

WAYS AND MEANS COMMITTEE

AGENDA

TUESDAY, MARCH 1, 2016

4:00 P.M.

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.

- I CALL TO ORDER
- II ROLL CALL
- I- 6 III MINUTES (2/2/16)
- IV PUBLIC INPUT
- V PETITIONS AND COMMUNICATIONS
 - A. Bay County Prosecutor
 - 7- 8 1. Crime Victim Rights Grant Agreement (**Seeking approval of grant agreement; authorization for Board Chair to sign required documents - proposed resolution attached**)
 - 9-10 2. Victims of Crimes Act (VOCA) Grant (**Seeking approval of grant agreement; authorization for Board Chair to sign required documents - proposed resolution attached**)
 - 11-12 B. Friend of the Court - West Order Form - CLEAR Services (**Seeking approval of CLEAR subscription; authorization for Board Chair to sign required documents - proposed resolution attached**)
 - 13-14 C. Health Director - Amendment # 2 to Comprehensive Planning, Budgeting and Contracting (CPBC) Agreement (**Seeking approval of amendment 2; authorization for Board Chair to sign required documents - proposed resolution attached**)
 - D. Emergency Management Coordinator
 - 15-16 1. Tier II Manager Software License Agreement (**Seeking approval of Software License Agreement; authorization for Board Chair to sign - proposed resolution attached**)
 - 17-18 2. Mobile Data Computers for Bay County Law Enforcement Agencies (**Seeking authorization to develop RFP for purchase of 27 Law Enforcement vehicles at a cost not to exceed \$97,394 - proposed resolution attached**)

- E. Personnel Director
 - 19-23 1. Tuition Reimbursement for Andrew Cowan, Civic Arena **(Receive)**
 - 24-26 2. Recreation Manager Vacancy **(Seeking authorization to post/fill as soon as possible - proposed resolution attached)**
- 27 F. Payables: General/BAYANET/Center Ridge Arms **(Proposed resolution attached)**
- G. Finance Officer
 - 28-32 1. Budget Adjustments **(Proposed resolution attached)**
 - 33 2. Analysis of General Fund Equity 2016 **(Receive)**
 - 34 3. Update - Executive Directive #2007-11 **(Receive)**
 - 35-36 4. Software License Agreement with BMC Software, Inc. **(Seeking approval of License Agreement; authorization for Board Chair to sign - proposed resolution attached)**
 - 37-38 5. License Agreement with ASK/IBM **(Seeking approval of License Agreement; authorization for Board Chair to sign - proposed resolution attached)**

- VI REFERRALS
- VII UNFINISHED BUSINESS
- VIII NEW BUSINESS
- IX CLOSED SESSION (when requested)
- X MISCELLANEOUS
- XI ANNOUNCEMENTS
- XII ADJOURNMENT

PLEASE NOTE: THE COMMITTEE CHAIR HAS REQUESTED THAT ANY ELECTED OFFICIAL, DEPARTMENT/ DIVISION HEAD PLACING AN ITEM ON THIS AGENDA BE PRESENT OR HAVE A REPRESENTATIVE PRESENT TO SPEAK TO THEIR REQUEST AND/OR ANSWER ANY QUESTIONS POSED BY COMMITTEE MEMBERS.

WAYS AND MEANS COMMITTEE

MINUTES

MEETING OF THE BAY COUNTY WAYS AND MEANS COMMITTEE HELD ON TUESDAY, FEBRUARY 2,, 2016, FOURTH FLOOR, BAY COUNTY BUILDING.

CALL TO ORDER BY CHAIR COONAN AT 4:08 P.M.

ROLL CALL:

MOTION NO.

COMMISSIONERS PRESENT:		1	2	3	4	5	6	7	8	9	10	11	12
KIM J. COONAN, CHRMN	P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
DONALD J. TILLEY, V. CHRMN	P	Y	Y	Y	M/Y	Y	M/Y	S/Y	S/Y	Y	S/Y	M/Y	S/Y
MICHAEL J. DURANCZYK	P	S/Y	S/Y	M/Y	Y	S/Y	S/Y	Y	Y	S/Y	Y	Y	M/Y
VAUGHN J. BEGICK	P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
THOMAS M. HEREK	P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	S/Y	Y
MICHAEL E. LUTZ	P	Y	Y	Y	Y	Y	Y	M/Y	M/Y	Y	Y	Y	Y
ERNIE KRYGIER, EX OFFICIO	P	M/Y	M/Y	S/Y	S/Y	M/Y	Y	Y	Y	M/Y	M/Y	Y	Y

MOTION NO.

COMMISSIONERS PRESENT:		13	14	15	16	17	18	19	20	21	22	23	24
KIM J. COONAN, CHRMN		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
DONALD J. TILLEY, V. CHRMN		S/Y	M/Y	M/Y	Y	M/Y	M/Y	Y	M/Y	Y	Y	M/Y	S/Y
MICHAEL J. DURANCZYK		Y	Y	Y	S/Y	S/Y	Y	Y	Y	Y	S/Y	Y	Y
VAUGHN J. BEGICK		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
THOMAS M. HEREK		Y	Y	S/Y	Y	Y	Y	M/Y	S/Y	Y	Y	Y	Y
MICHAEL E. LUTZ		Y	S/Y	Y	M/Y	Y	S/Y	S/Y	Y	S/Y	Y	S/Y	Y
ERNIE KRYGIER, EX OFFICIO		M/Y	Y	Y	Y	Y	Y	Y	Y	M/Y	M/Y	Y	M/Y

MOTION NO.

COMMISSIONERS PRESENT:		25	26	27	28	29	30	31	32	33	34	35	36
KIM J. COONAN, CHRMN		Y	Y	Y	Y	Y	Y	Y	Y				
DONALD J. TILLEY, V. CHRMN		Y	Y	M/Y	S/Y	Y	Y	Y	S/Y				
MICHAEL J. DURANCZYK		Y	Y	S/Y	Y	Y	Y	Y	Y				
VAUGHN J. BEGICK		Y	Y	Y	Y	Y	Y	Y	Y				
THOMAS M. HEREK		S/Y	S/Y	Y	Y	Y	Y	Y	Y				
MICHAEL E. LUTZ		Y	M/Y	Y	Y	M/Y	S/Y	S/Y	Y				
ERNIE KRYGIER, EX OFFICIO		M/Y	Y	Y	M/Y	S/Y	M/Y	M/Y	M/Y				

OTHERS PRESENT:

T.HICKNER, C.GIGNAC, D.RUSSELL, A.DAVIS-JOHNSON, C.HEBERT, T.JERRY, J.MILLER, K.PRIESSNITZ, S.WALRAVEN, J.STRASZ, J.SCHLOFF, J.PICARD, T.PUTT, R.BRANDT, J.TORRES, J.MORSE, R.PABALIS, B.KRAUSE, F.MOORE, K.ASBURY, T.CHARBENNEAU-IVEY, R.REDMOND, BAY 3 TV, D.BERGER

M-MOVED; S-SUPPORTED; Y-YEA; N-NAY; ABS.-ABSTAIN; E-EXCUSED; A-ABSENT; W-WITHDRAWN

**WAYS AND MEANS COMMITTEE
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NOTE: In addition to these typed minutes, this Committee meeting was also video taped by Bay 3 TV and those tapes are available for review in the Executive's Office or can be viewed on Bay County's website www.baycounty-mi.gov/executive/videos.

- 1** **MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE JANUARY 6, 2016 WAYS AND MEANS COMMITTEE MEETING AS PRINTED.**

Public input was called with no one expressing a desire to address the Committee.

Trisha Charbenneau-Ivey, Coordinator for the Bay Human Services Collaborative Council (BHSCC), gave a powerpoint presentation on the various services available in Bay County. It is the HSCC's mission is to enhance the welfare of Bay City citizens by coordinating and collaborating in the understanding, planning and implementation of prevention, intervention, and rehabilitation human care services. She outlined the HSCC purposes, the meeting dates of the HSCC, and the affiliated workgroups. A hand-out was provided. Ms. Charbenneau-Ivey spoke to the information provided through 211 and the fact that the agencies are working together to meet the needs of the community and to avoid duplication. Following brief discussion, it was

- 2** **MOVED, SUPPORTED AND CARRIED TO RECEIVE THE PRESENTATION WITH APPRECIATION.**

Joe Picard and Dr. Jerry Schloff were present to address the Committee relative to the proposed tennis courts to be located at the site of the old Thomas Jefferson School. They have been working on this project for the past year and have formed a 501(C-3) organization. This venue will provide a recreational opportunity for all ages in Bay County. It will be handicapped accessible and a playground is under consideration. Bay City Central will be utilizing this facility for training and tournaments. This is a collaborative effort with the YMCA and other agencies. The goal is to raise \$500,000 with \$100,000 earmarked for maintenance. The tennis courts will be well maintained. There will be security cameras, however, there will be no lights. Currently the Tennis Assn. has raised a little over \$100,000. It is anticipated that the City of Bay City will donate \$25,000 for this project. Commissioner Herek questioned if schools other than Bay City

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Central will be using these courts and the response was that All Saints was contacted with no apparent interest. Following further discussion, it was

- 3 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND MATCHING AN APPROPRIATION FROM THE CITY OF BAY CITY FOR THE PROPOSED TENNIS COURTS ON PARK AVENUE UP TO \$25,000.**
- 4 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF ACCEPTANCE OF BAY AREA COMMUNITY FOUNDATION FUNDING FOR LEVEL II BODY ARMOR (SHERIFF DEPARTMENT).**
- 5 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF RENEWAL OF BAYANET GRANT AGREEMENT (PROSECUTOR'S OFFICE).**
- 6 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND RESCISSION OF RESOLUTION NO. 2010-262 BASED ON ACA - ROAD COMMISSIONERS HEALTH INSURANCE.**
- 7 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND APPROVAL OF ARCHITECTURAL SERVICES FOR NEW ROOFING SYSTEM AT COURT FACILITY AND HEALTH DEPARTMENT (BUILDINGS AND GROUNDS).**
- 8 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF FARMERS MARKET CANOPY REPAIR (BUILDINGS AND GROUNDS).**
- 9 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE SENIOR DINING CENTER AGREEMENTS (DIVISION ON AGING).**
- 10 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE REGION VII AREA AGENCY WAIVER CONTRACT (DIVISION ON AGING).**
- 11 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF BID AWARD FOR CONTROL MATERIALS (MOSQUITO CONTROL).**

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- 12 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE LIGHT TRAP CONTRACTS (MOSQUITO CONTROL).**
- 13 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE SCRAP TIRE DISPOSAL PROJECT AND CONTRACT WITH ENVIRONMENTAL RUBBER RECYCLING, INC. (MOSQUITO CONTROL).**
- 14 **MOVED, SUPPORTED AND CARRIED TO APPROVE THE LETTER OF UNDERSTANDING WITH THE REGISTERED NURSES ORGANIZATION (PERSONNEL DEPT.).**
- 15 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND APPROVAL OF THE PROPOSED RESOLUTION RE 85/15 SPLIT FOR EMPLOYEE HEALTH CARE FOR 2016 (PERSONNEL DEPT.)**
- 16 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE RECLASSIFICATION OF THE RECREATION COORDINATOR (PERSONNEL DEPT.).**
- 17 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE GOLF COURSE FEE SCHEDULE (RECREATION AND FACILITIES).**
- 18 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE GRANT APPLICATIONS FOR BUBBLE SOCCER BALLS (RECREATION AND FACILITIES).**
- 19 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF AMENDMENT # 1 TO THE CPBC AGREEMENT (HEALTH DEPARTMENT).**
- 20 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PAYABLES RESOLUTION (FINANCE DEPT.).**
- 21 **MOVED, SUPPORTED AND CARRIED TO RECEIVE TO RECEIVE ANALYSIS OF GENERAL FUND EQUITY 2016 AND THE UPDATE ON EXECUTIVE DIRECTIVE #2007-11 (FINANCE DEPT.)**

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MOTION NO.

- 22 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE SUBMITTED BUDGET ADJUSTMENTS (FINANCE DEPT.).**
- 23 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO PROCESS RFP FOR WASTE REMOVAL SERVICES (FINANCE DEPT.)**
- 24 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE BAYANET GRANT AGREEMENT (SHERIFF DEPT.).**
- 25 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE AGREEMENT WITH RAPID FINANCIAL SOLUTIONS FOR PREPAID DEBIT INMATE RELEASE PROGRAM AGENT (SHERIFF DEPT.).**
- 26 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION AMENDING THE AGREEMENT WITH THE DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR PROVISION OF AN ELIGIBILITY SPECIALIST WHICH POSITION WAS NOT FILLED UNTIL 1/24/16.**
- 27 **MOVED, SUPPORTED AND CARRIED TO APPROVE THE TRAVEL REQUESTS (2) SUBMITTED BY MICHELE KATT FOR TRIPS TO WASHINGTON, D.C. AND PHOENIX, AZ (911 CENTRAL DISPATCH).**

Commissioner Tilley spoke to a recent tour of the 911 Facility and the use of equipment and technology and the professionalism of the employees in 911.

Amber Davis-Johnson, Corporation Counsel, provided a hand-out to the Committee members as further explanation of a resolution that was referred to the full Board dealing with reorganization of the Public Defender's office. A meeting was held recently with the involved parties. \$70,000 in additional funding will be required.

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MOTION NO.

- 28 **MOVED, SUPPORTED AND CARRIED TO REFER THIS MATTER TO THE FULL BOARD (2/9/16).**
- 29 **MOVED, SUPPORTED AND CARRIED TO GO INTO CLOSED SESSION PURSUANT TO MCLA 15.268, SEC. 8 (E): TO CONSULT WITH ITS ATTORNEY REGARDING TRIAL OR SETTLEMENT STRATEGY IN CONNECTION WITH SPECIFIC PENDING LITIGATION, BUT ONLY WHEN AN OPEN MEETING WOULD HAVE A DETRIMENTAL FINANCIAL EFFECT ON THE LITIGATING OR SETTLEMENT POSITION OF THE PUBLIC BODY (ROLL CALL VOTE: 7 YEAS; 0 NAYS).**
- 30 **MOVED, SUPPORTED AND CARRIED TO GO BACK TO REGULAR ORDER OF BUSINESS.**
- 31 **MOVED, SUPPORTED AND CARRIED THAT CORPORATION COUNSEL PROCEED ACCORDING TO RECOMMENDATION IN THE GILLIS AND WALRAVEN LITIGATION AND THE NICKELS WORKERS' COMP CASE (CORPORATION COUNSEL).**
- 32 **MOVED, SUPPORTED AND CARRIED TO ADJOURN (5:45 P.M.).**

Submitted by:

Deanne Berger

**Deanne Berger
Board Coordinator**

BAY COUNTY PROSECUTING ATTORNEY

KURT C. ASBURY

Victim's Rights Advocates

Cindy A. Howell
Wendy D. Hoffard
Kristin M. Monaghan

Assistant Prosecuting Attorneys

Nancy E. Borushko
Chief Assistant

Barbara J. Hayward
Margaret A. Leaming
Sylvia L. Linton
Jordan Case
Jeffrey D. Stroud
Bernard J. Coppolino
Michael A. Huber

TO: Kim J. Coonan
Ways & Means Committee Chair
Bay County Board of Commissioners

FROM: Kurt C. Asbury, Prosecuting Attorney

DATE: February 22, 2016

SUBJECT: Request to renew the *Crime Victim Rights Grant Agreement (2016-2017)*.

Request: To be placed on the agenda for the Ways & Means Committee meeting on March 1, 2016, for approval to renew the *Crime Victim Rights Grant Agreement* for 2016-2017 grant cycle.

Background: This is a grant we began receiving in 1985 to fund a full-time crime victim advocate, then expanding to two full-time crime victim advocates in 1994. The monies come from defendants who have been convicted of a crime in the state of Michigan.

This grant covers salaries, wages and benefits for two full-time employees, with the exception of retirement.

This year's allocation is \$148,238: the same as last year's allocation.

Recommendation: Requesting the committee refer to full Board for approval: This would include authorization of the Board Chair to sign any required documents after Corporation Counsel review, along with any future budget adjustments that may be necessary to comply with this grant.

BAY COUNTY COURT FACILITY, 1230 WASHINGTON, STE. 768, BAY CITY, MICHIGAN 48708

TELEPHONE: (989) 895-4185 FAX: (989) 895-4167
TDD [HEARING IMPAIRED]: (989) 895-2059

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BAY COUNTY BOARD OF COMMISSIONERS

MARCH 8, 2016

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (3/1/16)

WHEREAS, The Bay County Prosecutor’s Office has been the recipient of a Crime Victim Rights Grant since 1985; and

WHEREAS, The original grant provided funding for a full time Crime Victim Advocate and, in 1994, that funding was increased to provide for two full time Crime Victim Advocates; and

WHEREAS, The Bay County Prosecutor again wishes to make application for Crime Victim Rights Grant funds in the amount of \$148,238 (same allocation as 2015) which covers the salaries, wages and benefits (not retirement) of two full time Crime Victim Advocates; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners authorizes the Bay County Prosecutor to make application for the 2016-2017 Crime Victim Rights Grant; Be It Further

RESOLVED That the Chairman of the Board is authorized to execute, and submit electronically (if required), the grant application documents on behalf of Bay County following legal review/approval; Be It Further

RESOLVED That the grant applicant/recipient departments are required to work with the Finance Department whose staff will provide financial oversight of said grant; Be It Further

RESOLVED That it is clearly understood that if these grant funds are terminated, any position(s) funded by this grant shall be terminated and will be not absorbed by the County.

KIM COONAN, CHAIR
AND COMMITTEE

Prosecutor - 2016-2017 Crime Victim Rights Grant

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____

BAY COUNTY PROSECUTING ATTORNEY

KURT C. ASBURY

Victim's Rights Advocates

Cindy A. Howell
Wendy D. Hoffard
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Assistant Prosecuting Attorneys

Nancy E. Borushko
Chief Assistant

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Sylvia L. Linton
Jordan Case
Jeffrey D. Stroud
Bernard J. Coppolino
Michael A. Huber

TO: Kim J. Coonan
Ways & Means Committee Chair
Bay County Board of Commissioners

FROM: Kurt C. Asbury, Prosecuting Attorney

DATE: February 22, 2016

SUBJECT: Request to renew the *Victims of Crimes Act (VOCA) Grant*.

Request: To be placed on the agenda for the Ways & Means Committee meeting on March 1, 2016, for approval to renew the *Victims of Crime Act (VOCA) Funding Agreement* for 2016-2017 grant cycle.

Background: This is a grant we began receiving in 2000 to fund a full-time crime victim rights advocate specializing in domestic violence and child sexual abuse cases. This grant is a 80%/20% grant. The 80% grant funds the salary, wages, and fringes for the full time employee, approximately \$75,000, which is an increase from previous years' awards. *The 20% match is covered by (1) the Victim Rights Coordinator's time dedicated to the VOCA grant and (2) Indirect costs.*

Again, this is not a new position, just a continuation for the VOCA funding for this position.

Recommendation: Requesting the committee refer to full Board for approval: this would include authorization of Board Chair to sign any required documents after Corporation Counsel review, along with any future budget adjustments that may be necessary to comply with this grant.

BAY COUNTY COURT FACILITY, 1230 WASHINGTON, STE. 768, BAY CITY, MICHIGAN 48708

TELEPHONE: (989) 895-4185 FAX: (989) 895-4167
TDD [HEARING IMPAIRED]: (989) 895-2059

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BAY COUNTY BOARD OF COMMISSIONERS

MARCH 8, 2016

RESOLUTION

- BY: WAYS AND MEANS COMMITTEE (3/1/16)
- WHEREAS, Since 2000, the Bay County Prosecutor, with Board approval, received Federal Victims of Crime Act (VOCA) Grant funding to enhance the services to domestic violence and child sexual assault victims; and
- WHEREAS, An additional victim advocate was hired and is paid for entirely by the VOCA grant; and
- WHEREAS, The VOCA grant is an 80%/20% grant and the County's 20% match is covered by (1) the Victim Rights Coordinator's time dedicated to the VOCA grant and (2) indirect costs; and
- WHEREAS, The Prosecutor again wishes to apply for VOCA grant funding in the amount of \$75,000 for the 2016-2017 grant cycle to continue services to domestic violence and child sexual abuse victims; Therefore, Be It
- RESOLVED That the Bay County Board of Commissioners approves the Prosecutor's Victims of Crime Act (VOCA) grant application in the amount of \$75,000 for the 2016-2017 grant period; Be It Further
- RESOLVED That the Chairman of the Board is authorized to execute, and submit electronically (if required), the grant application documents on behalf of Bay County following legal review/approval; Be It Further
- RESOLVED That it is understood that if grant funding for the Victim Advocate position(s) under the VOCA grant is terminated, Bay County shall not be responsible to fund the position or pick up any costs associated with this position; Be It Finally
- RESOLVED That the grant applicant/recipient departments are required to work with the Finance Department whose staff will provide financial oversight of said grant.

KIM COONAN, CHAIR
AND COMMITTEE

Pros-VOCA-2015-16

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____

Memorandum

To: Kim Coonan, Chairperson, Ways and Means Committee

From: Elizabeth Roszatycki, Director, Friend of the Court and Jennifer Gwizdala, Office Manager, Friend of the Court

Date: 2/8/16

Re: West Order Form – CLEAR Services

REQUEST:

For this item to be placed on the Ways and Means Agenda for March 2016 and for the Board Authorization for the Chairman of the Board to sign all related documentation and/or contracts pertaining to the West Order form for CLEAR Services for the Bay County Friend of the Court.

BACKGROUND:

CLEAR is an online investigative software package that is designed to meet the needs of investigative customers. CLEAR Services will be a useful locate tool to assist in the Friend of the Court's child support enforcement department. It will help find those parents who have neglected to pay their support obligations. CLEAR streamlines investigative content into a single working environment. This search software pulls data from multiple databases into a single search and filters any unnecessary data. CLEAR has an extensive collection of public and proprietary records, i.e. phone data, consumer and credit bureau, motor vehicle registration, utilities, criminal court records, interstate. After a demonstration, it was evident that their searches returned more information than what we have available publicly on the Internet.

The Friend of the Court receives 66% reimbursement of all qualified expenses from the Cooperative Reimbursement Grant. In addition, the Friend of the Court receives quarterly incentive payments which are based upon the collection of support through the Michigan Child Support Enforcement System. We are confident that this new search tool will help to increase yearly collections; thereby increasing our quarterly incentive payments.

FINANCE:

The total monthly charge for this service is \$476.60. With the 66% reimbursement from the Cooperative Reimbursement Program, the total monthly cost from the Friend of the Court's 215 Fund (approximate balance of \$180,000) will be \$162.04.

RECOMMENDATION:

The Friend of the Court requests the Board of Commissioners authorize the Chairman of the Board to sign all related documentation and / or contracts pertaining to the Clear subscription from West, after review by the Corporation Counsel.

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BAY COUNTY BOARD OF COMMISSIONERS

MARCH 8, 2016

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (3/1/16)

WHEREAS, CLEAR is an online investigative software package that is designed to meet the needs of investigative customers and it has been determined that CLEAR Services will be a useful locate-tool to assist in the Friend of the Court's child support enforcement department. CLEAR will help find those parents who have neglected to pay their support obligations; and

WHEREAS, CLEAR streamlines investigative content into a single working environment. This search software pulls data from multiple databases into a single search and filters any unnecessary data. CLEAR has an extensive collection of public and proprietary records, i.e. phone data, consumer and credit bureau, motor vehicle registration, utilities, criminal court records, interstate; and

WHEREAS, After a demonstration, it was evident that their searches returned more information than currently available publicly on the Internet; and

WHEREAS, The Friend of the Court receives 66% reimbursement of all qualified expenses from the Cooperative Reimbursement Grant. In addition, the Friend of the Court receives quarterly incentive payments which are based upon the collection of support through the Michigan Child Support Enforcement System. We are confident that this new search tool will help to increase yearly collections; thereby increasing our quarterly incentive payments; and

WHEREAS, The total monthly charge for this service is \$476.60. With the 66% reimbursement from the Cooperative Reimbursement Program, the total monthly cost from the Friend of the Court's 215 Fund (approximate balance of \$180,000) will be \$162.04; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners the West Order Form - Clear Services and authorizes the Chairman of the Board to sign all related documentation and / or contracts pertaining to the Clear subscription from West, after review by the Corporation Counsel.

KIM COONAN, CHAIR AND COMMITTEE

Friend of the Court - CLEAR Services

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:
 ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
 VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
 AMENDED _____ CORRECTED _____ REFERRED _____



1200 Washington Avenue Bay City, Michigan 48708
 PHONE (989) 895-4009/FAX (989) 895-4014/TDD (989) 895-4049
 www.baycounty-mi.gov/Health

Thomas L. Hickner
 Bay County Executive

Joel R. Strasz
 Public Health Director

TO: Kim Coonan, Chairperson, Ways and Means Committee
FROM: Joel R. Strasz, Health Director
DATE: February 20, 2016
CC: Tom Hickner, Amber Johnson, Crystal Hebert, Kim Priessnitz, Kathy Janer, Mark Pickell
RE: FY 2015-20016 Comprehensive Planning, Budgeting and Contracting Agreement (CPBC) Amendment #2

BACKGROUND:

The enclosed agreement amends the 2015-2016 CPBC Agreement between Bay County and the Michigan Department of Community Health. The Amendment incorporates the Annual Budget, Output Measures, Funding/Reimbursement Matrix, updated program language and revised allocations received since the original agreement was issued.

FINANCIAL CONSIDERATIONS:

i-a. Allocation Changes – Existing Projects

Project Title	Current Amount	Amended Amount	New Project
Public Health Emergency Preparedness (PHEP) 10/1/15 - 6/30/16	95,026.00	4,047.00	99,073.00
Public Health Emergency Preparedness (PHEP) Ebola Virus Disease (EVD) Phase II	9,127.00	4,159.00	13,286.00
TOTAL :	104,153.00	8,206.00	112,359.00

The increase in the above program funds reflects additional funds allocated to the Bay County Health Department for the Public Health Emergency Preparedness Program.

RECOMMENDATION

Upon favorable review by Corporation Counsel, the Health Department recommends Amendment #2 be approved and signed by the Board Chair, and seeks Board approval for any necessary budget adjustments relating to this Amendment .

BAY COUNTY BOARD OF COMMISSIONERS

MARCH 8, 2016

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (3/1/16)
WHEREAS, The 2015-2016 CPBC Agreement between Bay County and the Michigan Department of Community Health (MDCH) is being amended to incorporate the Annual Budget, Output Measures, Funding/Reimbursement Matrix, updated program language and revised allocations received since the original agreement was issued; and
WHEREAS, This Amendment reflects adjustments to funding levels as follows:

FINANCIAL CONSIDERATIONS:

i-a. Allocation Changes – Existing Projects

Table with 4 columns: Project Title, Current Amount, Amended Amount, New Project. Rows include Public Health Emergency Preparedness (PHEP) 10/1/15 - 6/30/16, Public Health Emergency Preparedness (PHEP) Ebola Virus Disease (EVD) Phase II, and a TOTAL row.

WHEREAS, The increase in the above program funds reflect additional funds allocated to the Bay County Health Department for the Public Health Emergency Preparedness Program; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves amendment #1 to the 2015-2016 CPBC Contracting Agreement; Be It Further

RESOLVED That the Chairman of the Board is authorized to execute and submit electronically (if required) the grant documents (application, grant award, amendments, and all related required documents) on behalf of Bay County; Be It Further

RESOLVED That the grant applicant/recipient departments are required to work with the Finance Department whose staff will provide financial oversight of said grant; Be It Further

RESOLVED That budget adjustments relating to this amendment are approved.

KIM COONAN, CHAIR AND COMMITTEE

Health Dept - Amendment # 2 to 2015-2016 CPBC Agt

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

Table for recording votes from commissioners. Columns include names and Y/N/E indicators. Commissioners listed: Michael J. Duranczyk, Ernie Krygier, Vaughn J. Begick, Kim J. Coonan, Thomas M. Herek, Donald J. Tilley, Michael E. Lutz.

VOTE TOTALS:

ROLL CALL: YEAS ___ NAYS ___ EXCUSED ___

VOICE: YEAS ___ NAYS ___ EXCUSED ___

DISPOSITION: ADOPTED ___ DEFEATED ___ WITHDRAWN ___ AMENDED ___ CORRECTED ___ REFERRED ___

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BAY COUNTY
911 Central Dispatch

(989) 895-4051 • FAX (989) 892-3744

1228 Washington Ave., Bay City MI 48708

Christopher Izvorski
Director

Thomas L. Hickner
Bay County Executive

Ryan Manz
Emergency Management Coordinator
989-895-4112

To: Kim Coonan, Chairman, Ways & Means Committee

From: Ryan Manz, Emergency Management Coordinator

Date: February 23, 2016

Subject: Tier II Manager Software License Agreement

Background: The Tier II Manager provides real-time access to critical information since it is linked to an Online Tier II Reporting System, through which chemical storage facilities may submit and update emergency contact, chemical inventory, and supplemental information in a real time environment. The Tier II Manager is an interactive, web-based system that helps Compliance, Planning, and Response personnel identify, map, evaluate, and rapidly collect critical information about hazardous material locations.

The State of Michigan Emergency Management Homeland Security Division has started utilizing Tier II Manager as a single point of reporting for all hazardous material sites in Michigan. As such, Tier II Manager has become an important tool to streamline processes and increase updates of hazardous site plans for the Bay County Local Emergency Planning Committee which is charged with response plan development for these sites.

Finance/Economics: The annual cost for a Software License with 5 user roles is \$1,500.00. Bay County Emergency Management has included this purchase as part of the 2016 budget and has funds available.

Recommendation: Upon favorable review by Corporation Counsel, Emergency Management recommends approval and signature of this Service Agreement by the Board Chair.

Cc: Tom Hickner, Tiffany Jerry, Christopher Izvorski, Crystal Hebert, Amber Johnson, Debra Russell

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BAY COUNTY BOARD OF COMMISSIONERS

MARCH 8, 2016

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (3/1/16)

WHEREAS, The Tier II Manager provides real-time access to critical information since it is linked to an Online Tier II Reporting System, through which chemical storage facilities may submit and update emergency contact, chemical inventory, and supplemental information in a real time environment; and

WHEREAS, The Tier II Manager is an interactive, web-based system that helps compliance, planning and response personnel identify, map, evaluate, and rapidly collect critical information about hazardous material locations; and

WHEREAS, The State of Michigan Emergency Management Homeland Security Division has started utilizing Tier II Manager as a single point of reporting for all hazardous material sites in Michigan and the Tier II Manager has become an important tool to streamline processes and increase updates of hazardous site plans for the Bay County Local Emergency Planning Committee which is charged with response plan development for these sites; and

WHEREAS, The annual cost for a Software License with 5 user roles is \$1,500 and Bay County Emergency Management has included this purchase as part of the 2016 budget; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the Tier II Manager Software License Agreement and authorizes the Board Chair to sign said Agreement on behalf of Bay County following legal review/approval.

KIM COONAN, CHAIR AND COMMITTEE

Emergency Management - Tier II Manager Software Agt

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

Table with 3 columns: COMMISSONER, COMMISSONER, COMMISSONER. Rows include names like MICHAEL J. DURANCZYK, ERNIE KRYGIER, VAUGHN J. BEGICK, KIM J. COONAN, THOMAS M. HEREK, DONALD J. TILLEY, and MICHAEL E. LUTZ.

VOTE TOTALS: ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____ VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____ AMENDED _____ CORRECTED _____ REFERRED _____

-16-



BAY COUNTY
911 Central Dispatch

(989) 895-4051 • FAX (989) 892-3744

1228 Washington Ave., Bay City MI 48708

Christopher Izworski
Director

Thomas L. Hickner
Bay County Executive

Ryan Manz
Emergency Management Coordinator
989-895-4112

To: Kim Coonan, Chairman, Ways & Means Committee

From: Ryan Manz, Emergency Management Coordinator

Date: February 23, 2016

Subject: Mobile Data Computers for Bay County Law Enforcement Agencies

Background: The Region 3 Homeland Security Planning Board, which oversees the State Homeland Security Grant Program, has allocated \$97,394.00 for Bay County Law Enforcement Agencies to purchase new Mobile Data Computers for their vehicles. This has been an ongoing project for the last 3 years, and this purchase will finish the project. The installation and maintenance of the Mobile Data Terminals is supervised by the Bay County ISD and Bay County Central Dispatch.

Finance/Economics: Bay County Emergency Management has included this purchase as part of the 2016 budget. This is a fully reimbursable expenditure through the FY 14 Homeland Security grant, a budgeted expense for 2016, and does not require matching funds.

Recommendation: Bay County Emergency Management recommends that the Board of Commissioners approve the development of a RFP and purchase of Mobile Data Terminals for 27 Law Enforcement vehicles in Bay County not to exceed \$97,394.00.

Cc: Tom Hickner, Tiffany Jerry, Christopher Izworski, Crystal Hebert, Amber Johnson, Debra Russell

BAY COUNTY BOARD OF COMMISSIONERS

MARCH 8, 2016

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (3/1/16)

WHEREAS, The Region 3 Homeland Security Planning Board which oversees the State Homeland Security Grant Program, has allocated \$97,394.00 for Bay County Law Enforcement agencies to purchase new Mobile Data Computers for their vehicles; and

WHEREAS, This has been an on-going project for the last 3 years and this purchase completes the project; and

WHEREAS, The installation and maintenance of the Mobile Data Terminals is supervised by the Bay County ISD and Bay County Central Dispatch; and

WHEREAS, Bay County Emergency Management has included this purchase as part of the 2016 budget and this is a fully reimbursable expenditure through the FY 14 Homeland Security grant, a budgeted expense for 2016 and no matching funds required; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves development of an RFP for the purchase of new Mobile Data Computers for 27 law enforcement vehicles pursuant to the County's Purchasing Policy; Be It Further

RESOLVED That the contract with the successful bidder shall be brought back to the full Board for final approval.

KIM COONAN, CHAIR AND COMMITTEE

Emergency Management - RFP for Mobile Data Computers

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

Table with 12 columns: COMMISSIONER, Y, N, E, COMMISSIONER, Y, N, E, COMMISSIONER, Y, N, E. Rows include Michael J. Duranczyk, Ernie Krygier, Vaughn J. Begick, Kim J. Coonan, Thomas M. Herek, and Donald J. Tilley.

VOTE TOTALS: ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____ VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____ AMENDED _____ CORRECTED _____ REFERRED _____

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**BAY COUNTY
PERSONNEL DEPARTMENT**

Thomas L. Hickner
County Executive

Tiffany Jerry, Director

tjerry@baycounty.net

(989) 895-4096 (T)

(989) 895-2076 (F)

To: Kim Coonan, Chair, Ways and Means

From: Tiffany Jerry, Director, Personnel and Employee Relations

Re: ***Tuition Reimbursement - Andrew Cowan***

Date: January 28, 2016

Thank you for considering the following item for the agenda of your committee.

Request:

Andrew Cowan, Manager of the Civic Arena and a BCAMPS employee, has submitted a request for tuition reimbursement for the following courses: Operations Management and Communication and Interpersonal Relations at Northwood University.

Background:

The collective bargaining agreement with B.C.A.M.P.S. provides for the Bay County Executive to approve or deny requests for tuition reimbursement, however, the committee prefers to review tuition requests prior to payment. A copy of tuition request form and class description(s) are provided. Please note that the labor contract states that if the degree program relates to the job, the course does not necessarily have to relate to the job.

Financial:

Funds are budgeted. Tuition reimbursement is \$2,637.10.

Recommendation:

Receive this item concerning a request for tuition reimbursement submitted by Andrew Cowan, Manager/Civic Arena.

Thank you for consideration.

cc: Tom Hickner
Cristen Gignac
Andrew Cowan
Personnel file

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PRE-CLASS APPROVAL FORM: TUITION REIMBURSEMENT

Applicant's Name Andrew Cowan

Department Civic Arena

Bargaining Unit BCAMPS

School: Northwood University

Program Business Management

Are you on a degree program? YES NO

Course Number	Credit Hours	Tuition Per Hour	Fees	Books	Beginning Date	Ending Date	Class Title
1. MGT-3500	3	\$ 425	\$ —	\$ 87.10	11/11/16	3/06/16	Operations Management
2. ENG-4210	3	\$ 425	\$ —	\$ —	11/11/16	3/06/16	Comm. & Interpersonal Relations
Totals		\$ + 2550	\$ + —	\$ 87.10 =	Total		
					\$ 2637.10		

How is this class(es) job related? Very Job-Related - Time Manager / Over see the operations at night and use communication and interpersonal relationships with our staff and guest.

CFO's and Deputies

Course Number Approved

All Other Units

Applicant's Signature _____	Date _____
Sheriff's Signature _____	Date _____
Ways and Means Chairperson's or Designee's Signature _____	Date _____
Applicant's Signature <u>[Signature]</u>	Date <u>1-4-16</u>
Department Head's Signature _____	Date _____
Human Resource Director's or County Executive's Signature <u>[Signature]</u>	Date _____

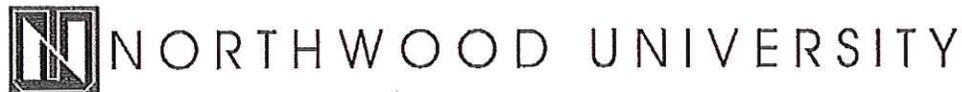
NOTE: Proof of successful completion of the course is mandatory. Proof of payment of tuition, fees, and books is also mandatory. Contractual language is controlling. **Check your contract, first, for specifics before turning in this form!** **RECEIVED**

White: Human Resources
 Yellow: Ways and Means
 Pink: Department Head

JAN - 4 2016

6/95

PERSONNEL DEPARTMENT



Management

Course Descriptions

MGT 2300 Principles of Management 3 credits

Foundation course that provides an overview of the principles, concepts, and theories underlying the management discipline. Students learn the specialized vocabulary necessary for the practice of management. Origins, history, and antecedents of the management discipline and its relationship to the other disciplines that are the components of a business education.

MGT 2400 Sustainable Enterprise Strategies 3 credits

This course will allow students to gain an understanding of the decision-making process in sustainable organizations and industries, including the theories supporting sustainable management and the concepts of triple-bottom-line management. Students will apply the core management functions and practices learned in previous business core courses to sustainable organizations. A systems approach will be used to help students develop the ability to analyze whole systems.

Prerequisite: MGT 2300, ECN 2210, ECN 2220

MGT 2500 Human Resource Management 3 credits

Provides students with a broad understanding of the behavioral, structural, operational, and legal aspects of managing an organization's human resources and the interrelationship between managerial functions and human resource policies. Examines the human resource functions of job analysis and design, recruitment, training and development, compensation and benefits, appraisal, and retention. Traces the evolution of the discipline and highlights certain landmark events that have impacted human resource management. Discusses the function of the various governmental agencies responsible for ensuring legal compliance.

Prerequisite: MGT 2300

MGT 3200 Management Communications 3 credits

Students develop the techniques of sending and receiving skills necessary for effective communication in the global business environment. Topics covered include: writing effective business letters, memos, e-mails, and reports; group dynamics and effective meetings; nonverbal communication; listening; perception and semantics; and oral reporting.

Prerequisite: ENG 1200

MGT 3500 Operations Management 3 credits

Deals with the strategic/operational activities that relate to the creation of goods and services through the transformation of inputs to outputs. Students will be able to formulate strategies that increase productivity



* and quality so as to maximize a firm's profitability in a global marketplace and for the benefit of society.

Prerequisites: MGT 2300 and MTH 1150 or MTH 2310

MGT 3700 Practice of Management and Leadership 3 credits

Builds on the foundations of management theory and concepts contained in MGT 2300. It teaches students the practical elements of management and leadership through analysis, discussion, and reporting of significant trends and key issues from current literature. Examines advanced techniques in decision-making and their applications in organizations. Using experiential learning tools, students learn management principles and identify important concepts related to leadership, emotional intelligence, diversity, organizational change, and sustainability.

Prerequisites: ACC 2415, MGT 2300 and MKT 2080

MGT 3850 Special Topics 1-3 credits

Various topics in management. These may be one-time or occasional course offerings.

Prerequisite: Dependent on specific course content

MGT 3990 Internship 3 credits

The internship 400 hours of paid employment is designed to provide the student with supervised on-the-job training. A contract between the college, student, and employer provides the groundwork. Objectives, evaluations, written log, and a study of the organization are designed to provide a realistic learning experience.

Prerequisite: Faculty approval

MGT 4030 International Management 3 credits

Familiarizes students with the evolution of the multi-national enterprise over the past century, and addresses the challenges today's managers of such enterprises. Discusses the various aspects of the complex task of managing and leading a multi-national enterprise such as strategy formulation, structuring organizations, liaising with external stakeholders, ensuring ethical conduct, and providing inspirational leadership. Knowledge and skills are imparted through the use of experiential learning tools such as simulations and case discussions.

Prerequisite: MGT 2300

MGT 4250 Organizational Behavior 3 credits

Examines how the behavior of individuals and the relationships among individuals and groups within an organization impact its effectiveness. Draws upon the theories and models that constitute the core of the discipline, and also examines current topics and areas of interest. Develops the skills and tools necessary to effectively manage change within an organization and evolve into successful leaders in a complex, global environment.

Prerequisites: MGT 2300 and 3000/4000 PSY or SOC Elective

MGT 4300 Management of Information Technologies 3 credits

Learn how to use and manage information technologies to revitalize business processes, improve business decision making, and gain a competitive advantage. Major emphasis is placed on the essential role of the Internet and networked technologies in order to create efficiencies that will help contribute to business success in the global economy.

Prerequisites: MGT 2300 and MIS 1050 or MIS 1600

variety of global cultures are included.

Prerequisite: ENG 1200

ENG 3200 REPORT WRITING AND APPLIED BUSINESS COMMUNICATIONS (3 credits)

Focus on improving writing ability with various types of business communications and reports for practical purposes consistent with business norms and conventions. Enhance written communication skills including executive summaries, business correspondence and reporting, and presentation of research findings. Includes collecting, organizing, interpreting facts, and presenting the findings in a well-documented report. Professional techniques of structuring and presenting business data are emphasized.

Prerequisite: ENG 1200

ENG 3600 APPLIED COMMUNICATIONS (3 credits)

Students learn techniques and psychology of effective domestic and cross-cultural business communication, with emphasis on business letters, reports (oral and written), memoranda, and electronic submissions.

Prerequisite: ENG 1200

ENG 3850 SPECIAL TOPICS IN LITERATURE (3 credits)

In these courses, students refine their reading, writing, and thinking abilities through responding, interpreting, analyzing, and evaluating literature. The English department chair, arts and sciences division chair, and academic dean on each campus are responsible for approving specific courses for this elective.

Prerequisite: ENG 1200

ENG 4010 COMMUNICATION AND INTERPERSONAL RELATIONS (3 credits)

Examines the fundamental connection between the use of language and the way people communicate, think, and act. To understand the deeply symbolic nature of language, students study modern semantics and focus on how to interpret spoken and written words, especially by examining how the meaning of words is influenced by physical, verbal, and historical contexts. Students increase their self-awareness and their abilities to communicate, think, and act effectively and ethically.

Prerequisite: ENG 1200





**BAY COUNTY
PERSONNEL DEPARTMENT**

Thomas L. Hickner
County Executive

Tiffany Jerry, Director

terryt@baycounty.net

(989) 895-4096 (T)

(989) 895-2076 (F)

To: Kim Coonan, Chair, Ways and Means

From: Tiffany Jerry, Director, Personnel and Employee Relations 

Re: Vacancy Request for Ways and Means Agenda

Date: February 24, 2016

Due to time constraints, kindly consider the following item for the agenda of your committee.

Request:

Cristen Gignac has submitted a request to post, advertise and fill the Recreation Manager vacancy with the Bay County Golf Course and Civic Arena as soon as possible.

Background:

The position is currently vacant and the 2016 Golf season is fast approaching.

Financial:

This is a full-time position with benefits as provided for within the BCAMPS labor agreement. Salary range is: \$44,221 - \$49,004 (MB08) or \$46,904 - \$52,395 (MB09) depending on the qualifications of the successful candidate. Funds exist within the current 2016 budget.

Recommendation:

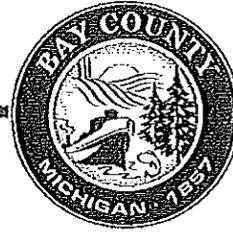
Please refer to the full board for approval to post and fill the full-time Recreation Manager vacancy with the Bay County Golf Course and Civic Arena as soon as possible.

Thank you for consideration.

cc: Tom Hickner
Cristen Gignac
Mike Lutz
Bob Redmond

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RECREATION & FACILITIES



BAY COUNTY

CRISTEN GIGNAC, DIRECTOR
gignacc@baycounty.net

THOMAS L. HICKNER
County Executive

Jon Morse, Buildings & Grounds Supervisor
morsej@baycounty.net

Tel: (989) 895-4132
Fax: (989) 895-2094
TDD: (989) 895-4049

Brent Goik, Recreation Manager
goikb@baycounty.net

Beth Trahan, Recreation Coordinator
trahanb@baycounty.net

To: Tiffany Jerry, Personnel & Employee Relations
From: Cristen Gignac, Director of Recreation and Facilities
Date: February 22, 2016
Subject: Recreation Manager

I am requesting approval to fill the Recreation Manager position at the Bay County Golf Course and the Bay County Civic Arena at a tiered rate of pay dependent on the qualifications of the successful applicant (MB08-MB09). Funds exist within the current budgets and can be utilized for this position. I am seeking approval to post and hire for this position.

Thank you for your consideration of this position.

cc: Tom Hickner
Crystal Hebert Robert Redmond

BAY COUNTY BOARD OF COMMISSIONERS

MARCH 8, 2016

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (3/1/16)

RESOLVED By the Bay County Board of Commissioners that concurrence is given to post/advertise/fill the following full time/part time/temporary/seasonal or co-op positions/vacancies/new positions, monies for said positions to come from the respective departmental budgets:

- I. Recreation and Facilities - Recreation Manager [full time, \$44,221-\$49,004 (MB08) or \$46,904 - \$52,395 (MB09)]

RESOLVED That budget adjustments, if required, are approved; Be It Further

RESOLVED That it is clearly understood that any positions funded through a grant shall be terminated or hours reduced if grant funding is terminated or reduced.

KIM COONAN, CHAIR AND COMMITTEE

Vacancy - Recreation Coordinator

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

Table with 13 columns: COMMISSONER, E, Y, N, E, COMMISSIONER, E, Y, N, E, COMMISSIONERE, Y, N, and an empty column. Rows include Michael J. Duranczyk, Ernie Krygier, Vaughn J. Begick, Kim J. Coonan, Thomas M. Herek, and Donald J. Tilley.

VOTE TOTALS: ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____ VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____ AMENDED _____ CORRECTED _____ REFERRED _____

BAY COUNTY BOARD OF COMMISSIONERS

MARCH 8, 2016

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (3/1/16)

RESOLVED That the Bay County Board of Commissioners hereby approves the claims against the County as follows:

ACCOUNTS PAYABLE:

02/11/16	\$	106,372.80
02/17/16	\$	285,826.22
02/24/16	\$	194,671.45

BAYANET:

January 2016		
1. Payables	\$	29,540.57
2. Payroll	\$	10,083.08

HOUSING (Center Ridge Arms):

02/09/16	\$	50,158.42
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KIM COONAN, CHAIR
AND COMMITTEE

Payables-March

MOVED BY COMM. _____

SUPPORTED BY COMM.

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____

RESOLUTION

NO. _____

BY: WAYS AND MEANS COMMITTEE 03/01/2016

RESOLVED: By this Board of Commissioners of Bay County, Michigan, that the following Budget Adjustments are hereby approved on 03/08/2016 and, if required, the Chairman of the Board is hereby authorized to execute any documentation necessary for said Budget Adjustments on behalf of Bay County:

Journal Request Number	Fund Involved Department Involved	Favorable Impact	Unfavorable Impact	No Impact
2016-03-002	GENERAL FUND BOARD OF COMMISSIONERS PARKS/RECREATION MAINTENANCE Total GENERAL FUND		\$5,250	
	TO INCREASE TEMPORARY SEASONAL HELP FOR MAY THROUGH OCTOBER FOR THE YEAR 2016.			
2016-03-003	GENERAL FUND BOARD OF COMMISSIONERS RECREATION & FACILITIES Total GENERAL FUND		\$5,000	
	TO BUDGET FOR OUTSIDE CONSULTANTS TO DEVELOP PROCEDURES AND LOSS PREVENTIONS FOR SELECTED SITES.			

Kim Coonan, Chairman W. & M. and Committee

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RECREATION & FACILITIES



BAY COUNTY

CRISTEN GIGNAC, DIRECTOR
gignacc@baycounty.net

THOMAS L. HICKNER
County Executive

Jon Morse, Buildings & Grounds Supervisor
morsej@baycounty.net

Tel: (989) 895-4132
Fax: (989) 895-2094
TDD: (989) 895-4049

Brent Goik, Recreation Manager
goikb@baycounty.net

Beth Trahan, Recreation Coordinator
trahanb@baycounty.net

To: Kim Coonan, Chairman of Ways & Means Committee
From: Cristen Gignac, Director of Recreation and Facilities
Date: February 10, 2016
Subject: Summer Temporary Help

Request: To gain approval to increase our temporary help budget by \$5,250 in the Parks and Recreation Budget.

Background: In the past, we have had 4-6 full time inmates through the Sheriff Work Program as to assist our staff in the maintenance of the grounds in the summer. These inmates would assist at the ball diamonds in Vet's park, maintaining the grounds on the Bay County property in downtown Bay City and assist in grounds maintenance and projects at the fairgrounds. We have recently found out that we will no longer have the inmates to help out in this capacity. After reviewing our current budget for summer temporary help, I am requesting that we increase our budget by \$5,250 to allow a once temporary part time position become a temporary full time position. The summer positions went to the Personnel Judicial Committee in February and staffing cannot exceed the allocated budget. All requirements of the Affordable Health Care Act will be followed for our temporary summer positions.

Economics: Increase of \$5,250 from the General Fund.

Recommendation: Grant approval for the he budget adjustment of \$5,250 from the General Fund.

cc: Tom Hickner Jon Morse
Crystal Hebert Robert Redmond

Budget Adjustment Detail

Journal Request Number **2016-03-002**

Ref: SEASON

Desc: TEMP HELP

Eff Date: 03/08/2016

Org / Object	Description	I/D	Amount
GENERAL FUND			
BOARD OF COMMISSIONERS			
10110100 40001	FUND BALANCE	I	5,250
PARKS/RECREATION MAINTENANCE			
10175112 70500	TEMPORARY HELP	I	4,872
10175112 71500	SOCIAL SECURITY	I	364
10175112 72100	WORKERS' COMPENSATION	I	7
10175112 72500	UNEMPLOYMENT COMPENSATION	I	7
			Favorable Unfavorable
Total GENERAL FUND			\$0 \$5,250

Explanation

TO INCREASE TEMPORARY SEASONAL HELP FOR MAY THROUGH OCTOBER FOR THE YEAR 2016.

RECREATION & FACILITIES



BAY COUNTY

CRISTEN GIGNAC, DIRECTOR
gignacc@baycounty.net

THOMAS L. HICKNER
County Executive

Jon Morse, Buildings & Grounds Supervisor
morsej@baycounty.net

Tel: (989) 895-4132
Fax: (989) 895-2094
TDD: (989) 895-4049

Brent Goik, Recreation Manager
goikb@baycounty.net

Beth Trahan, Recreation Coordinator
trahanb@baycounty.net

To: Kim Coonan, Chairman of Ways & Means Committee
From: Cristen Gignac, Director of Recreation and Facilities
Date: February 22, 2016
Subject: Loss Prevention Survey, Procedure Work

Request: To gain approval for a budget adjustment of \$5,000 to perform a loss prevention policy and procedure survey at various sites and hire a consultant to assist in procedure writing.

Background: A loss prevention policy and procedure survey will allow a trained professional to come in to our sites to evaluate our cash handling, sales, inventory, loss prevention, practices, etc. The company will provide us with a list of recommendations to strengthen our internal controls. We do not currently have adequate current written procedures or job instructions at the Recreation facilities. I will take the list of recommendations and use it as a base to write procedures and job instructions for our sites. A consultant with extensive experience will guide the procedure and job instruction creation.

Economics: Increase of \$5,000 from the General Fund.

Recommendation: Grant approval for the he budget adjustment of \$5,000 from the General Fund.

cc: Tom Hickner
Crystal Hebert
Robert Redmond

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Budget Adjustment Detail

Journal Request Number **2016-03-003**

Ref: PROCED

Desc: PROCEDURES

Eff Date: 03/08/2016

Org / Object	Description	I/D	Amount
GENERAL FUND			
BOARD OF COMMISSIONERS			
10110100 40001	FUND BALANCE	I	5,000
RECREATION & FACILITIES			
10175110 80200	CONTRACTUAL SERVICES	I	5,000
Total GENERAL FUND		Favorable \$0	Unfavorable \$5,000

Explanation

TO BUDGET FOR OUTSIDE CONSULTANTS TO DEVELOP PROCEDURES AND LOSS PREVENTIONS FOR SELECTED SITES.

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Description	Journal Number	2016 Fund Balance
Estimated Unaudited Unassigned Fund Balance or (Deficit) 12/31/2015		\$5,047,170
Previous years Assigned Fund Balance for P.O.'s *		\$0
Previous years Assigned Fund Balance for designation to balance 2016 Budget		\$253,258

Unassigned & Assigned Fund Balance or (Deficit) at 12/31/2015 \$5,300,428

2016 Budgeted Surplus /(Deficit) -\$253,258

BUDGET ADJUSTMENTS POSTED IN JANUARY THROUGH FEBRUARY 2016

Increase Community Center budget for purchase of exercise equipment	16-01-0454	-\$12,500
Incr. budget to purchase equipment for cardio drumming class at Community Center	16-01-0453	-\$300
Increase Corporation Counsel budget for internet expenses	16-01-0003	-\$5,670
Budget for cable expenditures for Civic Arena, Community Center and Golf Course	16-01-0004	-\$2,900
Increase Secondary Road Patrol budget due to increased vehicle costs	16-01-0006	-1,160

February 24, 2016 -22,530

Unassigned Fund Balance or (Deficit) 2/24/2016 \$5,024,640



**BAY COUNTY
FINANCE/INFORMATION SYSTEMS**

Thomas L. Hickner
County Executive

Crystal A. Hebert
Finance Officer
heberte@baycounty.net

Kimberly A. Priessnitz
Assistant Finance Officer
priessnitzk@baycounty.net

Frances A. Moore
Purchasing/Housing Rehab
mooref@baycounty.net

Julie A. Coppens
Information Systems Manager
coppensj@baycounty.net

TO: Kim Coonan, Chairperson
Ways & Means Committee

FROM: Crystal Hebert *CAH/dep*
Finance Officer

RE: Executive Directive #2007-11

DATE: February 24, 2016

REQUEST:

Please place this memo on the March 1, 2016, agenda for your committee's information.

BACKGROUND:

On February 9, 2016 an e-mail was sent requesting departments to contact their grantor agencies to confirm their level of grant funding for the current year. As stated previously, the Finance Department would request monthly updates from these departments regarding their grant funding status and then provide a status update to your committee at your monthly meeting.

ECONOMICS:

As of the date of this missive, the following are the updates to the previous correspondence:

1. The state grantor agencies that have responded to department's requests indicate that funding levels for the state grants with regard to fiscal year 2015 and/or 2016 appear to have no changes.

RECOMMENDATION:

To receive.

c: Tom Hickner
Kim Priessnitz
Tiffany Jerry

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**BAY COUNTY
FINANCE/INFORMATION SYSTEMS**

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Julie A. Coppens
Information Systems Manager
coppensj@baycounty.net

TO: Kim Coonan, Chairperson
Ways & Means Committee

FROM: Julie Coppens *JC*
Information Systems Division Manager

RE: BMC Software Inc, License Agreement

DATE: February 24, 2016

REQUEST:

Please place this memo on the March 1, 2016, agenda for your committee's information.

BACKGROUND:

Information Systems Division utilizes BMC Track-It from BMC Software Inc. for work orders and tracking inventory of computers and equipment for Bay County employees. A license agreement has been sent for three years of support. The license agreement will allow for continued support and use of the software.

ECONOMICS:

Information Systems Division budgets each year for funds for BMC Track-It. We would like to continue support and use of the software.

RECOMMENDATION:

Authorize the Board Chairman to sign this and future renewal agreements from BMC Software Inc. to approval as to form by Corporation Counsel, so long as funds have been budgeted to cover said expense.

cc: Tom Hickner Crystal Hebert
Kim Priessnitz Amber Davis-Johnson

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BAY COUNTY BOARD OF COMMISSIONERS

MARCH 8, 2016

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (3/1/16)

WHEREAS, Information Systems Division utilizes BMC Track-It from BMC Software, Inc. For work orders and tracking inventory of computers and equipment for Bay County employees; and

WHEREAS, A License Agreement has been submitted for three (3) years of support which will allow for continued support and use of the software; and

WHEREAS, Information Systems Division budgets funds each year for BMC Track-It so no additional funding is required; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the License Agreement with BMC Software, Inc. for a three (3) year period and authorizes the Chairman of the board to execute said Agreement on behalf of Bay County following legal review/approval; Be It Further

RESOLVED That budget adjustments pertaining to the License Agreement, if required, are approved.

KIM COONAN, CHAIR AND COMMITTEE

ISD - License Agreement with BMC Software Inc.

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

Table with 12 columns: COMMISSIONER, Y, N, E, COMMISSIONER, Y, N, E, COMMISSIONER, Y, N, E. Rows include Michael J. Duranczyk, Ernie Krygier, Vaughn J. Begick, Kim J. Coonan, Thomas M. Herek, and Donald J. Tilley.

VOTE TOTALS: ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____ VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____ AMENDED _____ CORRECTED _____ REFERRED _____



**BAY COUNTY
FINANCE/INFORMATION SYSTEMS**

Thomas L. Hickner
County Executive

Crystal A. Hebert
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hebertc@baycounty.net

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Julie A. Coppens
Information Systems Manager
coppensj@baycounty.net

TO: Kim Coonan, Chairperson
Ways & Means Committee

FROM: Julie Coppens *JC*
Information Systems Division Manager

RE: IBM Service Extension Support for AS/400 System

DATE: February 24, 2016

REQUEST:

Please place this memo on the March 1, 2016, agenda for your committee's information.

BACKGROUND:

Information Systems Division Application Specialist Kompany (ASK) for service and support of the County's AS/400 system. IBM has requested ASK to obtain an updated Service Extension Support agreement with Bay County.

ECONOMICS:

Information Systems Division budgets each year for funds for ASK. We would like to continue support and use of ASK services.

RECOMMENDATION:

Authorize the Board Chairman to sign this and future renewal agreements from IBM and ASK subject to approval as to form by Corporation Counsel, so long as funds have been budgeted to cover said expense.

cc: Tom Hickner
Kim Priessnitz

Crystal Hebert
Amber Davis-Johnson

BAY COUNTY BOARD OF COMMISSIONERS

MARCH 8, 2016

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (3/1/16)

WHEREAS, Information Systems Division utilizes Application Specialist Kompany (ASK) for service and support of the County's AS/400 system and IBM has requested ASK to obtain an updated Services Extension Support Agreement with Bay County; and

WHEREAS, Information Systems Division budgets funds each year for ASK so no additional funding is required; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the Services Extension Support Agreement and authorizes the Chairman of the Board to execute said Agreement on behalf of Bay County following legal review/approval; Be It Finally

RESOLVED That budget adjustments pertaining to the Services Extension Support Agreement, if required, are approved.

KIM COONAN, CHAIR
AND COMMITTEE

ISD - Service Extension Support for AS-400

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____

AMENDED _____ CORRECTED _____ REFERRED _____