

GENESEE COUNTY BOARD OF COMMISSIONERS

2015-15

ITEMS FOR BOARD ACTION
Tuesday, July 7, 2015 @ 9:00 a.m.

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. INVOCATION**
- IV. PLEDGE TO THE FLAG**
- V. APPROVAL OF MINUTES – June 1, 2015, June 15, 2015**
- VI. PUBLIC ADDRESS BOARD**
- VII. COMMUNICATIONS**
- VIII. REPORTS**

BOARD OF COMMISSIONERS

Jamie W. Curtis, Chairperson
Bryant Nolden, Vice Chairperson

- 15-231* B01 Resolution adopting updated County Personnel Policy
- 15-232* B02 Resolution adopting "2015 Procedures Applicable to the Genesee County Board of Commissioners and Standing Committees"

Report from Chairperson

COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE

Tony Brown, Chairperson
Michael Lynch, Vice Chairperson

Report from Chairperson

FINANCE COMMITTEE

Mark Young, Chairperson
Bryant Nolden, Vice Chairperson

- 15-233 F01 Resolution accepting Treasurer's Annual Report of Land Proceeds Accounts

Report from Chairperson

GOVERNMENTAL OPERATIONS COMMITTEE

Bryant Nolden, Chairperson
Mark Young, Vice Chairperson

- 15-234 G01 Resolution paying County bills
- 15-235 G02 Resolution ratifying expedited action authorizing overnight travel for Prosecutor and four senior staff members to attend the 2015 PAAM Summer Conference, August 27-30, 2015
- 15-236 G03 Resolution ratifying expedited action authorizing overnight travel for three Treasurer employees to the Michigan Municipal Treasurer's Association Summer 2015 Conference at Grand Rapids, Michigan from August 9-12, 2015
- 15-237 G04 Resolution ratifying expedited action to authorize the Veterans Services Outreach Administrator, to attend Global Leadership Summit in Warren, Michigan August 6-7, 2015

Report from Chairperson

HUMAN SERVICES COMMITTEE

Brenda Clack, Chairperson
Pegge Adams, Vice Chairperson

- 15-238 H01 Resolution ratifying expedited action authorizing lease agreement with the Shelter of Flint
- 15-239 H02 Resolution authorizing submission by GCCARD of Head Start Action Plan to ACF
- 15-240 H03 Resolution ratifying expedited action authorizing acceptance of Michigan Department of Education Summer Food Service Program grant funding
- 15-241 H04 Resolution ratifying expedited action authorizing acceptance of Share Our Strength and Michigan No Kid Hungry grant funding for GCCARD's Summer Feeding Program

- 15-242 H05 Resolution ratifying expedited action authorizing acceptance of amended funding changes for GCCARD's Home Delivered and Congregate Meals Programs
- 15-243 H06 Resolution authorizing Health Department contract with Reverence Home Health & Hospice
- 15-244 H07 Resolution authorizing Health Department contract with Hurley Medical Center to continue Healthy Start Initiative
- 15-245 H08 Resolution authorizing Health Department contract with Hope Network New Passages-Connexion for tobacco sales compliance checks
- 15-246 H09 Resolution authorizing Health Department contract with Hurley Sue Ann Savas to continue Healthy Start Initiative
- 15-247 H10 Resolution approving senior centers FY 2014-15 budget amendments
- 15-248 H11 Resolution approving FY 2015-16 senior center and service provider contract templates
- 15-249 H12 Resolution authorizing Senior Needs Coordinator program on trial basis
- 15-250 H13 Resolution approving FY 2015-16 Legal Services award and contract
- 15-251 H14 Resolution approving FY 2015-16 Case Management & Referral Services award and contract
- 15-252 H15 Resolution adopting recommendation of Office of Senior Services regarding Kraphol Center (On agenda with consent of Committee and Board Chairpersons)

Report from Chairperson

PUBLIC WORKS COMMITTEE

Michael Lynch, Chairperson
Tony Brown, Vice Chairperson

- 15-253 P01 Resolution approving Lease with the City of Davison for the 67th District Court for the Davison Court facility

Report from Chairperson

LAUDATORY RESOLUTIONS/PROCLAMATIONS

15-L34 Dan Reyes

IX. UNFINISHED BUSINESS

X. NEW AND MISCELLANEOUS BUSINESS

XI. OTHER BUSINESS

Closed Session – To consult with counsel regarding written legal opinion

XII. ADJOURNMENT

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 Commissioners of Genesee County, Michigan, that the request by the Human Resources and Labor Relations Director to approve the updated Personnel Policy Manual is approved (a copy of the memorandum request dated May 26, 2015, being on file with the official records of the May 26, 2015, meeting of the Governmental Operations Committee of this Board, and a copy of the final draft of the updated Personnel Policy Manual shall be placed on file with the official records of that meeting, and with the official records of the June 22, 2015, meeting of the Governmental Operations Committee of this Board).

BOARD OF COMMISSIONERS

B_____
CDB:ag
07-01-15
07-07-B01

B01

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 Commissioners of Genesee County, Michigan, that the attached *"2015 Procedures Applicable to the Genesee County Board of County Commissioners and the Board's Standing Committees"* is adopted as the governing instructions for identifying the processes and procedures to be followed for agenda items and other requests for approval from the Genesee County Board of County Commissioners for calendar year 2015, and subsequent years absent rescission by this Board of this document.

BE IT FURTHER RESOLVED that this Board's Coordinator shall disseminate this Resolution and the attached document to all department heads.

BOARD OF COMMISSIONERS

B_____
CDB:ag
07-02-15
07-07-B02
Attachment

B02

2015
PROCEDURES APPLICABLE TO THE
GENESEE COUNTY BOARD OF COMMISSIONERS
AND THE BOARD'S STANDING COMMITTEES

GENERAL INSTRUCTIONS

1. *Standing Committees.* As a general rule, items submitted for action by the Board of Commissioners (BOC), other than approving minutes, making an appointment, electing an officer, accepting a report, or adopting a laudatory resolution, should first be considered, and then be referred to the Board, by one of the Board's Standing Committees. The Standing Committees are Finance (FIN), Governmental Operations (GOC), Human Services (HSC), Public Works (PW) and Community & Economic Development (C/ED). All County Commissioners are members of each Standing Committee. These Procedures are designed to require consideration of an item by only one Standing Committee.
2. *Parent Committees.* "Departments" in these Procedures means County budgetary centers and other organizations listed below as having a "Parent Committee." Each Department has a Parent Committee. A Parent Committee is the Standing Committee to which matters regarding that Department are to be submitted if, under these Procedures, that matter does not fall within the responsibilities of any other Standing Committee.
3. *Submission Due Dates.* Agenda items are due by 4:00 p.m. on the Tuesday prior to the Committee meeting.
4. *Controller or Corporation Counsel Approval.* Items requiring Controller review, that is, items requiring an appropriation or a budget transfer, or items requiring Corporation Counsel review are due to the Controller or Corporation Counsel by 12:00 Noon ten calendar days prior to the Committee meeting. Concurrent with the review, it remains the Department's responsibility to submit the item to the Board Office for Committee meeting submission upon approval by the Controller or Corporation Counsel.
5. *Other Appropriate Approvals.* Departments must inform appropriate support departments (e.g.: Human Resources Department, Purchasing Department, Controllers Office, Corporation Counsel) and obtain the support department's approval, when necessary, regarding a proposal prior to submitting it to Committee. For example, Departments must contact the Human Resources Department and the Controller's Office if a new position is to be created or a position is to be reclassified. The item must then be taken to the Finance Committee. Usually the memorandum request is prepared by the HR Department or Controller.
6. *Failure to Obtain Approval.* Failure to obtain approval from the appropriate support department/s may result in removal of the item from the agenda if the item has been placed on the agenda without the necessary approval. For example, failure to obtain Corporation Counsel review and approval of a contract prior to placement on the agenda may result in removal of the item from the agenda until Corporation Counsel is able to review and approve the document.
7. *Cover Memoranda.* Agenda items must include a cover memorandum, addressed to the Chairperson of the Committee, stating what action is needed from the Committee. The cover memorandum must include the following information:
 - A detailed description of the proposal

- For travel requests, the purpose of the trip, the dates of the trip, the location of the trip, and the name of any class, seminar, or event that will be attended during the trip.
- The cost to the County under any contract to be approved.
- The funding source, including fund numbers, for payment of any costs to the County.
- If employee related, a single request for each job classification requested (multiple requests for same classification maybe on a single request).

Copies of any documents for which approval is sought must be attached to the memorandum.

8. *Electronic Submission.* All agenda items submitted to the Board Office shall be submitted electronically, either in Adobe PDF or Microsoft Word format.
9. *Board Approval Not Required.* The following items do not require Board or Committee approval:
 - a. Purchases with an annual value under \$5,000.00 made in accordance with Sections 3-104 and 3-105 of the Genesee County Purchasing Regulations.
 - b. Line item transfers authorized by the Controller, not involving overtime or travel workshop, and not exceeding \$5,000. (Resolution 95-224)
 - c. Line item transfers authorized by the Controller, from a line item or items not involving salary, fringes or capital equipment accounts, to a travel workshop line item, provided that such transfers not approved by the Board or a Committee shall not exceed \$5,000 per year in the department's budget. (Resolution 08-480)
 - d. Specific travel that was approved as part of the department's budget in the annual budget process.
10. *Original Contracts Not to Be Submitted.* Original contracts requiring the Chairperson's signature are not to be included with agenda items. Departments should keep the original documents requiring signature until final approval by the Board of Commissioners. Upon approval, documents may be submitted to the Board Office for signature by Chairperson. The requesting department is responsible for the collection of necessary signatures. If a roll call vote is taken at a Standing Committee approving the document and authorizing the Chairperson's signature, documents may be signed the same day of the Committee Meeting and submitted to another entity. Any such signature and submission, however, does not constitute final Board action until ratified by the Board, as distinguished from a Committee.
11. *Waive Through Committee and Add Ons.* Waiver of items through to the BOC (bypassing the Committee) or to a non-parent Committee and late add-ons to a Committee agenda should be rare. Ideally, requests for waivers and add-ons will be granted only if the requesting department or Genesee County will lose funding if the item is not dealt with at the requested meeting.

If a waiver or add-on is deemed necessary, the Department must:

- a. Request from the Chairperson of the Committee to be bypassed permission to waive through that Committee.

- b. Obtain approval from the Chairperson of the Committee to which the item will be referred, and from the Board Chairperson if the item is to be presented directly to the Board without having been considered by a Committee.
 - c. Notify the Committee Secretary or Board Secretary that permission to waive/add-on has been agreed to by the relevant Chairpersons, and provide 11 copies of agenda item to be passed out at Committee or the Board.
12. *Expedited Action and Roll Call Votes.* A Standing Committee may take expedited action on an item by taking a roll call vote. Additionally, roll call votes at Board of Commissioners or Committee Meetings shall occur pursuant to Board of Commissioners Bylaws Rule 6(e) when:
- a. Voting on ordinances or appointments or elections at Board meetings; or
 - b. Ordered by Chairperson; or
 - c. Requested by 1/3 of Commissioners (Committee Meetings) or 1/5 of Commissioners (Board Meetings).

Approval by ROLL CALL VOTE by a Standing Committee authorizes a Department to take immediate action prior to final ratification by the Board of Commissioners at the next regularly scheduled meeting of the Board of Commissioners. Such expedited action is not considered final until ratification by the Board of Commissioners because the vote may change. The roll call vote does permit internal action to commence, such as posting positions, and, as noted above in section 10, obtaining contract signatures.

13. *Weekly Board Schedule.* Departments should refer to the Weekly Board Schedule notice, which is posted on the Board of Commissioners web site Friday, to ascertain meeting dates, times, and locations. The yearly schedule is a tentative schedule, and is subject to change.
14. *Agenda Availability.* Board and Committee agendas with supporting materials are to be available for county commissioners by 5:00 p.m. on the Thursday before the applicable meetings.

STANDING COMMITTEES AND THEIR RESPONSIBILITIES

FINANCE COMMITTEE (FIN)

Chair/Vice-Chair:	Mark Young/Bryant Nolden
Secretary/Stenographer:	Kim Cunningham
Usual Meetings:	Twice a month, Monday, 9:15 a.m.

The Budget Committee (FIN/BUD) is the Finance Committee when meeting to essentially consider the annual County Budget.

Finance Committee:

The Finance Committee serves as the Parent Committee for the Controller's Department. The Finance Committee is designed to focus on large dollar activities that directly impact the current County Budget, as well as to plan for future budgets. The Finance Committee processes new financial authorizations, modifications in current year budget line items in excess of \$5,000, and personnel activities when they affect the budget.

The Finance Committee will be responsible for recommendations regarding:

- Annual Budget process.
- Formation of new departments.
- Adjustment in compensation.
- The creation of new positions, other than re-establishment of automatically eliminated positions (Reso #08-481).
- Reclassification of existing budgeted positions (Reso #08-481).
- Department line item transfers greater than \$5,000.
- Grants requiring matches.
- Capital equipment procurement over \$5,000 where a General Fund appropriation is required.
- Annual capital requests
- Appropriations for travel requests
- The County being the primary debtor on a borrowing
- Bonds issued by the County
- Miscellaneous activities relating to the Controller's Office

Contact for Submittal of Agenda Items Requiring Controller Review: Assistant Controller, 257-3857.
Contact Human Resources Department regarding re-establishment or elimination of positions.
If Controller or Corporation Counsel approval is required, please see General Instructions #4.
Submission Due Dates. Agenda items are due by 4:00 p.m. on the Tuesday prior to the Committee meeting.

GOVERNMENTAL OPERATIONS COMMITTEE (GOC)

Chair/Vice Chair: Bryant Nolden/Mark Young
Secretary/Stenographer: Connie Parker
Usual Meetings: Twice a month, Monday, 9:00 a.m.

Governmental Operations Committee:

The Governmental Operations Committee processes contracts for assigned departments, grant applications and acceptances for assigned departments that do not require a match, issues involving taxes other than the County's tax rates, and proposed changes to the Retirement Ordinance.

To the extent not covered in Finance Committee responsibilities, Government Operations Committee will be responsible for recommendations regarding:

- Issues involving taxes other than the County tax rates.
- Approval of collective bargaining agreements.
- Grant applications and acceptances for assigned departments (not requiring a County match).
- Payment of bills (including travel claims).
- Miscellaneous activities relating to assigned Departments.

The Governmental Operations Committee serves as the Parent Committee for those Departments assigned below:

Adult Probation	Animal Control	Board Coordinator
Circuit Court	Community Corrections	Corporation Counsel
District Court	Emergency Management	Equalization
Friend of the Court	GIS Department	Human Resources
Information Technology	Probate Court	Prosecutor's Office
Retirement Commission	Sheriff Department	Treasurer's Office
Veterans		

Special Conditions:

If Controller or Corporation Counsel approval is required, please see General Instructions #4.

Submission Due Dates. Agenda items are due by 4:00 p.m. on the Tuesday prior to the Committee meeting.

HUMAN SERVICES COMMITTEE (HSC)

Chair/Vice-Chair:	Brenda Clack/Pegge Adams
Secretary/Stenographer:	Kim Cunningham
Usual Meetings:	Twice a month, Monday, 9:30 a.m.

Human Services Committee:

The Human Services Committee processes items relating to Health, Human Services, and Emergency Medical Services.

To the extent not covered in the responsibilities for one of the other Committees, the Human Services Committee will be responsible for recommendations regarding:

- Contracts and agreements for assigned Departments.
- Grant applications/awards for assigned Departments (not requiring a County match).
- Miscellaneous activities relating to assigned Departments.
- Senior Citizen Services.

The Human Services Committee serves as the Parent Committee for those Departments assigned below:

Genesee Health System (formerly Community Mental Health Services)
Medical Control Authority
Genesee County Community Action Resource Department (GCCARD)
Genesee/Shiawassee Michigan Works!/Workforce Development Board
Health Department (Board of Health)
Medical Examiner's Office
MSU Extension
Senior Services

If Controller or Corporation Counsel approval is required, please see General Instructions #4.

Submission Due Dates. Agenda items are due by 4:00 p.m. on the Tuesday prior to the Committee meeting.

PUBLIC WORKS COMMITTEE (PW)

Chair/Vice-Chair:	Michael Lynch/Tony Brown
Secretary/Stenographer:	Connie Parker
Usual Meetings:	Twice a month, Monday, 9:15 a.m.

Public Works Committee:

The Public Works Committee processes all budgeted capital outlay over \$5,000.00, requiring a procurement contract for building and grounds activity, drain and sewer activities and County property issues.

To the extent not covered in the responsibilities for one of the other Committees, the Public Works Committee will be responsible for recommendations regarding:

- Acquisition or disposition of real property.
- Courthouse Square issues.
- Road Commission issues.
- Procurement contracts of \$10,000 or more.
- Procurements contracts of \$5,000, but less than \$10,000 requiring a minimum of three (3) written bids.
- Building safety issues.
- Miscellaneous activities relating to assigned Departments.

The Public Works Committee serves as the Parent Committee for those Departments assigned below:

Building & Grounds	County Clerk's Office
Drain Commission	Genesee Valley Regional Center
Parks & Recreation	Purchasing
Register of Deeds	Road Commission

Special Conditions:

Contact Purchasing Department and/or IT Department, if required.

If Controller or Corporation Counsel approval is required, please see General Instructions #4.

Submission Due Dates. Agenda items are due by 4:00 p.m. on the Tuesday prior to the Committee meeting.

COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE (C/ED)

Chair/Vice-Chair:
Secretary/Stenographer:
Usual Meetings:

Tony Brown/Michael Lynch
Connie Parker
Once a month, Monday, 9:30 a.m.

Community and Economic Development:

The Community & Economic Development Committee processes Community Development program items, status reports, or other items submitted by the Genesee County Metropolitan Planning Commission.

To the extent not covered in the responsibilities for one of the other Committees, the Community & Economic Development Committee will be responsible for recommendations regarding:

- Items submitted by the Planning Department.
- Communications from the U.S. Department of Housing & Urban Development.
- Miscellaneous activities relating to assigned Departments.

The Community & Economic Development Committee serves as the Parent Committee for those Departments assigned below:

Genesee County Metropolitan Planning Commission (GCMPC)
Community Development Program
Economic Development Corporation
Land Bank

If Controller or Corporation Counsel approval is required, please see General Instructions #4.

Submission Due Dates. Agenda items are due by 4:00 p.m. on the Tuesday prior to the Committee meeting.

BOARD OF COMMISSIONERS (BOC)

Chair/Vice-Chair:	Jamie W. Curtis/Bryant Nolden
Official Clerk:	County Clerk/Register's Office
Secretary/Stenographer:	Kim Cunningham
Usual Meetings:	Twice a month, Monday, 9:00 a.m.

Board of Commissioners Summary:

The Board of Commissioners usually meets twice a month to give final approval of items approved at Committee. These meetings usually precede the Finance and Human Services Committee meetings. The Board acts through its resolutions. The Office of Corporation Counsel prepares resolutions based on the motion adopted at the Committee meeting, or reviews and forwards resolutions proposed by an outside entity. The County Clerk is the statutory keeper of records for the BOC and assigns numbers to each resolution adopted by the Board. Resolution numbers are required by the Purchasing Department when ordering an item that has been approved by the Board. Certified copies of resolutions, sometimes required to be submitted with grant applications, are available through the Clerk's Office.

Examples of Items Requiring Board Approval:

- Contracts and agreements.
- Grant applications and awards.
- Any items requiring appropriations.
- Any purchases approved at Public Works Committee.
- Any personnel item approved at a Finance or Governmental Operations Committee.
- Overtime and travel workshop appropriations.
- Appointments.
- Ordinances.

Agenda Deadlines:

Items going to the BOC should arise from referrals from the Committee meetings. If an item is to go directly to the BOC, thereby bypassing the Committee, it should be provided to Corporation Counsel for preparation of a resolution, and to the Board secretary for inclusion on the agenda as early as possible before the meeting after permission has been obtained from the BOC and Committee chairpersons, and in no event less than 24 hours before the meeting.

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 Commissioners of Genesee County, Michigan, hereby accepts the Treasurer's Annual Report of the Balance in Land Proceeds Accounts, filed in accordance with MCL 211.78M(8)(h), for the 2014 tax year (a copy of the memorandum request dated June 2, 2015, and the report being on file with the official records of the June 15, 2015, meeting of the Finance Committee).

FINANCE COMMITTEE

F061515VIA
CDB/ag
06-23-15
07-07-F01

F01

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 Commissioners of Genesee County, Michigan, allows and authorizes the payments of bills, claims, and obligations for the County of Genesee in the amount of \$1,765,480.29 for the period ending June 5, 2015, including \$303,600.29 from the General Fund; and in the amount of \$1,508,145.49 for the period ending June 12, 2015, including \$141,093.13 from the General Fund.

GOVERNMENTAL OPERATIONS COMMITTEE

G0602215VIA
ACT:ag
07-01-15
07-07-G01

G01

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 Commissioners of Genesee County, Michigan, hereby ratifies the expedited action taken by the Governmental Operations Committee on June 22, 2015, to approve the request by the Prosecuting Attorney to authorize the Prosecutor and four Assistant Prosecuting Attorneys to attend the 2015 Prosecuting Attorneys Association of Michigan Summer Conference on Mackinaw Island, Michigan, August 27-30, 2015, at a cost not to exceed \$3,250, to be paid from the Prosecuting Attorney's Office FY 2014-15 budget, is hereby ratified (a copy of the memorandum request dated June 15, 2015, and supporting documentation being on file with the official records of the June 22, 2015, meeting of the Governmental Operations Committee of this Board).

GOVERNMENTAL OPERATIONS COMMITTEE

G062215VIID
ACT:ag
07-01-15
07-07-G02

G02

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 Commissioners of Genesee County, Michigan, hereby ratifies the expedited action taken by the Governmental Operations Committee on June 22, 2015, approving the request by the Treasurer to authorize three Treasurer employees to attend the Michigan Municipal Treasurer's Association Summer 2015 Conference at Grand Rapids, Michigan, August 9-12, 2015, at a cost not to exceed \$2,000, to be paid from the FY 2014-15 Treasurer's Office budget, is hereby ratified (a copy of the memorandum request dated June 16, 2015, being on file with the official records of the June 22, 2015, meeting of the Governmental Operations Committee of this Board).

GOVERNMENTAL OPERATIONS COMMITTEE

G062215VIIC
ACT:ag
07-01-15
07-07-G03

G03

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 Commissioners of Genesee County, Michigan, hereby ratifies the expedited action taken by the Governmental Operations Committee on June 22, 2015, to approve the request by the Director of the Department of Veterans Services to authorize Veterans Services Outreach Administrator Carly Webster to attend the Global Leadership Summit in Warren, Michigan, August 6-7, 2015, at a cost not to exceed \$240, to be paid by the FY2014-15 Veterans Services Office budget, is hereby ratified (a copy of the Memorandum request being on file with the official records of the June 22, 2015, meeting of the Governmental Operations Committee of this Board).

GOVERNMENTAL OPERATIONS COMMITTEE

G062215VIID
ACT:ag
07-01-15
07-07-G04

G04

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 Commissioners of Genesee County, Michigan, ratifies the expedited action taken June 15, 2015, by the Human Services Committee of this Board approving the request by the Executive Director of the Genesee County Community Action Resource Department (GCCARD) to authorize a lease agreement with the Shelter of Flint, a Michigan nonprofit corporation whose address is 924 Cedar Street, Flint, MI 48503, for premises located at 605 N. Saginaw St., Suite 2A, Flint MI 48502, for the period July 1, 2015 through June 30, 2016 (a copy of the memorandum request dated June 15, 2015, and Lease Agreement being on file with the official records of the June 15, 2015, meeting of the Human Services Committee of this Board), and the directive to the Chairperson of this Board to execute the lease on behalf of Genesee County is also ratified.

HUMAN SERVICES COMMITTEE

H061515VIA2
CDB/ag
06-23-15
07-07-H01

H01

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 Commissioners of Genesee County, Michigan, that the request by the Executive Director of the Genesee County Community Action Resource Department (GCCARD) to authorize submission of the GCCARD Head Start Action Plan to the Federal Administration for Children and Families is approved (a copy of the memorandum request dated June 15, 2015, and a copy of the corrective action plan being on file with the official records of the June 15, 2015, meeting of the Human Services Committee of this Board).

HUMAN SERVICES COMMITTEE

H061515VIA3
CDB/ag
06-19-15
07-07-H02

H02

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 Commissioners of Genesee County, Michigan, ratifies the expedited action taken June 15, 2015, by the Human Services Committee of this Board approving the request by the Executive Director of the Genesee County Community Action Resource Department (GCCARD) to authorize acceptance of Michigan Department of Education funding for the 2015 Summer Food Service Program, said program to run from June 15, 2015 through September 30, 2015 (a copy of the memorandum request dated June 15, 2015, grant award notification, and other supporting documentation being on file with the official records of the June 15, 2015, meeting of the Human Services Committee of this Board), and the Executive Director is authorized to execute, as necessary, grant award agreements on behalf of Genesee County.

HUMAN SERVICES COMMITTEE

H061515VIA4
CDB/ag
06-23-15
07-07-H03

H03

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 Commissioners of Genesee County, Michigan, ratifies the expedited action taken June 15, 2015, by the Human Services Committee of this Board approving the request by the Executive Director of the Genesee County Community Action Resource Department (GCCARD) to authorize acceptance of Share Our Strength and Michigan No Kid Hungry grant funding in the amount of \$5,840.00, for the 2015 Summer Feeding Program, said program to run from June 15, 2015 through September 30, 2015 (a copy of the memorandum request dated June 15, 2015, and grant award notification being on file with the official records of the June 15, 2015, meeting of the Human Services Committee of this Board), and the Executive Director is authorized to execute, as necessary, the grant award agreement on behalf of Genesee County.

HUMAN SERVICES COMMITTEE

H061515VIA5
CDB/ag
06-23-15
07-07-H04

H04

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 Commissioners of Genesee County, Michigan, ratifies the expedited action taken June 15, 2015, by the Human Services Committee of this Board approving the request by the Executive Director of the Genesee County Community Action Resource Department (GCCARD) to authorize acceptance of Round Four amended funding changes from Valley Area Agency on Aging resulting in an increase in grant funding to the Congregate and Home Delivered Meals Programs for the current program year of October 1, 2014 through September 30, 2015 (a copy of the memorandum request dated June 15, 2015, grant award notification and supporting documents being on file with the official records of the June 15, 2015, meeting of the Human Services Committee of this Board), and the Executive Director is authorized to execute, as necessary, the grant agreements on behalf of Genesee County.

HUMAN SERVICES COMMITTEE

H061515VIA6
CDB/ag
06-23-15
07-07-H05

H05

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 Commissioners of Genesee County, Michigan, that the request by the Health Officer to authorize the Professional Services Contract between Genesee County and Reverence Home Health & Hospice, whose principal place of business is located at 5445 Ali Drive, Grand Blanc, MI 48439, whereby the Contractor will deliver Healthy Start case management and home-based maternal-infant support services for the period June 1, 2015 through March 31, 2016, for an amount not to exceed \$105,615, funding account 221.00.00.6090.23405, is approved (a copy of the memorandum request dated June 9, 2015, Board of Health Referral, and the Professional Services Contract being on file with the official records of the June 15, 2015, 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

H061515VIIB1
CDB:ag
06-23-15
07-07-H06

H06

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 Commissioners of Genesee County, Michigan, that the request by the Health Officer to authorize the Professional Services Contract between Genesee County and Hurley Medical Center, for the purpose of delivering Healthy Start case management and home-based maternal-infant support services for the Healthy Start Initiative program for the period June 1, 2015 through March 31, 2016, for an amount not to exceed \$121,683, funding account 221.00.00.6090.23405, is approved (a copy of the memorandum request dated July 23, 2014, and the Contract Amendment being on file with the official records of the July 23, 2014, 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

H061515VIIB2
CDB:ag
06-23-15
07-07-H07

H07

15-245

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 Commissioners of Genesee County, Michigan, that the request by the Health Officer to authorize the Professional Services Contract between Genesee County and Hope Network New Passages-Connexion, a licensed non-profit substance abuse prevention agency whose principal place of business is located at 1110 Eldon Baker Drive, Flint, Michigan 48507, to provide tobacco sales compliance check services for the Healthy Start Initiative program for the period June 1, 2015 through September 30, 2015, for an amount not to exceed \$5,000.00, funding account 221.00.00.6235.28680, is approved (a copy of the memorandum request dated June 9, 2015, Board of Health Referral, and the Professional Services Contract being on file with the official records of the June 15, 2015, 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

H061515VIIB3
CDB:ag
06-23-15
07-07-H08

H08

15-246

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 Commissioners of Genesee County, Michigan, that the request by the Health Officer to authorize the Professional Services Contract between Genesee County and Sue Ann Savas for her evaluation services for the Healthy Start Initiative program for the period June 1, 2015 through March 31, 2016, for an amount not to exceed \$30,960, funding account 221.00.00.6090.23405, is approved (a copy of the memorandum request dated June 9, 2015, Board of Health Referral, and the Professional Services Contract being on file with the official records of the June 15, 2015, 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

H061515VIIB4
CDB:ag
06-23-15
07-07-H09

H09

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 Commissioners of Genesee County,
Michigan, that the request by the Director of the Office of Senior Services to approve
the following senior centers budget amendments are approved as follows:

Carman-Ainsworth Senior Center

Reduce Administration from: \$103,330.00 to \$101,538.00

Difference of \$1,792.00 to increase operations

Increase Operations from: \$40,085.00 to \$43,385.00

Difference of \$3,300.00 to increase line items for Insurance/bonds

Decrease Equipment from: \$11,140.00 to \$9,632.00

Difference of \$1,508 to increase operations

Thetford Senior Center

Decrease Programming from: \$6,000.00 to \$5,100.00

Difference of \$900.00 to increase equipment

Decrease Operations from: \$20,332.00 to \$19,822.00

Difference of \$500.00 to increase equipment

Increase Equipment from: \$10,200.00 to \$11,600.00

Difference of \$1,400 to cover additional cost to purchase a generator

(a copy of the memorandum request dated June 5, 2015, being on file with the official
records of the June 15, 2015, meeting of the Human Services Committee of this Board).

HUMAN SERVICES COMMITTEE

H061515VIIC1

CDB:ag

06-23-15

07-07-H10

H10

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 Commissioners of Genesee County, Michigan, that the request by the Director of the Office of Senior Services to approve FY 2015-16 contract templates to be utilized for senior centers and service providers is approved (a copy of the memorandum request dated June 5, 2015, and supporting documentation being on file with the official records of the June 15, 2015, meeting of the Human Services Committee of this Board).

HUMAN SERVICES COMMITTEE

H061515VIIC2
CDB:ag
06-23-15
07-07-H11

H11

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 Commissioners of Genesee County, Michigan, that the request by the Director of the Office of Senior Services to authorize for a three month period from July 1 through September 30, 2015, a millage funded Senior Needs Coordinator program at three selected senior centers for 20 hours per week, said coordinators to provide social services/case management support to senior adults and their families, at a cost of \$7,200.00, is approved.

BE IT FURTHER RESOLVED, the budget amendments to the budgets of the Flushing Area Senior Center, Eastside Senior Center, and Swartz Creek Senior Center, and the respective Contract Amendments for each senior center are approved (a copy of the memorandum request dated June 3, 2015, and supporting documentation being on file with the official records of the June 15, 2015, meeting of the Human Services Committee of this Board), and the Chairperson of this Board is authorized to sign the Contract Amendments on behalf of Genesee County.

HUMAN SERVICES COMMITTEE

H061515VIIC3
CDB:ag
06-23-15
07-07-H12

H12

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

LADIES AND GENTLEMEN:

WHEREAS, a Request for Proposals for Legal Services, RFP 15-048, was issued by the Genesee County Purchasing Department on behalf of the Office of Senior Services; and

WHEREAS, the Office of Senior Services has reviewed proposals submitted and has made a recommendation to this Board of Commissioners.

BE IT RESOLVED, by this Board of Commissioners of Genesee County, Michigan, that the request by the Director of the Office of Senior Services to accept the proposal submitted by Legal Services of Eastern Michigan and to award the FY 2015-16 legal services contract in the amount of \$82,500.00 for the term October 1, 2015 through September 30, 2016, to Legal Services of Eastern Michigan is approved (a copy of the memorandum request dated June 5, 2015, and supporting documentation being on file with the official records of the June 15, 2015, meeting of the Human Services Committee of this Board), and the Chairperson of this Board is authorized to sign the Contract, as reviewed and approved by Corporation Counsel, on behalf of Genesee County.

HUMAN SERVICES COMMITTEE

H061515VIIC4
CDB:ag
06-23-15
07-07-H13

H13

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

LADIES AND GENTLEMEN:

WHEREAS, a Request for Proposals for Case Management & Referral Services, RFP 15-045, was issued by the Genesee County Purchasing Department on behalf of the Office of Senior Services; and

WHEREAS, the Office of Senior Services has reviewed proposals submitted and has made a recommendation to this Board of Commissioners.

BE IT RESOLVED, by this Board of Commissioners of Genesee County, Michigan, that the request by the Director of the Office of Senior Services to accept the proposal submitted by the Alzheimer's Association and to award the FY 2015-16 case management and referral services contract in the amount of \$430,694.00 for the term October 1, 2015 through September 30, 2016, to the Alzheimer's Association is approved (a copy of the memorandum request dated June 5, 2015, and supporting documentation being on file with the official records of the June 15, 2015, meeting of the Human Services Committee of this Board), and the Chairperson of this Board is authorized to sign the Contract, as reviewed and approved by Corporation Counsel, on behalf of Genesee County.

HUMAN SERVICES COMMITTEE

H061515VIIC5
CDB:ag
06-23-15
07-07-H14

H14

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

LADIES AND GENTLEMEN:

WHEREAS, on April 2, 2015, by Resolution 15-133, this Board of County Commissioners authorized a forensic examination of the Heart of Senior Citizens Services (HSCS) which operates the Krapohl Senior Center, and placed HSCS on probation pending the completion of the examination and review of findings; and

WHEREAS, the Office of Senior Services has forwarded the report of the findings of the forensic examination, and has submitted to this Board its recommendation for future action, a copy of which is attached to this resolution.

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Director of the Office of Senior Services (OSS) to accept the recommendation made by the OSS in its memorandum dated June 25, 2015, is approved, and all the recommendations, including, but not limited to, those addressing funding level, probation terms, and reporting requirements, shall take effect immediately.

HUMAN SERVICES COMMITTEE
(On agenda with consent of Committee and Board Chairpersons)

H_____
CDB:ag
07-01-15
07-07-H15
Attachment (1)

H15



Genesee County Office of Senior Services
1101 Beach Street, Room 361
Flint, Michigan 48502
Phone 810.424.4478 Fax 810.424.4359
Lynn M. Radzilowski, Director

June 25, 2015

MEMORANDUM

TO: Commissioner Jamie Curtis, Chairperson
Genesee County Board of Commissioners (BOC)

FROM: Lynn M. Radzilowski, Director
Genesee County Office of Senior Services (GCROSS)

RE: HSCS/Krapohl Senior Center Forensic Audit and Recommendation

Attached is the final forensic audit report from Mr. Haizer regarding the Krapohl Senior Center. It is very clear there are still many issues and concerns that need to be addressed and resolved by the HSCS board. Only the HSCS board can make those critical changes in order to succeed as a level 3 center. GCROSS cannot support terminating the contract based on Mr. Haizer's findings and report submitted. GCROSS has 3 recommendations. First, instead of termination, GCROSS recommends reducing the funding level from Level 3 to Level 2, which is the level that is supported by the statistical count of users of the center. Note that their unduplicated count for this year to date is 868. The count was 739 as of the 3/31/15 deadline. To be eligible for level 3 funding a center must have at least 1000 unduplicated eligible participants (Genesee County residents over the age of 60). Previous months while funding was suspended cannot be back billed. The total amount allotted for July, August, and September is \$28,209.

Additionally, we recommend that administrative access to the MySeniorCenter program continue to be suspended. MySeniorCenter (MSC) is the program that counts the seniors visiting the center. It was discovered by GCROSS that the numbers were being tampered with by the former center executive director to achieve higher numbers, thus falsely justifying the level 3 funding. Administrative access to this program was suspended since December 3, 2014 so as to prevent such activity. Seniors still check in by scanning their cards but only GCROSS staff has access to that report and can edit information.

Finally, we recommend that the center be placed on probation for the remainder of this fiscal year and through the fiscal year 2015-16, and that additional reporting requirements be implemented. These would include:

- Only original receipts and invoices will be accepted for reimbursement. Any copies of receipts or invoices will automatically be denied.

- Monthly check registers that include the check number, vendor name, and dollar amount must be submitted with monthly reimbursement requests.
- Monthly bank statements must be submitted with monthly reimbursement requests.
- Monthly status reports on board trainings completed by the board trainer must be submitted with monthly reimbursement requests.
- Original documentation showing who has the authority to sign checks for the center.
- Monthly statements of all credit cards issues to staff and HSCS board members must be submitted with monthly reimbursement requests.

Additional probation requirements are:

- The scanner at the senior center that was used to alter, black out, and manipulate documentation/receipts/invoices will be returned to Genesee County. It was purchased with senior millage funding therefore it is Genesee County property.
- Due to numerous concerns and complaints raised by senior center members, former HSCS board members, and the SCSAC chairperson and other advisory members the security cameras inside the building must be disconnected, removed, and returned to Genesee County. Security cameras recording activities on the outside of the building may remain at the center.
- The HSCS board must continue to follow resolution 2015-01 that they submitted on 4/30/15.
- The HSCS board and interim director must continue to follow their MSC corrective action plan submitted by the former executive director.

We request that, if adopted, the above recommendations take effect as of July 7, 2015.

Requested action: Approve the GCOSS recommendations as described above.

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 Commissioners of Genesee County, Michigan, that the request by the 67th District Court to approve the Lease between the County and the City of Davison for the Davison Court facility is approved, and that the Chairperson of this Board is authorized to execute the contract on behalf of Genesee County (a copy of the memorandum request dated June 19, 2015, and Lease being on file with the official records of the June 22, 2015, meeting of the Public Works Committee of this Board).

PUBLIC WORKS COMMITTEE

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P01