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A-G-E-N-D-A

**LAPEER COUNTY BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
April 27, 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
- ◆ March 23, 2023 Regular Board Meeting Minutes

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	(April 13, 2023)	(Attached)
♦ Personnel Committee	(April 13, 2023)	(Attached)
♦ Properties Committee	(April 13, 2023)	(Attached)
♦ American Rescue Plan Act Committee (ARPA)	(March 9, 2023)	(Attached)

1. COUNTY AUDIT MOTIONS APRIL 7 & 21, 2023 AND ROAD COMMISSION APRIL 6, 2023 - Enter into the Record

2. DISCUSSION HOUSEHOLD HAZARDOUS WASTE COLLECTION

3. NOTICE OF APPOINTMENTS NEEDED

- A. Senior Programs Advisory Board – two-year term**
Commissioner Representative for District #7
- B. Thumb Regional Community Corrections Advisory Board – two-year term**
Michael Slater & Philip Fulks - to be re-appointed
- C. Emergency Management Advisory Council**
Jeff Satkowski – Broadcast/Print Media Communications
- D. Friends of the Historic Courthouse Committee**
Jackie Arnold
- E. Valley Area Agency on Aging (VAAA) -two-year term**
One vacant Executive Board unexpired term
One vacant Advisory Board unexpired term
- F. Land Bank Authority Board – three-year term**
One position expiring May 7, 2023

4. EAGLE SCOUT RESOLUTION – Elijah Anglebrandt

5. MERRITT BROADBAND PRESENTATION

(Additional items)

6.

7.

8.

AD HOC COMMITTEE UPDATES– If needed

FISCAL PLANNING/BUDGETING DISCUSSION – If needed

PUBLIC TIME - Citizens Comments, etc.

COMMISSIONER REPORTS

CLOSED SESSION - If needed

RECESS/ADJOURN

LAPEER COUNTY BOARD OF COMMISSIONERS
Regular Board Meeting
March 23, 2023
9:00 A.M.

Vice-Chair Mast called the meeting to order at 9:00 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:

Kevin Knisely	District #3
Brad Haggadone	District #4
Truman Mast	District #5
William Hamilton	District #6
Bryan Zender*	District #7

Absent:

Tom Kohlman	District #1
Gary Howell	District #2

AGENDA

The agenda and draft minutes from February 23, 2023 Regular Board Meeting were reviewed.

82-2023

Motion by Zender, supported by Haggadone, to accept the agenda with the addition of draft motions from the March 23, 2023 Properties Committee, a motion regarding the Lease Agreement with Department of Health and Human Services (DHHS), and the deletion of a closed session. Motion carried.

83-2023

Motion by Hamilton, supported by Knisely, to approve the February 23, 2023 Regular Board Meeting minutes, as presented. Motion carried.

ELECTED OFFICIAL/DEPARTMENT HEAD UPDATES

No comments were received.

PUBLIC TIME – Eight people spoke during public time.

84-2023

Motion by Hamilton, supported by Zender, to approve the Lapeer County Health Department Plan of Organization, and authorize the Chair/Vice-Chair to sign the approval form. Motion carried.

85-2023

Motion by Hamilton, supported by Haggadone, to authorize the Sheriff's Department to purchase 20 new ballistic helmets for an amount not to exceed \$4,962.00, to be paid through line item, 207-307-977.000, at no additional cost to the County General Fund. Motion carried.

86-2023

Motion by Hamilton, supported by Knisely, to authorize the Sheriff's Department to purchase the updated renewal software for the Traffic Reconstruction equipment, in the amount of \$1,500.00, to be paid from line item 262-301-821.010. Motion carried.

87-2023

Motion by Hamilton, supported by Zender, to authorize payment to Shifman Fournier, in the amount of \$2,295.00, for labor related legal services rendered through February 28, 2023, to be paid from line item 101-239-801.020. Motion carried.

88-2023

Motion by Hamilton, supported by Haggadone, to authorize Administration to purchase a renewal subscription from SHI for the Budget Book Software, in the amount of \$20,085.40, to be paid from line item 101-228-813.030. Motion carried.

89-2023

Motion by Hamilton, supported by Haggadone, to accept the bid of \$14,547.50, for the sale of animals seized by Lapeer County Animal Control pertaining to case #4731. Motion carried.

90-2023

Motion by Hamilton, supported by Knisely, to authorize Amy Cell Talent to expand the search timeline for the vacant County Controller/Administrator position until April 30, 2023 and to increase the top end of the salary range up to \$175,000, and to report back to the Board at the May 11, 2023 Committee of the Whole Meeting. Motion carried.

91-2023

Motion by Hamilton, supported by Zender, to authorize the Lapeer County Health Department Director/Health Officer to electronically accept the approved grant agreement between the State of Michigan LARA and Lapeer County, with the portion of Geo Fencing to be removed from the program, for the period of January 1, 2023 through September 15, 2023, at no cost to the County's General Fund; and further, that a copy of the electronically submitted grant agreement be forwarded to the County Clerk to be filed as an official exhibit. Roll Call vote: Hamilton, aye; Howell, absent; Knisley, aye; Mast, nay; Zender, aye; Haggadone, aye; Kohlman, absent. 4 ayes, 1 nay, 2 absent. Motion carried.

92-2023

Motion by Haggadone, supported by Knisely, to authorize the County Treasurer to amend the Table of Organization to add one part-time variable hourly Property Appraiser position (#TBA) to be funded by the Foreclosure Fund, at no cost to the County's General Fund; and further, to approve the related job description, as attached, and that the position be placed in a pay grade 17 flat rate of \$20.52/hour. Motion carried.

93-2023

Motion by Haggadone, supported by Zender, to adopt the attached summer seasonal staff schedule and authorize the Parks Department to immediately post and fill said positions for both Torzewski County Park and General Squier Memorial Park. Motion carried.

94-2023

Motion by Haggadone, supported by Zender, to amend the Table of Organization for the County Clerk's Office (Vital Records Division) to eliminate two part-time County Clerk I positions and add one full-time Court Clerk I position, and to authorize the County Clerk to post and fill said position, to be funded by Fund 263, at no additional cost to the County's General Fund. Motion carried.

95-2023

Motion by Haggadone, supported by Hamilton, to adopt the revised job description for the full-time Emergency Management Coordinator position, which was recently reinstated in motion #66-2023 on February 23, 2023 with the duties and educational requirements updated, and properly place the position in a Pay Grade 21, which is consistent with a similar position at the Health Department; and further, to authorize the County Controller/Administrator to negotiate the filling of the position up to Step 1, depending upon the candidate's qualifications and experience. Motion carried.

96-2023

Motion by Zender, supported by Haggadone, to increase the water park prices at both Torzewski and General Squier Parks as submitted, at no additional cost to the County's General Fund. Motion carried.

97-2023

Motion by Zender, supported by Hamilton, to approve the language of the lease for the cottage at General Squier at 4710 S. Mill Rd. for \$800.00 monthly and to include the first and last month rent for the term of one year to begin April 1, 2023 at no additional cost to the County's General Fund. Motion carried.

98-2023

Motion by Zender, supported by Knisely, for the Sheriff's Department to purchase four new vehicles from Jim Riehl's and related equipment at a cost not to exceed \$76,068.25 per vehicle for a total of \$304,723.00 to be paid for out of the Sheriff's Department millage fund 207-301-980.000 and at no additional cost to the County's General Fund. Subject to budget amendment crediting 207-100-700.100 for \$304,723.00. Motion carried.

99-2023

Motion by Zender, supported by Haggadone, to amend previous Board Motion #34-22 from January 27, 2022 to increase the total price for two Community Mental Health vehicles by \$4,000.00 at a price not to exceed \$75,867.00. (Previously \$71,867.00.) due to price increase and at no additional cost to the County's General Fund. Motion carried.

100-2023

Motion by Zender, supported by Hamilton, to proceed with the purchase of 8 AEDS from Excell Medical to be paid from 258-424-977.000 for a cost of \$10,800.00 and to be reimbursed by the Region 3 Homeland Security Board's grant at no additional cost to the County General Fund. Motion carried.

101-2023

Motion by Zender, supported by Hamilton, to proceed with the purchase of an APX 6000 from Motorola Solutions to be paid from 258-424-977.000 for a cost of \$5,833.85 and to be reimbursed by the Homeland Security grant at no additional cost to the County General Fund. Motion carried.

102-2023

Motion by Zender, supported by Haggadone, to proceed with the purchase of an ice machine for Harmony Hall at a cost not to exceed \$2,710.00 to be paid from Community Mental Health funding at no additional cost to the County General Fund. Motion carried.

103-2023

Motion by Haggadone, supported by Hamilton, to enter into the record the County's Audit Motions for March 10, 2023, and also the Road Commission Audit Motion for disbursements dated March 9, 2023. Motion carried.

104-2023

Motion by Zender, supported by Knisely, to authorize the Interim County Controller/Administrator to proceed with sending the Michigan Department of Health and Human Services a written notice of non-renewal of their current lease of the county-owned building at 1505 Suncrest Drive, which expires in September of 2025, with the intention of utilizing this building in the future to meet the long-term space needs of various programs for Community Mental Health. Motion carried.

Senior Programs Advisory Board

Commissioner Haggadone noted that at the March 9, 2023 Committee of the Whole Meeting, Commissioner Howell appointed Galland Burnham to serve as the District #4 representative on the Senior Programs Advisory Board, for a term ending December 31, 2023.

Genesee-Lapeer-Shiawassee Region V Planning and Development Commission (GLS Region V) – one-year term105-2023

Motion by Hamilton, supported by Knisely, to appoint Gabriel Lossing to serve on the Genesee-Lapeer-Shiawassee Region V Planning and Development Commission (GLS Region V) for an unexpired term ending December 31, 2023. Motion carried.

Community Mental Health Services Board – three-year term106-23

Motion by Haggadone, supported by Zender, to re-appoint Kay Morris, to serve on the Community Mental Health Services Board, for a three-year term ending March 31, 2026. Motion carried.

Land Bank Authority Board – three-year term107-2023

Motion by Haggadone, supported by Hamilton, to re-appoint Jenell RaCosta to serve on the Land Bank Authority Board, for a three-year term ending May 7, 2026. Motion carried.

Jury Board – six-year term

108-2023

Motion by Knisley, supported by Zender, to re-appoint Mavis Roy to serve on the Jury Board, for a six-year term ending April 30, 2029. Motion carried.

109-2023

Motion by Hamilton, supported by Zender, to approve the County's Audit Motion for disbursements dated March 24, 2023, based upon the signature of the County Controller/Administrator; and further, to approve the Road Commission Audit Motion for disbursements dated March 23, 2023 based upon the signatures of the Road Commission Chairman and Finance Director. Motion carried.

Public Time – Seven people spoke during public time.

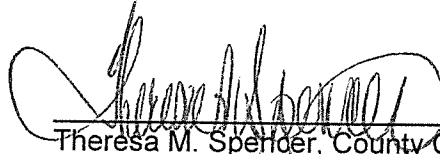
The Commissioners gave brief reports on meetings and conferences that they have recently attended, as well as upcoming meetings and events.

*Commissioner Zender was excused. 10:39 a.m.

110-2023

Motion by Hamilton, supported by Knisely, to adjourn the meeting. 10:46 a.m.

Truman Mast, Vice-Chair
Board of Commissioners



Theresa M. Spender, County Clerk
Clerk of the Board

**DRAFT MOTIONS FROM THE
April 13, 2023
Committee of the Whole Meeting**

1. Motion by Howell, supported by Haggadone, to recommend to the Full Board, to approve payment of \$15,000.00 to H2A Architects for assessment services and bid package development for the Historic Courthouse Building, and further, to authorize the Chair/Vice-Chair to the appropriate document related to this process. Motion carried.
2. Motion by , supported by , pursuant to Section 5.16 of the Rules of Procedure, giving the Committee of the Whole the authority to act, to enter into the official record the following action taken at the April 13, 2023 meeting of the Committee of the Whole:

"Motion by Hamilton, supported by Mast, to adopt the following resolution regarding National Telecommunicators Week:

RESOLUTION #2023-R003

WHEREAS, *Lapeer County Central Dispatch has been designated as the Public Safety Answering Point for all public safety response in Lapeer County for those emergencies that require police, fire or emergency medical services; and,*

WHEREAS, *the telecommunications of Lapeer County Central Dispatch answer those calls for assistance and serve as the first and most critical contact our citizens have with emergency services; and,*

WHEREAS, *the safety of police officers, firefighters and emergency medical service providers that serve our citizens are dependent on the quality and accuracy of information obtained from citizens who contact Lapeer County Central Dispatch; and,*

WHEREAS, *Lapeer County Central Dispatch Public Safety Telecommunicators provide the single most vital link for our police officers, firefighters, and emergency medical service providers, by monitoring their activities by radio, providing them with information, and ensuring their safety; and*

WHEREAS, *the Public Safety Telecommunicators of Lapeer County Central Dispatch have assisted in the saving of many lives, the apprehension of criminals, and prevention of considerable property loss each year; and,*

WHEREAS, *each member of Lapeer County Central Dispatch has exhibited compassion, understanding and professionalism during the performance as a Public Safety Telecommunicator; and,*

WHEREAS, *on October 9, 1991, the Congress of the United States proclaimed the second week in April as "National Public Safety Telecommunications Week."*

NOW, THEREFORE, BE IT RESOLVED, *that the Board of Commissioners hereby proclaims the week of April 9 – 15, 2023 as **PUBLIC SAFETY TELECOMMUNICATORS WEEK** in Lapeer County, in recognition of the men and women whose dedication and professionalism help keep our county and citizens safe.*

Draft Motions from the Committee of the Whole Continued

BE IT FURTHER RESOLVED, that the Board of Commissioners urges county residents and public safety responders, to join in honoring the staff of Lapeer County Central Dispatch in recognition for their continued professionalism and dedication to the public safety of Lapeer County.

Roll Call vote: Hamilton, aye; Mast, aye; Zender, aye; Haggadone, aye; Howell, aye; Knisely, aye; Kohlman, aye; 7 ayes. Motion carried unanimously."

Motion carried.

3. Motion by Howell, supported by Hamilton, to recommend to the Full Board, to approve the Office of the Prosecuting Attorney salary scale as it relates to Chief Prosecuting Attorney and Assistant Prosecuting Attorneys. Roll Call vote: Howell, aye; Zender, nay; Haggadone, aye; Hamilton, aye; Knisely, aye; Mast, aye; Kohlman, aye. 6 ayes, 1 nay. Motion carried.
4. Motion by Zender, supported by Haggadone, to recommend to the Full Board, to approve renewal of the Maintenance Agreement for the Live Scan Fingerprint machine located in the Lapeer County Court Complex, Room #83, at a cost of \$3,703.00. Motion carried.
5. Motion by Howell, supported by Zender, to recommend to the Full Board, to authorize the Sheriff's Department to purchase 9 Spike Stab Vests at an approximate cost of \$4,095.00 from line item 207-351-743.000 and 7 Bullet Proof Vests at an approximate cost of \$7,140.00 from line item 207-301-743.000, for a total cost of \$11,235.00, with a request that a representative from the Sheriff's Department be available at the next meeting for further explanation. Motion carried.
6. Motion by Zender, supported by Haggadone, to recommend to the Full Board, to approve the expenditure from the Automation Fund 256-711-977.010, for an amount not to exceed \$7,400.00 to purchase Scan Pro 2500 Microfilm Scanner thru Smith Imaging and Micrographic Solutions. Motion carried.
7. Motion by Zender, supported by Hamilton, to recommend to the Full Board, to approve the submitted Fiscal Year 2023 Remonumentation Grant Agreements for Surveying Services between the County of Lapeer and Davis Land Surveying and Engineering; RA Duthler Land Surveyor, LLC; and Kennedy Surveying, Inc.; as well as the Peer Review Group Agreements with Steven Thompson, P.S. and Ray Davis, P.S.; and further, to authorize the Lapeer County Grant Administrator (Chief Financial Officer) to sign said agreements. Motion carried.

Draft Motions from the Committee of the Whole Continued

8. Motion by Haggadone, supported by Knisley, to recommend to the Full Board, to authorize the Health Department Director/Health Office to electronically accept the Valley Area Agency on Aging (VAAA) Fiscal Year 2023 Round 1 Contract Amendment for various senior services, at no cost to the County's General Fund; and further, that a copy of the electronically submitted grant agreement be forwarded to the County Clerk to be filed as an official exhibit. Motion carried.

9. Motion by Haggadone, supported by Hamilton, to recommend to the Full Board, to authorize the transfer of \$89,661.33, representing the second 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.

10. Motion by Hamilton, supported by Howell, to recommend to the Full Board, to authorize payment to Shifman Fournier, in the amount of \$825.00, for labor related legal services rendered through March 31, 2023, to be paid from line item 101-239-801.020. Motion carried.

Draft Motions from the Committee of the Whole Continued

Motion by Zender, supported by Howell, to recommend to the Full Board, to adopt the following Resolution regarding the Dryden Casey Project Michigan Department of Natural Resources Spark Grant Agreement ; and further, accept the Grant Agreement to authorize the Chair/Vice-Chair to sign said agreement.

RESOLUTION #2023-R004 **TO ACCEPT THE DRYDEN CASEY PROJECT** **M.D.N.R. SPARK GRANT AGREEMENT**

BE IT RESOLVED, that Lapeer County, Michigan, does hereby accept the terms of the Agreement as received from the Michigan Department of Natural Resources, and that the Lapeer County Board of Commissioners, does hereby specifically agree, but not by way of limitation, as follows:

1. To make available all funds necessary to complete the project during the project period and to provide a local match through a financial commitment and donation of eleven thousand four hundred and ninety-two (\$11,492.00) dollars to match the grant authorized by the DEPARTMENT.
2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times in perpetuity.
3. To construct the project and provide such funds, services, and materials as may be necessary to satisfy the terms of said Agreement.
4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution."

Roll Call vote:

Draft Motions from the Committee of the Whole Continued

6. Motion by Haggadone, supported by Hamilton, to recommend to the Full Board, to approve the submitted Independent Contractor Agreement for the Managed Assigned Counsel Administrator between the County of Lapeer and Attorney Kayleen Hendler, for the County's Indigent Defense Program, effective the partial term of May 1, 2023 through September 30, 2023, which is the term of the current grant; and further, to authorize the Interim county Controller and Chairman to sign said agreement. Motion carried.
7. Motion by Zender, supported by Hamilton, to recommend to the Full Board, to have the Household Hazardous Waste Fall event on the April 27, 2023 Regular Board Meeting Agenda. Motion carried.
8. Motion by Knisley, supported by Haggadone, to recommend to the Full Board, to adopt the 2023 Lapeer County Equalization Report as presented; and further, to authorize the Chair/Vice-Chair and County Clerk to sign the L-4024 and L-4037C's to be submitted to the State of Michigan. Motion carried.
9. Motion by Haggadone, supported by Hamilton, to recommend to the Full Board, to authorize the Interim County Controller/Administrator to execute the time-sensitive settlement documents electronically in the National Prescription Opiate Litigation in order to participate in the relevant Teva, Allergan, CVS, Walmart and Walgreens Opioid Settlement; and further, to authorize the Finance Department to deposit the settlement revenue into Fund 284, to be used for Opioid Prevention Services. Motion carried.

PROPOSED DRAFT PERSONNEL MOTIONS
FROM THE APRIL 13, 2023
PERSONNEL COMMITTEE MEETING

1. Motion by Haggadone, supported by Zender, to recommend to the Full Board to authorize District Court to hire a former employee for the Court Clerk I position (#78, PG 14, previously authorized in BOC Motion #65-2023) at the Step 2 rate of \$20.20, due to the candidate's previous 14 years of extensive experience and knowledge of the Department and based on the signed Letter of Understanding with the Teamsters Local 214, 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 amend the Table of Organization for Community Mental Health to add two additional full-time Master Level Clinician positions (#TBD, Pay Grade 21) in order to fulfill the requirements of the MI Kids Now Mobile Response Program Grant, to be paid with grant funding, 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 Community Mental Health to reclassify the Adult Services Clinical Director position to the new Chief Clinical Officer position (#TBD, both Pay Grade 25), at no additional cost to the County's General Fund nor CMH's budget, and further, to approve the revised job description for the new Chief Clinical Officer position, as attached. Motion carried unanimously. Motion carried unanimously.
4. Motion by Zender, supported by Haggadone, to recommend to the Full Board to amend the Table of Organization for Community Mental Health to eliminate one full-time Master Level Supervisor position (#545, Pay Grade 23, in the Adult Case Management Department) and to add one additional Bachelor Level Supervisor position (#TBD, Pay Grade 21, in the Adult Case Management Department), at no additional cost to the County's General Fund nor CMH's budget. Motion carried unanimously.
5. Motion by Zender, supported by Haggadone, to recommend to the Full Board to amend the Table of Organization for Community Mental Health to eliminate one vacant full-time Clinical Services Director position (#629, Pay Grade 25, in the Children's Department), and to add one additional full-time Bachelor Level Supervisor position (#TBD, Pay Grade 21, in the Children's Case Management Department), at no additional cost to the County's General Fund nor CMH's budget. Motion carried unanimously.
6. Motion by Zender, supported by Haggadone, to recommend to the Full Board to amend the Table of Organization for Community Mental Health to eliminate one vacant full-time Paraprofessional position (#596, Pay Grade 14, in the Stepping Stone Program) and to create/add one full-time Paraprofessional Coordinator position (#TBD, Pay Grade 15, in the Stepping Stone Program), at no additional cost to the County's General Fund; and further, to approved the revised job description for the new Paraprofessional Coordinator position, as attached. Motion carried unanimously.

Note: Draft Motions 3 through 6 from Community Mental Health will result in an approximate cost savings of \$33,000 to \$48,000 on an annual basis.



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Chief Clinical Officer -- Community Mental Health JOB DESCRIPTION

General Summary

This position provides leadership and administrative oversight of the agency's clinical services, fosters high quality care, standardizes clinical protocols, develops clinical strategic goals, promotes the use of evidenced-based practices and contributes to the recruitment and retention of clinical staff. This position reports to the Chief Executive Officer and is a member of executive team.

Essential Functions

1. Provides leadership for the agency's clinical services and evidenced-based clinical practices.
2. Supervises all Clinical and Program Supervisors
3. Creates, maintains, and submits accurate clinical records and documents in a timely manner
4. Maintains current knowledge of assessment and treatment techniques, criminal justice systems, and community resources using in-service training, seminars, workshops, and publications
5. Provides regular individual clinical supervision and conducts regular clinical team meetings
6. Provides administrative support, supervision, and consultation to support and broaden staff skill levels
7. Provides management for daily operations of all the clinical departments
8. Develops policies and procedures to ensure quality services for persons served and accountability for staff
9. Provides ongoing assessment and evaluation of the clinical program to ensure the needs of persons served, agency standards and funding requirements are met
10. Maintains documentation, clinical files, and data as required by agency policies and funding sources
11. Prioritizes the use of best practices and evidence based practices
12. Monitors clinical staff performance and provide opportunities for specific continuing education to meet staff needs
13. Is a member of the agency's management team
14. Demonstrates understanding of CARF standards for the accredited programs



15. Assures clinical services are in compliance with CARF Standards, the Region 10 contract, the MDHHS contract, and Federal/State Medicaid standards
16. Works with other members of the management team to assure successful communication and coordination between all agency departments
17. Participates in agency policy and program planning, development, and evaluation.
18. Attends CMH Board meetings.

Other Functions

1. Participates and provides leadership on Agency and Region 10 workgroups and committees as necessary.
2. Compiles and prepares reports as assigned.
3. Assists in the orientation of professional staff, support staff, and students and volunteers.
4. Participates in training and continuing education opportunities as appropriate.
5. Maintains a working relationship with outside agencies
6. Participates in educational presentations and marketing efforts to the community.
7. Other duties as assigned by the Chief Executive Officer.

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: Master's degree in social work, psychology, counseling, or related field.

Experience: Five to seven years of progressive treatment experience working with persons with mental health disabilities in a mental health service setting(s). Previous supervisory experience including:

- Experience and knowledge of behavioral health services, including assessment, treatment, and consultation
- Knowledge of diverse modalities of intervention, evidenced based practices and diagnostic principles
- Program development, data analysis, and performance management
- Belief in a strengths-based approach

Other Requirements:

1. Licensure or certification in professional discipline.
2. QMHP, QIDP, and CMHP required. CADC preferred.



2. Understanding of the concept of treatment in the least restrictive setting, person centered planning process, and managed care concepts.
3. Good organizational skills.
4. Ability to communicate effectively in oral and written form.
5. Possession of a valid Michigan's driver's license.

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

Worker's Compensation Code: 8810

Occupational Employment Statistical Code: 19005

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):*

1. Ability to utilize computer equipment and information systems.
2. Requires high level of visual concentration and attention to detail in regards to data, documents, planning, and communication.
3. Ability to establish and maintain productive working relationships with persons served, staff, and the general public.
4. Ability to drive a vehicle.

Working Conditions:

1. Responsible for supervising other staff.
2. Works primarily in an office setting.
3. Required to travel within the county and region for agency business and to attend meetings.

Stepping Stone Program Paraprofessional Coordinator JOB DESCRIPTION

General Summary

This position provides assistance to the Stepping Stones Supervisor, direction to the Stepping Stone Staff, and performs a variety of direct service functions for persons served who are enrolled in the Stepping Stone Program.

This position reports to: Stepping Stone Supervisor

Essential Functions

1. Assist the program supervisor and provide direction to program staff in the supervisor's absence.
2. Assist in the day-to-day staffing patterns of the Stepping Stone program.
3. Make decisions on how to cover rooms if staff are out or when staff are on an outing.
4. Make decisions regarding which staff will assist in loading and unloading the buses if the assigned staff is not available.
5. Deal with non-emergency situations that arise including making decisions regarding whether a program participant should go home due to illness.
6. Makes decisions relating to the need for assistance with behavioral issues.
7. In emergencies, make decisions and assist when a participant needs to go to the hospital, assures everyone is accounted for in the event of an environmental emergency, natural disaster, or fire.
8. Function as part of a person-centered and direct support team.
9. Provide face-to-face, hands-on direct services in the activities program for persons with developmental disabilities.
10. Help lift wheelchair bound persons served during toileting, transferring and repositioning.
11. Assist persons served with personal needs including toileting, diapering and feeding.

Other Functions

1. Participates in training and continuing education opportunities as assigned.
2. Other duties as assigned by the Stepping Stone Supervisor.

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 Diploma or GED

Experience: Relevant experience in leadership and experience working with people with developmental disabilities, Experience with skills in arts, crafts, language development, physical therapy and sports. Lived experience with behavioral health issues preferred.

Other Requirements:

1. Valid Michigan Driver's License

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: 8833

Occupational Employment Statistical Code: 55108

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):*

1. Ability to utilize office and computer equipment.
2. Ability to help lift and transfer wheelchair bound persons.
3. Ability to assist with loading and unloading the transportation vehicles.

Working Conditions:

Works primarily indoors at the Maple Grove location. Some in-county travel may be required for Community Integration Activities and to the main LCCMH Building.

LE:mgr
rev. 04/14/2023

Parapro Coordinator (04/14/2023)
County Board Motion #
Page 2 of 2



DRAFT PROPOSED MOTIONS
FROM THE
April 13, 2023
PROPERTIES COMMITTEE MEETING

- 1. Motion by Kohlman, supported by Knisely, to recommend to the Full Board to approve Building & Grounds request to sell items no longer needed or used by various County Departments at public auction, at no additional cost to the County General Fund. Motion carried unanimously.**
- 2. Motion by Knisely, supported by Kohlman, to recommend to the Full Board to proceed with the remodel of office space by Prather Construction and Jacks Heating and Cooling to be paid from 911 millage account 482-325-977.000 for a cost not to exceed \$20,000. Motion carried unanimously.**

PROPOSED DRAFT MOTIONS
FROM THE
MARCH 9, 2023
ARPA COMMITTEE MEETING

1. Motion by Kohlman, supported by Zender, pursuant to the recommendation of the ARPA Committee, to authorize the Administration and Sheriff's Department to prepare and release an RFP (Request for Proposal) related to a new camera system for the County Jail, and to bring back the results for consideration by the ARPA Committee, and review and discuss potential grant funding through MMRMA. Motion carried unanimously.

2. Motion by Zender, supported by Kohlman, pursuant to the recommendation of the ARPA Committee, to authorize the Building & Grounds/Parks Department to accept the low bid and proceed with contracting with Wigen Ticknell Meyer (WTM) Architects for architectural and aquatic design and engineering services for the re-development of Torzewski County Park, at a cost not to exceed \$219,450.00 (\$199,500 plus 10% contingency), to be paid from Fund 281 (expense category 2.11). Motion carried unanimously.

I MOVE THE FOLLOWING EXPENDITURE DISBURSEMENTS FOR CHECKS
DATED 4/07/2023 BE APPROVED BASED ON THE SIGNATURE OF THE
RESPECTIVE DEPARTMENT HEAD/ELECTED OFFICIAL

FUND		PAYROLL	ACCOUNTS PAY	TOTAL DISB.
GENERAL FUND	101	122,439.21	105,951.56	228,390.77
RENTAL PROPERTY	149		311.72	311.72
PROSECUTING ATTORNEY	205	28,893.70	4,096.71	32,990.41
SHERIFF'S DEPARTMENT	207	126,236.80	39,312.41	165,549.21
PARKS/RECREATION FUND	208		1,880.33	1,880.33
FRIEND OF THE COURT FUND	215	24,675.46	1,308.95	25,984.41
HEALTH DEPARTMENT/DISTRIC	221	74,814.67	68,708.96	143,523.63
SENIOR ACTIVITIES	223	21,737.36	11,548.74	33,286.10
ANIMAL CONTROL	225	5,423.99	5,270.44	10,694.43
REMONUMENTATION GRANT	245	275.66		275.66
REGISTER OF DEEDS AUTOMAT	256		512.37	512.37
DISASTER CONTINGENCY FUND	258	1,038.70	10,800.00	11,838.70
INDIGENT DEFENSE FUND	260		21,575.94	21,575.94
911 SERVICE FUND	261	31,961.75	7,350.44	39,312.19
FORFEITURES FUND	262		353.13	353.13
CONCEALED PISTOL LICENSIN	263	736.17		736.17
T.N.U.	265		1,253.61	1,253.61
PUBLIC SAFETY MILLAGE	266		47.17	47.17
LAW LIBRARY FUND	269		295.00	295.00
COMMUNITY CORRECTIONS	272	3,640.91	11,972.00	15,612.91
SENIOR MILLAGE FUND	276		7.88	7.88
POLICE SERVICE CONTRACTS	277	40,019.28		40,019.28
AMERICAN RESCUE PLAN	281		4,649.52	4,649.52
SOIL & SED SPECIAL PROJEC	296		13.87	13.87
LAPEER FAMILY CONTINUATIO	298	700.80	206.00	906.80
BURKE DRAIN	461		50.00	50.00
9-1-1 CONSTRUCTION FUND	482		1,109.60	1,109.60
BUILDING AND GROUNDS	631		35,073.98	35,073.98
PEASLEY DRAIN DEBT FUND	881		173.18	173.18
*** TOTAL OF ***		\$482,594.46	\$333,833.51	\$816,427.97

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	242,132.08	327,372.80	569,504.88
MEDICAL CARE FACILITY FUN	291		10.38	10.38
CHILD CARE FUND	292	11,433.89	651.54	12,085.43
VETERANS RELIEF FUND	293	6,082.46	2,708.86	8,791.32
BELLE RIVER	479		2,838.66	2,838.66
DELINQUENT TAX REVOLVING	516		2,087,183.69	2,087,183.69
FORECLOSURE	532	2,943.92	1,125.97	4,069.89
DRAIN EQUIPMENT REVOLVING	639		4,969.00	4,969.00
CMH EQUIP ACQUIS & REPLAC	649		50,125.00	50,125.00
WORKERS COMP FUND	677		13,560.25	13,560.25
HEALTH INS. FUND	678		348,503.78	348,503.78
*** TOTAL OF ***		\$262,592.35	\$2,839,049.93	\$3,101,642.28

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		261,782.87	261,782.87
COMMON BANKING - TRUST AN	702	256,024.30	99,275.53	355,299.83
CURRENT TAX COLLECTION FU	703		489,076.57	489,076.57
*** TOTAL OF ***		\$256,024.30	\$850,134.97	\$1,106,159.27

*** GRAND TOTAL OF DISBURSEMENTS ***		\$1,001,211.11	\$4,023,018.41	\$5,024,229.52
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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:

Jackie Arnold, Interim Administrator/Controller

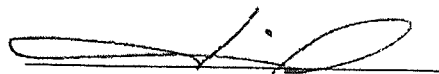
ROAD COMMISSION AUDIT MOTION

For checks dated: 04/06/2023

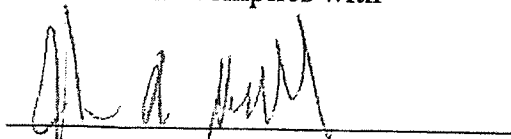
I move that the following expenditure disbursements be approved based on the signature of the below listed representatives of the Road Commission.

<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	\$ 19.85
201-449-715.000	FICA	\$ 84.93
201-449-716.000	Medical, Dental, Vision Insurance	\$ 400.00
201-449-717.000	Life Insurance	\$ -
201-449-718.000	Retirement	\$ 94.00
201-449-860.050	Mileage	\$ -
201-449-957.00	Memberships	\$ -
Total:		<hr/> \$ 1,661.02

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

LAPEER COUNTY

FOR CHECKS DATED 4/21/2023

PAGE 1

I MOVE THE FOLLOWING EXPENDITURE DISBURSEMENTS FOR CHECKS
DATED 4/21/2023 BE APPROVED BASED ON THE SIGNATURE OF THE
RESPECTIVE DEPARTMENT HEAD/ELECTED OFFICIAL

FUND		PAYROLL	ACCOUNTS PAY	TOTAL DISB.
GENERAL FUND	101	117,789.15	97,841.85	215,631.00
RENTAL PROPERTY	149		24.29	24.29
PROSECUTING ATTORNEY	205	25,786.28	3,658.75	29,445.03
SHERIFF'S DEPARTMENT	207	132,168.40	17,176.11	149,344.51
PARKS/RECREATION FUND	208	2,803.87	3,385.01	6,188.88
FRIEND OF THE COURT FUND	215	24,209.36	636.61	24,845.97
HEALTH DEPARTMENT/DISTRIC	221	76,475.77	567,172.03	643,647.80
SENIOR ACTIVITIES	223	21,986.68	14,739.62	36,726.30
ANIMAL CONTROL	225	5,135.19	3,218.32	8,353.51
SPECIALTY COURTS	232		7,327.09	7,327.09
REMONUMENTATION GRANT	245	275.66		275.66
REGISTER OF DEEDS AUTOMAT	256		3,000.00	3,000.00
DISASTER CONTINGENCY FUND	258	1,978.32	6,308.15	8,286.47
INDIGENT DEFENSE FUND	260		10,213.44	10,213.44
911 SERVICE FUND	261	35,101.07	24,598.37	59,699.44
FORFEITURES FUND	262		199.00	199.00
CONCEALED PISTOL LICENSIN	263	1,032.59	156.38	1,188.97
LAW LIBRARY FUND	269		444.68	444.68
COMMUNITY CORRECTIONS	272	3,640.91	4,546.26	8,187.17
POLICE SERVICE CONTRACTS	277	40,857.63		40,857.63
AMERICAN RESCUE PLAN	281		4,747.50	4,747.50
LAPEER FAMILY CONTINUATIO	298	700.80	30.00	730.80
BURKE DRAIN	461		1,035.00	1,035.00
HISTORIC COURTHOUSE	470		246.54	246.54
MIDDLE MILE PROJECT	472		1,500.00	1,500.00
BUILDING AND GROUNDS	631		88,219.14	88,219.14
*** TOTAL OF ***		\$489,941.68	\$860,424.14	\$1,350,365.82

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	237,106.59	683,266.97	920,373.56
CHILD CARE FUND	292	11,433.89	33,850.51	45,284.40
VETERANS RELIEF FUND	293	5,967.93	2,993.97	8,961.90
BELLE RIVER	479		184,348.93	184,348.93
DELINQUENT TAX REVOLVING	516		345,099.33	345,099.33
FORECLOSURE	532	2,943.92	6,767.69	9,711.61
REVOLVING DRAIN	601		24,611.19	24,611.19
DRAIN EQUIPMENT REVOLVING	639		11,717.05	11,717.05
UNEMPLOYMENT INSURANCE FU	676		5,007.23	5,007.23
HEALTH INS. FUND	678		31,728.58	31,728.58
DRAIN FUND	801		67,869.66	67,869.66
*** TOTAL OF ***		\$257,452.33	\$1,397,261.11	\$1,654,713.44

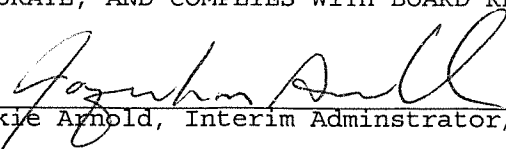
AND THAT THE FOLLOWING EXPENDITURE DISBURSEMENTS BE ALLOWED ON THE
SIGNATURE OF THE RESPECTIVE DEPARTMENT HEAD/ELECTED OFFICIAL AND/OR
STATE STATUTE IF APPLICABLE:

GENERAL CUSTODIAL FUND	701		6,075.06	6,075.06
COMMON BANKING - TRUST AN	702	260,758.53		260,758.53
DISTRICT MUNICIPAL COURT	710		43,987.76	43,987.76
LIBRARY PENAL FINE FUND	721		21,252.96	21,252.96
*** TOTAL OF ***		\$260,758.53	\$71,315.78	\$332,074.31

*** GRAND TOTAL OF DISBURSEMENTS ***		\$1,008,152.54	\$2,329,001.03	\$3,337,153.57
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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:



Jackie Arnold, Interim Administrator/Controller

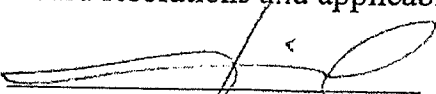
ROAD COMMISSION AUDIT MOTION


For checks dated: 04/06/2023

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	\$ 455.00
201-449-7114.000	Medicare	\$ 26.46
201-449-715.000	FICA	\$ 113.14
201-449-716.000	Medical, Dental, Vision Insurance	\$ 400.00
201-449-717.000	Life Insurance	\$ -
201-449-718.000	Retirement	\$ 94.00
201-449-860.050	Mileage	\$ 298.48
201-449-957.00	Memberships	\$ -
Total:		<hr/> \$ 2,449.32

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. Minando, Jr., Board Secretary


John Howell, Chairman

RESOLUTION - #2023-R05

- WHEREAS,** **Elijah Anglebrandt**, son of Todd and Jennifer Anglebrandt, is a member of Boy Scout Troop 137 in Lapeer, and began as a Tiger Scout eleven years ago, and has now received the highest rank in the Boy Scouts of America by being awarded the Eagle Scout Award after earning 41 merit badges two bronze, one gold, and one silver eagle palm; and,
- WHEREAS,** **Elijah Anglebrandt** has held various leadership positions within the troop, including Junior Assistant Scoutmaster, Senior Patrol Leader, Assistant Senior Patrol Leader, Quartermaster, and Patrol Leader; and,
- WHEREAS,** **Elijah Anglebrandt** served as the Governor's Honor Guard on Mackinac Island as part of the Mackinac Service Troop 127 in 2019, raising and lowering the flag at the Governor's Summer Residence; and,
- WHEREAS,** **Elijah Anglebrandt** diligently worked on his Eagle Scout project at the Christian Youth Organization camp in Port Sanilac prepping the cabins for new windows and repairing dilapidated picnic tables; and,
- WHEREAS,** **Elijah Anglebrandt**, is a junior at Lapeer High School and also attends Ed Tech, Class of 2024, and plans to go into his 13th year taking courses through Mott and Ferris State with the intention of receiving an associated degree in Electronics and Electrical Technologies and a certificate in Electrical Technologies for Apprentice Electricians; and,
- WHEREAS,** **Elijah Anglebrandt** has completed the requirements for, and after having been reviewed by the Eagle Scout Board of Review, was found to be worthy of the rank of Eagle Scout and will be honored at a special Eagle Scout Court of Honor on May 20, 2023 at St. Paul Lutheran Church in Lapeer, Michigan.

NOW, THEREFORE, BE IT RESOLVED, that this Board of Commissioners of Lapeer County, Michigan, congratulates **Elijah Anglebrandt** on attaining the prestigious rank of Eagle Scout and wishes him well in his future endeavors.

Tom Kohlman, Chairman, District #1

Gary Howell, District #2

Brad Haggadone, District #4

Bryan Zender, District #7

Truman Mast, Vice-Chairman, District #5

Kevin Knisely, District #3

William Hamilton, District #6

I hereby certify that the foregoing Resolution was unanimously adopted by a vote at the meeting of the Board of Commissioners of the County of Lapeer, State of Michigan, on this 27th day of April, 2023.

Theresa M. Spencer, County Clerk
Clerk of the Board