

PERSONNEL/HUMAN SERVICES COMMITTEE

AGENDA

TUESDAY, MAY 17, 2016

4:00 P.M.

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.	
	I CALL TO ORDER
	II ROLL CALL
1- 4	III MINUTES (4/19/16)
	IV PUBLIC INPUT
	V PETITIONS AND COMMUNICATIONS
5-10	A. County Executive - Reorganization of Department of the Public Defender <b>(Seeking approval of proposed reorganization as outlined - proposed resolution attached)</b>
11-25	B. CEO, Great Lakes Bay Michigan Works! - Modification to Current Michigan Works! Interlocal Agreement <b>(Seeking approval of Modification 2 extending date of temporary Agreement - proposed resolution attached)</b>
	C. Health Director
26-27	1. Agreement with Pinconning Area School District <b>(Seeking approval of Agreement for telecommunication services; authorization for Board Chair to sign; approval of related budget adjustments - proposed resolution attached)</b>
28-29	2. Agreement with Saginaw Valley State University <b>(Seeking approval of Agreement to provide surface water quality testing; authorization for Board Chair to sig; approval of related budget adjustments - proposed resolution attached)</b>
	D. Personnel Director
30-34	1. Vacancies and New Positions in Division on Aging and Mosquito Control <b>(Seeking authorization to post/fill)</b>
	a. Division on Aging
35	1. Health Aide/Homemaking Services Worker (full time, \$11.15/hr. entry)
36	2. On-call Site Manager (part time variable hours, \$9.39/hr.)
37	3. NEW POSITION: Homemaker/Personal Care Service Worker (part time. Homemaker \$10.18/hr.; Personal Care Worker \$10.95/hr entry)
38	b. Environmental Affairs & Community Development Department - GIS Technician/Transportation Planner (full time, \$40,830.40 to \$46,904.00 - grant funded (70%) and County local match (30%))
39	c. NEW POSITION: Mosquito Control - Support Supervisor (existing full time temporary seasonal technician to serve as Support Supervisor 80 to 100 hours per season in absence of full time Supervisor - \$12.00/hr.)
40-43	2. Housing Department - Satellite Dish and Antenna Installation Policy <b>(Seeking approval of attached policy - proposed resolution attached)</b>
	VI REFERRALS
	VII UNFINISHED BUSINESS
	VIII NEW BUSINESS
	IX MISCELLANEOUS
	X ANNOUNCEMENTS
	XI 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.

**PERSONNEL/HUMAN SERVICES COMMITTEE**

**MINUTES**

**MEETING OF THE PERSONNEL/HUMAN SERVICES COMMITTEE ON TUESDAY, APRIL 19, 2016, in the Commission Chambers, Fourth Floor, Bay County Building, 515 Center Avenue, Bay City, MI 48708.**

Call to order @ 4:03 P.M. by Chair Lutz.

Roll call:

**MOTION NO.**

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

**MOTION NO.**

COMMISSIONERS PRESENT		12	13	14	15	16	17	18	19	20	21	22
MICHAEL E. LUTZ, CHAIR												
DONALD J. TILLEY, VICE CHAIR												
MICHAEL J. DURANCZYK												
VAUGHN J. BEGICK												
KIM COONAN												
THOMAS C. HEREK												
ERNIE KRYGIER, EX OFFICIO												

**MOTION NO.**

COMMISSIONERS PRESENT		23	24	25	26	27	28	29	30	31	32	33
MICHAEL E. LUTZ, CHAIR												
DONALD J. TILLEY, VICE CHAIR												
MICHAEL J. DURANCZYK												
VAUGHN J. BEGICK												
KIM COONAN												
THOMAS C. HEREK												
ERNIE KRYGIER, EX OFFICIO												

OTHERS PRESENT:

T.HICKNER, C.GIGNAC, D.RUSSELL, A.DAVIS-JOHNSON, K.PRIESSNITZ, T.JERRY, J.MILLER, B.KRAUSE, D.SMITH, J.STRASZ, J.REYNOLDS, L.OGAR, R.REDMOND, M.BRISTOW, WM.MCPHERSON, C.SIBLEY, R.REDMOND, BAY 3 TV, D.BERGER

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

- / -

**PERSONNEL/HUMAN SERVICES COMMITTEE  
MINUTES  
TUESDAY, APRIL 19, 2016  
PAGE 2**

**MOTION NO.**

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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 Administrative Services Department or can be viewed on Bay County's website [www.baycounty-mi.gov/executive/videos](http://www.baycounty-mi.gov/executive/videos).

- 1**            **MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE MARCH 15, 2016 PERSONNEL/HUMAN SERVICES COMMITTEE MEETING WITH A CORRECTION TO PAGE 2 OF MINUTES CHANGING REFERENCE FROM PCP TO CORRECTLY REFLECT PCB.**

Mike Bristow, Bangor Township, commented on the unique set of laws that must be followed as job instruction guidelines as prescribed by titles and the drainage law that is universal but does speak of Michigan. It's a unique situation when you look at the drainage laws for Michigan. He provided a copy of the Drainage law from Wikipedia to share with the commissioners. William Mcpherson, Lauria Road, wished to publicly thank Board Chair Ernie Krygier for his efforts to keep Mr. Mcpherson informed of what has been transpiring.

Diane Smith, MSU Extension District Coordinator, advised of a recent meeting with the County Executive regarding MSU Extension services. Ms. Smith provided her background prior to being named the MSU Extension District Coordinator and expressed her willingness to meet with commissioners if requested regarding MSU services. Following brief discussion, it was

- 2**            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE ANNUAL WORK PLAN AGREEMENT BETWEEN BAY COUNTY AND MSU EXTENSION.**

- 3**            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED AGREEMENT WITH BAY-ARENAC BEHAVIORAL HEALTH FOR COLLOCATION SERVICES (HEALTH DEPARTMENT).**

- 4**            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED AGREEMENT WITH BAY-HEALTH PLAN RE COMMUNITY-BASED TELEPHONE SURVEY (HEALTH DEPARTMENT).**

**PERSONNEL/HUMAN SERVICES COMMITTEE**

**MINUTES**

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**MOTION NO.**

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- 5**            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL VACANCIES AS FOLLOWS: SHERIFF DEPARTMENT: ROAD PATROL DEPUTY (FULL TIME, \$15.75/HR. ENTRY); SERGEANT (FULL TIME, \$26.40/HR. ENTRY);SHERIFF DEPARTMENT; ROAD PATROL DEPUTY (FULL TIME, \$15.75/HR. ENTRY [NOTE: THIS VACANCY WILL RESULT FROM THE TESTING/FILLING ABOVE LISTED SERGEANT POSITION.]); HEALTH DEPARTMENT: PUBLIC HEALTH NURSE - IMMUNIZATION CLINIC (FULL TIME,\$18.75/HR. ENTRY FOR RN OR \$19.37/HR. ENTRY FOR BSN); REGISTERED NURSE - IMMUNIZATION ACTION PLAN (PART TIME, \$18.75/HR. ENTRY FOR RN OR \$19.37/HR. ENTRY FOR BSN); JUVENILE HOME: YOUTH DEVELOPMENT WORKER (FULL TIME, \$14.37/HR. ENTRY);YOUTH DEVELOPMENT WORKERS (2) (PART TIME, \$14.18/HR. ENTRY) (PERSONNEL DEPARTMENT).**
- 6**            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF REINSTATEMENT OF SUPERVISOR POSITION AT THE BAY COUNTY JUVENILE HOME WHICH IS 50% FUNDED BY THE STATE (PERSONNEL DEPARTMENT).**
- 7**            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE RECLASSIFICATION OF THE PUBLIC HEALTH DIRECTOR FROM MN 14 TO MN15, 3 YEAR STEP LEVEL, EFFECTIVE JANUARY 1, 2016 (PERSONNEL DEPARTMENT).**

**Commissioner Coonan commented that all positions at the Health Department should be re-evaluated and reclassified, when merited, by the Board.**

**Announcements included Commissioner Begick's advising of the upcoming Saturday various community clean-up projects all of which are looking for volunteers to assist; Commissioner Herek speaking specifically of the Saginaw Bay Land Conservancy sponsored clean-up at the park on Euclid (next to Region VII); Commissioner Duranczyk's update on youth events recently held at Pinconning Park where approx. 200 children were able to do various activities to include bird watching, etc.; Commissioner Tilley and Laura Ogar advised of the upcoming Earth Day celebration which will include a "No Sewage in the Saginaw River" informational session and a public open house of the Bay City Wastewater Treatment Plant and the Saginaw Wastewater Treatment Plant, as well as the 2016 Lake Huron Fisheries Workshop tonight at the KC**

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**MOTION NO.**

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**Hall, Bay City; Board Chair Krygier advised of the upcoming Beach Wellness event on June 25 at the Bay City State Recreational Facility to include 5K and 10K walks and runs, a car show, and other recreational activities.**

**There being no further business, it was**

**8            MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:32 P.M.).**

**Submitted by:**

*Deanne Berger*

**Deanne Berger  
Board Coordinator**

**MEMORANDUM**

TO: Michael Lutz, Chair  
Personnel and Human Services Committee  
Bay County Board of Commissioners

FROM: TOM HICKNER, County Executive

RE: REORGANIZATION OF DEPARTMENT OF THE PUBLIC DEFENDER

DATE: 05/11/2016

**BACKGROUND:**

The Bay County Public Defender Department (“Department”) was created pursuant to a federal grant on January 1, 1973, reorganized as an Act 139 Department in 1995, and operates under the administrative control of the County Executive. The Department has historically provided legal defense services to indigent residents of Bay County through attorneys employed by the County in the Department and through its companion Office of Criminal Defense. In November, 2007, an outside law firm, through a 13 month “pilot project” contract with the County, undertook legal defense of all indigent defendants in the District Court who were charged with misdemeanors, misdemeanor violations of probation, and civil infractions accompanied by a misdemeanor complaint or ticket for the monthly fixed fee of \$13,000.00 (\$156,000 yearly). At that time, the responsibilities for all felonies were assigned to the Public Defender Department attorneys. As a result, attorneys were released from their employment with the County and the Office of Criminal Defense was eliminated.

The pilot project agreement was extended for a period of three years effective January 1, 2009, to remain effective through December 31, 2011 and month-to-month thereafter. There remain two (2) full-time attorneys in the Department who represent all of Bay County’s indigent defendants charged with felonies (with the exception of cases referred out to local attorneys, at the County’s expense, due to potential conflicts). The County Executive has made the determination that the pilot program should cease and the County Public Defender Office should be restored to its prior structure, which will allow for additional time dedicated to indigent defendant representation and also provide a first small step in preparing for potential new Indigent Criminal Defense guidelines to be issued by the Supreme Court of the State of Michigan.

**Recommendation:**

(1) With the affirmative recommendation of the County Executive, **following a public hearing** as required by MCL 45.564(a), reorganize the Department of the Public Defender as follows:

Revert the current Public Defender Office to two separate Departments, the Office of the Public Defender I and Office of Public Defender II.

Each Department will be staffed with one full time legal assistant and one existing Department attorney and one newly hired attorney (these attorney positions have already been approved by the Board). The current Probate attorney (Jan Miner) will also be housed in one of these Departments at the County Executive's discretion.

Increase one part-time legal secretary currently employed in the Public Defender Department to full time (from TS07 to TU07), to be assigned to the Public Defender II Office (the current full time legal secretary will remain in the Office of the Public Defender I);

Approve a written agreement between the current pilot project contract vendor and the County to effectively terminate the existing pilot project agreement and transition the representation of all indigent criminal defendants currently covered under the month-to-month extension of the contract to the two Divisions' attorneys in a manner ensured not to disrupt or deprive the indigent clients of their constitutional right to an adequate criminal defense.

Promote one attorney to Department Head of Public Defender Office II (from PN10 to PN11)

These two separate departments are necessary to avoid potential conflicts of interest which result in referrals to outside attorneys and increased expense to the County.

**FINANCIAL IMPACT:**

The total cost of the additional or reclassified employees is dependent on several factors. First, the annual savings as a result of discontinuation of the pilot program contract will be \$156,000 after representation of indigent defendants under that contract is completely phased out. It is safe to assume, however, that it will take a minimum of 3-4 months to completely phase out the contract. In addition, it is the County Executive's intent to request reimbursement from the State as soon as grants are funded for reimbursement of the additional funds necessary to reorganize the Departments under the MIDC Act, with the preferred end result of no costs

incurred by the County, assuming the State complies with the MISC funding mandates. The cost of such a restructuring is set forth below:

Increase part time legal secretary to full time, from TS07 to TU07, \$10,056 before fringe \$26,541

Move one PN 10 attorney to Department Head  
(PN10: \$59,425.60-\$72,155.20 to PN11: \$65,977.60)

Estimated Building renovations to accommodate additional office: \$20,000  
(one time cost)

**RECOMMENDATION:**

That the Committee move to approve the above-noted reorganization of the Department of the Public Defender with the concurrence of the County Executive and following a public hearing, approve any budget adjustments necessary to increase one part time secretary to full time, and authorize a one-time capital improvement in the amount of \$20,000, and approve the discontinuance of the pilot program contract to be phased out in a responsible manner, and authorize the Chairman to sign any necessary contracts and approve any necessary budget adjustments as are necessary.

**BAY COUNTY BOARD OF COMMISSIONERS**

**JUNE 14, 2016**

**RESOLUTION**

**BY: PERSONNEL/HUMAN SERVICES (5/17/16)**

**WHEREAS, The Bay County Public Defender Department (“Department”) was created pursuant to a federal grant on January 1, 1973, reorganized as an Act 139 Department in 1995, and operates under the administrative control of the County Executive; and**

**WHEREAS, The Department has historically provided legal defense services to indigent residents of Bay County through attorneys employed by the County in the Department and through its companion Office of Criminal Defense; and**

**WHEREAS, In November, 2007, an outside law firm, through a 13 month “pilot project” contract with the County, undertook legal defense of all indigent defendants in the District Court who were charged with misdemeanors, misdemeanor violations of probation, and civil infractions accompanied by a misdemeanor complaint or ticket for the monthly fixed fee of \$13,000.00 (\$156,000 yearly); and**

**WHEREAS, At that time, the responsibilities for all felonies were assigned to the Public Defender Department attorneys and, as a result, attorneys were released from their employment with the County and the Office of Criminal Defense was eliminated; and**

**WHEREAS, The pilot project agreement was extended for a period of three years effective January 1, 2009, to remain effective through December 31, 2011 and month-to-month thereafter. There remain two (2) full-time attorneys in the Department who represent all of Bay County’s indigent defendants charged with felonies (with the exception of cases referred out to local attorneys, at the County’s expense, due to potential conflicts); and**

**WHEREAS, The County Executive has made the determination that the pilot program should cease and the County Public Defender Office should be restored to its prior structure which will allow for additional time dedicated to indigent defendant representation and also provide a first small step in preparing for potential new Indigent Criminal Defense guidelines which may be soon issued by the Supreme Court of the State of Michigan; and**

**WHEREAS, The MIDC Act requires that any required improvements made to the County’s indigent defense system, to comply with the new standards, be paid for through grants provided by the state. If the State fails to fund a required guideline the County is not required to provide the service. However, based on Bay County’s history of ensuring competent, constitutionally sufficient legal representation to all of its indigent resident defendants, and in anticipation of the approval of these more stringent MIDC standards, it is recommended that the Board, regardless of potential State funding:**

- **With the affirmative recommendation of the County Executive, following a public hearing as required by MCL 45.564(a), reorganize the Department of the Public Defender as follows:**
- **Revert the current Public Defender Office to two separate Departments, the Office of the Public Defender I and Office of Public Defender II.**

- Each Department will be staffed with one full time legal assistant and one existing Department attorney and one newly hired attorney (these attorney positions have already been approved by the Board). The current Probate attorney (Jan Miner) will also be housed in one of these Departments at the County Executive's discretion.
- Increase one part-time legal secretary currently employed in the Public Defender Department to full time (from TS07 to TU07), to be assigned to the Public Defender II Office (the current full time legal secretary will remain in the Office of the Public Defender I);
- Approve a written agreement between the current pilot project contract vendor and the County to effectively terminate the existing pilot project agreement and transition the representation of all indigent criminal defendants currently covered under the month-to-month extension of the contract to the two Divisions' attorneys in a manner ensured not to disrupt or deprive the indigent clients of their constitutional right to an adequate criminal defense.
- Promote one attorney to Department Head of Public Defender Office II (from PN10 to PN11)

**WHEREAS,** These two separate departments are necessary to avoid potential conflicts of interest which result in referrals to outside attorneys and increased expense to the County; and

**WHEREAS,** The total cost of the additional or reclassified employees is dependent on several factors. First, the annual savings as a result of discontinuation of the pilot program contract will be \$156,000 after representation of indigent defendants under that contract is completely phased out. It is safe to assume, however, that it will take a minimum of 3-4 months to completely phase out the contract. In addition, it is the County Executive's intent to request reimbursement from the State, as allowed by the MIDC Act, as soon as grants are funded for reimbursement of the additional funds necessary to reorganize the Departments with the preferred (but not guaranteed) end result of no costs incurred by the County, assuming the State complies with the MIDC funding mandates. The cost of such a restructuring is set forth below:

Move one PN10 attorney to Department Head  
(PN10: \$59,425.60 - \$72,155.20 to PN11: \$65,977.60)

Increase part time legal secretary to full time, from TS07 to  
TU07, \$10,056 before fringe \$26,541

Estimated Building renovations to accommodate additional office: \$20,000  
(one time cost)

**RESOLVED:** That the Bay County Board of Commissioners approves the above-noted reorganization of Department of the Public Defender with the concurrence of the County Executive and following a public hearing; approves budget adjustments necessary to increase one part time secretary to full time; authorizes one time capital improvement in an amount not to exceed \$20,000; approves creation of one additional Department Head for the Office of Public Defender II and approves discontinuance of pilot program contract to be phased out in a responsible manner; authorizes Board Chair to sign all necessary documents; and approves any necessary budget adjustments.

**MICHAEL E. LUTZ, CHAIR  
AND COMMITTEE**

**County Executive - Reorganization and Consolidation of Responsibility of Department of Public Defender and Corporation Counsel**

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 \_\_\_\_\_

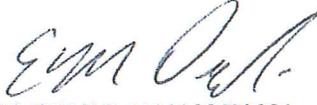
DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_



TO: MICHAEL E. LUTZ, CHAIRPERSON  
PERSONNEL/HUMAN SERVICES COMMITTEE  
BAY COUNTY BOARD OF COMMISSIONERS

Administration

1409 Washington  
Midland, MI 48640  
Phone 989-754-1144  
800-285-WORK  
Fax 989-754-1439

FROM: ED OBERSKI, CEO   
GREAT LAKES BAY MICHIGAN WORKS!

www.michiganworks.com DATE: APRIL 19, 2016

RE: MODIFICATION TO THE CURRENT MICHIGAN  
WORKS! INTERLOCAL AGREEMENT

Tom Begin  
Workforce Development  
Board Chair

Donald Tilley  
Consortium Board Chair

This is a request by Great Lakes Bay Michigan Works! to place the following item on the May 17, 2016 agenda of the Personnel/Human Services Committee for review, recommendation, and referral to the full Board of Commissioners for action.

Great Lakes Bay Michigan Works! is requesting that the 5 Counties in its Region (Midland, Bay, Saginaw, Isabella and Gratiot) adopt the attached Modification 2 to the current Michigan Works! Interlocal Agreement.

Modification 1 was adopted by the Counties effective October 1, 2015. It was a relatively simple modification that expanded the Saginaw-Midland-Bay Interlocal Agreement to include Gratiot and Isabella. It was meant to be a temporary agreement that set up a workable governance structure while the 5 Counties continued negotiations toward a more permanent agreement. Therefore, Modification 1 contained a sunset date of June 30, 2016.

Although negotiations have commenced, it appears certain that more time will be required to reach consensus on a permanent Interlocal Agreement. Therefore, the requested Modification 2 (attached), does only one thing. It extends the end date of the temporary agreement 6 months, from June 30, 2016 to December 31, 2016.

-11-

**BAY COUNTY BOARD OF COMMISSIONERS**

**JUNE 14, 2016**

**RESOLUTION**

**BY: PERSONNEL/HUMAN SERVICES COMMITTEE (5/17/16)**

**WHEREAS, Great Lakes Bay Michigan Works! is requesting that the five (5) counties in its Region (Midland, Bay, Saginaw, Isabella and Gratiot) approve Modification 2 to the current Michigan Works! Interlocal Agreement; and**

**WHEREAS, Modification 1 adopted by the five (5) counties expanded the Saginaw-Midland-Bay Interlocal Agreement to include Gratiot and Isabella counties setting up a workable governance structure while the 5 counties continued negotiations toward a more permanent agreement; and**

**WHEREAS, Modification 1 contained a sunset date of June 30, 2016 and although negotiations have commenced, it appears certain that more time will be required to reach consensus on a permanent Interlocal Agreement; and**

**WHEREAS, As a result, Modification 2 (attached) extends the end date of the temporary agreement 6 months from June 30, 2016 to December 31, 2016; Therefore, Be It**

**RESOLVED That the Bay County Board of Commissioners approves Modification 2 to the Michigan Works! Interlocal Agreement extending the end date of the temporary agreement 6 months from June 30, 2016 to December 31, 2016.**

**MICHAEL E. LUTZ, CHAIR  
AND COMMITTEE**

**Michigan Works! - Modification 2 to Interlocal Agt**

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 \_\_\_\_\_

**MODIFICATION 2  
TO  
RESTATEMENT OF THE INTERLOCAL AGREEMENT  
DATED JUNE 28, 1983, AS AMENDED,  
ESTABLISHING THE SAGINAW COUNTY/MIDLAND COUNTY/BAY COUNTY  
JOB TRAINING PARTNERSHIP ACT (JTPA) CONSORTIUM**

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This Modification 2 to the Restatement of the Interlocal Agreement (hereinafter "Modification") is entered into as of the thirtieth day of June, 2016, by the County of Saginaw, the County of Midland, the County of Bay, the County of Isabella, and the County Gratiot (hereinafter "the Counties") pursuant to the Michigan Urban Cooperation Act, being Public Act 7 of 1967 (ex. sess.), as amended.

WHEREAS, the Counties are each a "public agency" as defined by the Michigan Urban Cooperation Act, being Public Act 7 of 1967 (ex. sess.), as amended; and each may separately exercise the power, privilege, and authority they share in common and wish to exercise jointly with the other; and

WHEREAS, the County of Saginaw, the County of Midland, and the County of Bay entered into the Restatement of the Interlocal Agreement governing Michigan Works! programs in their area on April 8, 2014; and

WHEREAS, the Counties entered into Modification 1 of the Restatement effective October 1, 2015 to expand the original Restatement to include Gratiot and Isabella; and

WHEREAS, Modification 1 included a sunset date of June 30, 2016 because it was intended to be a temporary measure while the Counties worked toward a permanent interlocal agreement; and

WHEREAS, the Counties have determined that additional time is needed to complete a permanent interlocal agreement;

THEREFORE, the Counties agree to the following:

**I. END DATE**

The end date of June 30, 2016 contained in Section I of Modification 1 of the Restatement of the Interlocal Agreement is changed from June 30, 2016 to December 31, 2016.

**II. CONTINUATION OF RESTATEMENT AND MODIFICATION 1**

The provisions of the Restatement of the Interlocal Agreement entered into on April 8, 2014 (hereinafter "the Restatement") and Modification 1 to the Restatement remain in full force and effect except as amended by this Modification 2.

IN WITNESS WHEREOF, the undersigned have placed their hands and seals the day and year set below their signatures.

**COUNTY OF BAY**

By: \_\_\_\_\_  
Ernie Krygier, Chair, Board of Commissioners

Date: \_\_\_\_\_

**COUNTERSIGNED:**

By: \_\_\_\_\_  
Clerk of Bay County

**COUNTY OF GRATIOT**

By: \_\_\_\_\_  
George Bailey, Chair, Board of Commissioners

Date: \_\_\_\_\_

**COUNTERSIGNED:**

By: \_\_\_\_\_  
Clerk of Gratiot County

**COUNTY OF ISABELLA**

By: \_\_\_\_\_  
George Green, Chair, Board of Commissioners

Date: \_\_\_\_\_

**COUNTERSIGNED:**

By: \_\_\_\_\_  
Clerk of Isabella County

**COUNTY OF MIDLAND**

By: \_\_\_\_\_  
Mark Bone, Chair, Board of Commissioners

Date: \_\_\_\_\_

**COUNTERSIGNED:**

By: \_\_\_\_\_  
Clerk of Midland County

**COUNTY OF SAGINAW**

By: \_\_\_\_\_  
Michael J. Hanley, Chair, Board of Commissioners

Date: \_\_\_\_\_

**COUNTERSIGNED:**

By: \_\_\_\_\_  
Clerk of Saginaw County

**MODIFICATION 1  
TO  
RESTATEMENT OF THE INTERLOCAL AGREEMENT  
DATED JUNE 28, 1983, AS AMENDED,  
ESTABLISHING THE SAGINAW COUNTY/MIDLAND COUNTY/BAY COUNTY  
JOB TRAINING PARTNERSHIP ACT (JTPA) CONSORTIUM**

---

This Modification 1 to the Restatement of the Interlocal Agreement (hereinafter "Modification") is entered into as of the first day of October, 2015, by the County of Saginaw, the County of Midland, the County of Bay, the County of Isabella, and the County Gratiot (hereinafter "the Counties") pursuant to the Michigan Urban Cooperation Act, being Public Act 7 of 1967 (ex. sess.), as amended.

WHEREAS, the Counties are each a "public agency" as defined by the Michigan Urban Cooperation Act, being Public Act 7 of 1967 (ex. sess.), as amended; and each may separately exercise the power, privilege, and authority they share in common and wish to exercise jointly with the other; and

WHEREAS, the County of Saginaw, the County of Midland, and the County of Bay entered into the Restatement of the Interlocal Agreement governing Michigan Works! programs in their area on April 8, 2014; and

WHEREAS, the Counties wish to expand the Restatement of Interlocal Agreement to include Michigan Works! services in the County of Gratiot and the County of Isabella;

THEREFORE, the Counties agree to the following:

**I. DURATION**

The Counties intend this Modification to be temporary in nature. This Modification commences on October 1, 2015, and shall cease on June 30, 2016. It is the intent of the Counties to enter into a new Interlocal Agreement establishing a more permanent governance structure prior to the termination of this Modification.

**II. CONTINUATION OF RESTATEMENT**

The provisions of the Restatement of the Interlocal Agreement entered into on April 8, 2014 (hereinafter "the Restatement") remain in full force and effect except as amended by this Modification.

**III. REFERENCE TO "THE COUNTIES"**

All references to "the Counties" in the Restatement mean the County of Saginaw, the County of Midland, the County of Bay, the County of Isabella, and the County of Gratiot.

**IV. AMENDMENT TO RESTATEMENT SECTION IV.D**

Section IV.D of the Restatement dealing with Consortium Board membership is amended to read as follows:

The membership of the Consortium Board shall consist of members of the Boards of Commissioners of the Counties or their County Administrator. In the case of Bay County, one of its members may be its chief elected official, the Bay County Executive, or his or her appointee. Each County shall establish its own rules and procedures for appointing its members to the Consortium Board. Each County may remove its respective Consortium Board members (and alternates, if applicable) at will.

- i. The Consortium Board shall consist of 13 members: 5 members from Saginaw County, 3 members from Bay County, 2 members from Midland County, 2 members from Isabella County, and 1 member from Gratiot County.
- ii. A quorum of the Consortium Board shall consist of a majority of its members and will be required in order to conduct business.
- iii. The addition of another county to the Consortium Board shall require the affirmative vote of each of the Counties and a majority vote of the Consortium Board.
- iv. The County Board of Commissioners for each County shall determine whether its members of the Consortium Board shall serve with or without compensation.

**V. AMENDMENT TO RESTATEMENT SECTION IV.F**

Section IV.F of the Restatement dealing with Consortium Board voting is amended to read as follows:

An affirmative vote of a majority of the membership present shall be required in order to pass any motion or resolution. However, adoption or amendment of the Consortium Board's by-laws shall require the affirmative vote of nine (9) members of the Consortium Board.

**VI. AMENDMENT TO RESTATEMENT SECTION IV.H**

The final sentence of Section IV.H of the Restatement dealing with the Consortium Board Director is amended to read as follows:

The Consortium Board may recommend the termination of the Director to the Administrative Unit with the affirmative vote of nine (9) members of the Consortium Board.

IN WITNESS WHEREOF, the undersigned have placed their hands and seals the day and year set below their signatures.

**COUNTY OF BAY**

By:   
Ernie Krygier, Chair, Board of Commissioners

Date: 9/22/15

COUNTERSIGNED:

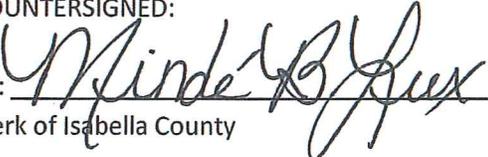
By:   
Clerk of Bay County

**COUNTY OF ISABELLA**

By:   
George Green, Chair, Board of Commissioners

Date: 9/29/15

COUNTERSIGNED:

By:   
Clerk of Isabella County

**COUNTY OF SAGINAW**

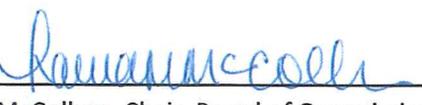
By:   
Michael J. Hanley, Chair, Board of Commissioners

Date: 9/25/15

COUNTERSIGNED:

By:   
Clerk of Saginaw County

**COUNTY OF GRATIOT**

By:   
Laura McCollum, Chair, Board of Commissioners

Date: 9.17.15

COUNTERSIGNED:

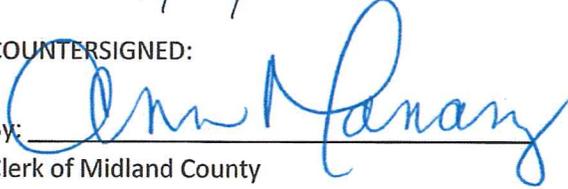
By:   
Clerk of Gratiot County

**COUNTY OF MIDLAND**

By:   
Mark Bone, Chair, Board of Commissioners

Date: 9/23/15

COUNTERSIGNED:

By:   
Clerk of Midland County

**RESTATEMENT OF THE INTERLOCAL AGREEMENT  
DATED JUNE 28, 1983, AS AMENDED,  
ESTABLISHING THE SAGINAW COUNTY/MIDLAND COUNTY/BAY COUNTY  
JOB TRAINING PARTNERSHIP ACT (JTPA) CONSORTIUM**

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This Restatement of the Interlocal Agreement (hereinafter "Restatement") is entered into as of the eighth day of April, 2014, by the County of Saginaw, the County of Midland, and the County of Bay, pursuant to the Michigan Urban Cooperation Act, being Public Act 7 of 1967 (ex. sess.), as amended.

WHEREAS, the County of Saginaw, the County of Midland, and the County of Bay (hereinafter referred to collectively as "the Counties") are each a "public agency" as defined by the Michigan Urban Cooperation Act, being Public Act 7 of 1967 (ex. sess.), as amended; and each may separately exercise the power, privilege, and authority they share in common and wish to exercise jointly with the other; and,

WHEREAS, the Counties desire to maintain an optimal level of community service and maximum efficiency in carrying out the requirements of the Workforce Investment Act of 1998, 29 USC 2801 *et seq* and the Michigan Works One-Stop Service Center System Act, being Public Act 491 of 2006, MCL 408.111 *et seq*; and

WHEREAS, the Counties have an industrial base and are contiguous in location; and

WHEREAS, the Boards of Commissioners of the Counties have determined that the best method of maintaining an optimal level of community service and maximum efficiency in each of the Counties is through this Restatement;

THEREFORE, the Counties agree to the following:

**I.  
PURPOSE**

**A. Replacement of Existing Interlocal Agreement.** This Restatement replaces and supersedes the Interlocal Agreement dated June 28, 1983, as amended in 1988 and 1999, in its entirety.

B. Name Change. The Saginaw County/Midland County/Bay County Job Training Partnership Act Consortium shall now be called the Great Lakes Bay Michigan Works! Consortium (hereinafter referred to as the "Consortium").

C. Purpose. The Consortium shall administer state, federal, and other workforce programs as prescribed by law and the requirements established by each grant funding source and perform such other functions as are necessary and related to same. The Consortium shall exercise the role of the local elected officials as prescribed by applicable law.

## II. AUTHORITY

A. Certification. The Counties certify that federal, state, and local law permit the services to be provided under this Restatement, including, without limitation, the Workforce Investment Act of 1998, being 29 USC §2801 *et seq* and the Michigan Works! One-Stop Service Center System Act, being Public Act 491 of 2006, MCL 408.111 *et seq*.

B. Filing. This Restatement shall be filed with the county clerks of the Counties and with the Michigan Secretary of State.

## III. SERVICE AREA

A. Service Area. The geographical boundaries of the Counties shall constitute the service delivery area under this Restatement.

## IV. CONSORTIUM BOARD

A. Creation. As of the effective date of this Restatement, there is created the Great Lakes Bay Michigan Works! Consortium Board (hereinafter called the "Consortium Board").

B. Powers. The Consortium Board shall be vested with all of the powers authorized under applicable state and federal law and shall be operated in accordance with same. Said powers include:

- i. Maintaining and presenting adequate books, records, and reports of all audits, transactions, revenues, and expenditures in accordance with grant source requirements and with generally accepted accounting principles, or otherwise instructing the Director to do same. Such books and records are public documents subject to the Michigan Freedom of Information Act, being Public Act 442 of 1976, as amended.
- ii. Conducting an independent, annual audit, or otherwise instructing the Director to do same, and receiving from the Director such audit reports and certifications that funds have been expended in accordance with approved budget and federal and state guidelines.
- iii. Presenting regular program reports regarding the effectiveness of the various workforce programs, or otherwise instructing the Director to do same. Such reports are public documents subject to the Michigan Freedom of Information Act, being Public Act 442 of 1976, as amended.
- iv. Requesting and receiving from the Director regular reports concerning the status, both financial and operational, of all employment and training programs, and the contracts relating to same, in the service delivery area.
- v. Reviewing and approving the cost budget.
- vi. Interviewing and recommending the candidate nominated for appointment as Director to the Administrative Unit.
- vii. Procuring and maintaining appropriate comprehensive general liability insurance coverage.

C. Limitations on Powers. The Consortium and Consortium Board shall not have the power to:

- i. Sue or be sued in its own name.
- ii. Incur any debt, liability, or obligation that can be passed on to any party to this Restatement, other than as stated herein.
- iii. Levy any tax, issue any bond or note, or borrow money.
- iv. Employ staff.
- v. Operate on a for-profit basis.

D. Membership. The membership of the Consortium Board shall consist of members of the County Board of Commissioners of the Counties. In the case of Bay County, one of its members may be its chief elected official, the Bay County Executive, or his or her appointee. Each County shall establish its own rules and procedures for appointing its members to Consortium Board. Each County may remove their respective Consortium Board members (and alternates, if applicable) at will.

- i. The Consortium Board shall consist of 10 members: 5 members from Saginaw County, 2 members from Midland County, and 3 members from Bay County.
- ii. A quorum of the Consortium Board shall consist of a majority of its members and will be required in order to conduct business.
- iii. The addition of another county to the Consortium Board shall require the affirmative vote of each of the Counties and a majority vote of the Consortium Board.
- iv. The County Board of Commissioners for each County shall determine whether its members of the Consortium Board shall serve with or without compensation.

E. Organization of Consortium Board: The Consortium Board shall:

- i. Elect its own Chairperson and Vice-Chairperson from among its members on an annual basis. Members shall be eligible to serve for additional terms, if elected.
- ii. Adopt by-laws that are consistent with this Restatement.
- iii. Hold at least one regularly scheduled meeting each quarter. The Consortium Board shall conduct all meetings in compliance with the Michigan Open Meetings Act, being Public Act 267 of 1976, as amended.
- iv. Documents and other records generated by the Consortium Board are public records subject to the requirements and exemptions of the Michigan Freedom of Information Act, being Public Act 442 of 1976, as amended.

F. Voting. An affirmative vote of a majority of the membership present shall be required in order to pass any motion or resolution. However, adoption or amendment of the Consortium Board's by-laws shall require the affirmative vote of seven (7) members of the Consortium Board.

G. Administrative Unit. The Consortium Board shall select from the Counties an Administrative Unit. The Administrative Unit shall have all of those powers vested in it by law including, but not limited to:

- i. Serving as fiscal agent and providing professional, technical, legal, and clerical staff support to the Consortium Board. All staff members shall be employees of the Administrative Unit and governed by the Administrative Unit's policies and applicable collective bargaining agreements.
- ii. Entering into contracts and other necessary agreements, upon legal review.
- iii. Signing, executing, and doing all things incident and necessary to properly submit grant applications.
- iv. Hiring and firing the Director upon the recommendation of the Consortium Board.

H. Director. The Director shall oversee day-to-day administration of the services provided by the Great Lakes Bay Michigan Works! Consortium. The Director shall be responsible for keeping and maintaining adequate books and records of all revenues, rates, charges, expenses, accounts receivable and payable, and other debts and obligations in accordance with the law and generally accepted accounting principles; and the Director shall establish such controls and procedures as are necessary to ensure strict financial accountability.

The personnel policies and procedures of the Administrative Unit shall be complied with in regard to the recruitment, advertisement, application, and hiring process for the Director position. Candidates for the Director position will be interviewed and nominated by a joint committee comprised of members of both the Consortium and Workforce Investment Boards. Such nomination must be approved by both the Consortium Board and the Workforce Investment Board for submission to the Administrative Unit.

The Director's performance will be reviewed on an annual basis by the Consortium Board. The Consortium Board may recommend the termination of the Director to the Administrative Unit with the affirmative vote of seven (7) members of the Consortium Board.

## V.

### WORKFORCE INVESTMENT BOARD

A. Establishment. The Consortium Board shall establish a local Workforce Investment Board in accordance with Section 2832 of the Workforce Investment Act of 1998, being 29 USC 2832, and the administrative rules promulgated thereto. If the applicable rules governing the workforce programs under this Agreement call for the elected official(s) to appoint members to the Workforce Investment Board, then the Consortium Board shall not make the appointments. In such cases, the appointments shall be made by the respective Boards of Commissioners of the Counties.

B. Membership. Pursuant to 29 USC 2832, MCL 408.121 and other applicable laws, the Workforce Investment Board shall, at a minimum, consist of representatives from the following sectors:

- i. Local businesses and other private sector representatives;
- ii. Educational entities;
- iii. Representatives of the appropriate State departments;
- iv. Vocational rehabilitation providers;
- v. Labor organizations or other representatives of employees;

- vi. Community-based organizations;
- vii. Economic development agencies; and
- viii. Such other individuals or representatives of entities as the Consortium Board deems appropriate.

Representation from the Counties on the Workforce Investment Board shall be in approximate proportion to their respective populations.

C. Duties and Responsibilities. The Workforce Investment Board, in partnership with the Consortium Board, shall provide the policy, program guidance, and independent oversight services for all activities under the Workforce Investment Act of 1998.

D. Operation of Workforce Investment Board. All aspects of governance of the Workforce Investment Board shall be in accordance with Section 2832 of the Workforce Investment Act of 1998, being 29 USC 2832, including, without limitation, the appointment of a chairperson, development of a budget, and identification and selection of providers.

## VI.

### FINANCIAL RESPONSIBILITY OF THE COUNTIES

A. Financial Support. The Consortium Board shall not require any County to provide any financial support for any activities under this Restatement unless that County agrees to provide that support in a separate agreement.

B. Liability, Generally. The Counties shall not be required to pay any debts, liabilities, or obligations of the Consortium Board or the Workforce Investment Board.

C. Liability for Disallowed Costs. The Counties shall repay such any disallowed costs only after the following payment hierarchy has been exhausted:

- i. Payment shall first be made by the service provider, agent, or third party that is responsible for the disallowance.
- ii. Payment will then be made from any applicable insurance carrier or bond insurer.
- iii. A waiver or approval of an offset from the grant funding source will then be pursued.
- iv. Any remaining required repayment will then be paid by the Counties. The responsibility for any disallowed costs shall be apportioned according to the services contracted for in each County.

D. Privileges and Immunity. Nothing in this Restatement shall be construed to affect the Counties' rights and privileges under governmental immunity. All of the privileges and immunities from liability and exemptions from laws, ordinances, and other rules, and all pension, relief, disability, worker's compensation, and other benefits which apply to the activity of the officers, agents, or employees of the Counties, shall apply to the same degree and extent to the performance of such functions and duties of the members of the Consortium Board and Workforce Investment Board.

## VII.

### DURATION OF RESTATEMENT

A. Effective Date and Duration. This Restatement shall be effective commencing on the date first written above and shall remain in effect as long as at least two of the Counties remain as signatories to it.

B. Termination of Participation. Any County may withdraw from the Consortium Board and the obligations created by this Restatement upon service of 120-day written notice to the remaining Counties. Upon termination of participation by all of the Counties, this Restatement shall continue in effect until the final grant concludes.

## VIII.

### MISCELLANEOUS

A. Amendment. Any amendments to this Restatement require the approval of the Board of Commissioners of each of the Counties.

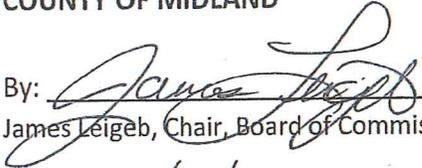
B. Changes in Applicable Laws. In the event the laws and regulations pertaining to this Restatement, including, but not limited to, the Workforce Investment Act of 1998, are amended or repealed, the Counties, in their individual discretion, may determine whether such changes render it infeasible or unadvisable to carry of this Restatement. In that event, the County may terminate this Restatement by submitting 30-day written notice to the other Counties.

C. Severability. If any word, phrase, part or section of this Restatement is determined to be illegal or unenforceable, the other portions of the Restatement shall remain in full force and effect so long as those other portions are sufficient to constitute a valid agreement.

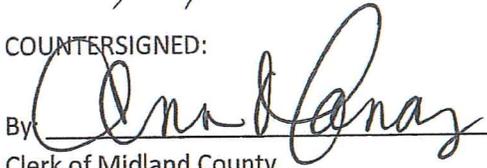
D. Full Agreement. This document, along with any attachments or appendices or other incorporations by reference, constitutes the entire agreement between the Counties. Accordingly, this Restatement supersedes all previous or contemporary agreements between the Counties covering the subject matter of this Restatement.

IN WITNESS WHEREOF, the undersigned have placed their hands and seals the day and year set below their signatures.

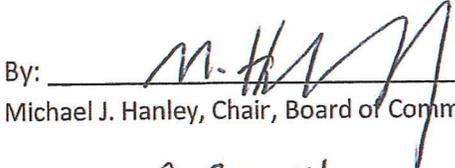
**COUNTY OF MIDLAND**

By:   
James Leigeb, Chair, Board of Commissioners  
Date: 8/2/2014

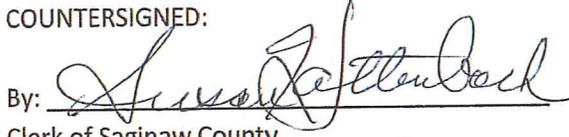
COUNTERSIGNED:

By:   
Clerk of Midland County

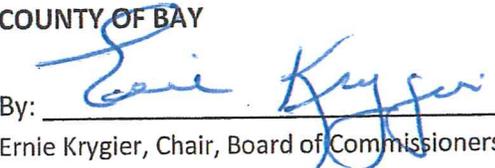
**COUNTY OF SAGINAW**

By:   
Michael J. Hanley, Chair, Board of Commissioners  
Date: 9-30-14

COUNTERSIGNED:

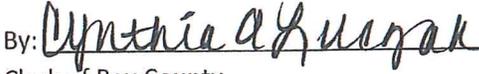
By:   
Clerk of Saginaw County

**COUNTY OF BAY**

By:   
Ernie Krygier, Chair, Board of Commissioners  
Date: 9-9-14

By:   
Thomas L. Hickner, County Executive  
Date: 9-9-14

COUNTERSIGNED:

By:   
Clerk of Bay County

APPROVED AS TO LEGAL FORM ONLY

  
BAY COUNTY CORPORATION COUNSEL  
DATE: 9/8/14



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

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**Thomas L. Hickner**  
Bay County Executive

**Joel R. Strasz**  
Public Health Director

**TO:** Michael Lutz, Chairperson, Personnel/Human Services Committee  
**FROM:** Joel R. Strasz, Health Director  
**DATE:** May 10, 2016  
**CC:** Tom Hickner, Amber Johnson, Kim Priessnitz, Shawna Walraven, Mark Pickell,  
**RE:** Agreement with Pinconning Area School District

**BACKGROUND:** The Bay County Health Department and the Pinconning Area School District entered into an agreement in 2008 so that the Health Department could house an office for its bimonthly WIC and Immunization clinics. That agreement allows the Health Department to utilize space within the school districts campus in exchange for special health education to students and parents as warranted. The agreement did not cover the expense for phone and internet, which the Health Department paid directly to CenturyTel, the local service provider in the Pinconning Area. Due to limitations of the service and cost, it was determined that the Health Department by paying the school district for the telecommunications services, could save substantial amounts in expenses and improve services as well.

**FINANCE AND ECONOMICS:** The Health Department currently pays approximately \$260 per month for phone and internet. By entering into agreement with the school district, this cost is now \$100 per month.

**RECOMMENDATION:** Upon favorable review by Corporation Counsel, the Health Department recommends approval for signature of the Board Chair to this agreement, as well as any necessary budget adjustments related to the execution of the proposed agreement.

**BAY COUNTY BOARD OF COMMISSIONERS**

**JUNE 14, 2016**

**RESOLUTION**

**BY: PERSONNEL/HUMAN SERVICES COMMITTEE (5/17/16)**

**WHEREAS, The Bay County Health Department and the Pinconning Area School District entered into an agreement in 2008 so that the Health Department could house an office for its bimonthly WIC and Immunization clinics; and**

**WHEREAS, That agreement allows the Health Department to utilize space within the school districts campus in exchange for special health education to students and parents as warranted, however, the agreement did not cover the expense for phone and internet, which the Health Department paid directly to CenturyTel, the local service provider in the Pinconning Area; and**

**WHEREAS, Due to limitations of the service and cost, it was determined that the Health Department, by paying the school district for the telecommunications services, could save substantial amounts in expenses and improve services as well; and**

**WHEREAS, The Health Department currently pays approximately \$260 per month for phone and internet but, by entering into agreement with the school district, this cost is now \$100 per month; Therefore, Be It**

**RESOLVED That the Bay County Board of Commissioners approves an Agreement for telecommunication services with the Pinconning School District 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 related to the execution of the proposed Agreement are approved.**

**MICHAEL E. LUTZ, CHAIR  
AND COMMITTEE**

**Health Dept - Agt with Pinconning School District**

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  
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**Thomas L. Hickner**  
Bay County Executive

**Joel R. Strasz**  
Public Health Director

**TO:** Michael Lutz, Chairperson, Personnel/Human Services Committee  
**FROM:** Joel R. Strasz, Health Director  
**DATE:** May 10, 2016  
**CC:** Tom Hickner, Amber Johnson, Kim Priessnitz, Shawna Walraven, Mark Pickell, Joel Kwiatkowski  
**RE:** Agreement with Saginaw Valley State University to Provide Surface Water Quality Testing

**BACKGROUND:** The Bay County Health Department and Saginaw Valley State University (SVSU) have partnered on rapid testing of surface waters since 2011 when the Health Department was the recipient of a number of Great Lakes Restoration Initiative grants to provide for qPCR testing in conjunction with Colilert 24 hour tests for bacteria. Both the University and the Health Department plan to continue the testing through the current year. The Michigan Department of Environmental Quality has already allocated approximately \$5,000 for said testing and has indicated that an additional \$14,000 in funds for expanded testing may be available for the coming summer. Therefore the University and the Health Department wish to enter into an agreement to continue rapid testing services and provide a structure for future use and testing including, but not limited to permanently housing the qPCR technology and equipment at SVSU.

**FINANCE AND ECONOMICS:** The Health Department wishes to enter into an agreement with SVSU to provide rapid testing surface water quality testing at local beaches at an amount of \$90 per sample. All testing is subject to the availability of funding.

**RECOMMENDATION:** Upon favorable review by Corporation Counsel, the Health Department recommends approval for signature of the Board Chair to this agreement, as well as any necessary budget adjustments related to the execution of the proposed agreement.

**BAY COUNTY BOARD OF COMMISSIONERS**

**JUNE 14, 2016**

**RESOLUTION**

**BY: PERSONNEL/HUMAN SERVICES COMMITTEE (5/17/16)**

**WHEREAS, The Bay County Health Department and Saginaw Valley State University (SVSU) have partnered on rapid testing of surface waters since 2011 when the Health Department was the recipient of a number of Great Lakes Restoration Initiative grants to provide for qPCR testing in conjunction with Colilert 24 hour tests for bacteria; Both the University and the Health Department plan to continue the testing through the current year; and**

**WHEREAS, The Michigan Department of Environmental Quality has already allocated approximately \$5,000 for said testing and has indicated that an additional \$14,000 in funds for expanded testing may be available for the coming summer; and**

**WHEREAS, As a result, the University and the Health Department wish to enter into an agreement to continue rapid testing services and provide a structure for future use and testing including, but not limited to permanently housing the qPCR technology and equipment at SVSU; and**

**WHEREAS, The Health Department wishes to enter into an agreement with SVSU to provide rapid testing surface water quality testing at local beaches at an amount of \$90 per sample with all testing being subject to the availability of funding; Therefore, Be It**

**RESOLVED That the Bay County Board of Commissioners approves the Agreement with Saginaw Valley State University to provide surface water quality testing 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 related to the execution of the proposed Agreement are approved.**

**MICHAEL E. LUTZ, CHAIR  
AND COMMITTEE**

**Health Dept - Agt with SVSU - Surface Water Quality Testing**

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  
PERSONNEL DEPARTMENT**

**Thomas L. Hickner**  
County Executive

**Tiffany Jerry, Director**

[jerryt@baycounty.net](mailto:jerryt@baycounty.net)

(989) 895-4096 (T)

(989) 895-2076 (F)

To: Michael Lutz, Chair, Personnel/Human Services Committee

From: Tiffany Jerry, Director of Personnel and Employee Relations

Date: May 13, 2016

Re: Personnel/Human Services Committee Agenda

Please consider the following for the agenda of your committee meeting scheduled for May.

**1. Request (Vacancy):**

Division on Aging Director, Tammy Roehrs, has submitted a request to post and fill a Health Aide/Homemaking Services worker position with the Division on Aging.

**Background:**

The current employee will be retiring July 12, 2016.

**Finance/Economics:** This is a full-time (TUO4) position paying \$11.15 per hour entry progressing to \$13.09 per hour after two years. This is a full time USW position with benefits (although union membership is voluntary). Funds exist within the current Division on Aging budget and can be utilized to fill this position without requirement of a budget adjustment.

**Recommendation:** Please refer to the full board for approval to fill the Health Aide/Homemaking Services worker position along with any subsequent internal vacancies that may occur as a result of filling this position.

**2. Request (New Position):**

The Division on Aging Director, Tammy Roehrs, has submitted a request to post and fill an On-Call Site Manager position with the Division on Aging.

**Background:**

Currently, the Division on Aging has one individual serving as the On-Call Site Manager. That individual is limited in the hours and times they are available to fill in. Adding an On-Call Site Manager will ensure proper coverage in the event of illness or other absences in which short notice is given.

**Finance/Economics:**

This position is on call with part-time variable hours paying \$9.39 per hour. This is a

non-union position with no benefits. Funds exist within the current Division on Aging budget and can be utilized to fill this position.

**Recommendation:**

Please refer to the full board for approval to fill this On-Call Site Manager position with the Division on Aging.

3. **Request (new position):**

Division on Aging Director, Tammy Roehrs, has submitted a request to post and fill a part-time Homemaker/Personal Care Service Worker position.

**Background:**

Due to an increase in need, there is still a waiting list for In-Home services provided by Division on Aging. Hiring a part-time Homemaker/Personal Care Service Worker will allow the Division on Aging to work towards a no wait list for In Home Services.

**Finance/Economics:**

This is a part-time union (USW) position with limited benefits (Union membership is voluntary) with variable hours at \$10.18 per hour for Homemaker and \$10.95 per hour entry for Personal Care Worker duties. This would add an additional \$17,000.00 to the Division on Aging budget which would be supported through the senior millage. No general fund dollars will be necessary.

**Recommendation:**

Please refer to the full board for approval to post and fill this part-time Homemaker/Personal Care Service Worker position along with any subsequent internal vacancies that may occur as a result of filling this position as well as necessary budget adjustments related to this request.

4. **Request (Vacancy):**

Environmental Affairs & Community Development Director, Laura Ogar, has submitted a request to fill a full-time Environmental Affairs & Community Development Department GIS Technician/Transportation Planner position.

**Background:**

Michael McBain has left his employment with Bay County which has left the GIS Technician/Transportation Planner position vacant.

**Finance/Economics:**

This is a full time BCAMPS position (although union membership is voluntary) (PB06) at \$40,830.40 to \$46,904.00 annual salary range with full benefits. The position is funded 70% through Transportation (funded with Transportation grant and the local match) and 30% through the general fund.

**Recommendation:**

Please refer to the full board for approval to fill this full-time GIS Technician/Transportation Planner position with Environmental Affairs &Community Development.

5. **Request (Seasonal Position):**

Manager Bay County Mosquito Control, Tom Putt, is requesting the utilization of one existing, previously approved seasonal technician to serve as Support Supervisor in the temporary absence of a full-time supervisor.

**Background:**

Bay County Mosquito Control employs 27 seasonal technicians. Consistent field supervision is needed during the temporary absence of a full-time supervisor. One of the 27, previously approved seasonal employees would be utilized as Support Supervisor to provide supervision during these absences. This employee would work as a backup to either first or second shift supervisors in the event they are off work during the seasonal time of year. The employee would be required to know both daytime and nighttime supervisors' positions and job duties so they could fill in should the need arise. It is proposed the support supervisor would work possibly 80 to 100 hours per season.

**Finance:**

When needed in the Support Supervisor role, this individual would earn \$12 an hour. Funds exist within the 2016 budget and can be used for this position. This supervisor would work a possibility of 80 to 100 hours a season.

**Recommendation:**

Please refer to the full board for approval of using an existing, previously approved seasonal technician to fill the position of Support Supervisor in the temporary absence of a full-time supervisor.

6. **Request:**

The Bay County Housing Department Director, Rachelle Anderson, is requesting approval of a Housing Department Policy change.

**Background:**

The Housing Director is seeking approval to adopt a Satellite Dish and Antenna Installation Policy (see attached) for the Bay County Housing Department/Center Ridge Arms. This policy would allow residents to use satellite dishes or antennas as a means of television service.

**Recommendation:**

Seeking full board approval to adopt the Satellite Dish and Antenna Installation Policy and to approve incorporation into all lease, rules, and admissions and continued

occupancy plans (ACOP) of the housing department.

Thank you for considering the items listed above and approving any necessary budget adjustments; if you have any questions, please feel free to contact me.

cc: Tom Hickner  
Bob Redmond  
Deb Russell  
Amber Davis-Johnson  
Shawna Walraven  
Kim Priessnitz  
Joel Strasz  
Tammy Roehrs  
Laura Ogar  
Rachelle Anderson  
Jessica Sommerlott  
Beth Eurich  
Debbie Keyes  
Tom Putt

**BAY COUNTY BOARD OF COMMISSIONERS**

**JUNE 14, 2016**

**RESOLUTION**

**BY: PERSONNEL/HUMAN SERVICES COMMITTEE (5/17/16)**

**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:

1. **Division on Aging**
  - a. **Health Aide/Homemaking Services Worker (full time, \$11.15/hr. entry)**
  - b. **On-call Site Manager (part time variable hours, \$9.39/hr.)**
  - c. **NEW POSITION: Homemaker/Personal Care Service Worker (part time, Homemaker \$10.18/hr.; Personal Care Worker \$10.95/hr entry)**
2. **Environmental Affairs & Community Development Department - GIS Technician/Transportation Planner (full time, \$40,830.40 to \$46,904.00 - grant funded (70%) and County local match (30%))**
3. **Mosquito Control - Support Supervisor (existing full time temporary seasonal technician to serve as Support Supervisor 80 to 100 hours per season in absence of full time Supervisor - \$12.00/hr.)**

**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.

**MICHAEL E. LUTZ, CHAIR  
AND COMMITTEE**

**Vacancies - June**

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 \_\_\_\_\_

Thomas L. Hickner  
Bay County Executive

Tammy Roehrs  
Director



Bay County Building 2nd Floor, Suite 202  
515 Center Avenue  
Bay City, MI 48708-5123  
(989) 895-4100  
Toll Free (877) 229-9960

FAX (989) 895-4094  
TDD (989) 895-4049  
Web Site: [www.baycounty-mi.gov/aging](http://www.baycounty-mi.gov/aging)  
E-mail: [divonaging@baycounty.net](mailto:divonaging@baycounty.net)

**To:** Tiffany Jerry, Personnel and Employee Relations Director  
**From:** Tammy Roehrs, Division on Aging Director  
**Date:** April 20, 2016  
**RE:** Filling Vacant Position in Division on Aging

**BACKGROUND:**

The Division on Aging has a vacant position open for a full time Health Aide/Homemaking Services worker due to the retirement of the current full time employee effective July 12, 2016.

**FINANCE AND ECONOMICS:**

This is a full time (TU04) position, hours paying \$11.15 per hour entry progressing to \$13.09 per hour after two years. This is a full time USW position with benefits. Funds exist within the current Division on Aging budget and can be utilized to fill this position, without requirement of a budget adjustment.

**RECOMMENDATION:**

The Division on Aging recommends filling the full time Health Aide/Homemaking Services worker position along with any subsequent internal vacancies that may occur as a result of filling this position, seeking approval to post/hire for this position.

**Cc:** Joel Strasz, Health Director  
Tom Hickner, County Executive  
Kim Prlessnitz, Finance  
Jessica Somerlott, Senior Services Manager  
Beth Eurich, Senior Services Manager

Thomas L. Hickner  
Bay County Executive

Tammy Roehrs  
Director



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E-mail: [divonaging@baycounty.net](mailto:divonaging@baycounty.net)

**To:** Tiffany Jerry, Personnel and Employee Relations Director  
**From:** Tammy Roehrs, Division on Aging Director  
**Date:** April 20, 2016  
**RE:** Filling On-Call Site Manager Position in Division on Aging

**BACKGROUND:**

Currently, the Division on Aging has one individual serving as the On-Call Site Manager and is limited in the hours and times they are available to fill in. Adding an additional On-Call Site Manager will ensure proper coverage in the event of illness or other absences in which short notice is given.

**FINANCE AND ECONOMICS:**

This position is on-call, with part-time variable hours paying \$9.39 per hour. This is a non-union position with no benefits. Funds exist within the current Division on Aging budget and can be utilized to fill this position.

**RECOMMENDATION:**

The Division on Aging recommends filling the On-call Site Manager position, and seeks approval to post/hire this position.

**Cc:** Joel Strasz, Health Director  
Tom Hickner, County Executive  
Debbie Keyes, Program Manager  
Kim Priessnitz, Finance

Thomas L. Hickner  
Bay County Executive

Tammy Roehrs  
Director



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**To:** Tiffany Jerry, Personnel and Employee Relations Director  
**From:** Tammy Roehrs, Division on Aging Director  
**Date:** May 4, 2016  
**RE:** Filling Vacant Position in Division on Aging

**BACKGROUND:**

Even though Division on Aging provides care for many of Bay County senior citizens we still have a waitlist for In Home Services. The waiting list was created in response to a dramatic increase in the need for our services and that many older adults are choosing to remain in their own homes longer. I would like to request to hire a part time Homemaker/Personal Care Service Worker. This will allow the Division on Aging to have the opportunity to work towards a no wait list for In Home Services.

**FINANCE AND ECONOMICS:**

This is a part-time position with variable hours at \$10.18 per hour for Homemaker and \$10.95 per hour entry for Personal Care Worker duties. This is a part-time union position with limited benefits. The proposed above would add an additional \$17,000.00 to the Division on Aging budget which would be supported through the senior millage. No general fund dollars will be necessary.

**RECOMMENDATION:**

The Division on Aging recommends filling the part time Homemaker/Personal Care Service Worker position along with any subsequent internal vacancies that may occur as a result of filling this position, and seeks approval to post/hire this position, as well as necessary budget adjustments relating to this request.

**Cc:** Tom Hickner  
Joel Strasz  
Kim Priessnitz  
Jessica Somerlott  
Beth Eurich

**BAY COUNTY TRANSPORTATION PLANNING**  
515 Center Avenue, Suite 504  
Bay City, Michigan 48708

**JAY ANDERSON**  
Transportation Planning Manager  
and BCATS Director  
andersonj@baycounty.net  
Phone (989) 895-4064

Fax (989) 895-4068  
TDD (989) 895-4049  
<http://www.baycounty-mi.gov>



**TOM HICKNER**  
County Executive

**LAURA OGAR, DIRECTOR**  
ogarl@baycounty.net

Community Initiatives  
Geographic Information Systems  
Gypsy Moth Suppression Program  
Mosquito Control  
Transportation Planning

## MEMORANDUM

**DATE:** May 9, 2016

**TO:** Commissioner Michael Lutz, Chair  
Personnel/Human Services Committee

**FROM:** Laura Ogar, Director  
Environmental Affairs & Community Development

**RE:** Approval to Fill Full-Time Environmental Affairs & Community Development Department GIS Technician/Transportation Planner Position.

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### Background:

Michael McBain has left his employment with Bay County which has left the GIS Technician /Transportation Planner position vacant. The GIS Technician/Transportation Planner is responsible for professional transportation planning as well as general planning techniques, processes and practices. They also prepare professional studies and reports required to maintain the certified transportation planning process in the Bay City Metropolitan Planning Organization. These studies and reports will include, but are not limited to: Highway Performance Monitoring System (HPMS) data collection, Asset Management annual road condition surveys, analysis and tabulation of traffic count data, data acquisition and maintenance regarding the Tri-County Travel Demand Model, drafting of the transportation Long Range Plan, as well as other transportation planning functions as assigned. Responsibilities include mapping of existing transportation infrastructure, analysis of transportation improvement projects for Title VI and Environmental Justice compliance and general GIS and mapping services for transportation general planning activities. Responsible for the direct maintenance and operation of the Bay County Geographic Information System including the update and creation of digital map layers/themes and management of the GIS database, map preparation and analysis, and online mapping application maintenance and development.

### Finance & Economics:

This is a full-time BCAMPS position (PB06) at \$40,830.40 to \$46,904.00 annual salary range with full benefits. The position is funded 70% through the Transportation (funded with Transportation grant and the local match) and 30% through the general fund.

### Recommendation:

Refer to the Board of Commissioners to grant approval to fill the Full-Time GIS Technician/Transportation Planner position may be filled.

cc: Tom Hickner  
Tiffany Jerry  
Deanne Berger

**BAY COUNTY MOSQUITO CONTROL**  
810 Livingston  
Bay City, Michigan 48708

**TOM PUTT, MANAGER**  
puttt@baycounty.net

Phone (989) 894-4555  
Fax (989) 894-0526  
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**TOM HICKNER**  
County Executive

**LAURA OGAR, DIRECTOR**  
ogarl@baycounty.net

Community Initiatives  
Geographic Information Systems  
Gypsy Moth Suppression Program  
Mosquito Control  
Transportation Planning

**TO:** Tiffany Jerry, Director  
Bay County Personnel

**FROM:** Thomas J. Putt, Manager  
Bay County Mosquito Control 

**DATE:** May 5, 2016

**RE:** Placement on Personnel/Judicial Agenda

#### **BACKGROUND**

Bay County Mosquito Control employs 27 seasonal technicians who undertake treatment activities throughout the 443 square miles of Bay County. From time to time, consistent field supervision is needed during the temporary absence of a full-time supervisor. One of the 27 previously approved seasonal employees would be utilized as Support Supervisor to provide supervision during these absences. This employee would work as a back up to either first or second shift supervisors in the event they are off work during the seasonal time of year. The employee would be required to know both daytime and nighttime supervisors positions and job duties so they could fill in should the need arise. We are proposing this support supervisor to work a possibility of 80-100 hours per season.

#### **FINANCE**

When needed in the Support Supervisor role, this individual would earn \$12/hr. Funds exist within the 2016 budget and can be used for this position. This supervisor would work a possibility of 80-100 hours per season.

#### **RECOMMENDATION**

Bay County Mosquito Control recommends utilizing one existing, previously approved seasonal technician to serve as Support Supervisor in the temporary absence of a full-time supervisor.

cc: Tom Hickner  
Laura Ogar

# BAY COUNTY HOUSING DEPARTMENT



Rachelle J. Anderson  
Director

Thomas L. Hickner  
County Executive

**To:** Tiffany Jerry  
Personnel Director

**From:** Rachelle Anderson  
Housing Director

**Subject:** Request Approval of Housing Department Policy Changes

**Date:** May 9, 2016

**BACKGROUND:**

The Housing Director is seeking approval to adopt a Satellite Dish and Antenna Installation Policy for Bay County Housing Department/Center Ridge Arms. In 2014, the bulk cable contract ended with Charter Communications; since that time there has been a desire of residents to use satellite dish as means of television service but the current rules and regulations addendum prohibited installation. The Housing Director would like to offer residents opportunity to utilize satellite dish or personally installed antenna as means to get television services to their apartment.

**RECOMMENDATION:**

The Housing Department recommends approval to adopt this policy, and to approve incorporation into all lease, rules, and admissions and continued occupancy plans (ACOP) of the housing department.

**CC:**  
Tom Hickner, County Executive  
Shawna Walraven, Assistant Corporation Counsel

**BAY COUNTY BOARD OF COMMISSIONERS**

**JUNE 14, 2016**

**RESOLUTION**

**BY: PERSONNEL/HUMAN SERVICES COMMITTEE (5/17/16)**

**WHEREAS, The Director of the Bay County Housing Department is requesting approval of a Satellite Dish and Antenna Installation Policy (attached) for the Bay County Housing Department/Center Ridge Arms which would allow residents to use satellite dishes or antennas as a means of television; and**

**WHEREAS, This Policy will be incorporated into all lease, rules and admissions and continued occupancy plans (ACOP) of the Housing Department; Therefore, Be It**

**RESOLVED That the Bay County Board of Commissioners hereby adopts the Satellite Dish and Antenna Installation Policy (attached) and approves incorporation of the Policy into all lease, rules, and admissions and continued occupancy plans (ACOP) of the Housing Department.**

**MICHAEL E. LUTZ, CHAIR  
AND COMMITTEE**

**Housing - CRA - Satellite Dish & Antenna Installation Policy**

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 Housing Department**

### **Satellite Dish and Antenna Installation Policy**

Resolution #:  
Adopted:  
Effective Date:

All apartments leased by Bay County Housing Department at Center Ridge Arms are adequately supplied with cable television service jacks in the living rooms and each bedroom of each unit. Bay County Housing Department recognizes that residents may desire satellite dishes or antennae as an alternative to cable television. Installation of individual satellite dishes and antennae by residents is allowed only to the extent and in locations allowed by local, state, and federal law, and agency policy. If permits are required, resident shall obtain such permits prior to installation. All cable, satellite dish and/or antenna service in units operated by Bay County Housing Department is resident-contracted. The following policy guidance will assist residents and service suppliers when service other than cable is requested. The guidance applies to satellite dishes designed to receive video programming service via direct broadcast or multi-point distribution satellites, and antennae designed to receive television broadcast or data service signals. This policy is intended to comply with the Telecommunications Act of 1996; specifically rule 47 CFR, Section 1.4000 as amended. Any conflicting provision contained in this policy with said rule shall not invalidate the remaining provisions of the policy.

1. Direct broadcast satellite antennae must be one meter (39.37 inches) or less in diameter. Antennae must be one meter (39.37 inches) or less in diameter or diagonal measurement.
2. Satellite dishes and antennae may only be installed inside resident's unit or on any patio over which the resident has control, and under the terms of the lease agreement. No resident may install a satellite dish on the exterior wall of any building, on any roof, balcony rail or any restricted areas of any building, or in any common area including the yard. No outside satellite dish or antennae may extend beyond patio perimeters. No installation shall result in a dish or antenna exceeding the height of the eave of the unit or building.
3. Residents must be aware that the particular unit being leased may not be in a proper location to receive satellite broadcast or antenna signals. Residents are advised to check with a qualified and reputable company to determine the ability to receive adequate signals at the unit prior to installation.
4. Written notification from the resident must be submitted to Bay County Housing Department prior to any installation. The notice shall include a description of the location for the satellite dish or antenna, and the installation or attachment method. Following approval for location and installation, the attached verification form must be completed and submitted to the administrative office to remain in the resident file.
5. Under no circumstances will drilling of holes in walls, doors, or window frames be allowed for installation of a satellite dish or antenna, or to run cable from the dish or antenna to the television. All installations must be performed in such a manner as not to cause legitimate

safety concerns. This includes, but is not limited to danger of the dish or antenna falling, causing power loss or permanent damage to the building. Satellite dish and antenna lines must never lie on the ground, remain exposed on the exterior of buildings or walls in rooms, be placed under exterior siding so as to cause loosening or damage, run through windows or screens, run over floors or across interior doorways causing trip hazards, or be strung over interior doors or windows.

7. Residents are responsible for any injury or damage to persons or property caused by the satellite dish or antenna or improper installation. Residents shall purchase and maintain liability insurance for use of a dish or antenna, and provide proof of insurance upon request. Said insurance must name the Bay County Housing Department as an additional insured.
8. No installation that causes permanent damage to any unit or any building will be permitted. The satellite dish or antenna must be removed at the end of residency and any damage beyond normal wear and tear must be repaired or restored at resident cost.
9. Installation must be performed by a licensed contractor. Connections or fixtures being added to existing service must be spliced from the original connection whenever safe and feasible. All connections shall have proper connectors, including cover plates, and must provide adequate support for heavier equipment.
10. The Bay County Housing Department will hold both the resident and contractor responsible for damage to Housing Department property due to improper installation. The Bay County Housing Department is not responsible, nor will it take steps necessary to prevent damage to equipment, wires, or connections for any resident contracted installation.

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### Satellite Dish/Antenna Installation verification

\_\_\_\_\_, representing \_\_\_\_\_, being  
Installer Name of Company/Business  
a licensed contractor, state that on \_\_\_\_\_, I installed \_\_\_\_\_  
Date Description of equipment  
at \_\_\_\_\_, Essexville, MI. I verify that the installation and required  
Service address  
connections meet all safety standards and codes and comply with the terms of this policy.

\_\_\_\_\_  
Installer signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business address of contractor

\_\_\_\_\_  
Business Phone

I have read and agree to the terms of this policy.

\_\_\_\_\_  
Resident signature

\_\_\_\_\_  
Date