

**THERESA M. SPENCER
LAPEER COUNTY CLERK**

County Complex Building
255 Clay Street
Lapeer, Michigan 48446

Phone 810 area code
667-0356

Circuit Court Division
667-0358

Fax 667-0362

A-G-E-N-D-A

**LAPEER COUNTY BOARD OF COMMISSIONERS
REGULAR BOARD MEETING**

July 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
- ◆ June 22, 2023 Regular Board Meeting Minutes

PRESENTATION TO THE COUNTY OF LAPEER

By Colonel Ken Reiff, accompanied by Colonel Jay Adsit and Ms. Leslie McCormick

FOR REVIEW IN FOLDER:

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

CONTINUED -

PUBLIC TIME - Citizens Comments, etc.

NEW/OLD BUSINESS:

DRAFT MOTIONS

♦ Committee of the Whole	(July 13, 2023)	(Attached)
♦ Personnel Committee	(July 13, 2023)	(Attached)
♦ Properties Committee	(June 22, 2023)	(Attached)

1. AUDIT MOTIONS- Enter into the Record

County's Audit Motions for May 23, 2023, June 02, 2023, June 30, 2023, July 14, 2023 and the Road Commissions Audit Motion for disbursements dated June 01, 2023, June 29, 2023, and July 13, 2023

2. NOTICE OF APPOINTMENT

Emergency Management Advisory Council – one unexpired term -MacKenzie Thrower

3. ADMINISTRATION/SHERIFF'S DEPARTMENT - (To be distributed)

Bid recommendation regarding the cabling project at the Sheriff's Department/Jail

4. COMMITTEE RECOMMENDATION FOR TOWING CONTRACTS

(To be distributed by Committee)

(Additional items)

5.

6.

7.

AD HOC COMMITTEE UPDATES- If needed

FISCAL PLANNING/BUDGETING DISCUSSION - If needed

AUDIT MOTIONS

- ♦ **County Audit Motion**
For disbursements dated July 28, 2023
- ♦ **Road Commissioner's Audit Motion**
For disbursements dated July 27, 2023

PUBLIC TIME - Citizens Comments, etc.

COMMISSIONER REPORTS**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. ******

LAPEER COUNTY BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
June 22, 2023
9:00 A.M.

Chairman Kohlman called the meeting to order at 9:00 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 May 25, 2023 Regular Board Meeting were reviewed.

173 -2023

Motion by Haggadone, supported by Mast, to accept the Agenda, with the additions as follows:

- 1) To refer the matter of merging the Alcohol Information and Counseling Center (AICC) division of the Health Department with the Substance Abuse Services through Community Mental Health in order to better provide and coordinate substance abuse services to the citizens of Lapeer County, to the next Committee of the Whole Meeting of July 13, 2023 with authority to act, while the Administration Office and labor counsel resolve the issues related to merging the affected union members of both AFSCME and Teamsters.
- 2) To adopt the Resolution for Approval of the FY 2023 Community Corrections Grant Application of the Thumb Area Regional Community Corrections;
- 3) To amend Motion #13-2023 of the January 12, 2023 Regular Board Meeting to note that the correct position number is #404 and not #407 as stated (eliminated vacant Animal Control Officer position; and
To amend Motion #31-2023 from the January 26, 2023 Regular Board Meeting related to the reinstated Assistant Prosecuting Attorney III position should be (#TBD, PG 25) and not #756 as stated due to that number being assigned to a position at CMH.

Motion carried.

(Note: closed session will not be needed)

174-2023

Motion by Howell, supported by Knisley, to approve the May 25, 2023 Regular Board minutes as presented. Motion carried.

ELECTED OFFICIAL/DEPARTMENT HEAD UPDATES

John Bustle, Building and Grounds Department, provided updates regarding opening of both Torzewski and General Squier Water parks, which are open and fully staffed. Additionally Mr. Bustle reviewed numerous events that have occurred or are planned for the summer months, and provided a status update on the installation and completion of the 18 hole disc golf course at Torzewski Park.

Sheriff McKenna provided statistics from the security meeting, regarding activity at the front door since security officers have been present in mid-March, 2023. He additionally shared information regarding illegal marijuana grow facilities and concerns of local townships. Sheriff McKenna informed the Board of planning in place for an active shooter training exercise for the County Complex in the fall of 2023.

PUBLIC TIME – Three people spoke during public time.

PUBLIC HEARING-TRUTH IN TAXATION

Chairman Kohlman declared the Public Hearing-Truth in Taxation open at 9:34 a.m.

Lisa Griffin, Equalization Director, provided general information about the annual Truth in Taxation notification. Bill Griffin, of Assessment Administration Services also addressed the Board to further explain the millage rate, CPI effect, millage rates approved by the voters, such as the Senior Citizen millage, the Headlee Roll Back and inflationary effect. Discussion was held about developing a schedule in the future to provide millage rate information earlier.

Chairman Kohlman invited comments from the public.

No one from the public spoke.

175-2023

Motion by Hamilton, supported by Howell, that the 2023 tax rolls be established as follows, based upon a taxable valuation of \$3,778,235,974:

3.6258	allocated mills
.3196	voted MCF
.8814	voted EMS
.3916	voted Senior Citizen
.1813	voted Veterans
1.4500	voted Law Enforcement
6.8497	Total

and further, that these millage rates be placed on the 2023 tax rolls, and that the Chairman and County Clerk be authorized to sign the L-4029 form to be submitted to the Michigan Department of Treasury. Roll Call Vote: Hamilton, aye; Zender, aye; Howell, aye, Haggadone, aye; Knisely, aye; Mast, aye; Kohlman, aye. 7 ayes. Motion carried unanimously.

Chairman Kohlman declared the Public Hearing-Truth in Taxation closed, at 9:41 a.m.

176-2023

Motion by Haggadone, supported by Hamilton, to accept grant funds from FEMA for the purchase of livestock corral panels for Animal Control at cost not to exceed \$2,030.00. Funds to be directed to fund 225.433.813.00. Motion carried.

177-2023

Motion by Haggadone, supported by Hamilton, to amend motion #217-22 from the June 16, 2022 Regular Board Meeting related to the incinerator purchase for Animal Control to reflect the price increase from \$275,000.00 to \$278,318.00 for additional stack sections to meet the required height of the building, to be paid from ARPA fund 281 (expenditure category 6.1). Motion carried.

178-2023

Motion by Haggadone, supported by Hamilton, to authorize the Health Department to purchase a 6 x 12 ft. enclosed storage trailer at a cost not to exceed \$6,947.00, and at no additional cost to the County's General Fund. Motion carried

179-2023

Motion by Haggadone, supported by Hamilton, to authorize the Lapeer County Sheriff's Office to purchase a replacement metal detector for the County Courthouse at a cost not to exceed \$5,120.00 (with shipping) from line #207-350-977.000, and at no additional cost to the County's General Fund. Motion carried.

180-2023

Motion by Haggadone, supported by Hamilton, to authorize the Lapeer County Sheriff's Office to purchase a new Jail Management System (JMS) to replace a now non-existing program, at a first- year cost of \$14,970.00, to be paid from line #207-351-850.200, and at no additional cost to the County's General Fund. Motion carried.

181-2023

Motion by Haggadone, supported by Hamilton, to approve the budget amendment for the Sheriff's Department as presented:

\$35,000 decrease to line item 207-100-700.100 (Contingency)

\$25,000 increase to line item 207-301-956.000 (Training)

\$10,000 increase to line item 207-301-980.000 (Vehicles)

Motion carried.

182-2023

Motion by Haggadone, supported to Hamilton, to authorize the Lapeer County Sheriff's Office to purchase a new TruckVault brand secure weapons and equipment storage unit for installation and use in a new 2022 Dodge Durango entering into service as a Special Response Team/Supervisor vehicle assigned to the Patrol Division, at a cost not to exceed \$3,048.99, to be paid from line #207-307-977.000, and at no additional cost to the County's General Fund. Motion carried

183-2023

Motion by Howell, supported by Knisely, to authorize payment to Shifman Fournier, PLC, in the amount of \$5,040.00 for labor related legal services rendered through May 31, 2023, to be paid from line item #101-239-801.020. Motion carried.

184-2023

Motion by Howell, supported by Knisely, pursuant to the recommendation of the Policies and Procedures Committee, to approve the revised Rules of Procedure for the Lapeer County Board of Commissioners for FY 2023, as submitted. Motion carried.

185-2023

Motion by Howell, supported by Knisely, pursuant to the recommendation of the Policies and Procedures Committee, to approve the revised Financial Goals, Policies and Practices, as submitted, reflecting the new Section 10 regarding Cash Receipting. Motion carried.

186-2023

Motion by Haggadone, supported by Hamilton, to approve the Tentative Truth in Taxation Calendar for FY 2023, as attached; and further to adopt the following Resolution, which establishes the date of June 22, 2023 for the Truth in Taxation Public hearing, and authorizes the publication of the hearing notice.

RESOLUTION-2023-R8**Regarding Proposed Public Hearing on
Increasing Property Taxes**

- WHEREAS,** the Lapeer County Board of Commissioners of the County of Lapeer is required to establish a public hearing on a proposed increase of 0.5117 mills in the operating tax millage rate to be levied on property in 2023; and,
- WHEREAS,** the hearing is hereby established for Thursday, June 22, 2023 at 9:00 a.m. at the Lapeer County Complex, Lower Level, 255 Clay Street, Lapeer, Michigan 48446, and authorizes publication in a newspaper of general circulation on June 14, 2023; and,
- WHEREAS,** the taxing unit which will publish the public hearing notice has complete authority to establish the number of mills to be levied from within its authorized millage rate; and,
- WHEREAS,** if adopted, the proposed additional millage will increase operating revenues from ad valorem property taxes 8.07% over such revenues generated by levies permitted without holding a hearing; and further, if the proposed additional millage rate is not approved, the operating revenue will increase by 1.99% over the preceding year's operating revenue; and,
- THEREFORE, BE IT RESOLVED,** that the Lapeer County Board of Commissioners will take action on the proposed additional millage at their June 22, 2023 meeting shortly after 9:00 a.m. at the Lapeer County Complex, 255 Clay Street, Lapeer, Michigan 48446.

(Resolution continued)

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

187-2023

Motion by Haggadone, supported by Hamilton, to increase the Prosecuting Attorney's salary to \$145,000.00 annually. Motion carried.

188-2023

Motion by Haggadone, supported by Hamilton, pursuant to action taken at the May 25, 2023 giving the Committee of the Whole meeting the authority to act in this matter, to approve the Employment Agreement between the County of Lapeer and Moses Sanzo, as the appointed Lapeer County Controller/Administrator, as negotiated and agreed upon, for the period of July 1, 2023 through December 31, 2027; and further, to authorize the Chairman to sign said agreement. Motion carried.

189-2023

Motion by Haggadone, supported by Hamilton, to give a written Notice of Intent to the Prosecuting Attorney of the Board's intent to seek alternate corporate counsel services. Motion carried.

190-2023

Motion by Haggadone, supported by Hamilton, to have the Chairman appoint an Ad Hoc Committee to look into civil counsel procedures and to seek out potential law firm vendors to represent the County. Commissioner Howell, Commissioner Hamilton, and Chairman Kohlman to serve on the Civil Counsel Ad Hoc Committee. Motion carried.

Thumb Regional Community Corrections Advisory Board-two year term

191-2023

Motion by Haggadone, supported by Howell, to appoint Michael Slater and Philip Fulks, to serve on the Thumb Regional Community Corrections Advisory Board, for a two-year term ending March 1, 2025. Motion carried.

Emergency Management Advisory Council

192-2023

Motion by Mast, supported by Zender, to appoint Jeff Satkowski-Broadcast/Print Media Communications, to serve on the Emergency Management Advisory Council, for a term ending December 31, 2024. Motion carried.

Friends of the Historic Courthouse Committee

193-2023

Motion by Hamilton, supported by Haggadone, to appoint Jackie Arnold, to serve on the Friends of the Historic Courthouse Committee, for a term ending October 14, 2024. Motion carried.

Land Bank Authority Board-three year term**194-2023**

Motion by Hamilton, supported by Mast, to appoint Tina Papineau, to serve on the Land Bank Authority Board, for a three year term, ending May 7, 2026. Motion carried.

195-2023

Motion by Haggadone, supported by Mast, to refer the matter of merging the Alcohol Information and Counseling Center (AICC) division of the Health Department with the Substance Abuse Services through Community Mental Health in order to better provide and coordinate substance abuse services to the citizens of Lapeer County, to the next Committee of the Whole Meeting of July 13, 2023 with authority to act, while the Administration Office and labor counsel resolve the issues related to merging the affected union members of both AFSCME and Teamsters. Motion carried.

196-2023

Motion by Haggadone, supported by Mast, to amend Motion #13-2023 of the January 12, 2023 Regular Board Meeting to note that the correct position number is #404 and not #407 as stated (eliminated vacant Animal Control Officer position). Motion carried.

197-2023

Motion by Haggadone, supported by Howell, to amend Motion #31-2023 from the January 26, 2023 Regular Board Meeting related to the reinstated Assistant Prosecuting Attorney III position should be (#TBD, PG 25) and not #756 as stated due to that number being assigned to a position at CMH. Motion carried.

198-2023

Motion by Haggadone, supported by Zender, to adopt the following Resolution for Approval of the FY 2023 Community Corrections Grant Application of the Thumb Area Regional Community Corrections:

RESOLUTION # 2023-R07**Approval of the****FY 2023 Community Corrections Grant Application of the
Thumb Area Regional Community Corrections**

- WHEREAS,** Lapeer County, is the Fiscal Agent and Program Manager for the Thumb area Regional Community Corrections; and,
- WHEREAS,** Lapeer County, as a member of the Thumb Area Regional Community Corrections with Sanilac and Tuscola Counties, recognizes the need to offer felony probationers with specific programming targeted at further advancing offender success rates and reduce repeat offender rates; and,
- WHEREAS,** Lapeer County has worked with the Thumb Area Regional Community Corrections to develop a FY 2023 Grant Application which will provide a funding source to incorporate such programming and administrative oversight in Lapeer County; and,

(Resolution continued)

WHEREAS, the FY 2023 Community Corrections Grant Application has been prepared by Thumb Area Regional Community Corrections in the amount of \$342,520.00 for Community Corrections Programs and Services in the counties of: Lapeer, Sanilac and Tuscola for the period of October 1, 2023 through September 30, 2024; and,

WHEREAS, the Lapeer County Board of Commissioners has also previously approved this Grant Application on May 25, 2023 in Motion #159-2023.

NOW, THEREFORE, BE IT RESOLVED that the Lapeer County Board of Commissioners of the County of Lapeer, Michigan, hereby with this resolution approves the Thumb Area Regional Community Corrections, FY 2023 Grant Application for Community Corrections funding in the amount of \$342,520.00 for Programs and Services.

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

199-2023

Motion by Zender, supported by Hamilton, pursuant to the recommendation of the Personnel Committee, to authorize the Sheriff's Department to hire and fill the vacant Administrative Specialist position (#123, Pay Grade S3) at Step IV pay rate due to the candidate's extensive experience with law enforcement agencies and skills with FOIA, LEIN certified, and trained as Evidence technician, to be paid from the Sheriff Department's budget, at no additional cost to the County's General Fund. Motion carried.

200-2023

Motion by Zender, supported by Hamilton, pursuant to the recommendation of the Personnel Committee, to recommend to the Full Board to authorize the Sheriff's Department to hire and fill the Corrections Officer position (#138, Pay Grade S4) at the Step I pay rate due to the candidate's 3.5 years of Corrections experience and pursuant to the Letter of Understanding with the union, to be paid from the Sheriff Department's budget, at no additional cost to the County's General Fund. Motion carried.

201-2023

Motion by Zender, supported by Hamilton, pursuant to the recommendation of the Personnel Committee, to authorize the Sheriff's Department to establish the hourly rate of \$16.00 per hour for Marine Deputies, effective June 24, 2023, to be paid by the Sheriff Department's budget, and at no additional cost to the County's General Fund. Motion carried.

202-2023

Motion by Hamilton, supported by Zender, to enter into the records the County's Audit Motions for June 16, 2023 and the Road Commissions Audit Motion for disbursements dated June 15, 2023. Roll Call Vote: Hamilton, aye; Howell, aye; Haggadone, aye; Knisely, aye; Zender, aye; Mast, aye. Kohlman, aye. 7 ayes. Motion carried unanimously.

PUBLIC TIME—Three people spoke during public time.

The Commissioners made statements regarding Public Time Comments, and gave brief reports on meetings and conferences that they have recently attended, as well as upcoming meetings and events.

203-2023

Motion by Zender, supported by Knisely, to adjourn the meeting. Motion carried. 10:14 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

Gary Howell

NAME OF EMPLOYEE

County Commissioner for District #2

TITLE OR POSITION

6 - 29 - 23

DATE SUBMITTED

FROM: May 1 TO: June 30

PERIOD COVERED

DAY OF MONTH	DESCRIPTION	Location	PRIVATE AUTOMOBILE		COUNTY AUTOMOBILE		LODGING	MEALS	OTHER	DAILY TOTALS	
			MILES	AMOUNT	GAS	OTHER					
5-9	Rotary Presentation	Free Meth.	20	\$ -						\$	11 20
5-3	LCC Collaborative/FMS	FMS	28	\$ -						\$	15 68
5-4	NB Village Council	NB	14	\$ -						\$	- 7 84
5-8	Deerfield Twp Bd	Deerfield	10	\$ -						\$	- 5 60
5-18	Farm Bureau Seminar	Farmington	38	\$ -						\$	21 28
5-25	Economic Club	C.C.	32	\$ -						\$	17 92
6-20	Mich Twp Assn	Marathon	24	\$ -						\$	13 44
6-20	County Administrator	Multiple		\$ -						\$	-
	Tour - Deerfield	Other		\$ -						\$	-
	Lake Columbus	(list)		\$ -						\$	-
	North Branch, Clarendon			\$ -						\$	-
	Lapeer		87	\$ -						\$	48 72
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SUMMARY TOTAL			253	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-

TOTAL AMOUNT OF VOUCHER

\$ 141.68

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

NATURE OF OFFICIAL BUSINESS: meetings
Travel to Other Agency and/or Municipal Meetings in the course of
business as County Commissioner, District #2

SIGNED BY: Gary Howell

APPROVED BY: _____

Department Head or authorized representative

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

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

1. Motion by Howell, supported by Mast, to recommend to the Full Board, to authorize the Chairman to create an Ad Hoc Committee of Commissioner Zender, Hamilton and Haggadone, for the purpose of reviewing each bid and bringing back recommendations to the Regular Board for consideration. Motion carried.
2. Motion by Zender, supported by Hamilton, to recommend to the Full Board, to authorize the Lapeer County Sheriff's Department to purchase 60 cases of disposable gloves, at a cost of \$43.80 per case, or \$2,628.00 total, to be paid from line item 207-350-810.070, at no additional cost to the County General Fund. Motion carried.
3. Motion by Howell, supported by Haggadone, to recommend to the Full Board, to approve the renewal contract agreement between the Lapeer County Sheriff's Department and Central Professional Services, to help recovery monies owed to the county, with no cost to the county, for a period of one year; and further, to authorize the Chair/Vice-Chair to sign said agreement. Motion carried.
4. Motion by Hamilton, supported by Zender, to recommend to the Full Board, to approve the following Budget Amendment for the Dive Team Division, at the Sheriff's Department:

[illegible]

Motion carried.

5. Motion by Zender, supported by Hamilton, to recommend to the Full Board, to accept the Region 10 Prepaid Inpatient Health Plan (PIHP) Prevention Services contract amendment #9 & #10, for a total of \$16,650.00; and further, to authorize the Chair/Vice-Chair to sign said amendments. Motion carried.

Draft Motions from the Committee of the Whole Continued

6. Motion by Zender, supported by Haggadone, to recommend to the Full Board, to authorize Lapeer County Animal Control to purchase the PetManager Program for online licensing from Jeremiah Brown, at a cost of \$5,000.00, which includes the dispatch version, yearly support for the first year, electronic reminders, and custom reports, to be paid from line item 225-431-850.200. Motion carried.
7. Motion by Hamilton, supported by Mast, to recommend to the Full Board, to authorize payment to Shifman Fournier, in the amount of \$2,640.00, for labor related legal services rendered through June 30, 2023, to be paid from line item 101-239-801.020. Motion carried.
8. Motion by Haggadone, supported by Zender, to recommend to the Full Board, to adopt the Tentative Fiscal Year 204/25 Biennial Budget Calendar, as submitted. Motion carried.
9. Motion by Haggadone, supported by Zender, to recommend to the Full Board, to change the County's Fiscal Year Ending from December 31st annually to September 30th, effective beginning September 30, 2025 and thereafter. Motion carried.
10. Motion by Zender, supported by Haggadone, to recommend to the Full Board, to approve the Request for Proposal (RFP) for Legal Counsel Services and authorize the County Administration Office to immediately release the Request for Proposal (RFP), and post it on the County's website. Motion carried.

Draft Motions from the Committee of the Whole Continued

11. Motion by Haggadone, supported by Zender, to recommend to the Full Board, to authorize the merging and transfer of the Alcohol and Information and Counseling Center (AICC) program from the auspicious of the Lapeer County Health Department to the Lapeer County Community Mental Health Department, effective August 1, 2023, in order to provide improved, cost effective coordinated substance abuse and counseling services to the citizens of Lapeer County, pursuant to the final written Letter of Agreement prepared by labor counsel to be signed by both AFSCME Council 25 and Teamsters Local 214, CMH Unit, unions for those affected employees; and further, that the following actions related to the merger/transfer also be authorized:
 - a) The current Non-Union AICC Supervisor will also transfer with all their benefits as consistent with the union staffing;
 - b) All current AICC revenue will be transferred from the County and Health Department to the appropriate CMH revenue lines;
 - c) The SUD portion of the County PA-2 funds will be allocated to CMH and transferred to Region 10 PIHP;
 - d) All AICC contracts in place will be transferred to CMH and will be managed by the Community Mental Health CEO under the authority of the Lapeer County CMH Board;
 - e) The Health Department will maintain custody of all clinical records produced by AICC as a program of the Health Department. Individual releases of information signed by the person served will be required to transfer the clinical record file to CMH.

Motion carried.

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

- 1. Motion by Zender, supported by Haggadone, to authorize Community Mental Health to reclassify the Human Resource Manager (position #730, Pay Grade 20) as the B.A. Supervisor position (position #730, Pay Grade 21, in the CMH Administration/Human Resources Division) consistent with the other B.A. Supervisor positions, to be paid from CMH's budget and at no cost to the County's General Fund; and further, to approve the job description for said position. Motion carried unanimously.**

- 2. Motion by Zender, supported by Haggadone, to authorize Community Mental Health to amend their Table of Organization by eliminating one regular part-time Professional B.A. position (#721, Pay Grade 18, in the Case Management Division) and add one full-time Certified Peer Support Specialist position (#TBD, Pay Grade 15, in the Case Management Division) in order to better meet program needs, to be paid from CMH's budget and at no cost to the County's General Fund. Motion carried unanimously.**



📍 1570 Suncrest Dr., Lapeer, MI 48446 📞 810.667.0500 📠 810.664.8728 🌐 lapeercmh.org

BA Supervisor CMH Administration/Human Resources JOB DESCRIPTION

General Summary

This position provides oversight of all CMH Human Resources (HR) functions. A Bachelor's degree is required as this position performs many high level HR duties and functions in a supervisory role. In addition to performing basic HR functions, these higher-level duties include supervising the HR assistant, consultation to other supervisors on HR policies and procedures related to disciplinary actions, conducting HR related investigations, privileging and credentialing staff and independent contractors, recruiting and hiring, coordinating interns, managing HR software, and conducting mock interviews for consumers seeking employment. The individual in this role is also responsible for the creation and delivery of the various training modules. Knowledge of and an understanding of current state and federal labor and personnel law is essential.

This position reports to: Chief Executive Officer

Essential Functions

1. Supervises HR Assistant
2. Champions Privileging/Credentialing CMH Staff
3. Champions Privileging/Credentialing CMA Staff/Independent Contractors
4. Develops Job Postings
5. Responsible for Sourcing & Talent Acquisition
6. Reviews resumes & makes recommendations based on qualifications
7. Initiates phone interviews and screens applicants for positions
8. Schedules & conducts In-person interviews
9. Prepares & presents job offers
10. Responsible for Onboarding new employees, contract employees, students, interns and volunteers.
11. Monitors & maintains Job descriptions as they evolve for the agency
12. Creates Job evaluations
13. Completes required background screening initially & annually
14. Manages & maintains agency Indeed Account
15. Develops relationship with various Universities to coordinate Internships
16. Finalizes University applications and extends Internship offers
17. Maintains CMH's standing as a CPR Certified Training Center
18. Maintains the Training & Design functions for CMH
19. Delivers staff training modules including Respectful Workplace
20. Serves as a member of the Training & Staff Development Committee
21. Manages training software, Relias for staff compliance

22. Tracks compliance for Children's Department 24 hour training requirement related to contract accreditation/licensure
23. Conducts internal investigations with regard to employee conflicts & disputes
24. Works with & coaches supervisors on targeted supervision, disciplinary actions and developing performance improvement plans
25. Conducts HR Policy review, updating and researching county policy; writing & editing CMH policies
26. Completes the personnel portion of multiple audits for the State of Michigan, PIHP & CARF as well as annual financial and compliance audits
27. Verifies electronic timesheets & PTO requests
28. Prepares & explains FMLA paperwork per employee as requested
29. Generates organization charts/staff tables & tracks changes
30. Prepares monthly staff report for CMH Board
31. Prepares Personnel Action Request
32. Tracks step increases
33. Tracks vacation for part time employees
34. Conducts mock interviews with Consumers seeking employment
35. Prepares annual longevity report
36. Serves as a Member of CMH Management Team
37. Works with Thumb Community Health Partnership with community outreach/organize employees for various speaking engagements
38. Manages the HRIS software Sage
39. Maintains and periodically updates agency organizational chart and staffing tables as needed.
40. Lapeer County Community Mental Health embraces an employment environment that promotes recovery and discovery, a person-centered approach to treatment/services, and cultural competence. An employee with this or any position is expected to support the employment environment.

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:

Bachelor Degree in Human Resources or related field required

Experience:

Lived experience with behavioral health issues preferred.

Other Requirements:

1. Knowledge of human resource improvement concepts and practices.
2. Knowledge of accreditation standards and requirements.
3. Understanding of union contracts and negotiations
4. Able to maintain working relationships with staff and various outside organizations.
5. Must be able to coordinate multiple activities with minimal supervision and multiple interruptions.

6. Excellent organizational skills.
7. Ability to write and speak effectively.
8. 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

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 use video conferencing equipment.
3. Requires a high level of visual concentration that includes attention to detail as it relates to data, documents, planning, and communication.
4. Ability to drive a vehicle.

Working Conditions:

1. Works primarily in office setting.
2. Required travel within the county and region.

DRAFT PROPOSED MOTIONS
FROM THE
June 22, 2023
PROPERTIES COMMITTEE MEETING

1. **Motion by Knisley, supported by Kohlman, to recommend to the Full Board to approve the construction on 264 Cedar St. for CMH to house ACT Program at a cost not to exceed \$50,000.00 to be paid for by CMH funding, at no additional cost to the County's General Fund. Motion carried.**
2. **Motion by Kohlman, supported by Bustle, to recommend to the Full Board to approve CMH to receive architectural designs at a cost not to exceed \$5,000.00 to be paid for by CMH funding, at no additional cost to the County's General Fund. Motion carried.**
3. **Motion by Bustle, supported by Kohlman, to recommend to the Full Board to approve "Torzewski Twisted Greens" as the name for the new disc golf course at Torzewski County Park. Motion carried.**

PROPOSED DRAFT MOTION FOR AUDIT MOTIONS

Motion by , supported by , to enter into the records the County's Audit Motions for May 23, 2023, June 02, 2023, June 30, 2023, July 14, 2023 and the Road Commissions Audit Motion for disbursements dated June 01, 2023, June 29, 2023, and July 13, 2023.

LAPEER COUNTY

FOR CHECKS DATED 05/23/2023

PAGE 1

I MOVE THE FOLLOWING EXPENDITURE DISBURSEMENTS FOR CHECKS
DATED 05/23/2023 BE APPROVED BASED ON THE SIGNATURE OF THE
RESPECTIVE DEPARTMENT HEAD/ELECTED OFFICIAL

FUND	PAYROLL	ACCOUNTS PAY	TOTAL DISB.
PARKS/RECREATION FUND 208		1,000.00	1,000.00
*** TOTAL OF ***		\$1,000.00	\$1,000.00

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

*** TOTAL OF ***

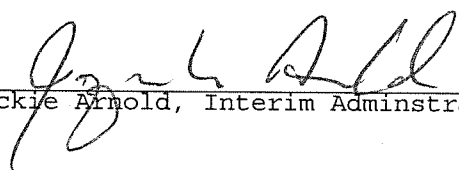
AND THAT THE FOLLOWING EXPENDITURE DISBURSEMENTS BE ALLOWED ON THE
SIGNATURE OF THE RESPECTIVE DEPARTMENT HEAD/ELECTED OFFICIAL AND/OR
STATE STATUTE IF APPLICABLE:

*** TOTAL OF ***

*** GRAND TOTAL OF DISBURSEMENTS ***	\$1,000.00	\$1,000.00
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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

LAPEER COUNTY

FOR CHECKS DATED 6/02/2023

PAGE 1

I MOVE THE FOLLOWING EXPENDITURE DISBURSEMENTS FOR CHECKS
DATED 6/02/2023 BE APPROVED BASED ON THE SIGNATURE OF THE
RESPECTIVE DEPARTMENT HEAD/ELECTED OFFICIAL

FUND		PAYROLL	ACCOUNTS PAY	TOTAL DISB.
GENERAL FUND	101	121,826.03	33,677.95	155,503.98
RENTAL PROPERTY	149		152.49	152.49
PROSECUTING ATTORNEY	205	28,382.91	399.37	28,782.28
SHERIFF'S DEPARTMENT	207	136,403.83	31,994.38	168,398.21
PARKS/RECREATION FUND	208	5,221.27	4,794.24	10,015.51
FRIEND OF THE COURT FUND	215	28,597.10	3,189.68	31,786.78
HEALTH DEPARTMENT/DISTRICT	221	73,173.46	6,436.26	79,609.72
SENIOR ACTIVITIES	223	22,813.41	18,382.92	41,196.33
ANIMAL CONTROL	225	5,451.26	1,168.27	6,619.53
REMONUMENTATION GRANT	245	275.66		275.66
DISASTER CONTINGENCY FUND	258	1,978.32		1,978.32
INDIGENT DEFENSE FUND	260		34,819.30	34,819.30
911 SERVICE FUND	261	32,891.72	5,040.65	37,932.37
CONCEALED PISTOL LICENSIN	263	1,032.59		1,032.59
T.N.U.	265		1,528.57	1,528.57
COMMUNITY CORRECTIONS	272	3,640.91	395.28	4,036.19
POLICE SERVICE CONTRACTS	277	39,448.10		39,448.10
AMERICAN RESCUE PLAN	281		5,525.88	5,525.88
SOIL & SED SPECIAL PROJEC	296		18.66	18.66
LAPEER FAMILY CONTINUATIO	298	700.80	192.25	893.05
HISTORIC COURTHOUSE	470		300.00	300.00
MIDDLE MILE PROJECT	472		110.74	110.74
INDIAN CREEK - CONSTRUCTI	489		5,298.50	5,298.50
BUILDING AND GROUNDS	631		53,175.29	53,175.29
*** TOTAL OF ***		\$501,837.37	\$206,379.20	\$708,216.57

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	246,324.36	636,618.74	882,943.10
CHILD CARE FUND	292	12,788.29	275.00	13,063.29
VETERANS RELIEF FUND	293	6,149.58	3,158.83	9,308.41
DELINQUENT TAX REVOLVING	516		4,924.57	4,924.57
FORECLOSURE	532	3,305.70	1,972.36	5,278.06
DRAIN EQUIPMENT REVOLVING	639		16.83	16.83
HEALTH INS. FUND	678		408,069.51	408,069.51
DRAIN FUND	801		10,033.31	10,033.31
*** TOTAL OF ***		\$268,567.93	\$1,065,069.15	\$1,333,637.08

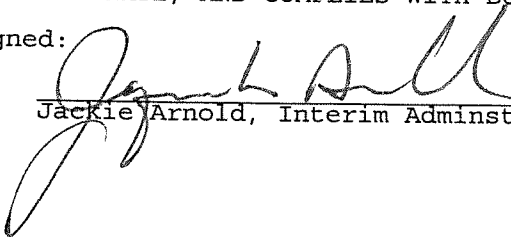
AND THAT THE FOLLOWING EXPENDITURE DISBURSEMENTS BE ALLOWED ON THE
SIGNATURE OF THE RESPECTIVE DEPARTMENT HEAD/ELECTED OFFICIAL AND/OR
STATE STATUTE IF APPLICABLE:

GENERAL CUSTODIAL FUND	701		10,999.00	10,999.00
COMMON BANKING - TRUST AN	702	265,324.51		265,324.51
*** TOTAL OF ***		\$265,324.51	\$10,999.00	\$276,323.51

*** GRAND TOTAL OF DISBURSEMENTS ***		\$1,035,729.81	\$1,282,447.35	\$2,318,177.16
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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

I MOVE THE FOLLOWING EXPENDITURE DISBURSEMENTS FOR CHECKS
DATED 6/30/2023 BE APPROVED BASED ON THE SIGNATURE OF THE
RESPECTIVE DEPARTMENT HEAD/ELECTED OFFICIAL

FUND		PAYROLL	ACCOUNTS PAY	TOTAL DISB.
GENERAL FUND	101	123,628.54	96,728.54	220,357.08
RENTAL PROPERTY	149		51.14	51.14
PROSECUTING ATTORNEY	205	35,980.19	6,021.04	42,001.23
SHERIFF'S DEPARTMENT	207	145,948.70	21,306.26	167,254.96
PARKS/RECREATION FUND	208	13,874.36	3,215.52	17,089.88
FRIEND OF THE COURT FUND	215	29,529.87	965.58	30,495.45
HEALTH DEPARTMENT/DISTRIC	221	74,393.16	7,321.97	81,715.13
SENIOR ACTIVITIES	223	23,204.86	25,672.64	48,877.50
ANIMAL CONTROL	225	5,486.87	654.34	6,141.21
SPECIALTY COURTS	232		1,800.00	1,800.00
REMONUMENTATION GRANT	245	275.66		275.66
REGISTER OF DEEDS AUTOMAT	256		1,091.02	1,091.02
DISASTER CONTINGENCY FUND	258	1,978.32		1,978.32
INDIGENT DEFENSE FUND	260		17,172.97	17,172.97
911 SERVICE FUND	261	35,850.55	61,322.12	97,172.67
FORFEITURES FUND	262		2,098.00	2,098.00
CONCEALED PISTOL LICENSIN	263	1,032.59	86.50	1,119.09
T.N.U.	265		976.74	976.74
COMMUNITY CORRECTIONS	272	3,553.22		3,553.22
POLICE SERVICE CONTRACTS	277	39,672.82		39,672.82
AMERICAN RESCUE PLAN	281		117,259.20	117,259.20
SOIL & SED SPECIAL PROJEC	296		22.57	22.57
LAPEER FAMILY CONTINUATIO	298	700.80	850.00	1,550.80
HISTORIC COURTHOUSE	470		112.94	112.94
9-1-1 CONSTRUCTION FUND	482		573.28	573.28
BUILDING AND GROUNDS	631		101,955.48	101,955.48
BELLE RIVER	879		170,627.50	170,627.50
*** TOTAL OF ***		\$535,110.51	\$637,885.35	\$1,172,995.86

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	252,759.39	1,043,615.43	1,296,374.82
CHILD CARE FUND	292	9,807.95	3,938.76	13,746.71
VETERANS RELIEF FUND	293	6,221.75	2,561.30	8,783.05
DELINQUENT TAX REVOLVING	516	1,408.58	1,296.86	2,705.44
FORECLOSURE	532	3,254.65	2,936.22	6,190.87
REVOLVING DRAIN	601		9,126.25	9,126.25
WORKERS COMP FUND	677		4,082.00	4,082.00
HEALTH INS. FUND	678		401,571.39	401,571.39
DRAIN FUND	801		14,294.35	14,294.35
*** TOTAL OF ***		\$273,452.32	\$1,483,422.56	\$1,756,874.88

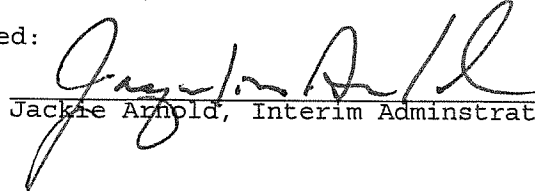
AND THAT THE FOLLOWING EXPENDITURE DISBURSEMENTS BE ALLOWED ON THE
SIGNATURE OF THE RESPECTIVE DEPARTMENT HEAD/ELECTED OFFICIAL AND/OR
STATE STATUTE IF APPLICABLE:

GENERAL CUSTODIAL FUND	701		3,829.64	3,829.64
COMMON BANKING - TRUST AN	702	276,375.98		276,375.98
*** TOTAL OF ***		\$276,375.98	\$3,829.64	\$280,205.62

*** GRAND TOTAL OF DISBURSEMENTS ***		\$1,084,938.81	\$2,125,137.55	\$3,210,076.36
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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

LAPEER COUNTY

FOR CHECKS DATED 06/30/2023

PAGE 1

I MOVE THE FOLLOWING EXPENDITURE DISBURSEMENTS FOR CHECKS
DATED 06/30/2023 BE APPROVED BASED ON THE SIGNATURE OF THE
RESPECTIVE DEPARTMENT HEAD/ELECTED OFFICIAL

FUND		PAYROLL	ACCOUNTS PAY	TOTAL DISB.
BUILDING AND GROUNDS	631		44,147.50	44,147.50
*** TOTAL OF ***			\$44,147.50	\$44,147.50

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

*** TOTAL OF ***

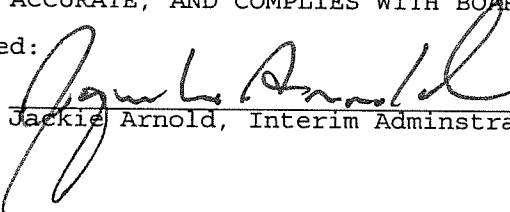
AND THAT THE FOLLOWING EXPENDITURE DISBURSEMENTS BE ALLOWED ON THE
SIGNATURE OF THE RESPECTIVE DEPARTMENT HEAD/ELECTED OFFICIAL AND/OR
STATE STATUTE IF APPLICABLE:

*** TOTAL OF ***

*** GRAND TOTAL OF DISBURSEMENTS ***	\$44,147.50	\$44,147.50
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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

LAPEER COUNTY

FOR CHECKS DATED 7/14/2023

PAGE 1

I MOVE THE FOLLOWING EXPENDITURE DISBURSEMENTS FOR CHECKS
DATED 7/14/2023 BE APPROVED BASED ON THE SIGNATURE OF THE
RESPECTIVE DEPARTMENT HEAD/ELECTED OFFICIAL

FUND		PAYROLL	ACCOUNTS PAY	TOTAL DISB.
GENERAL FUND	101	124,151.19	105,680.91	229,832.10
RENTAL PROPERTY	149		2,609.54	2,609.54
PROSECUTING ATTORNEY	205	32,925.28	4,781.95	37,707.23
SHERIFF'S DEPARTMENT	207	142,368.28	31,619.47	173,987.75
PARKS/RECREATION FUND	208	20,695.43	6,708.45	27,403.88
FRIEND OF THE COURT FUND	215	27,387.35	784.27	28,171.62
HEALTH DEPARTMENT/DISTRIC	221	70,610.26	17,717.49	88,327.75
SENIOR ACTIVITIES	223	22,203.68	11,253.48	33,457.16
ANIMAL CONTROL	225	5,480.71	3,490.27	8,970.98
SPECIALTY COURTS	232		505.00	505.00
REMONUMENTATION GRANT	245	275.66		275.66
REGISTER OF DEEDS AUTOMAT	256		3,547.13	3,547.13
DISASTER CONTINGENCY FUND	258	1,978.32		1,978.32
INDIGENT DEFENSE FUND	260		25,539.22	25,539.22
911 SERVICE FUND	261	40,278.08	9,579.13	49,857.21
CONCEALED PISTOL LICENSIN	263	1,070.30	860.77	1,931.07
LAW LIBRARY FUND	269		304.00	304.00
COMMUNITY CORRECTIONS	272	3,640.91	7,752.21	11,393.12
POLICE SERVICE CONTRACTS	277	43,848.99		43,848.99
AMERICAN RESCUE PLAN	281		1,645.00	1,645.00
LAPEER FAMILY CONTINUATIO	298	700.80		700.80
HISTORIC COURTHOUSE	470		46.55	46.55
MIDDLE MILE PROJECT	472		1,350.00	1,350.00
INDIAN CREEK - CONSTRUCTI	489		1,450.00	1,450.00
BUILDING AND GROUNDS	631		24,233.12	24,233.12
*** TOTAL OF ***		\$537,615.24	\$261,457.96	\$799,073.20

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	248,415.05	312,368.69	560,783.74
CHILD CARE FUND	292	6,441.78	8,021.71	14,463.49
VETERANS RELIEF FUND	293	6,149.58	3,879.25	10,028.83
DELINQUENT TAX REVOLVING	516	1,508.66		1,508.66
FORECLOSURE	532	3,237.21	898.80	4,136.01
REVOLVING DRAIN	601		697.76	697.76
DRAIN EQUIPMENT REVOLVING	639		48,899.90	48,899.90
WORKERS COMP FUND	677		5,650.71	5,650.71
HEALTH INS. FUND	678		11,361.79	11,361.79
DRAIN FUND	801		30,054.77	30,054.77
*** TOTAL OF ***		\$265,752.28	\$421,833.38	\$687,585.66

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		346,825.35	346,825.35
COMMON BANKING - TRUST AN	702	276,494.04	150,267.64	426,761.68
CURRENT TAX COLLECTION FU	703		12,322.96	12,322.96
DISTRICT MUNICIPAL COURT	710		39,498.12	39,498.12
LIBRARY PENAL FINE FUND	721		18,345.52	18,345.52
*** TOTAL OF ***		\$276,494.04	\$567,259.59	\$843,753.63

*** GRAND TOTAL OF DISBURSEMENTS *** \$1,079,861.56 \$1,250,550.93 \$2,330,412.49

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

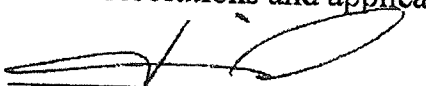
ROAD COMMISSION AUDIT MOTION

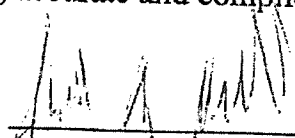
For checks dated: 06/01/2023

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	\$ 10.62
201-449-718.000	Retirement	\$ 94.00
201-449-860.050	Mileage	\$ 22.40
201-449-957.00	Memberships	\$ -
Total:		<hr/> \$ 1,694.04

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

ROAD COMMISSION AUDIT MOTION

For checks dated: 06/29/2023

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	\$ 21.19
201-449-715.000	FICA	\$ 90.65
201-449-716.000	Medical, Dental, Vision Insurance	\$ 1,050.00
201-449-717.000	Life Insurance	\$ -
201-449-718.000	Retirement	\$ 94.00
201-449-860.050	Mileage	\$ -
201-449-957.00	Memberships	\$ -
Total:		<u>\$ 2,318.08</u>

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. Minaud, Jr., Board Secretary

John Howell, Chairman

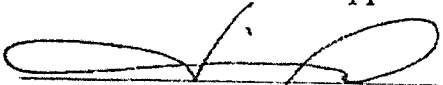
ROAD COMMISSION AUDIT MOTION

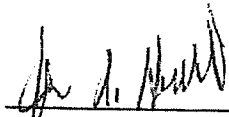
For checks dated: 07/13/2023

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


Joan Howell, Chairman