

**THERESA M. SPENCER
LAPEER COUNTY CLERK**

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Lapeer, Michigan 48446

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A-G-E-N-D-A

**LAPEER COUNTY BOARD OF COMMISSIONERS
THIRD MEETING OF THE OCTOBER SESSION**

**November 3, 2022
9:00 A.M.**

Brenden Miller	District #1
Gary Roy	District #2
Dyle Henning	District #3
Lenny Schneider	District #4
Rick Warren	District #5
Linda M. Jarvis	District #6
Bryan Zender	District #7

CALL TO ORDER BY CHAIRMAN

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

CONSIDERATION FOR APPROVAL:

- ◆ Agenda
- ◆ October 20, 2022 Regular Board Minutes

REVIEW OF:

COMMISSIONER MILEAGE/EXPENSE SHEETS/GRANT APPLICATIONS

ELECTED OFFICIAL/DEPARTMENT HEAD UPDATES

PUBLIC TIME - Citizens Comments, etc.

CONTINUED -

NEW/OLD BUSINESS

A. PROPOSED MOTION - To authorize Public Notice and set Public Hearing

B. NOTICE OF APPOINTMENTS NEEDED for the remainder of 2022

C. PROPOSED MOTION - Remainder of Stipend for Region 10 Staff

D. EQUALIZATION - Give Committee of the Whole Authority for L-4029

E. DISCUSSION FOR MEETINGS DURING HOLIDAY SEASON

(Additional Items)

F.

G.

DRAFT MOTIONS

- ◆ **COMMITTEE OF THE WHOLE** (10-27-2022) (attached)
- ◆ **PERSONNEL COMMITTEE** (10-27-2022) (attached)
- ◆ **PROPERTIES COMMITTEE** (10-27-2022) (attached)

AD HOC COMMITTEE UPDATES - If needed

FISCAL PLANNING/BUDGETING DISCUSSION - If needed

AUDIT MOTIONS

- ◆ **County Audit Motion**
For disbursements dated November 4, 2022
- ◆ **Road Commissioner's Audit Motion**
for disbursements dated November 3, 2022

PUBLIC TIME - Citizens Comments, etc.

COMMISSIONER REPORTS

CLOSED SESSION - if needed.

RECESS

(Reminder: Do not adjourn during the October Session until the budget is adopted)

LAPEER COUNTY BOARD OF COMMISSIONERS
****SECOND MEETING OF THE OCTOBER SESSION****
October 20, 2022
9:00 A.M.

Vice-Chair Henning called the meeting to order at 9:11 a.m. in the Commission Chambers on the lower level of the County Complex Building. Commissioner Miller opened the meeting with prayer. The Pledge of Allegiance was recited.

Present:	Brenden Miller	District #1
	Dyle Henning	District #3
	Lenny Schneider	District #4
	Linda M. Jarvis*	District #6
	Bryan Zender	District #7

Quentin Bishop, County Controller/Administrator
Jackie Arnold, Chief Financial Officer
Lynette Stanford, Secretary/Deputy County Clerk

Absent:	Gary Roy	District #2
	Rick Warren	District #5

AGENDA

The agenda and draft minutes from the October 6, 2022 Regular Board Meeting were reviewed.

321-22

Motion by Schneider, supported by Zender, to accept the agenda with the deletion of a closed session. Motion carried.

322-22

Motion by Zender, supported by Miller, to approve the October 6, 2022 Regular Board Meeting minutes as presented. Motion carried.

ELECTED OFFICIAL/DEPARTMENT HEAD UPDATES

No Comments were received.

PUBLIC TIME – two people spoke during public time.

*Commissioner Jarvis arrived. 9:17 a.m.

Central Dispatch Authority – 1 three-year term

323-22

Motion by Zender, supported by Miller, to appoint Walter J. Barga to serve on the Central Dispatch Authority, for a three-year term ending August 31, 2025. Motion carried.

The Commissioners had a discussion regarding the appointment process.

Emergency Management Advisory Council 1 unexpired and 2 regular terms**324-22**

Motion by Zender, supported by Schneider, to appoint Jeremy Howe, to serve on the Emergency Management Advisory Council for an unexpired term ending December 31, 2023, and to re-appoint Kelly Bales and Dennis Fitzpatrick to a three-year term ending December 31, 2024. Motion carried.

Sheena Horton of MGT Consulting gave a presentation of the Wage Study.

325-22

Motion by Miller, supported by Zender,

**LAPEER COUNTY BOARD OF COMMISSIONERS
Lapeer County, Michigan**

RESOLUTION

A RESOLUTION ELECTING TO COMPLY WITH THE PROVISIONS OF PUBLIC ACT 152 OF 2011 BY EXERCISING THE COUNTY'S RIGHT TO EXEMPT ITSELF FROM THE REQUIREMENTS OF THE ACT FOR THE NEXT SUCCEEDING YEAR

WHEREAS, on September 27, 2011 the Publicly Funded Health Insurance Contribution Act, Act 152 of the Public Acts of Michigan of 2011 ("Act 152"), became effective in the State of Michigan; and

WHEREAS, Act 152 establishes standards and a process with respect to medical benefit plans offered by public employers; and

WHEREAS, the County of Lapeer has historically recognized, in its role as steward for the public funds entrusted to it, that it must efficiently manage those limited resources; and

WHEREAS, the County of Lapeer constantly engages in a review of expenditures in order to maximize the value it receives for goods and services; and

WHEREAS, the County Board of Commissioners of the County of Lapeer believes that, as the elected representatives for the County and answerable directly to the County's voters, it is best positioned to determine what benefits (including medical benefits) ought to be offered in order to attract and retain the best qualified County employees at the lowest overall costs; and

WHEREAS, the County Board of Commissioners of the County of Lapeer further believes that compensation determinations for County employees are most properly the responsibility of the County's elected representatives, and not the State of Michigan or its officials; and

WHEREAS, the County of Lapeer Board of Commissioners desires to express its support for home rule government and to recognize that it is the County Commissioner's duty to manage County affairs in order to be most responsive to County voters, taxpayers and residents.

(Resolution continued)

NOW, THEREFORE, IT IS RESOLVED THAT:

1. In recognition of the plan approved by Resolution, the County Board of Commissioners, pursuant to Section 8 of Act 152, hereby exempts itself from the requirements of Act 152 for the next succeeding year.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Roll Call vote: Miller, aye; Schneider, aye; Warren, absent; Zender, aye; Jarvis, aye; Henning, aye; Roy, absent. 5 ayes, 2 absent. Motion carried.

326-22

Motion by Miller, supported by Schneider, to refer the topic of a Stipend to the October 27, 2022 Committee of the Whole Meeting, with authority to act. Motion carried.

327-22

Motion by Schneider, supported by Zender, to approve the contract between the Thumb Area Regional Community Corrections Advisory Board (TARCCAB) and Career Directions Inc. for Community Corrections Services in the amount of \$6,750.00, for the period of October 1, 2022 through September 30, 2023, as submitted; and further, to authorize the Chair/Vice-Chair to sign said contract. Motion carried.

328-22

Motion by Schneider, supported by Zender, to approve the contract between the Thumb Area Regional Community Corrections Advisory Board (TARCCAB) and the Lapeer County Health Department Alcohol Information and Counseling Center (AICC) for Community Corrections Services, in the amount of \$38,000.00, and Intensive Outpatient Program in the amount of \$54,600.00 and Thinking Matters Program in the amount of \$14,004.00, for the period of October 1, 2022 through September 30, 2023, as submitted; and further, to authorize the Chair/Vice-Chair to sign said contract. Motion carried.

329-22

Motion by Schneider, supported by Zender, to approve the contract between the Thumb Area Regional Community Corrections Advisory Board (TARCCAB) and List Psychological Services PLC, for Community Corrections Services, for Substance Abuse Program, in the amount of \$20,000.00, and Thinking Matters Program in the amount of \$8,446.00, for the period of October 1, 2022 through September 30, 2023, as submitted; and further, to authorize the Chair/Vice-Chair to sign said contract. Motion carried.

330-22

Motion by Schneider, supported by Zender, to approve the contract between the Thumb Area Regional Community Corrections Advisory Board (TARCCAB) and Tri Cap for Community Corrections Services, for Opiate/Meth Specific Program, in the amount of \$54,000.00, for the period of October 1, 2022 through September 30, 2023, as submitted; and further, to authorize the Chair/Vice-Chair to sign said contract. Motion carried.

331-22

Motion by Schneider, supported by Zender, to approve the Fiscal Year 2023 Grant, so that Thumb Area Regional Community Corrections Advisory Board (TARCCAB) can provide Community Corrections Services, for the period of October 1, 2022 through September 30, 2023, as submitted; and further, to authorize the Chair/Vice-Chair to sign said Grant. Motion carried.

332-22

Motion by Schneider, supported by Zender, to approve the Fiscal Year 2023 Substance Use Disorder Contracts between Region 10 Prepaid Inpatient Health Plan (PIHP) and Lapeer County Health Department d/b/a Alcohol Information and Counseling Center (AICC) for Treatment and Prevention services, at no additional cost to the County General Fund; and further, to authorize the Chair/Vice-Chair to sign said contracts. Motion carried.

333-22

Motion by Schneider, supported by Miller, to accept the 2023 Access and Visitation Grant Contract (CFDA#93.597); and further, to authorize the Chair/Vice-Chair to sign said Grant. Motion carried.

334-22

Motion by Schneider, supported by Miller, to adopt the revised 2022 L-4029 (tax rate request) as prepared by the Equalization Director; and to authorize the report to be signed by the Chairman/Vice-Chair of the Lapeer County Board of Commissioners and the Lapeer County Clerk; and further, to authorize the report to be submitted to the State of Michigan. Motion carried.

335-22

Motion by Schneider, supported by Miller, to adopt the 2022 Lapeer County Apportionment Report (L-4402) as prepared by the Equalization Director; and further, to authorize the report to be sent to the State of Michigan. Motion carried.

336-22

Motion by Schneider, supported by Zender, to adopt the following Resolution, as submitted by Emergency Management:

RESOLUTION

WHEREAS, The County of Lapeer, Michigan, is a political subdivision within the State of Michigan with an official Emergency Operations plan in compliance with Section 19 of the Emergency Management Act, Act 390, Public Acts of 1976, as amended; and,

WHEREAS, The County of Lapeer, sustained severe losses of major proportions brought on by the Great Lakes Water Authority water main break resulting in the following conditions: communities forced to boil water, filter for lead contamination receive bottled water for safe consumption; and,

WHEREAS, The County of Lapeer certifies that the municipal Emergency Operations Plan was implemented at the onset of the disaster on August 13, 2022 and all applicable disaster relief forces identified therein were exhausted; and,

(Resolution continued)

WHEREAS, As a direct result of the disaster, public damage and expenditures were extraordinary and place an unreasonable great financial burden on the County of Lapeer totaling \$250,000.

NOW, THEREFORE, BE IT RESOLVED, that the County of Lapeer requests the Governor authorize a grant to the County of Lapeer from the State Disaster Contingency Fund pursuant to Section 19, Act 390, Public Acts of 1976, as amended.

FURTHERMORE, Executive Director Jeffrey Satkowski is authorized to execute for and in behalf of the County of Lapeer the application for financial assistance and to provide to the State any information required for the purpose.

Roll Call vote: Schneider, aye; Warren, absent; Zender, aye; Jarvis, aye; Miller, aye; Henning, aye; Roy, absent. 5 ayes, 2 absent. Motion carried.

337-22

Motion by Schneider, supported by Zender, pursuant to motion 310-22 of the October 6, 2022 Regular Board Meeting, giving the Committee of the Whole the authority to act, to enter into the official record the following action taken at the October 13, 2022 meeting of the Committee of the Whole:

"Motion by Miller, supported by Zender, to allow the Sheriff's Office to apply for and accept the Secondary Road Grant (416); and further, to authorize the Chair/Vice-Chair and/or County Controller/Administrator to sign said Grant. Motion carried."

Motion carried.

338-22

Motion by Schneider, supported by Zender, to approve the Independent Contractor Agreement for any future Health Care Service from a provider not employed by the County of Lapeer, to provide services to the Lapeer County Jail; and further, to authorize the Chair/Vice-Chair to sign said agreement. Motion carried.

339-22

Motion by Schneider, supported by Zender, to authorize payment to Shifman Fournier, in the amount of \$2,715.00, for labor related legal services rendered through September 30, 2022, to be paid from line item 101-239-801.020. Motion carried.

340-22

Motion by Schneider, supported by Zender, to recommend to the Full Board, to authorize the County Administration/Finance Office to instruct the Municipal Employees' Retirement System (MERS) to process an adjustment as of December 31, 2021 to the following groups Post Employment Health Care Savings Plan (PEHP) from the "investment results" of the pooled funds for any eligible employee actively and on payroll as of the date implemented by the County Controller/ Administrator:

General Non-Union	\$ 39,760.00
Appointed Department Heads	\$ 17,660.00
Elected Officials	\$ 14,600.00
Health Non-Union	\$ 2,430.00
CMH Non-Union	\$ 17,500.00
AFSCME	\$ 30,600.00
Teamsters General	\$ 33,700.00
Teamsters District Court	\$ 18,970.00
Teamsters FOC	\$ 6,100.00
Teamsters CMH	\$ 29,760.00
POLC Sheriff's Unit A	\$ 33,340.00
POAM Sheriff's Unit B	\$ 29,740.00
POLC Sheriff's Unit C	\$ 17,530.00
POLC Sheriff's Unit D	\$ 14,900.00
MAPE - 911 Supervisors	\$ 8,940.00
POAM - 911 Dispatchers	\$ 5,930.00

Motion carried.

341-22

Motion by Schneider, supported by Zender, to authorize the Health Department to fill three (3) vacant non-regular part-time Personal Care Aide positions (#336, #337, and #338); and further, to approve the revised job description for said position to reflect changes in the employment qualifications section, as submitted. Motion carried.

342-22

Motion by Schneider, supported by Zender, to authorize the Health Department to fill the vacant full-time Home Chores/Maintenance Worker position (#359), as well as any subsequent vacancy should an internal promotion or transfer occur, at no additional cost to the County's General Fund. Motion carried.

343-22

Motion by Schneider, supported by Zender, to recommend to the Full Board to authorize Community Mental Health to immediately fill the following eight (8) full-time grant-funded positions through the Certified Community Behavioral Health Center grant (grant period is September 30, 2022 – September 29, 2026) to provide Access and Visitation Contract and integration for complete wellness:

- Project/Program Director (MA Level, Pay Grade 13)
- Adult Services Clinician (MA Level, Pay Grade 10)
- Adult Services Clinician (MA Level, Pay Grade 10)
- Children's Services Clinician (MA Level, Pay Grade 10)
- Registered Nurse (Pay Grade 9)
- Medical Assistant (Pay Grade 4)
- Integrated Health Clinician (MA Level, Pay Grade 10)
- Budgetary Accountant (Pay Grade 5)

And further, to authorize any subsequent vacancies should internal promotions or transfers occur, and at no cost to the County's General Fund. Motion carried.

344-22

Motion by Zender, supported by Schneider, to recommend to the Full Board, to authorize the 911 Central Dispatch to purchase the ESXI Host (VMware vSphere) licensing and support for the server software from CDW-G under state contract pricing, at a cost not to exceed \$8,125.00, to be paid from 911 millage account line item 482-325-977.000, at no additional cost to the County's General Fund. Motion carried.

345-22

Motion by Zender, supported by Miller, pursuant to the recommendation of the ARPA Committee and in response to the impacts of the Covid-19 public health emergency, to authorize the County Controller/Administrator to proceed with getting a cost estimate from an engineering firm in order to pursue cost estimates related to the design, building, and implementation of a reconstruction project of the waterpark/ waterplay area at Torzewski County Park and report back. Motion carried.

346-22

Motion by Zender, supported by Schneider, pursuant to the recommendation of the ARPA Committee and in response to the impacts of the Covid-19 public health emergency, to authorize the County Controller/Administrator and Mike Bartley from ASI to proceed with preparation of an RFP in order to get bids for an updated technology re-cabling project at the various County buildings and bring back to the Board. Motion carried.

347-22

Motion by Schneider, supported by Zender, to approve the County's Audit Motion for disbursements dated October 21, 2022, based upon the signature of the County Controller/Administrator; and further, to approve the Road Commission Audit Motion for disbursements dated October 20, 2022 based upon the signatures of the Road Commission Chairman and Finance Director. Roll Call vote: Schneider, aye; Warren, absent; Zender, aye; Jarvis, aye; Miller, aye; Henning, aye; Roy, absent. 5 ayes, 2 absent. Motion carried.

Public Time – 1 person 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.

Vice-Chair Henning declared the meeting recessed. 11:02 a.m.

The meeting reconvened in Café Ray on the lower level of the County Complex. 11:26 a.m.

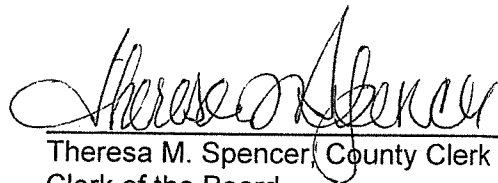
The Commissioners met with the following Department Heads:

Rachel Horton, Animal Control Division Chief
John Miller, Prosecutor
Theresa M. Spencer, County Clerk
David Stevens, Community Corrections
Dana M. Miller, County Treasurer
Joseph E. Suma, Drain Commissioner and staff
Sheriff McKenna

The Commissioners had additional discussion regarding the Proposed Budget.

Vice-Chair Henning declared the meeting recessed. 4:48 p.m.

Dyle Henning, Vice-Chair
Board of Commissioners



Theresa M. Spencer, County Clerk
Clerk of the Board

A

Motion by , supported by , to authorize the County Administration Office to proceed with the Publication of the required Notice for the 2023 and 2024 Biennial Budget Hearing, which will be held on December 1, 2022 at 9:00 a.m., as specified in the budget calendar. Motion carried.

LIST OF BOARD APPOINTMENTS BY EXPIRATION DATE
Revised 10/24/2022

Name	Board	Length of Term	Expiration Date
Vacant needing to be filled			
Vacant	Senior Programs Advisory Board – Inlay City Center	2-year term	December 31, 2020
2022			
Laura Barnard	Friends of the Historic Courthouse Committee	2-year term	October 14, 2022
Denise Becker	Friends of the Historic Courthouse Committee	2-year term	October 14, 2022
William Rykhus	Friends of the Historic Courthouse Committee	2-year term	October 14, 2022
Lynne McCarthy	Friends of the Historic Courthouse Committee	2-year term	October 14, 2022
Jan Cassell	Friends of the Historic Courthouse Committee	2-year term	October 14, 2022
David Churchill	Friends of the Historic Courthouse Committee	2-year term	October 14, 2022
Collen Covey	Friends of the Historic Courthouse Committee	2-year term	October 14, 2022
Jill Lyons	Friends of the Historic Courthouse Committee	2-year term	October 14, 2022
Linda Jarvis	Friends of the Historic Courthouse Committee	2-year term	October 14, 2022
Rex Ziebarth	Friends of the Historic Courthouse Committee	2-year term	October 14, 2022
Michael J. Burke Jr.	Friends of the Historic Courthouse Committee	2-year term	October 14, 2022
Mary Sue Weber	Department of Human Services	3-year term	October 31, 2022

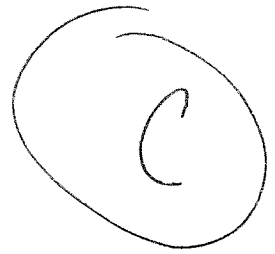
B

LIST OF BOARD APPOINTMENTS BY EXPIRATION DATE

Revised 11/1/2022

Name	Board	Length of Term	Expiration Date
2022			
Richard Ziehm	Agricultural Preservation Board	3-year term	December 31, 2022
Scott Jarvis	Agricultural Preservation Board	3-year term	December 31, 2022
Bruce Cady	Brownfield Redevelopment Authority	3-year term	December 31, 2022
Gary Phillips	Brownfield Redevelopment Authority	3-year term	December 31, 2022
Quentin Bishop	Brownfield Redevelopment Authority	3-year term	December 31, 2022
Paul Bowman	Brownfield Redevelopment Authority	3-year term	December 31, 2022
Michael Connors	Brownfield Redevelopment Authority	3-year term	December 31, 2022
Jessica Marco	Brownfield Redevelopment Authority	3-year term	December 31, 2022
Richard Voss	Brownfield Redevelopment Authority	3-year term	December 31, 2022
Gary Phillips	Building Authority	3-year term	December 31, 2022
Michael Connors	Economic Development Corporation Board of Directors	6-year term	December 31, 2022
Jeff Satkowski, Director of Central Dispatch/Director of Emergency Management	Economic Development Corp.	6-year term	December 31, 2022
Tom Kish - Citizen at Large	Emergency Planning Committee/Emergency Management Advisory Committee	2-year term	December 31, 2022
Kelli Cavner - Hospital Rep.	Emergency Planning Committee/Emergency Management Advisory Committee	2-year term	December 31, 2022
Krystal Moralee - PIO/Broadcast/Print	Emergency Planning Committee/Emergency Management Advisory Committee	2-year term	December 31, 2022
Steve Zott - Education	Emergency Planning Committee/Emergency Management Advisory Committee	2-year term	December 31, 2022
Kevin Boxey - Community Group	Emergency Planning Committee/Emergency Management Advisory Committee	2-year term	December 31, 2022
Cheryl Clark - Community Group	Emergency Planning Committee/Emergency Management Advisory Committee	2-year term	December 31, 2022
Zebadijah Schons - Transportation	Emergency Planning Committee/Emergency Management Advisory Committee	2-year term	December 31, 2022
Russell Adams- First Aide/Health	Emergency Planning Committee/Emergency Management Advisory Committee	2-year term	December 31, 2022
Michael Hemmingsen	GLS-Region V Planning	1-year term	December 31, 2022
Richard VanHaafte	GLS Region V Planning	1-year term	December 31, 2022
Ana Lerma	Senior Programs Advisory Board - District#1	2-year term	December 31, 2022
Gary Roy	Senior Programs Advisory Board - District#2	2-year term	December 31, 2022
Walt Roseburgh	Senior Programs Advisory Board - District#3	2-year term	December 31, 2022
A. Wayne Bennett	Senior Programs Advisory Board - District#4	2-year term	December 31, 2022
Rick Warren	Senior Programs Advisory Board - District#5	2-year term	December 31, 2022
Bonnie Kavalunas	Senior Programs Advisory Board - District#6	2-year term	December 31, 2022
Vacant	Senior Programs Advisory Board - District#7	2-year term	December 31, 2022
Jeff Satkowski	Senior Programs Advisory Board - Member	2-year term	December 31, 2022
Alan Pierce	Senior Programs Advisory Board - Member	2-year term	December 31, 2022
Roberta (Bonnie) Freeman	Senior Programs Advisory Board - Lapeer Center	2-year term	December 31, 2022
Pat Arnaud	Senior Programs Advisory Board - Imlay City Center	2-year term	December 31, 2022

**DRAFT STIPEND MOTION FOR THOSE WHO GET
REGION 10 PASS-THROUGH FUNDING
NOVEMBER 3, 2022**



1. Motion by _____, supported by _____, to recommend to the Full Board, based on Motion #87-22 from the March 24, 2022 Regular Board Meeting, to authorize an additional one –time stipend payment in the amount of \$1,000, for all full-time employees (or full-time employees that retired during the month of October) that previously received the \$2,000 Region 10 pass-through payment on August 19, 2022, for workers that have met a minimum of 560 paid work hours (280 for RPT and PT), actively employed, and on the payroll as of the pay period ending November 4, 2022, to be paid from the respective department's budgets and reimbursed by Region 10 Pass-Through Funding, and at no additional cost to the County's General Fund.

**DRAFT MOTIONS FROM THE
October 27 2022
Committee of the Whole Meeting**

1. Motion by Miller, supported by Zender, to recommend to the Full Board, to adopt the Court Appointed Attorneys Fee Schedule for Probate and Family Courts, as submitted, reflecting the new rates effective beginning January 1, 2023. Motion carried.
2. Motion by Zender, supported by Warren, to recommend to the Full Board, to approve the Applicant Fingerprint Transmission Fee Collection Agreement between the Michigan State Police and the County of Lapeer, for the Live Scan Fingerprint Machine, with an ORI of MI44144L3, as submitted by Community Corrections; and further, to authorize the Chair/Vice-Chair to sign said agreement. Motion carried.
3. Motion by , supported by , pursuant to motion 326-22 of the October 20, 2022 Regular Board Meeting, giving the Committee of the Whole the authority to act, to enter into the official record the following action taken at the October 27, 2022 meeting of the Committee of the Whole:

"Motion by Miller, supported by Jarvis, that pursuant to Motion #87-22 from the March 24, 2022 Regular Board Meeting, to authorize a one-time stipend payment in the amount of \$3,000, for all full-time employees (50% for all RPT and PT employees, or full-time employees that have or will be retiring during the month of October) that have not already received Region 10 pass-through payments in 2022, and have met a minimum of 560 paid work hours (280 for RPT and PT) , actively employed, and on the payroll as of the pay period ending November 4, 2022, to be paid from the General Fund operating revenue and other funding sources as deemed appropriate, excluding Fund #281 (ARPA Funding). Motion carried."

Motion carried.

4. Motion by Henning, supported by Zender, to recommend to the Full Board, to approve the revised Lapeer County Board of Commissioners' Rules of Procedure, as submitted, Financial Goals, Policies and Practices; as submitted; pursuant to 7.1 of Article VII, Amendments to the Rules of Procedure, of said document which requires a two-thirds vote of the Board members elected an serving, provided a statement of the character of such proposed amendments has been included in the notice of the meeting.

Emergency Management Advisory Council

5. Motion by Warren, supported by Jarvis, to re-appoint Andy Engster to the Emergency Management Advisory Council for a two-year term ending December 31, 2024. Motion carried.

DRAFT PERSONNEL MOTIONS
FROM THE OCTOBER 27, 2022
PERSONNEL COMMITTEE MEETING

1. Motion by Zender, supported by Henning, to recommend to the Full Board to authorize the Friend of the Court to fill one full-time Secretary position (#211), due to an anticipated retirement effective 12/29/22 (CRC grant funded position), as well as any subsequent vacancy should an internal transfer or promotion occur, at no additional cost to the County's General Fund. Motion carried unanimously.
2. Motion by Zender, supported by Henning, to recommend to the Full Board to authorize the Health Department to fill the one full-time Clerk/Typist position (#368) in the Senior Programs due to an anticipated retirement effective 12/30/22, as well as any subsequent vacancy should an internal promotion or transfer occur, at no additional cost to the County's General Fund. Motion carried unanimously.
3. Motion by Zender, supported by Henning, to recommend to the Full Board to authorize 911 Central Dispatch to amend their revised Table of Organization to add/create one full-time Deputy Director position (#TBA, at new pay grade #19 as consistent with similar positions) with a special focus to be concentrated on staff recruiting, training and retention, and any subsequent vacancy should an internal transfer or promotion occur, at no additional cost to the County's General Fund; and further, to approved the related job description for said position, as attached. Motion carried unanimously.
4. Motion by Zender, supported by Henning, to recommend to the Full Board to approve the revised/updated job description for the E911 Systems Administrator job description at Central Dispatch, as attached, with no cost impact to the County. Motion carried unanimously.
5. Motion by Zender, supported by Henning, to recommend to the Full Board to authorize Community Mental Health to fill one vacant Full-Time Budgetary Account Clerk position (#543) in the Data and I.T. Division due to a resignation effective 10/28/22, and any subsequent vacancy should an internal transfer or promotion occur, at no additional cost to the County's General Fund. Motion carried unanimously.

- 6. Motion by Zender, supported by Henning, to recommend to the Full Board to authorize Community Mental Health to fill one regular part-time ABA Technician position (#378) in the Autism Program, due to a recent resignation effective 10/21/22, and any subsequent vacancy should an internal transfer or promotion occur, at no additional cost to the County's General Fund. Motion carried unanimously.**

- 7. Motion by Zender, supported by Henning, to recommend to the Full Board to authorize Community Mental Health to fill two non-regular part-time ABA Technician positions (#744 and #398) in the Autism Program that have been vacant for more than 6 months, as well as any subsequent vacancy should an internal transfer or promotion occur, at no additional cost to the County's General Fund. Motion carried unanimously.**

- 8. Motion by Zender, supported by Henning, to recommend to the Full Board to authorize Community Mental Health to fill one full-time Master Level Therapist position (#408) in the Co-Occurring Program due to a recent resignation effective 10/28/22, and any subsequent vacancy should an internal transfer or promotion occur, at no additional cost to the County's General Fund. Motion carried unanimously.**

LAPEER COUNTY

E911 CENTRAL DISPATCH

DEPUTY DIRECTOR - CENTRAL DISPATCH

General Summary

Under the general supervision of the Director, the Deputy Director will assist in the efficient day-to-day management of the 911 Central Dispatch communications center. The Deputy Director will assist in the planning, hiring, training, and evaluation of staff and operational oversight and implementation of administrative policies.

Essential Functions

1. Works with the Technical Advisory Committee to establish and maintain the operating procedures for the Central Dispatch Authority.
2. Assists the Director with the monitoring of operations to ensure quality services are provided in an efficient, cost-effective, and timely manner.
3. Oversees the hiring process of all Central Dispatch personnel, including, but not limited to, interviews, background checks, and selection of new hires.
4. Evaluates staffing levels and make recommendations for additional staff as needed.
5. Supervises, directs and assists the Director in the annual evaluation and promotion of staff.
6. Oversees work schedules to ensure efficient operations while minimizing overtime and ensuring compliance with the collective bargaining agreements.
7. Directs staff in the performance evaluations of subordinates and the efficient use of the Quality Assurance Program and Fitness Reports.
8. Develops and oversees training and probationary programs and procedures, professional development, and in-service training programs as needed.
9. Receives complaints and questions regarding incidents and investigates, responds, and takes corrective action.
10. Reviews complaints with recommendations for prevention with the Director.
11. Assures personnel policies and practices adhere to the collective bargaining agreements.
12. Oversees the maintenance of personnel and departmental records, including payroll worksheets, personnel files, Standard Operating Procedure manuals, and employer Policy and Procedure Standards.
13. Performs research, reviews, and compiles statistics; submits memos and reports; and makes policy recommendations as requested.
14. Creates, directs, manages, and maintains the quality assurance program.
15. Performs the functions of a Communications Specialist and Communications Shift Supervisor as needed.
16. Other duties as assigned.

LAPEER COUNTY

E911 CENTRAL DISPATCH

DEPUTY DIRECTOR - CENTRAL DISPATCH

Other Functions

Supervision to be exercised over subordinate personnel as directed by the Central Dispatch Director; performs the duties of the Director in his or her absence or when circumstances require.

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

Employment Qualifications

Education: Possession of a bachelor's degree, preferably in computer sciences/information systems, public safety administration, telecommunications, or other areas related to emergency services, with coursework in management and accounting.

Experience: Five years of experience, including operation of computers, radio and telecommunications systems and providing knowledge of police, fire, or EMS operations. Prefer two years of experience in a supervisory capacity.

-OR-

Education: Possession of an associate degree, preferably in computer sciences/information systems, public safety administration, telecommunications, or other areas related to emergency services with coursework in management and accounting.

Experience: More than seven years of progressively more responsible or expansive experience, with two or more years of experience as a Communications Shift Supervisor at Lapeer County Central Dispatch.

Other Requirements: Must meet all requirements for certification as a Law Enforcement Information Network (LEIN) operator within six months of the date of hire. Must successfully pass a background check.

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.

LAPEER COUNTY

E911 CENTRAL DISPATCH

DEPUTY DIRECTOR - CENTRAL DISPATCH

FLSA Status: Exempt

Workers Compensation code: 8810

Occupational Employment Statistical Code: 25102

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

Ability to operate telecommunications equipment.

Ability to enter and retrieve information from computers.

Lifting radio, telephone, and other communications equipment weighing up to 50 lbs.

Ability to write effectively.

Working Conditions:

Works in a dispatch center

Works in an area with radio, phone, and telecommunications equipment for prolonged periods.

LAPEER COUNTY

E911 CENTRAL DISPATCH

SYSTEMS ADMINISTRATOR - CENTRAL DISPATCH

General Summary

Under the direction of the Central Dispatch Director, this position assists in the administration and operation of the Central Dispatch Department and oversees the day-to-day aspects of the department's computerized and non-computerized equipment. This position serves as the Systems Administrator for all computerized systems in the department.

Essential Functions

1. Serves as the point of contact for the Computer Aided Dispatch (CAD) system. Maintains responsibility for the upkeep and maintenance of all computers with the Dispatch Center.
2. Oversees the Central Dispatch radio system, including coordinating with the radio vendor and the State of Michigan MPSCS regarding any problems with the system.
3. Assists the Director in providing information to the Technical Advisory Committee, Lapeer County Central Dispatch Authority, and Lapeer County Board of Commissioners; appears and gives information to each of the required boards and committees, news media, and civic groups as requested.
4. Oversees user agency radio equipment from the time it is turned in to Dispatch for pickup by the repair vendor until it has been returned to the user agency fully operational.
5. Maintains the County's Master Street Address Guide (MSAG), including adding new roads and adjusting low and high address ranges on existing roads.
6. Responds to complaints regarding dispatch operations. This may include discussing with the complainant, listening to recordings, reviewing the incident, discussing with staff, and responding to and resolving the complaint.
7. Utilizes computer terminals for data input and retrieval and word processing functions and assists in the development and implementation of new technology for the department and user agencies.
8. Generates jurisdictional EMS boundaries and works with Geographical Information Systems (GIS) to implement changes and updates.
9. Builds, maintains, and repairs various computer servers, networks, and firewalls for the departments.

LAPEER COUNTY

E911 CENTRAL DISPATCH

SYSTEMS ADMINISTRATOR - CENTRAL DISPATCH

10. Is responsible for the security of all the department's computerized systems and taking appropriate measures to minimize exposure and to respond to and mitigate any breaches and report them to the appropriate entities.
11. Assists the Director in the development of policies and procedures, as well as drafting operational procedures regarding technical equipment and use.
12. Acts in a supervisory capacity during a time when a Shift Supervisor is not on duty.
13. Other duties as assigned.

Other Functions

13. None Listed.

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

Employment Qualifications

Education: High school graduate or equivalent with advanced coursework or experience in telecommunications, advanced computer networking, enterprise-class server administration (Windows, Unix/Linux), virtualization (VMware or similar software), SAN administration, firewall management (Cisco, pfSense) and general PC repair and maintenance.

Experience: Two years of experience with the operation of computers, servers, firewalls, open-source software, or radio telecommunications systems, including 800 MHz trunked radio systems, and knowledge of police, fire, or EMS operations. Prefer experience in a supervisory capacity.

Other Requirements: Must meet all requirements for certification as a Law Enforcement Information Network (LEIN) operator within six months of the date of hire. Must successfully pass a background check.

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

LAPEER COUNTY

E911 CENTRAL DISPATCH

SYSTEMS ADMINISTRATOR - CENTRAL DISPATCH

Workers Compensation code: 8810

Occupational Employment Statistical Code: 25102

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

Ability to operate telecommunications equipment.

Ability to enter and retrieve information from computers.

Lifting radio, telephone, and other communications equipment weighing up to 50 lbs.

Ability to write effectively.

Working Conditions:

Works in a dispatch center

Works in an area with radio, phone, and telecommunications equipment for prolonged periods.

DRAFT PROPOSED MOTIONS
FROM THE
October 27, 2022
PROPERTIES COMMITTEE MEETING

1. **Motion by Warren, supported by Jarvis, to recommend to the Full Board, to approve Lapeer County to purchase two (2) vehicles to lease to CMH to replace two (2) current vehicles at a total cost of \$58,710.00, at no additional cost to the County General Fund. Motion Carried.**