculcated by the association.

NOW, THEREFORE, BE IT RESOLVED, that the Lapeer County Board of Commissioners of Lapeer, Michigan wishes to commend and honor the **Michigan Association of Counties on its 125th Anniversary** year.

Roll Call vote:

PROPOSED DRAFT PERSONNEL MOTIONS
FROM THE FEBRUARY 16 2023
PERSONNEL COMMITTEE MEETING

- 1. Motion by Zender, supported by Haggadone, to recommend to the Full Board to authorize the Probate/Family Court Office fill one vacant full-time Probation Officer position (#59, PG 18) that has been vacant for longer than 6-months, at no additional cost to the County's General Fund. Motion carried unanimously.**
- 2. Motion by Zender, supported by Haggadone, to recommend to the Full Board to authorize the Sheriff's Department to fill his vacant appointed Undersheriff position (#122, PG S11) and to authorize the Sheriff to negotiate the step rate up to Step IV depending upon the candidates extensive expertise, experience, and knowledge, and to be consistent with past practice that supervisory positions' hourly rate be higher than their subordinates, at no additional cost to the County's General Fund. Motion carried unanimously.**
- 3. Motion by Zender, supported by Haggadone, to recommend to the Full Board to authorize District Court to fill one full-time Court Clerk I position (#78, PG 14), due to the current employee transferring to another County Department, at no additional cost to the County's General Fund. Motion carried unanimously.**
- 4. Motion by Zender, supported by Haggadone, to recommend to the Full Board to reinstate the Emergency Management Coordinator position back under the County Controller/Administrator, and therefore, removing the corresponding stipend and Emergency Management responsibilities from the Executive Director of Central Dispatch; and further, to authorize the County Controller/Administrator to fill the full-time Emergency Management Coordinator position (#120, PG 18) and authorize negotiation of filling the position up to Step 2 depending upon the candidate's expertise and qualifications; and further, to approve the amended job description for said position. Motion carried unanimously.**
- 5. Motion by Haggadone, supported by Zender, to recommend to the Full Board authorize Community Mental Health to fill one irregular part-time ABA Technician position (#744, PG 14) due to a recent resignation effective February 10, 2023, as well as any subsequent vacancy should an internal transfer or promotion occur, at no cost to the County's General Fund. Motion carried unanimously.**

- 6. Motion by Haggadone, supported by Zender, to recommend to the Full Board authorize Community Mental Health to fill one regular part-time Case Manager position (#722, PG 18, BA Level, Children's Program), as well as any subsequent vacancy should an internal transfer or promotion occur, at no cost to the County's General Fund. Motion carried unanimously.**

- 7. Motion by Haggadone, supported by Zender, to recommend to the Full Board to authorize the County to offer LifeWorks, an Employee Assistance Program (EAP), through Madison for all eligible full-time County employees at no cost, effective March 1, 2023, where they can receive some (limited) no-cost, confidential help and resource referrals for a wide variety of needs and concerns such as: Alcohol or Drug Addictions; Anxiety; Childcare; Depression; Eating Disorders; Eldercare; Family Conflict; Financial or Legal Concerns; Marital Difficulties; Parenting Concerns; Problem Gambling; Relationship Problems; Stress Management; Virtual Fitness; and Identity Theft Protection Services; and further, that Administration place this information on the County's shared drive for the employees to access. Motion carried unanimously.**

- 8. Motion by Zender, supported by Haggadone, to recommend to the Full Board to authorize the Prosecuting Attorney to negotiate the rate of pay for the previously approved Secretary II position up to Step 2, based on the candidate's qualifications, pending an agreement between the union and our labor counsel. Motion carried unanimously.**

LAPEER COUNTY
ADMINISTRATION DEPARTMENT
EMERGENCY MANAGEMENT COORDINATOR

General Summary

Under the supervision of the County Controller/Administrator, manages the Emergency Management Program per PA 390 of 1976. Coordinates all matters pertaining to emergency management, disaster preparedness, emergency response and recovery operations within the County.

Essential Functions

1. Reviews and updates local emergency management policy. Participates in legislative and regulatory process related to emergency services and community safety. Serves as County representative on various local, regional, and state level emergency services boards and related organizations. Ensures local emergency plans are coordinated, compatible, and meet state and federal regulations. Reviews and authenticates disaster contingency plans and emergency procedures.
2. Develops and updates the County emergency operations plan and necessary support plans which involves specifying and working with agencies and departments included in the plan to detail functions they will perform in emergency situations, and to ensure effective integration of all emergency management functions. Ensures that emergency plans are responsible to all state and federal regulations.
3. Coordinates the overall efforts of incident management staff and other organizations during emergency operations including the provisions for incident command, emergency communication, resource management, hazard control, and the Emergency Operations Center, and other incident management facilities from which emergency operations are directed and controlled. Establishes maintains, tests and evaluates operational systems for emergency response and support.
4. Responsible for the coordination of drills and exercises carried out in preparation for emergency situations. Schedules, develops, and oversees operational exercises and drills to ensure that involved agencies and departments are able to carry out their responsibilities and functions in an emergency, and to help identify potential deficiencies in emergency plans, system elements, and resources. Coordinates post exercise evaluations and prepares necessary reports.
5. Makes presentations to local units of government, community leaders, service groups, civic organizations, governmental departments, area facilities, and the general public to ensure awareness of emergency services programs and community safety issues. Develops public information material and participates in related public awareness activities.

LAPEER COUNTY

ADMINISTRATION DEPARTMENT

6. Conducts hazard studies, capability assessments and vulnerability analyses to identify and prioritize community risks. Works with local and state officials to develop hazard mitigation projects and programs. Develops contingency plans to include hazard monitoring, public warnings, emergency notifications, personal safety measures, and populations protection measures. Reviews various plans and proposals to identify community safety issues and hazard mitigation opportunities.
7. Responsible for response to a variety of emergency calls on a 24-hour basis to assess the incident and coordinate timely implementation of emergency plans or procedures, including any reporting systems. Manages emergency operations in accordance with accepted standards of operation.
8. Responsible to the Michigan State Police, Emergency Management Division to provide proper information in the event of a major emergency or disaster. In conjunction with the state emergency management officials, recommends state and federal assistance that may be required to cope with the emergency situation. Completes all federal and state forms and activity reports for emergency management and disaster recovery assistance. Serves as the official local contact and liaison with the state and federal emergency authorities.
9. Writes grants for potential state or federal grant funding, as needed, and completes and submits required documentation and surveys to the appropriate funding agency.

Other Functions

10. May assist the County Finance Department in preparation of grant writing for various potential state or federal grants available to the County throughout the year, as well as assisting with the completing and submitting required documentation and/or surveys to the appropriate funding agency.

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: Possession of a high school diploma or equivalent with college level coursework in business, government relations, or related area, or equivalent experience. Prefer specific coursework in emergency management.

LAPEER COUNTY

ADMINISTRATION DEPARTMENT

Experience: Two years of administrative experience including some public relations related work and experience with financial management and data processing. Requires some experience in a capacity providing familiarity with emergency response and dealing with governmental entities. Prefer experience in an emergency management environment.

Qualifications:

Knowledge of department operations, services and policies.

Knowledge and ability to work well with an array of personalities in numerous specialty areas.

Ability to adapt on-the-fly and multitask and to function in a very stressful environment (EOC).

Ability to attain and maintain PEM certification.

Ability to communicate effectively both orally and written.

Other Requirements: Completion of the Professional Development Series (P.D.S.) with the Michigan State Police and Professional Emergency Management (P.E.M.) certification within four years 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: Exempt

Workers' Compensation Code: 9410

Occupational Employment Statistical Code: 21911

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 access departmental files.

Ability to enter and retrieve information from a computer.

Ability to travel to various local units and other sites.

Ability to function in an E.O.C. environment.

Working Conditions:

Works in office conditions.

Attends various meetings countywide with EMS, Fire and Law enforcement officials.

Attends required District meetings with MSP.

1

Motion by , supported by , to amend the Table of Organization for Community Mental Health by eliminating the full-time Professional BA (formerly Employment Services Lead Staff position #619, PG 18) and add/create a new full-time BA Supervisor (Employment Services Supervisor position #TBD, PG 21, Bachelor Level), as well as any subsequent vacancy should an internal transfer or promotion occur, at no cost to the County's General Fund, and contingent upon union concurrence; and further, to approve the related job description for said position. Motion carried.

LIST OF BOARD APPOINTMENTS BY EXPIRATION DATE
Revised 2/21/2023

Name	Board	Length of Term	Expiration Date
Vacant needing to be filled			
Vacant- Controller	Brownfield Redevelopment Authority	Un-expired 3-year term	December 31, 2025
Vacant - Controller	Economic Development Corp.	Un-expired 6-year term	December 31, 2027
Vacant	GLS-Region V Planning	Unexpired 1-year term	December 31, 2023
Vacant	Senior Programs Advisory Board - District#2	2-year term	December 31, 2022
Vacant	Senior Programs Advisory Board - District#7	2-year term	December 31, 2022
Vacant	Valley Area Agency on Aging (VAAA) Executive Board	Un-expired 2-year term	December 31, 2023
Vacant	Valley Area Agency on Aging (VAAA) Executive Board	Un-expired 2-year term	December 31, 2023
2023			
Mike Slater	Thumb Regional Community Corrections Advisory Board	2-year term	March 1, 2023
Dave Mallett	Thumb Regional Community Corrections Advisory Board	2-year term	March 1, 2023
Philip A. Fulks	Thumb Regional Community Corrections Advisory Board	2-year term	March 1, 2023
Kay Morris	Mental Health Services Board	3-year term	March 31, 2023
Rex Ziebarth	Mental Health Services Board	3-year term	March 31, 2023
Donna A. Shelton	Mental Health Services Board	3-year term	March 31, 2023

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