

**GENESEE COUNTY BOARD OF COMMISSIONERS**

**2017-22**

**ITEMS FOR BOARD ACTION**  
**Monday, October 9, 2017 @ 9:00 a.m.**

- I. CALL MEETING TO ORDER**
- II. ROLL CALL**
- III. INVOCATION**
- IV. PLEDGE TO THE FLAG**
- V. APPROVAL OF MINUTES** – September 11, 2017
- VI. PUBLIC ADDRESS TO THE BOARD**
- VII. COMMUNICATIONS** - Chamber Presentation to County Commissioners on CVB/ED

Blue Star Laudatory presentation by Commissioner David Martin

**VIII. REPORTS**

**BOARD OF COMMISSIONERS**

**Mark Young, Chairperson**  
**Drew Shapiro, Vice Chairperson**

17.487 B01 Resolution amending Appointment Resolution 02-124

17.488 B02 Resolution adopting Genesee County Media Policy

Report from Chairperson

**COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE**

**David Martin, Chairperson**  
**Ellen Ellenburg, Vice Chairperson**

Report from Chairperson

**FINANCE COMMITTEE**

**Kim Courts, Chairperson**  
**Martin Cousineau, Vice Chairperson**

- 17-489 F01 Resolution adopting Genesee County Travel Policy.
- 17-490 F02 Resolution authorizing establishing and funding two part-time GVRC Youth Specialist positions
- 17-491 F03 Resolution ratifying expedited action authorizing establishing, posting, and filling a Seasonal Lab Technician position within the Health Department
- 17-492 F04 Resolution ratifying expedited action authorizing posting and filling three temporary Secretary positions within the Health Department to fill leaves of absence

Report from Chairperson

#### **GOVERNMENTAL OPERATIONS COMMITTEE**

**Bryant W. Nolden, Chairperson**  
**Kim Courts, Vice Chairperson**

- 17-493 G01 Resolution authorizing Circuit Court acceptance of three SCAO Drug Court grants
- 17-494 G02 Resolution ratifying expedited action authorizing Office of the Prosecuting Attorney acceptance of a Crime Victims Services Commission grant
- 17-495 G03 Resolution authorizing Office of Genesee County Sheriff contract with GHS
- 17-496 G04 Resolution ratifying expedited action authorizing travel and overnight lodging for Planning employee Jason Nordberg
- 17-497 G05 Resolution ratifying expedited action authorizing the Managed Hosting Services Agreement extension with Atos IT Solutions and Services, Inc.
- 17-498 G06 Resolution authorizing a United Way donation campaign for County employees

Report from Chairperson

#### **HUMAN SERVICES COMMITTEE**

**Brenda Clack, Chairperson**  
**Ellen Ellenburg, Vice Chairperson**

- 17-499 H01 Resolution ratifying expedited action authorizing GCCARD acceptance of the 2018 contract with VAAA to service the Home Delivered and Congregate Meal Programs

17-500 H02 Resolution increasing the Board of Health membership

17-501 H03 Resolution authorizing contract with the Genesee County Medical Control Authority

Report from Chairperson

**PUBLIC WORKS COMMITTEE**

**Ted Henry, Chairperson**

**Bryant W. Nolden, Vice Chairperson**

17-502 P01 Resolution terminating a general easement for storm sewer on property located at 4487 Miller Road in Flint Township

17-503 P02 Resolution authorizing Drain Commissioner to sell property located at 2510 N. Irish Road in Davison Township

17-504 P03 Resolution ratifying expedited action authorizing Parks acceptance of a DNR grant agreement to acquire properties for the Flint Riverfront Restoration Project

Report from Chairperson

**LAUDATORY RESOLUTIONS**

17-506 Blue Star Mothers of America

**IX. UNFINISHED BUSINESS**

**X. NEW AND MISCELLANEOUS BUSINESS**

**XI. OTHER BUSINESS**

**XII. ADJOURNMENT**

17-487

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY  
BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

WHEREAS, On April 9, 2002, this Board passed Resolution 02-124 to establish the County's policy regarding appointments of individuals by this Board to a board, commission, or other public body; and

WHEREAS, this Board now wishes to amend the Appointment Resolution to specify that all elected officials who are appointed by this Board shall serve as *ex officio* members of the board, commission, or other public body to which he or she is appointed by adding Section 6, said addition being indicated below by **bold** text.

NOW, THEREFORE, BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that, henceforth, it is the policy of this Board that any individuals to be considered for appointment, or appointed, by the Board to a board, commission, or other public body:

1. Shall be a resident of Genesee County, Michigan.
2. Shall have been a resident of Genesee County, Michigan for not less than one (1) year immediately prior to consideration for appointment.
3. Shall be a citizen of the United States of America and be a current registered voter in the County of Genesee and State of Michigan.
4. Shall not have been convicted of a crime involving deceit, fraud, or dishonesty.
5. If appointed, may be removed by the Board of Commissioners from the appointed position, by the concurring vote of at least six members of the Board, subject however to any legal limitations upon the Board's removal power, if:



- a. It is determined by the Board that the appointee did not possess all of the qualifications for appointment, stated above in this policy, at the time of the appointment, and that the Board at the time of the appointment did not know of the appointee's lack of qualification; or,
- b. It is determined by the Board that the appointee has ceased to possess all of the qualifications stated above in this policy; or
- c. For any other reason as determined by the aforesaid number of members of the Board of Commissioners.

**6. Any elected official appointed by this Board serves *ex officio*. As such, when his or her elected term of office ends, so does the appointment, unless otherwise stated within the appointing resolution.**

BOARD OF COMMISSIONERS

B \_\_\_\_\_  
BDM:bdm  
10-03-17  
10-09-B01

B01

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY  
BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

WHEREAS, it is in the interest of Genesee County (the "County") to communicate with citizens and the media in an efficient, accurate, and consistent manner; and

WHEREAS, with the addition of social media to traditional media outlets, the Genesee County Board of County Commissioners wants to ensure that all messaging, across all platforms, maintains certain standards; and

WHEREAS, the County has developed, and it is in the interest of the County and its employees that this Board of County Commissioners (this "Board") adopt, the *Genesee County Media Policy* (the "Policy") attached and incorporated by reference to this Resolution.

NOW, THEREFORE, BE IT RESOLVED, that the Policy is hereby adopted, effective immediately.

BE IT FURTHER RESOLVED, that all employees and appointees, including all Departments, Offices, and Commissions, shall be subject to the provisions contained within the Policy.

BE IT FURTHER RESOLVED, that the Chief Judge of the Courts and all county-wide elected officials are requested to concur in this Policy, and to notify the Chairperson of this Board of their respective concurrences.

BE IT FURTHER RESOLVED, that this Policy supersedes previously adopted policies related to contact with the media to the extent those policies conflict with this Policy.

BOARD OF COMMISSIONERS

B \_\_\_\_\_  
CDB:cdb  
10-05-17  
10-09-B02  
Attachment

B02

## GENESEE COUNTY MEDIA POLICY

The Genesee County Board of County Commissioners is eager to communicate in a more efficient manner the positive news of the County as well as the good work that our staff does for our citizens. Ultimately, any decision that is made at the County reflects back on the county commissioners who were elected and entrusted to manage taxpayer resources in a responsible manner and to ensure essential public services are provided in an effective and efficient manner. Therefore, it is incumbent upon individual departments to have a clear understanding of how their messaging is going to reflect the mission and goals that have been set forth by the County Board. With that in mind, the County Board is enacting this media policy in an effort to promote a more coordinated approach to public messaging.

Recognizing the fact that certain department heads hold countywide elected offices and represent their own constituencies, media releases coming from the Clerk-Register, Prosecuting Attorney, Treasurer, Drain Commissioner, Sheriff, Surveyor, and the Courts should go through their own internal controls to ensure that the messaging from those offices reflects the policies of each office and is consistent with the policies set forth by the County Board of Commissioners.

With the enactment of this policy, all press releases will go through a review process prior to being issued for public dissemination in order to ensure that the message is consistent with the County Board's current policies. All releases should be directed to the Board Coordinator, who will forward the release to a designated review committee appointed by the Board Chair. Releases should be submitted as early as possible to ensure there is ample time for review prior to release.

### Social Media

The County Board wants to engage residents via all mediums. In addition to traditional media outlets such as TV, radio, and newspapers, social media should be viewed as an additional, important, and effective channel for disseminating time-sensitive information as quickly as possible (i.e., public hearings, notification of enacted legislation, etc.). Understanding that content on any County-endorsed platform is a representation of County government and the Board as a whole, postings should refrain from using jargon and should be produced in a professional manner.

The County Board also wants to ensure that all messaging, across all platforms, maintain certain standards that all departmental employees understand so as to protect both the employee and employer. With that in mind, when employees are posting about County issues using County social media access, they should take care to ensure the following:

- No comments or posts should be related to potential, current, or on-going legal matters that a County department may be involved in.
- Personal opinions should not be expressed as County-endorsed views or policies on personal social medial platforms.

- The County's name or seal should not be used to endorse any view, product, private business, cause or political candidate without the express authorization of the County Board.
- Postings shall only address issues that have been approved by the County Board.
- No postings should be made that concern information about a County policy or action that has yet to be finalized or that is related to the internal operations of County government.
- Always respond to constituent inquiries and postings using the official County website. Do not use non-County sites to engage/respond.
- Generally, postings should point the user back to the County's official webpage for any content information.

All departments that have current "sites" on social media platforms should forward to the Board Coordinator the following:

- Name of the site
- User name on the site
- Who has access/ability to post information
- Who, within your department, provides oversight to the information being published

In order to foster an understanding that these sites are the property of the County, login and password information shall be provided to Genesee County Information Technology (IT) within 5 business days of the County Board's adoption of this policy.

Moving forward, any department wishing to engage in social media usage for promotional purposes shall request approval from the County Board prior to beginning such usage. In the request, the department shall provide the following information for the County Board's consideration:

- Name of site desired to be used
- Who, within your department, provides oversight to the information being published
- Who will have access/ability to post information
- Acknowledgment that IT has login/access information for the site

This policy, as with any that are adopted by the County Board, is subject to change. Any questions may be addressed to the Board Coordinator.

17-489

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY  
BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Board Coordinator to authorize updating the Genesee County Travel Policy is approved (a copy of the undated memorandum request and initial draft copy of the revised travel policy being on file with the official records of the September 27, 2017, meeting of the Finance Committee of this Board).

BE IT FURTHER RESOLVED, that the attached document titled *County of Genesee Travel Policy*, is hereby adopted, effective immediately, and all other resolutions and policies related to travel previously adopted by this Board are rescinded.

BE IT FURTHER RESOLVED, that this Board's Coordinator is directed to distribute a copy of the newly adopted policy to all county departments.

FINANCE COMMITTEE

F092717VIA1  
BDM:mb  
10-03-17  
10-09-F01  
Attachment

F01



## COUNTY OF GENESEE TRAVEL POLICY

### **I. PURPOSE**

The Genesee County Board of Commissioners recognizes that in order to fulfill the mission of the County, travel may be required and expenses may be incurred that will require reimbursement from the County. The purpose of this policy is to ensure that (1) adequate cost controls are in place, (2) travel and other expenditures are appropriate, and (3) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by Personnel. It is the policy of Genesee County to reimburse only reasonable and necessary expenses incurred for this purpose.

- a. **Application:** These regulations shall govern all County Officials, County Personnel, and any other person who submits a request to the County for reimbursement of travel expenses.

The responsibility for ensuring compliance with these regulations ultimately rests with the Genesee County Board of Commissioners. The Board shall designate a compliance review representative within the Controller's Office. The representative will be responsible for ensuring that all travel requests are in compliance with this adopted policy. The Board of Commissioners reserves the right to question, disallow or approve any travel expenditures.

- b. **Degree of Care:** All representatives of the County traveling on official business are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.
- c. **Overnight Travel:** Staying 60 miles or more away from the Genesee County Administration Building located at 1101 Beach St Flint MI 48502, as defined by Google maps for one or more nights on County business, for the benefit of the County, whether in or out of the State.
- d. **Local Travel:** Lodging for an event that occurs within a 60 mile radius, as defined by Google maps, of the Genesee County Administration Building located at 1101 Beach St., Flint MI 48502 will not be reimbursed unless specific permission is requested and granted by the Genesee County Board of Commissioners.



- e. **Travel Time:** Travel during regular work hours is compensated. Travel time outside of regular working hours is not compensated.

**Term Expiration/Retirement:** Individuals shall not attend an educational program and have the cost paid by the County if the individual's term is ending or if the individual is retiring from qualifying employment within two (2) months after the last day of the educational program. If airfare and/or conference fees have been paid before it became known that the employee was prohibited from traveling by this restriction, the department head shall transfer the reservation to another employee or cancel the reservation, if possible.

## **II. REQUIREMENTS**

**Authority for Travel:** All travel is considered authorized by the Genesee County Board of Commissioners if:

- (a) it is included in the current fiscal year's adopted budget;
- (b) it does not exceed \$2000.00 per event (not per person); and
- (c) it has been reviewed and approved by the Controller's Office as being in compliance with this Travel Policy.

Any travel or expense that exceeds the \$2000.00 threshold requires prior approval by the Genesee County Board of Commissioners through the normal approval process. In addition, before any request will be considered by the Board of Commissioners, the designated representative of the Controller's Office must first review the request to ensure compliance with all regulations contained herein and certify such to the appropriate Board Committee.

To keep Commissioners apprised, the Controller's Office shall provide a list of all travel conducted during the previous month to the Finance Committee. The list shall include the name of the person who traveled, the department they work in, the name of the conference attended or reason for reimbursement, and the total cost reimbursed or paid for by the County.

Actual travel expenses paid by the County for persons other than County personnel who are called upon to contribute time and services as consultants or advisers must be authorized by the Board of Commissioners in advance. Receipts must be furnished as required by these regulations. Complete explanations and justifications must be shown on the vouchers. This type of expense must be submitted on the County Travel Expense Voucher.

Travel expenses for non-county personnel such as parents participating in Human Services programs operated by GCCARD, the Health Department, or any other program will be subject to both the County travel regulations and those imposed by the specific grant contract. The related expenses must be submitted

on the County Travel Expense Voucher with full explanation and receipts attached.

**Travel Advance Request:** Representatives of the County conducting official business may be provided with a cash advance to cover their expenses when the following procedures are adhered to by the attendee.

The department head will authorize and approve all travel advances and expenses related to travel in accordance with the Genesee County Travel Policy included herein prior to submitting to the Controller's Office for payment. Requests for any advance must be submitted in sufficient time for appropriate approvals to be obtained, including Board of Commissioners approval if necessary. Each department head is responsible for managing this process in a timely manner so as not to cause undue burden on any authorizing entity. Improper time management is not the fault of the authorizing department and may be cause for rejecting the request. Each authorizing entity will work diligently to ensure the review is done in a timely and efficient manner.

Advances will not be issued if prior travel advances remain outstanding.

The County Controller is authorized to approve only one advance at a time per person. Additional advances to the same person will not be made unless the report of the first advance is filed with the Controller's Office. Any amounts owed to the County must be paid in full prior to an advance being issued.

The travel advance request form is available on the Controller's website and should be completed electronically.

Within ten (10) days of return, proper documentation must be submitted to the County Controller's Office: (1) a County Travel Expense Voucher; (2) a copy of the travel advance request; and (3) a final accounting of the actual expenses incurred, including proper documentation in support.

Within ten (10) days of return, the attendee must provide a copy of the "Report Regarding Workshop, Conference, Convention or Seminar Attended" (Form GC 2106) to the department's parent committee's chairperson and vice-chairperson.

### **Vouchers**

All reimbursable expenses for local travel will be reported on the Genesee County Local Travel Expense Voucher (Local) or Genesee County Travel Expense Voucher (Overnight) and will include the reason for the expenses, the required explanations, name(s) of guest(s), and attached receipts.



These forms are to be used for reimbursement of expenses including use of privately owned vehicles while on official County business, attending workshops, conferences, conventions, seminars and training programs.

Each attendee must keep a memorandum of expenditures chargeable to the County for preparation of the travel voucher at the end of the travel period.

Failure to adhere to the ten (10) day travel return policy will waive the requestor's entitlement to reimbursement.

The expense of only one attendee shall be included on a single expense voucher, except an employee in a custodial capacity who is responsible for and pays expenses of others who accompany him/her or when reimbursement would be proper. Names of others must be shown.

It is expected that miscellaneous expenses incidental to official County travel will be held to the minimum amount required for essential and efficient conduct of County business. The designee approving the travel voucher will be held responsible by his/her certification for all items of expense as being necessary and correct.

The propriety of expense vouchers will be certified by the attendee and his/her department head. Supporting receipts must be attached for all items of expense where required by these regulations.

When conferences, conventions, workshops or seminars are offered at more than one location but on different dates, the location that will cause the least expense to Genesee County shall be chosen. If the required training must be completed by a specified date due to legal regulations, or the training is needed to perform certain functions of a project, and not meeting the project deadline would cause the County added financial liability, then the department head of the attendee may waive the location requirements. All travel should be in the best interest of the County and the best dollar value.

**Justification of Miscellaneous Expenses:** Miscellaneous expenses allowable on travel vouchers as defined in this regulation must be reasonably explained, detailed, and justified.

**Explanation for Expense:** The explanation for expense of official business requiring travel must also be shown in the space provided. Blanket statements, such as "on official business" or "as directed," are not acceptable.

Any receipts not submitted when required by these regulations may cause the expense for same to be denied or reimbursed at rates determined by the Board of Commissioners.

All vouchers must be signed by the attendee and countersigned by their department head.

The accurate accounting of all travel expenses accompanied by supporting receipts made to the County on the County Overnight Travel Expense Voucher is considered by the IRS as adequate substantiation and, therefore, will not require an employee to report such expenses or reimbursements on their tax returns when such reimbursements are equal to the expenses

### **III. AIR TRANSPORTATION**

Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares. The County will reimburse/pay only the cost of the lowest fare available for flights from the airport nearest the individual's home or office to the airport nearest the destination. Care should be taken to ensure that flights are as direct as possible.

Personnel traveling on behalf of Genesee County may accept and retain frequent flyer miles and compensation for denied boarding for their personal use. Individuals may not deliberately patronize a single airline to accumulate frequent flyer miles if a less expensive airfare is available from another airline.

**At Departure and Return:** If a personal vehicle is used, the attendee will be allowed mileage from their normal work station to and from the commercial terminal. In either case, parking, whether short or long-term, will be reimbursed.

### **IV. LODGING**

Personnel traveling on behalf of Genesee County will be reimbursed at the single room rate for the reasonable cost of hotel accommodations. Convenience, the cost of staying in the city in which the event is located and proximity to other venues on the individual's itinerary, shall be considered in determining reasonableness. Personnel shall make use of available corporate and discount rates for hotels. "Deluxe" or "luxury" hotel rates will not be reimbursed.

Days allowable will be the reasonable (as determined by the Board of Commissioner's Designee in the Controller's Office) travel time needed to reach destination, time at destination and reasonable (as determined by the Board of Commissioner's designee in the Controller's Office) travel time to return to point of departure. Days for extended travel, before or after County business for personal pleasure are not considered allowable days and related expenses for lodging, meals and miscellaneous will not be reimbursed by the County. Meal and lodging expenses related to a "Stay and Park" package are not reimbursable since it is considered to be for the convenience of the Attendee.

When possible, the available lowest room rate will be certified by the most economic method with written evidence attached to the travel report. When the conference officials make the selection of the hotel for the attendee, the application with the attendee selections, as provided to the conference, will be attached to the travel report.

## **V. MEALS**

Personnel traveling on behalf of Genesee County are reimbursed for the reasonable and actual cost of meals (including tips) subject to a maximum per diem meal allowance of \$30.00 per day and the terms and conditions established by Genesee County relating to the per diem meal allowance.

- a. When an attendee is entitled to a full day's allowance for meals, the amount expended for any particular meal is left to the discretion of the attendee, but the total for all meals in one day shall not exceed the maximum allowable.
- b. Whenever meals are served on flights that are two or more hours, or when meals are included in registration fees, the attendee shall not be entitled to any meal allowance for those particular meals. This deduction will be computed at the rate of \$10.00 for breakfast, \$10.00 for lunch, and \$10.00 for dinner (\$30.00 total).
- c. The attendee will not be reimbursed for non-County travelers (spouse, members of a family, friends, etc.).

**Day Defined:** In computing the meal allowance for continuous travel of more than 24 hours, the hour of departure shall be considered as the beginning of the day, and for each full 24 hour period thereafter, the traveler shall be entitled to the authorized meal allowance:

### *EXAMPLES - MEAL:*

- a. Departure June 1, 9:00 a.m.  
Return June 5, 4:30 p.m.  
Allowable June 1, lunch and dinner;  
June 2 through June 4, three (3) full days meals;  
June 5, breakfast and lunch; plus, four (4) days lodging
- b. Departure June 1, 3:00 p.m.  
Return June 2, 10:30 a.m.  
Allowable Dinner, lodging, breakfast

## **VI. GROUND TRANSPORTATION**

When more than one person is attending an overnight or a one day authorized conference, seminar or out-of-town meeting, shared travel must be arranged. If for an unforeseen reason travel cannot be shared, the reason must be disclosed on their travel voucher and must be approved in advance by the department head or their designee.

Personnel is expected to use the most economical ground transportation available. In case a person travels by an indirect route for his/her own convenience, reimbursement for expenses will be based only on such charges as would have been incurred by a usually traveled route.

Transportation to and from the destination terminal can be by shuttle service or taxicab, whichever is the lesser cost. If a group of employees are involved and one person pays the fare, then that person should note on his/her County Travel Expense Voucher those persons included in the fare. If shuttle service is provided for in the lodging accommodations, this also should be noted on the County Travel Expense Voucher.

**Courtesy Cars:** Many hotels have courtesy cars, which will transport to and from the airport at no cost. Personnel should take advantage of this free service whenever possible.

**Airport Shuttle or Bus:** Airport shuttles or buses generally travel to and from all major hotels for a small fee. At major airports such services are as quick as a taxi and considerably less expensive. Airport shuttle or bus services are generally located near the airport's baggage claim area.

**Taxis & Ride Share Services:** Taxis and ride share services are economical and convenient forms of transportation when the trip is for a limited time and minimal mileage is involved. The County encourages the use of public transportation where available. You must include receipts of any transportation when asking for reimbursement.

**Rental Vehicles:** Personnel will be allowed to rent a vehicle while out of town provided that advance approval has been given by the individual's supervisor and the cost is less than alternative methods of transportation.

Vehicle rental will be allowed if lodging and meeting facilities are 25 miles or more apart and other modes of transportation are more expensive or not available. Vehicle rental charges will be limited to business only miles which must be explained completely on the County Travel Expense Voucher. Again, if the vehicle rental provides transportation for two or more personnel, this should also be noted. Miles for employee pleasure (not business related) such as, sightseeing, are not chargeable to the County and all vehicle rental charges will be prorated according to business and pleasure miles traveled. Vehicle rental

for the sole pleasure and convenience of the attendee will not be reimbursed by the County.

**Personal Vehicles:** Personnel are compensated for use of their personal vehicles at the current approved IRS rate. Reimbursement of mileage will be based on actual miles shown on Google maps using the shortest route available. Traveling to an event that is not by air (i.e. in state events) should be by County vehicle unless other arrangements are approved by the department head.

## **VII. OTHER MISCELLANEOUS EXPENSES**

Reasonable Genesee County related telephone and facsimile charges due to absence of Personnel from the individual's place of business are reimbursable. In addition, reasonable and necessary gratuities that are not covered under meals may be reimbursed. Lastly, emergency secretarial work and/or postal charges incurred are reimbursable for the purpose of work on behalf of Genesee County.

The following travel-related expenses are acceptable and will be reimbursed: (a) baggage (no more than 2 bags), (b) foreign currency charges (c) visas, (d) parking and toll expenses incurred by personnel traveling on County business. The costs of parking tickets, fines, car washes, valet service, etc., are the responsibility of the employee and will not be reimbursed.

On premise parking at airports is permitted for short business trips. For extended trips, personnel should use off premise facilities.

Reasonable expenses incurred for business meetings or other types of business-related entertainment will be reimbursed only if the expenditures are approved in advance. Detailed documentation for any such expense must be provided, including:

- Date and place of entertainment
- Nature of expense
- Names, titles and corporate affiliation of those entertained
- A complete description of the business purpose for the activity including the specific business matter discussed
- Vendor receipt (not credit card receipts or statements) showing the vendor's name, a description of the services provided, the date, and the total expenses, including tips (if applicable).

At no time will an attendee have authority to establish special rates or authorize payment of any expenses which do not conform to these regulations. In no case will the amount allowed be in excess of the maximums established in these regulations. However, any department having special travel conditions which cannot be adequately covered under these regulations may submit its requests to the County Board of Commissioners for special review and approval.

#### **VIII. NON-REIMBURSABLE**

Genesee County maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement by County government. Expenses that are not reimbursable include, but are not limited to:

- Travel insurance.
- First class tickets or upgrades.
- When lodging accommodations have been arranged by Genesee County and the individual elects to stay elsewhere, reimbursement is made at the amount no higher than the rate negotiated by Genesee County. Reimbursement shall not be made for transportation between the alternate lodging and the meeting site.
- Tipping for maid, Valet service.
- Limousine travel.
- Movies, liquor, or bar costs.
- Membership dues at any county club, private club, athletic club, golf club, tennis club or similar recreational organization.
- Participation in or attendance at golf, tennis or sporting events, without the advance approval of the Board of Commissioners
- Purchase of any sporting equipment.
- Spa, exercise charges, tourist attractions.
- Clothing purchases.
- Business conferences and entertainment which are not approved by a designated officer or director of Genesee County.
- Damage to personal vehicles, the loss/theft of goods.
- Toiletry articles.

- Expenses for spouses, friends or relatives. If a spouse, friend, or relative accompanies Personnel on a trip, it is the responsibility of the Personnel to determine any added cost for double occupancy and related expenses and to make the appropriate adjustment in the reimbursement request.

All fees and tips to valets, charges for cleaning and pressing clothing, and similar personal expenses are not allowable as reimbursable expenses unless the stay exceeds seven (7) days.

In addition the following charges will not be reimbursed: gasoline, vehicle repairs, towing, or other similar expenditures. It is required that County attendees on official business, driving personally - owned vehicles, be properly licensed by the State of Michigan and be adequately protected by personal liability and property damage insurance at their own expense. At no time shall personal driving be charged to the County. No mileage will be allowed for travel between an employee's residence and his/her official work station.

Meals acquired during normal work related travel will not be reimbursed by the County. This includes County meetings, transportation of prisoners, training and certification classes, presentations to the public for informational purposes, and inspections whether in the County or out of the County.

Travel to other municipalities will not be justification for the County to reimburse for meals.



TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY  
BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Genesee Valley Regional Center Director to authorize establishing, posting, and filling two part-time, no-benefit Youth Specialist positions, each position requiring funding in the amount of \$38,052.00, with 50% of said funding coming from the General Fund and 50% coming from the Child Care Fund, is approved (a copy of the memorandum request dated September 5, 2017, being on file with the official records of the September 27, 2017, meeting of the Finance Committee of this Board).

BE IT FURTHER RESOLVED, that this Board finds that extenuating circumstances exist supporting waiver of the hiring freeze, and directs the Director of the Human Resources Department to have the necessary personnel position numbers created for said positions and to commence the hiring process so that the positions may be filled as soon as practicable in accordance with County policy and any applicable collective bargaining agreement.

FINANCE COMMITTEE

F092717VIIB1  
BDM:mb  
10-03-17  
10-09-F02

F02



17-491

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY  
BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, that this Board of County Commissioners of Genesee County, Michigan, ratifies the expedited action taken on September 27, 2017, by the Finance Committee of this Board approving the request by the Health Officer to authorize establishing, posting, and filling a no-benefit Seasonal Laboratory Technician position to provide expanded services to the residents of Genesee County and during emergent situations, the cost of said position to be fully funded with no additional County appropriation required (a copy of the memorandum request dated September 18, 2017, and supporting documents being on file with the official records of the September 27, 2017, meeting of the Finance Committee of this Board).

BE IT FURTHER RESOLVED, that this Board further ratifies the finding that extenuating circumstances exist supporting waiver of the hiring freeze and the directive to the Director of Human Resources to have the necessary personnel position number created, as necessary, for said position and to commence the hiring process so that the position may be filled as soon as practicable in accordance with County policy and any applicable collective bargaining agreement.

FINANCE COMMITTEE

F092717VIIC1  
BDM:mb  
10-03-17  
10-09-F03

F03

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY  
BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, that this Board of County Commissioners of Genesee County, Michigan, ratifies the expedited action taken on September 27, 2017, by the Finance Committee of this Board approving the request by the Health Officer to authorize posting and filling three temporary Secretary positions within the Health Department to fill three permanent Secretary positions that are currently vacant due to leaves of absence (a copy of the memorandum request dated September 18, 2017, and supporting documents being on file with the official records of the September 27, 2017, meeting of the Finance Committee of this Board).

BE IT FURTHER RESOLVED, that this Board ratifies the finding that extenuating circumstances exist supporting waiver of the hiring freeze, and the directive to the Director of Human Resources to have the necessary personnel position numbers created, as necessary, for said positions and to commence the hiring process so that the positions may be filled as soon as practicable in accordance with County policy and any applicable collective bargaining agreement.

FINANCE COMMITTEE

F092717VIIC2  
BDM:mb  
10-03-17  
10-09-F04

F04

17-493

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY  
BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Drug Court Supervisor to authorize accepting the State Court Administrative Office grants to fund Adult Felony Drug Court in the amount of \$90,000.00 from the Byrne JAG Grant Program and \$300,000.00 from the Michigan Drug Court Grant Program, and to fund the Family Dependency Drug Court in the amount of \$160,000.00 from the Michigan Drug Court Grant Program, for the period commencing October 1, 2017, through September 30, 2018, is approved (a copy of the memorandum request dated September 19, 2017, being on file with the official records of the October 2, 2017, meeting of the Governmental Operations Committee of this Board).

GOVERNMENTAL OPERATIONS COMMITTEE

G100217VIA  
BDM:bdm  
10-02-17  
10-09-G01

G01

17-494

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY  
BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, that this Board of County Commissioners of Genesee County, Michigan, ratifies the expedited action taken on October 2, 2017, by the Governmental Operations Committee of this Board approving the request by the Office of the Prosecuting Attorney to authorize accepting the Michigan Crime Victim Services Commission grant in the amount of \$336,433.00 to provide state-mandated crime victim rights services for the period commencing October 1, 2017, through September 30, 2018 (a copy of the memorandum request dated September 26, 2017, and grant agreement being on file with the official records of the October 2, 2017, meeting of the Governmental Operations Committee of this Board).

GOVERNMENTAL OPERATIONS COMMITTEE

G100217VIIB  
BDM:bdm  
10-02-17  
10-09-G02

G02

17-495

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY  
BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Office of Genesee County Sheriff to authorize amending the Professional Services Contract between Genesee County and Genesee Health System ("GHS"), said amendment being necessary to extend the contract for an additional year to provide GHS with one certified police officer to provide police services for a period commencing October 1, 2017, through September 30, 2018, is approved (a copy of the memorandum request dated September 22, 2017, and Amendment to Professional Services Contract being on file with the official records of the October 2, 2017, meeting of the Governmental Operations Committee of this Board), and both the Sheriff and the Chairperson of this Board are authorized to execute the contract amendment on behalf of Genesee County.

GOVERNMENTAL OPERATIONS COMMITTEE

G100217VIIC  
BDM:bdm  
10-02-17  
10-09-G03

G03

17-496

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY  
BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, that this Board of County Commissioners of Genesee County, Michigan, ratifies the expedited action taken on October 2, 2017, by the Governmental Operations Committee of this Board approving the request by the Director-Coordinator of the Genesee County Metropolitan Planning Commission to authorize travel and overnight lodging for Jason Nordberg to attend the Association of Metropolitan Planning Organizations 2017 Annual Conference in Savannah, Georgia, October 17 – 20, 2017, at a cost not to exceed \$2,225.08, to be paid from account 245.4093.6005, with no additional County appropriation required (a copy of the memorandum request dated October 2, 2017, and supporting documents being on file with the official records of the October 2, 2017, meeting of the Governmental Operations Committee of this Board).

GOVERNMENTAL OPERATIONS COMMITTEE

G100217VIID  
BDM:bdm  
10-02-17  
10-09-G04

G04

17-497

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY  
BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, that this Board of County Commissioners of Genesee County, Michigan, ratifies the expedited action taken on October 2, 2017, by the Governmental Operations Committee of this Board approving the request by the Chief Information Officer ("CIO") to authorize executing a letter of agreement between Genesee County and Atos IT Solutions and Services, Inc., whereby the current Managed Hosting Services Agreement between the parties will be extended for 12 months, starting October 1, 2017, through September 30, 2018, at a cost not to exceed \$308,891.00 (a copy of the memorandum request dated September 12, 2017, and letter of agreement being on file with the official records of the October 2, 2017, meeting of the Governmental Operations Committee of this Board), and the CIO is authorized to execute the letter of agreement on behalf of Genesee County.

GOVERNMENTAL OPERATIONS COMMITTEE

G100217VIIE  
BDM:bdm  
10-02-17  
10-09-G05

G05

17-498

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY  
BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, that this Board of County Commissioners of Genesee  
County, Michigan, authorizes Human Resources to implement a United Way charitable  
donation campaign to be conducted as in the past through voluntary payroll deduction  
donations by employees who wish to participate.

GOVERNMENTAL OPERATIONS COMMITTEE

G\_\_\_\_\_  
BDM:bdm  
10-02-17  
10-09-G06

G06



TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY  
BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, that this Board of County Commissioners of Genesee County, Michigan, ratifies the expedited action taken on September 27, 2017, by the Human Services Committee of this Board approving the request by the Executive Director of the Genesee County Community Action Resource Department to authorize accepting the 2018 contract between Genesee County and the Valley Area Agency on Aging to service the Home Delivered Meal Program in the amount of \$1,177,155.00 and the Congregate Meal Program in the amount of \$317,864.00, for the period commencing October 1, 2017, through September 30, 2018 (a copy of the memorandum request dated September 27, 2017, and contract being on file with the official records of the September 27, 2017, meeting of the Human Services Committee of this Board), and the Chairperson of this Board is authorized to sign the contract on behalf of Genesee County.

HUMAN SERVICES COMMITTEE

H092717VIA  
BDM:mb  
10-03-17  
10-09-H01

H01

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY  
BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

WHEREAS, it is important that Boards of Health build and strengthen community partnerships through education and engagement to ensure collaboration of all relevant stakeholders in promoting and protecting the community's health; and

WHEREAS, on August 17, 2016, this Board passed Resolution no. 16-351 in support of the County Board of Health resolution titled, *Health-Equity-In-All-Policies*, in order to better understand and address health impacts of policy decisions on specific populations; and

WHEREAS, in 2014, the Flint Water Crisis compromised the health and wellbeing of city of Flint residents and as a result, enhanced public health services and health monitoring will be required for decades to come; and

WHEREAS, this Board has the authority to appoint members to the Genesee County Board of Health, and to determine the size and composition of the Board of Health's membership; and

WHEREAS, five appointed members currently serve on the Genesee County Board of Health, which is lower than the average of eight members serving on Boards of Health representing communities of similar population, according to the National Association of County and City Health Officials; and

WHEREAS, Boards of Health in neighboring Michigan communities are comprised of more than five members (e.g., Ingham County has ten members; Saginaw County has eight members); and

WHEREAS, the current structure of the Board of Health includes representation from three Genesee County Commissioners, one community physician, and one community member with expertise and/or experience in community public health; and

WHEREAS, it is desirable and appropriate to assure that the Genesee County Board of Health membership promotes representation and collaboration from those best prepared to equitably address the needs of under-served county residents.

NOW, THEREFORE, BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Health Officer to authorize expanding the Board of Health membership structure to include up to four additional appointees is approved as follows:

- One appointee shall be an employee or official of the city of Flint with public health expertise or experience;
- One appointee shall be a resident of the City of Flint with public health knowledge and interest in addressing health inequities; and
- Two additional members may be appointed, if desired, at the discretion of the Board of County Commissioners using criteria set by that Board.

(a copy of the memorandum request dated September 27, 2017, and supporting documentation being on file with the official records of the September 27, 2017, meeting of the Human Services Committee of this Board).

#### HUMAN SERVICES COMMITTEE

H092717VIIB  
BDM:mb  
10-03-17  
10-09-H02

H02

17-501

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY  
BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Chief Assistant Prosecuting Attorney-Civil Division to authorize the Agreement between Genesee County and the Genesee County Medical Control Authority, in an amount not to exceed \$150,000.00, to provide supervision and coordination of the emergency medical services system for Genesee County for the period commencing October 1, 2017, through September 30, 2018, is approved (a copy of the memorandum request dated September 8, 2017, and Agreement being on file with the official records of the September 27, 2017, meeting of the Human Services Committee of this Board), and the Chairperson of this Board is authorized to sign the Agreement on behalf of Genesee County.

HUMAN SERVICES COMMITTEE

H092717VIIC  
BDM:mb  
09-27-17  
10-09-H03

H03

17-502

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY  
BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Drain Commissioner to authorize terminating Genesee County's general easement and right-of-way grant for storm sewer construction and maintenance on the property located at 4487 Miller Road in Flint Township, said easement being unnecessary following the grant and execution of a new general easement for storm sewer on said property, is approved (a copy of the memorandum request dated September 21, 2017, and termination document being on file with the official records of the October 2, 2017, meeting of the Public Works Committee of this Board), and the Drain Commissioner is authorized to execute the termination document on behalf of Genesee County.

PUBLIC WORKS COMMITTEE

P100217VIA  
BDM:bdm  
10-02-17  
10-09-P01

P01

17-503

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY  
BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Drain Commissioner to authorize selling the property located at 2510 Irish Road by placing it on the market through a local realtor, ownership of said property being no longer necessary following completion of the construction of the 42-inch pipeline through the property, is approved (a copy of the memorandum request dated September 21, 2017, and supporting documents being on file with the official records of the October 2, 2017, meeting of the Public Works Committee of this Board), and the Drain Commissioner is authorized to execute any documents necessary to sell the property on behalf of Genesee County.

PUBLIC WORKS COMMITTEE

P100217VIIB  
BDM:bdm  
10-02-17  
10-09-P02

P02

17-504

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY  
BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, that this Board of County Commissioners of Genesee County, Michigan, ratifies the expedited action taken on October 2, 2017, by the Public Works Committee of this Board approving the request by the Parks and Recreation Director to authorize accepting the terms of Land Acquisition Project Agreement TF 16-0205 (the "Agreement") in order to accept the grant from the Michigan Department of Natural Resources (the "Department") Trust Fund in the amount of \$6,056,500.00 to acquire property for the Flint Riverfront Restoration Project on which to create a park (a copy of the memorandum request dated September 25, 2017, Project Agreement, and supporting documents being on file with the official records of the October 2, 2017, meeting of the Public Works Committee of this Board), and the Parks and Recreation Director is authorized to sign the Agreement on behalf of Genesee County.

BE IT FURTHER RESOLVED, that the Parks and Recreation Commission will appropriate all funds necessary to complete the project during the project period from a grant commitment from the C.S. Mott Foundation in the amount of \$2,018,900.00 to match the grant authorized by the Department with these matching funds providing for 25% of the total project costs.

BE IT FURTHER RESOLVED, that the Parks and Recreation Commission will maintain satisfactory financial accounts, documents, and records and will make them available to the Department for auditing at reasonable times in perpetuity.

BE IT FURTHER RESOLVED, that the Parks and Recreation Commission will regulate the use of the property acquired and reserved under the Agreement to assure the uses thereof by the public on equal and reasonable terms.

BE IT FURTHER RESOLVED, that the Parks and Recreation Commission will comply with any and all terms of the Agreement including all terms not specifically set forth in the foregoing portions of this Resolution.

PUBLIC WORKS COMMITTEE

P100217VIIC  
BDM:bdm  
10-02-17  
10-09-P03

P03





WHEREAS, it is with great honor and pleasure to pay a special tribute to the Blue Star Mothers of America, Inc. at a special service at McFarlan Park on October 14, 2017; and

WHEREAS, on January 22, 1942, the Flint News Advertiser asked mothers of servicemen to fill out a coupon and return it to them. By the following February 1<sup>st</sup>, 300 mothers met in the Durant Hotel in Flint, Michigan; and

WHEREAS, Captain George H. Maines, who conceived the idea for this group, acted as chair of this first meeting. It was decided that after receiving 1000 responses to form a permanent organization; and

WHEREAS, on February 6<sup>th</sup>, 1942 the organization was reported on Congressional record. Chapters then formed in Michigan, Ohio, Wisconsin, New York, Pennsylvania, Oregon, California, Iowa and Washington. In June of 1960, the organization was chartered by Congress; and

WHEREAS, mothers volunteered throughout the tough times of World War II. They worked in hospitals, train stations, packed care packages for soldiers and were a part of homeland security during time of war; and

WHEREAS, Blue Star Mothers of America not only provides support for active duty service personnel, promotes patriotism, assists Veterans organizations, and is available to assist in homeland volunteer efforts to help the county remain strong.

NOW, THEREFORE, BE IT RESOLVED, that this County Board of Commissioners of Genesee County, Michigan, on a motion by Commissioner David W. Martin, supported by Commissioner Mark Young, does hereby laud and applaud:

## **BLUE STAR MOTHERS OF AMERICA**

for their continued support of American soldiers.

\_\_\_\_\_  
DAVID MARTIN, DISTRICT 9  
BOARD OF COMMISSIONERS  
GENESEE COUNTY, MICHIGAN

\_\_\_\_\_  
MARK YOUNG, CHAIRMAN  
BOARD OF COMMISSIONERS  
GENESEE COUNTY, MICHIGAN