



MICHIGAN'S OLDEST COURTHOUSE

# *Lapeer County Board Of Commissioners*

255 Clay Street, Suite 301  
Lapeer, Michigan 48446

Phone 810 area  
code

**667-0366**

**667-0369 FAX**

www.lapeercountyweb.org

## **COMMITTEE OF THE WHOLE**

**\*\*COMMISSION CHAMBERS\*\***

**March 3, 2022**

**9:00 A.M.**

### **A-G-E-N-D-A**

*\*\*\*Attendance Roll Call; Opening Prayer; and Pledge of Allegiance\*\**

- 1) CONSIDERATION OF THE DRAFT **MINUTES** FROM THE **February 17, 2022** COMMITTEE OF THE WHOLE MEETING  
and  
REVIEW OF **OVERNIGHT TRAVEL REQUESTS, GRANT APPLICATIONS AND BUDGET AMENDMENTS** (*distributed and reviewed throughout the meeting*)  
and  
**DEPARTMENT HEAD UPDATES** – (As needed, No Action Required)
- 2) **PUBLIC TIME** – Citizens Comments, etc.
- 3) **MICHIGAN INSTITUTE OF FORENSIC SCIENCE-** Medical Examiner Update
- 4) **HEALTH DEPARTMENT-** Request to Approve the Price Changes for the Seniors Program Canteen Services (Referred from February 24<sup>th</sup> Full Board)
- 5) **COMMUNITY MENTAL HEALTH-** To Approve two \$1,000 Staff Retention Payments to all CMH Employees and CMH Subnetwork Employees to be Paid in March and September at no Cost to the County General Fund
- 6) **FINANCE-** Request to Purchase a Digital Budget Book Program with an initial set up fee and annual subscription

Continued--

**7) SECURE OUR ELECTIONS PETITION DISCUSSION**

**8) PUBLIC TIME-** Citizens Comments, etc.

**9) CLOSED SESSION (only if needed)**

**ADJOURN -**

***Upcoming Meetings/Public Hearings/Events:***

***NEXT FULL BOARD MEETING - 03/10/2022***

***NEXT C.O.W MEETING - 03/17/22***

***FOLLOWING FULL BOARD - 03/24/2022***

***Personnel Committee Meeting - 3/3/2022***

***Properties Committee Meeting - 3/3/2022***

***Following Tentative Personnel Meeting - 3/17/2022***

***Following Tentative Properties Meeting- 3/17/2022***

**COMMITTEE OF THE WHOLE  
February 17, 2022  
9:00 a.m.**

Vice-Chairman Henning called the meeting to order at 9:04 a.m. in the Commission Chambers on the lower level of the County Complex Building. Commissioner Schneider opened the meeting with prayer. The Pledge of Allegiance was recited.

**Present:** Commissioners Lenny Schneider, Dyle Henning, Linda M. Jarvis, Brendan Miller, Rick Warren\*

**Others:** Quentin Bishop, County Controller/Administrator, Jackie Arnold, Chief Financial Officer, Emma Brandt, Assistant Financial Officer, Lynette Stanford, Secretary/Deputy County Clerk

**Absent:** Commissioners Bryan Zender, Gary Roy

\*Commissioner Warren arrived. 9:06 a.m.

There was a consensus to approve the agenda with the deletion of a closed session.

Motion by Schneider, supported by Warren, to approve the minutes from the January 20, 2022 Committee of the Whole Meeting. Motion carried.

**Elected Official/Department Head Updates**

Theresa M. Spencer, County Clerk spoke regarding the upcoming Memorial Service for Harry Akers, Board of Canvass Member.

David Stephens, Community Corrections spoke regarding pre-sentence programs.

Kathy Haskins, R.N., B.S.N., MPH, Director/Health Officer gave an update for her department.

Lauren Emmons, C.E.O., Community Mental Health noted that they are accepting applications for members of the Mental Health Services Board.

Pete Kirley, Director of Veterans Affairs gave a statistic report for his department.

Steven Hiiter, Chief investigator for the Medical Examiner introduced himself and informed the Board he plans to attend the March 3, 2022 Committee of the Whole Meeting for further discussion, if needed.

**Public Time** – three people spoke during public time.

Motion by Warren, supported by Miller, to recommend to the Full Board, to approve the Canteen Services price increase for the Senior Program meals; and further, to authorize the Chair/Vice-Chair to sign the letter which acknowledges the changes. Motion carried.

Motion by Miller, supported by Warren, to refer the Ballot Language for Senior Citizen Services to the March 10, 2022 Regular Board Meeting. Motion carried.

Motion by Warren, supported by Schneider, to recommend to the Full Board, to approve the renewal agreement with Assessment Administration Services, LLC, for equalization services for the period of April 1, 2022 through March 31, 2027, as submitted; and further to authorize the County Controller/Administrator to sign said agreement. Motion carried.

Motion by Warren, supported by Schneider, to recommend to the Full Board, to authorize payment to Attorney Howard L. Shifman P.C., in the amount of \$264.50, for labor related legal services rendered through January 31, 2022, to be paid from line item 101-210-801.020. Motion carried.

Motion by Schneider, supported by Jarvis, to recommend to the Full Board, to approve the following Budget Amendment, as submitted by Veterans Affairs:

LAPEER COUNTY  
BUDGET AMENDMENT FORM

RECEIVED : 2-2-22  
 REVIEWED : 2-17-22  
 FORWARDED: \_\_\_\_\_  
 RETURNED : \_\_\_\_\_

FUND NAME : Veterans  
 ORIGINATOR: J. Krohn

ACCOUNT NUMBERS				ORIGINAL BUDGET	AMENDED BUDGET	REQUEST BUDGET INCREASE	REQUEST BUDGET DECREASE	NEW AMENDED BUDGET
295	689	403	010 Proceeds from millev	310,425.00		294,230.00		605,255.00
295	100	700	100 Contingencies	37,500.00		154,803.00		212,409.00
295	682	813	000 Contracted Services			15,000		15,000.00
295	682	956	000 Employee Training			6,000.00		6,000.00
295	682	744	000 Gas-ol-grope	2,406.48		10,000.00		12,406.48
295	682	957	000 Memberships			226		226
295	682	730	000 Office Supplies	600		2000		2600
295	682	728	000 Postage	1,000.00		9000		10,000.00
295	682	729	000 Printing and binding	220		1000		1220
295	682	933	000 Office maintenance	500		1200		1700
295	681	833	010 Rental	9000		20,000		29,000.00
295	682	980	000 Vehicle	0		30,602		30,602.00
295	680	833	030 Veterans Relief	5000		15,000.00		20,000.00

ALL BUDGET AMENDMENT REQUESTS MUST BALANCE!!!

DEPT. HEAD: \_\_\_\_\_ MOTION #: \_\_\_\_\_ COMPUTER ENTRY BY: \_\_\_\_\_  
 DATE ENTERED: \_\_\_\_\_

Motion carried.

Motion by Schneider, supported by Warren, to recommend to the Full Board, to authorize the transfer of \$89,193.33, representing the 1<sup>st</sup> of three installments toward the annual allocation of \$267,580.00, from Lapeer County Community Mental Health Appropriations (101-990-999.222) to Lapeer County Community Mental Health Expenditures (222-990-695.010). Motion carried.

Discussion was held regarding Secure our Elections Petition Agenda Item. Theresa M. Spencer, County Clerk was available to answer questions. It was noted that this topic is to be brought back to the March 3, 2022 Committee of the Whole Meeting for additional discussion.

**Public Time** – 6 people spoke during public time.

The Commissioners gave brief reports on upcoming meetings and events.

The meeting adjourned 11:10 a.m.

---

Dyle Henning, Vice-Chairman  
Committee of the Whole

**REQUEST FOR ACTION**

**DATE:**            10 January 2022

  X   REQUEST FOR ACTION  
       FOR YOUR INFORMATION  
       REQUEST FOR INFORMATION

**TO:**    COW

**FROM:** Kathy Haskins, MPH, BSN

\*\*\*\*\*

**SUMMARY OF REQUEST / INFORMATION:** Request approval of the price change with Canteen Services as it relates to Senior Program congregate and home delivered meals, letter dated 1/24/2022, with effective date of 2/14/22, and signature of the letter.

**ADDITIONAL INFORMATION:** Letter is attached. The last increase was signed in March 2014.

**CONTACT PERSON(S):** Kathy Haskins & Nancy Galant

**BACKGROUND INFORMATION:**

**SUPPORTING DOCUMENTS:** Letter with price increase.

**DRAFT MOTION:** I move approval of the Canteen Services price increase for the Senior Program meals, with signature by the letter, at no additional cost to the county general fund.

ATTACHMENTS    YES   X      NO



905 North Church Street, PO Box 305, Takonsha MI, 49092 Ph 888-933-3103 Fax 517-767-3611

3/10/14 updated

November 8, 2013

Mr. John Biscoe  
Lapeer County Administrator  
255 Clay Street  
Lapeer, MI 48446

Dear John,

We at Canteen would like to thank you and your staff for Lapeer County DOSA's continuing support of our food service program.

Due to the continued increases in raw food, dairy products and transportation Canteen finds it necessary to increase our cost to Lapeer County DOSA by 3% effective Sunday, November 17<sup>th</sup>, 2013.

Current Cost:	Congregate Meals	0-64 \$2.26	65+ \$2.16
	Home Bound Hot/Lite	0-224 \$2.47	225+ \$2.25

New price beginning November 17<sup>th</sup>, 2013:

Congregate Meals	0-64 \$2.33	65+ \$2.22
Home Bound Hot/Lite	0-224 \$2.54	225+ \$2.32

Thank you for allowing us to be your food service provider; we look forward to a strong future with Lapeer County. Please sign in the box below & return to the above address. If you have any questions or concerns please contact me at 616-745-2044 any time.

Sincerely,

*Robin Sherman*

Robin Sherman  
Regional Manager

Cc: file

*I acknowledge & accept the pricing adjustment listed above to be effective November 17th, 2013.*

*[Signature]*      *3/1/14*

Signature      Date

*John Biscoe*  
Lapeer County Administrator



**Canteen Services**  
corrections

353 S. Michigan Ave. P. O. Box 160, Coldwater, MI 49036 ~ Phone (877) 922-6833 ~ Fax (517) 279-9650

January 24, 2022

Ms. Kathy Haskins  
Lapeer County Department of Senior Activities  
287 W. Nepeasing St., Ste. 3  
Lapeer, MI 48446

Dear Kathy,

We, at Canteen, truly appreciate the opportunity to continue providing our services to your Senior population; however, in order to deliver the level of meal quality and service you expect and deserve Canteen finds it necessary to increase our pricing to Lapeer County DOSA for our food services program.

Due to your request to provide higher quality food items; the continued increases in food, paper products, transportation, and staffing costs, we will implement a price change, effective February 14, 2022, as listed below:

<b>Description</b>	<b>Quantity</b>	<b>Price</b>
Congregate Meals	0 – 64	\$4.12
	65 +	\$3.98
Home Bound Hot/Lite	0 – 224	\$4.34
	225 +	\$4.08
Breakfast	Each	\$4.04
3 <sup>rd</sup> Cold Meal	Each	\$4.05
Emergency Meal	Each	\$4.04
Soup	Each	\$1.60
Boost	Each	\$1.60

Please sign in the box below, acknowledging this change, and return to the above address.

Thank you for trusting us to be your food service provider.

Sincerely,

*Michael Stump*

Michael Stump  
V. P. of Commissary and Business Development

I acknowledge & accept the pricing listed above to be effective February 14, 2022.	
_____ Signature	_____ Date
_____ Printed Name	_____ Title



**REQUEST FOR ACTION**

**DATE:**              2/24/22      

  XX   REQUEST FOR ACTION

       FOR YOUR INFORMATION

       REQUEST FOR INFORMATION

**TO:**    Lapeer County Board of Commissioners

**FROM:** Lauren Emmons

\*\*\*\*\*

**SUMMARY OF REQUEST / INFORMATION:** Region 10 has approved two \$1,000 payments to employees to be paid in March and September

**ADDITIONAL INFORMATION:** This will cover all staff; irregular part-time, regular part-time, full-time, and AICC employees

**CONTACT PERSON(S):** Lauren Emmons/ Kathy Haskins

**BACKGROUND INFORMATION:**

**SUPPORTING DOCUMENTS:**

**DRAFT MOTION:**

Motion by \_\_\_\_\_, supported by \_\_\_\_\_, to approve two \$1,000 payments to be paid in March and September, based on employees that are actively employed on February 28, 2022 for the first payment and August 31, 2022 for the second payment, which is fully funded through Region 10 passthrough monies, at no cost to the County's General Fund.

ATTACHMENTS    YES        NO



*Serving Lapeer County Residents*

# ***Lapeer County Community Mental Health***

1570 Suncrest Drive • Lapeer, MI 48446 • (810) 667-0500 • Fax: (810) 664-8728  
*a member of the Region 10 PIHP* [www.lapeercmh.org](http://www.lapeercmh.org)

## **--Memorandum--**

**To: Quentin Bishop & Jackie Arnold & Sheryl Sims**

**From: Lauren Emmons, CEO**

A handwritten signature in black ink, appearing to read "Lauren Emmons".

**Date: February 25, 2022**

**RE: Region 10 Staff Retention Payments**

The Region 10 Board approved funding for two \$1,000 staff retention payments (\$2,000 total) to all employees that work at the CMH's and the CMH Subnetwork providers located within the Region 10 geographic boundaries. The plan is for these payments to be made in March and September, based on employees that are employed on or before February 28 for the first payment and on or before August 31 for the second payment.

The Lapeer CMH Board approved participation in this staff retention program at their meeting on February 24, 2022 (motion # 0222-008). County Board Motion 193-21 authorizes and approves all Region 10 wage pass-through provisions fully funded through the CMH contract with Region 10. For auditing purposes, Region 10 requires these payments be made in a separate payroll run.

Please arrange to process the first \$1,000.00 payment in the month of March and the second \$1,000.00 payment in the month of September. All staff are to receive the payments (IPT, RPT, FT). Let me know if you have any further questions.



**REQUEST FOR ACTION**

**DATE:**              2/24/22      

  XX   REQUEST FOR ACTION

       FOR YOUR INFORMATION

       REQUEST FOR INFORMATION

**TO:**   Lapeer County Board of Commissioners

**FROM:** Jackie Arnold

\*\*\*\*\*

**SUMMARY OF REQUEST / INFORMATION:** Request to purchase a Digital Budget Book program

**ADDITIONAL INFORMATION:** Currently the Finance Department is using Publisher to build our Citizen’s Guide pamphlet that is not digital and is time consuming to build. The new program will be able to link to the website with up to date budgets for the public to access and review at any time. This would include being able to see each departments budget individually. This will assist in receiving GFOA awards by conforming to their standards.

**CONTACT PERSON(S):** Jackie Arnold

**BACKGROUND INFORMATION:** Have received three quotes

**SUPPORTING DOCUMENTS:**

**DRAFT MOTION:**

Motion by \_\_\_\_\_, supported by \_\_\_\_\_, to approve the purchase of Digital Budget book services with an initial set up fee and annual subscription to be paid from Fund 101-258-813.030, for the creation and updates of the County’s Budget Book to be placed on the County website for transparency with the public.

ATTACHMENTS    YES   X   NO \_\_\_\_\_