BAY COUNTY BOARD OF COMMISSIONERS

515 CENTER AVENUE, SUITE 405, BAY CITY, MICHIGAN 48708-5125
(989) 895-4120 FAX (989) 895-4226
e-mail address: bergerd@baycounty.net
www.baycounty-mi.gov

MEMORANDUM

THOMAS M. HEREK
CHAIRMAN
5TH DISTRICT

VAUGHN J. BEGICK
VICE CHAIRMAN
3RD DISTRICT

KAYSEY L. RADTKE
SERGEANT AT ARMS
6TH DISTRICT

MARIE FOX
1ST DISTRICT

ERNIE KRYGIER
2ND DISTRICT

KIM J. COONAN
4TH DISTRICT

JAYME A. JOHNSON
7TH DISTRICT

ROBERT J. REDMOND
FINANCIAL ANALYST
(989) 895-4125
redmondr@baycounty.net

DEANNE C. BERGER
BOARD COORDINATOR
(989) 895-4121
bergerd@baycounty.net

To: Elected Officials/Department Directors-Division Heads/ Agencies

From: Deanne Berger, Board Coordinator

Date: January 12, 2022

Subject: 2022 Commission/Committee Information

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Attached please find the following:

1. 2021/2022 Board of Commissioners listing, including home addresses, phone numbers and e-mail addresses
2. Board of Commissioners' 2022 Committee assignments
3. Schedule of 2022 Board of Commissioners' meetings
4. Schedules of 2022 Ways and Means and Personnel/Human Services Committee meetings
5. Process for submittal of Committee/Board agenda items*
6. Corporation Counsel Matter Request Form
7. Sample letter with preferred format when submitting request to Committee

***Please take note of the highlighted areas included in the letter reflecting the process for submittal of Committee/Board agenda items, specifically pertaining to Corporation Counsel's review of legal documents.**

2021-2022
BAY COUNTY BOARD OF COMMISSIONERS
515 CENTER AVENUE
BAY CITY, MI 48708
(989) 895-4120
(989) 895-4226 (FAX)
Website: www.baycounty-mi.gov

DIST.NO.	COMMISSIONER	ADDRESS	TELEPHONE/E-MAIL
1	MARIE A. FOX (D)	394 W. BEAVER ROAD, KAWKAWLIN, MI 48631	989-274-2702 (CELL) marie.fox001@gmail.com
2	ERNIE KRYGIER (D)	785 APLIN BEACH, BAY CITY, MI 48706	989-684-2830 (HOME) 989-249-3355 (WORK) 989-233-3872 (CELL) erniekrygierservice@hotmail.com
3	VAUGHN J. BEGICK (R)	5353 LORRAINE COURT, BAY CITY, MI 48706	989-686-0578 (HOME) 989-295-0209 (CELL) VaughnPAC@aol.com
4	KIM J. COONAN (D)	706 SIDNEY, BAY CITY, MI 48706	989-402-1177 (WORK) 989-684-7675 (CELL) kjcwcc@att.net
5	THOMAS M. HEREK (D)	1606 - 30TH, BAY CITY, MI 48708	989-415-9389 (CELL) tch1606@hotmail.com
6	KAYSEY L. RADTKE (D)	901 WELLS COURT, BAY CITY, MI 48708	989-415-5241 (CELL) kaysey.radtke6@gmail.com
7	JAYME A. JOHNSON (D)	1596 ST. MARY'S COURT, ESSEXVILLE, MI 48732	989-891-7363 (CELL) jaymejhnsn@yahoo.com

2022 BOARD OFFICERS:

THOMAS M. HEREK, CHAIR

VAUGHN J. BEGICK, VICE CHAIR

KAYSEY L. RADTKE, SERGEANT AT ARMS

January 7, 2022

BAY COUNTY BOARD OF COMMISSIONERS
2022 COMMITTEE ASSIGNMENTS

COMMITTEE	AREAS OF RESPONSIBILITY	COMMITTEE MEMBERS
WAYS AND MEANS	FINANCE DEPARTMENT (ALL DIVISIONS)	MARIE FOX, CHAIR
	RETIREMENT	KAYSEY L. RADTKE, V. CHAIR
	RISK MANAGEMENT	ERNIE KRYGIER
MEETS 1st TUESDAY OF	ECONOMIC DEVELOPMENT	VAUGHN J. BEGICK
MONTH @ 4 P.M.	EQUALIZATION	KIM J. COONAN
	INFORMATION SYSTEMS	JAYME A. JOHNSON
	BAY FUTURE, INC.	THOMAS M. HEREK, EX OFFICIO
	BUILDINGS AND GROUNDS	
AGENDA DEADLINE:	ENVIRONMENTAL AFFAIRS (ALL DIVISIONS)	
TUESDAY PRIOR	GRANTS/GRANT AMENDMENTS	
TO MEETING @ 4:00 P.M.	FEES	
	HOUSING DEPARTMENT (CENTER RIDGE ARMS)	
NOTE: AGENDA ITEMS	STORMWATER AUTHORITY	
TO BE SUBMITTED	MILLAGES/PROGRAMS:	
ELECTRONICALLY	DIVISION ON AGING	
	GYPSY MOTH SUPPRESSION PROGRAM	
	9-1-1 CENTRAL DISPATCH	
	MOSQUITO CONTROL	
	MEDICAL CARE FACILITY	
	LIBRARY	
	BCTV	
	APPROPRIATIONS/REQUESTS FOR FUNDS	
PERSONNEL/HUMAN SERVICES	BOARD RULES	JAYME A. JOHNSON, CHAIR
	COURTS	ERNIE KRYGIER, V.CHAIR
	CORPORATION COUNSEL	MARIE FOX
	LAW ENFORCEMENT	VAUGHN J. BEGICK
MEETS 3RD TUESDAY	ELECTED OFFICIALS	KIM J. COONAN
OF MONTH @ 4 P.M.	PERSONNEL/EMPLOYEE RELATIONS	KAYSEY L. RADTKE
	ALL VACANCIES/NEW POSITIONS:	THOMAS M. HEREK, EX OFFICIO
	FULL TIME	
AGENDA DEADLINE:	PART TIME	
WEDNESDAY PRIOR TO	TEMPORARY	
MEETING @ 5:00 P.M.	CONTRACTUAL	
	SEASONAL	
NOTE: AGENDA ITEMS	DEPARTMENT OF PUBLIC DEFENDER	
TO BE SUBMITTED	JUVENILE HOME	
ELECTRONICALLY	HEALTH DEPARTMENT (ALL DIVISIONS)	
	ANIMAL CONTROL	
	M.S.U. EXTENSION	
	MID MICHIGAN COMMUNITY ACTION AGENCY	
	MICHIGAN WORKS!	
	EMERGENCY SERVICES	
	VETERANS' SERVICES	
	AMERICANS WITH DISABILITIES (ADA)	
	BEHAVIORAL HEALTH	
	RECREATION:	
	CIVIC ARENA	
	COMMUNITY CENTER	
	FAIRGROUNDS	
	PINCONNING PARK	
	GOLF COURSE	
	COUNTY MARKET	

BOARD PARLIAMENTARIAN — **Corporation Counsel**

January 7, 2022

BAY COUNTY BOARD OF COMMISSIONERS
OTHER 2022 COMMITTEE ASSIGNMENTS

COMMITTEE:	AREAS OF RESPONSIBILITY:	COMMITTEE MEMBERS:
AIRPORT Meets 3rd Thursday of month @ 1:30 p.m. at MBS Airport	MBS INTERNATIONAL AIRPORT	ERNIE KRYGIER VAUGHN J. BEGICK THOMAS M. HEREK
ANIMAL CONTROL TASK FORCE		KAYSEY L. RADTKE
BCTV Meets when necessary		KIM COONAN
B.C.A.T.S. BCATS POLICY COMMITTEE meets the 3rd Wednesday of every other month @ 1:30 p.m. month @ 1:30 P.M. BCATS TECHNICAL COMMITTEE meets the 2nd Tuesday of every other month @10:00 A.M. Meetings are held in the 3rd Floor Conference Room.	BAY CITY AREA TRANSPORTATION STUDY COMMITTEE	VAUGHN J. BEGICK
BAY COUNTY LOCAL EMERGENCY PLANNING COMMITTEE Meets the 4th Thursday of the month @9:30 A.M. in the 9-1-1 Conference Room		KIM COONAN
BAY FUTURE, INC. Meets 4th Thursday of month @ 3:30 p.m. at Bay Future office		KAYSEY L. RADTKE
COMMUNITY CORRECTIONS ADVISORY BOARD MEETS 3 times per year on the 3rd Wednesday of the month @ Noon at the Court Facility. (March, April and October)		ERNIE KRYGIER MARIE FOX
DRAIN BOARD Bangor Drain Board meets 2nd Tuesday of month @ 3:15 p.m. Hampton Drain Board meets 3rd Tuesday on month @ 3:45 p.m. Meetings are held in Drain Office.	HAMPTON AND BANGOR DRAINS	THOMAS M. HEREK KAYSEY L. RADTKE** **W&M CHAIR'S DESIGNEE
FOOD SERVICE ADVISORY BOARD Meets when necessary		VAUGHN J. BEGICK
GREAT LAKES BAY REGIONAL CONVENTION & VISITORS BUREAU Meeting dates vary - usually a Tuesday or Wednesday, generally @ 11:45 a.m. but time can also vary. Not necessarily a monthly mtg.		MARIE FOX

January 7, 2022

LAND BANK AUTHORITY Meets 2nd Thursday of month @ 3:00 p.m. in 3rd Floor Conference Rm.	ERNIE KRYGIER* JAYME A. JOHNSON* *Serve while in office
MICHIGAN WORKS! CONSORTIUM BOARD Meets last Monday of month at 3:30 p.m. in Midland	MARIE FOX VAUGHN J. BEGICK THOMAS M. HEREK
MID-MICHIGAN COMMUNITY ACTION AGENCY (Meets the 4th Thursday of the month @ 4:30 P.M. in Clare, MI)	VAUGHN J. BEGICK
REGION VII AREA AGENCY ON AGING BOARD OF DIRECTORS Meets 1st Thursday of month @ 10:00 a.m. at Region VII Office	PATRICK H. BESON* *term expires 3/31/22
RETIREMENT BOARD Meets 2nd Tuesday of month @ 1:30 p.m. in Commission Chambers	THOMAS M. HEREK MARIE FOX
SANITARY CODE APPEALS BOARD Meets 4th Tuesday of month @ 10 a.m. if required	JAYME A. JOHNSON ERNIE KRYGIER RONALD CAMPBELL (TOWNSHIP)
STORMWATER AUTHORITY (Meets when required)	JAYME A. JOHNSON
9-1-1 BOARD (MEETS 3RD Thursday of month @9:11 A.M. IN THE 911 CONFERENCE ROOM)	KIM COONAN

NOTE: EXCEPT AS OTHERWISE NOTED, ALL TERMS ARE FOR THE YEAR 2022.

BAY COUNTY BOARD OF COMMISSIONERS
515 CENTER AVENUE, SUITE 405
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SCHEDULE OF 2022 MEETINGS OF THE BAY COUNTY BOARD OF COMMISSIONERS

THOMAS M. HEREK, CHAIR
VAUGHN J. BEGICK, VICE CHAIR

MONDAY, JANUARY 3, 2022 (ORGANIZATIONAL) @ 4:00 P.M.

TUESDAY, JANUARY 11, 2022

TUESDAY, FEBRUARY 8, 2022

TUESDAY, MARCH 8, 2022

TUESDAY, APRIL 12, 2022

TUESDAY, APRIL 19, 2022*

TUESDAY, MAY 17, 2022

TUESDAY, JUNE 21, 2022

TUESDAY, JULY 19 2022

TUESDAY, AUGUST 16 2022

TUESDAY, SEPTEMBER 20, 2022

TUESDAY, OCTOBER 18, 2022

TUESDAY, OCTOBER 25, 2022*

TUESDAY, NOVEMBER 15 , 2022

TUESDAY, DECEMBER 20, 2022

***STATUTORY MEETINGS OF THE BOARD OF COMMISSIONERS**

PLEASE NOTE THE FOLLOWING CHANGE: PURSUANT TO A CHANGE IN THE RULES OF THE BAY COUNTY BOARD OF COMMISSIONERS, BEGINNING IN MAY 2022 THE BOARD MEETINGS WILL BE HELD ON THE *THIRD* TUESDAY OF THE MONTH (FORMERLY SECOND TUESDAY). ALL MEETINGS OF THE BOARD OF COMMISSIONERS ARE HELD AT 4:00 P.M. (UNLESS OTHERWISE NOTED) IN THE COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING, UNLESS OTHERWISE NOTED IN MEETING NOTIFICATIONS. Zoom participation is available to the public.

THE BOARD OF COMMISSIONERS' AGENDA DEADLINE IS NOON ON THE WEDNESDAY PRIOR TO THE BOARD MEETING.

IN THE EVENT ADDITIONAL MONTHLY MEETINGS ARE REQUIRED, THE MEETINGS WILL BE NOTICED AND POSTED IN ACCORDANCE WITH THE OPEN MEETINGS ACT.

NOTE: RESCHEDULED BOARD MEETINGS WILL BE NOTICED AND POSTED IN ACCORDANCE WITH THE OPEN MEETINGS ACT.

THE COUNTY OF BAY WILL PROVIDE NECESSARY AND REASONABLE AUXILIARY AIDS AND SERVICES, SUCH AS SIGNERS FOR THE HEARING IMPAIRED AND AUDIO TAPES OF PRINTED MATERIALS BEING CONSIDERED AT THE MEETING TO INDIVIDUALS WITH DISABILITIES AT THE MEETING/HEARING UPON 10 DAYS NOTICE TO THE COUNTY OF BAY. INDIVIDUALS WITH DISABILITIES REQUIRING AUXILIARY AIDS OR SERVICES SHOULD CONTACT THE COUNTY OF BAY BY WRITING OR CALLING:

Amber Davis-Johnson, ADA Coordinator, Corporation Counsel
515 Center Avenue, Fourth Floor, Bay County Building, Bay City, MI 48708
(989) 895-4131

BAY COUNTY BOARD OF COMMISSIONERS
515 CENTER AVENUE, SUITE 405
BAY CITY, MI 48708-5125
(989) 895-4121

SCHEDULE OF 2022 MEETINGS OF THE BAY COUNTY WAYS AND MEANS COMMITTEE

MARIE FOX, CHAIR
KAYSEY L. RADTKE, VICE CHAIR

TUESDAY, JANUARY 11, 2022 (Combined with Board Meeting)

TUESDAY, FEBRUARY 1, 2022

TUESDAY, MARCH 1, 2022

TUESDAY, APRIL 5, 2022

TUESDAY, MAY 3, 2022

TUESDAY, JUNE 7, 2022

TUESDAY, JULY 5, 2022

TUESDAY, AUGUST 2, 2022

TUESDAY, SEPTEMBER 6 2022

TUESDAY, OCTOBER 4, 2022

TUESDAY, NOVEMBER 1, 2022

TUESDAY, DECEMBER 6, 2022

ALL MEETINGS OF THE WAYS AND MEANS COMMITTEE ARE HELD AT 4:00 P.M. IN THE COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING, UNLESS OTHERWISE NOTED IN MEETING NOTIFICATIONS. *Zoom participation is available* to the public.

UNLESS OTHERWISE NOTED, THE WAYS AND MEANS COMMITTEE AGENDA DEADLINE IS NOON WEDNESDAY PRIOR TO THE W& M MEETING.

THE ABOVE DATES ARE SUBJECT TO CHANGE DUE TO SCHEDULING CONFLICTS. CHANGES WILL BE NOTED ON THE BOARD'S MONTHLY CALENDAR AND/OR NOTICED AND POSTED IN ACCORDANCE WITH THE OPEN MEETINGS ACT.

WHILE THE ABOVE MEETING DATES ARE THE REGULARLY SCHEDULED MEETING DATES, WAYS AND MEANS COMMITTEE MEETINGS MAY BE SCHEDULED AS NEEDED.

THE COUNTY OF BAY WILL PROVIDE NECESSARY AND REASONABLE AUXILIARY AIDS AND SERVICES, SUCH AS SIGNERS FOR THE HEARING IMPAIRED AND AUDIO TAPES OF PRINTED MATERIALS BEING CONSIDERED AT THE MEETING TO INDIVIDUALS WITH DISABILITIES AT THE MEETING/HEARING UPON 10 DAYS NOTICE TO THE COUNTY OF BAY. INDIVIDUALS WITH DISABILITIES REQUIRING AUXILIARY AIDS OR SERVICES SHOULD CONTACT THE COUNTY OF BAY BY WRITING OR CALLING:

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515 Center Avenue, Fourth Floor, Bay County Building, Bay City, MI 48708
(989)895-4131

BAY COUNTY BOARD OF COMMISSIONERS
515 CENTER AVENUE, SUITE 405
BAY CITY, MI 48708-5125
(989) 895-4121

SCHEDULE OF 2022 MEETINGS OF THE BAY COUNTY PERSONNEL/HUMAN SERVICES COMMITTEE

JAYME A. JOHNSON, CHAIR
ERNIE KRYGIER, VICE CHAIR

TUESDAY, JANUARY 18, 2022

TUESDAY, FEBRUARY 15, 2022

TUESDAY, MARCH 15, 2022

TUESDAY, APRIL 19, 2022

TUESDAY, MAY 10, 2022

TUESDAY, JUNE 14, 2022

TUESDAY, JULY 12, 2022

TUESDAY, AUGUST 9, 2022

TUESDAY, SEPTEMBER 13, 2022

TUESDAY, OCTOBER 11, 2022

TUESDAY, NOVEMBER 8, 2022

TUESDAY, DECEMBER 13, 2022

ALL MEETINGS OF THE PERSONNEL/HUMAN SERVICES COMMITTEE ARE HELD AT 4:00 P.M. IN THE COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING, UNLESS OTHERWISE NOTED IN MEETING NOTIFICATIONS. Zoom participation is available to the public.

THE PERSONNEL/HUMAN SERVICES COMMITTEE AGENDA DEADLINE IS 5:00 P.M. ON THE WEDNESDAY PRIOR TO THE PERSONNEL/HUMAN SERVICES COMMITTEE MEETING.

THE ABOVE DATES ARE SUBJECT TO CHANGE DUE TO SCHEDULING CONFLICTS. CHANGES WILL BE NOTED ON THE BOARD'S MONTHLY CALENDAR AND/OR NOTICED AND POSTED IN ACCORDANCE WITH THE OPEN MEETINGS ACT.

WHILE THE ABOVE MEETING DATES ARE THE REGULARLY SCHEDULED MEETING DATES, PERSONNEL/HUMAN SERVICES COMMITTEE MEETINGS MAY BE SCHEDULED AS NEEDED.

THE COUNTY OF BAY WILL PROVIDE NECESSARY AND REASONABLE AUXILIARY AIDS AND SERVICES, SUCH AS SIGNERS FOR THE HEARING IMPAIRED AND AUDIO TAPES OF PRINTED MATERIALS BEING CONSIDERED AT THE MEETING TO INDIVIDUALS WITH DISABILITIES AT THE MEETING/HEARING UPON 10 DAYS NOTICE TO THE COUNTY OF BAY. INDIVIDUALS WITH DISABILITIES REQUIRING AUXILIARY AIDS OR SERVICES SHOULD CONTACT THE COUNTY OF BAY BY WRITING OR CALLING:

Amber Davis-Johnson, ADA Coordinator, Corporation Counsel
515 Center Avenue, Fourth Floor, Bay County Building, Bay City, MI 48708
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DEANNE C. BERGER
BOARD COORDINATOR
(989) 895-4121
bergerd@baycounty.net

To: Elected Officials/Department Directors/Division Heads

From: Thomas M. Herek, Chair
Bay County Board of Commissioners

Date: January 12, 2022

Subject: Process for Submitting Committee and Board Agenda Items

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On behalf of the Board of Commissioners, I would like to thank the elected officials, department directors and division heads for their continuing efforts to adhere to the Board's process for submitting Board and Committee agenda items. This process is strictly adhered to and, once again, we are requesting your compliance.

The Ways and Means and Personnel/Human Services Committees will remain committees of the whole which means all 7 commissioners serve on each. **The Board office agenda deadlines are: Ways and Means Committee - Tuesday prior to the Committee meeting at 4:00 p.m.; full Board is NOON on the Wednesday prior to the meeting; Personnel/Human Services is 5:00 p.m. on the Wednesday prior to Personnel/Human Services Committee meeting.**

When requests are submitted, please be mindful that everything requested may not receive Board approval in entirety. As an example, on occasion requests are submitted for the Board Chair to sign agreements (current and all future agreements or any and all future amendments that may arise with a specific agency, vendor, grant, etc.). The Board does not approve future anticipated agreements and/or amendments, they are approved on an individual basis. The same applies to budget adjustments, especially those pertaining to grants.

Resolutions pertaining to requests are included on Committee agendas prior to Board action and should be reviewed by requesting departments to be certain of what is/will be approved.

Requests for funding, grant applications, filling vacancies/new positions, and for approval of agreements/contracts/grants/legal documents, which are presented at the various Committee meetings, should include the following supporting information/documentation:

Funding:

All requests for funding/appropriation shall be submitted to the Finance Officer who will review the department's budget to confirm the need for funding. Requests should include purpose/need for funding and why funding was not included in the current budget, as well as all other pertinent information. The Finance Officer will direct the request(s) to the Ways and Means Committee.

Budget Adjustments:

Any required budget adjustments are to be submitted to the Finance Department for review. The Finance Department will submit the adjustments for inclusion on the Ways and Means Committee agenda and will provide a processing schedule.

Bids:

When required, Requests for Proposals, Requests for Quotations, Invitations to Bid, etc. will be considered by the Board, following Ways and Means Committee review/recommendation. Authorization to seek proposals does not automatically approve the bid award. Recommendations for bid awards are to be brought back to the Ways and Means Committee for approval and authorization for the Board Chair to sign the required documents.

PLEASE NOTE THE FOLLOWING:

Vacancies/New Positions:

Bay County continues to carefully monitor the budget with an eye on revenue reductions. All efforts to curb spending will be made. As personnel/benefit costs make up the largest percentage of the County's budget, vacancies and/or new positions are monitored very closely. It is likely that some requests to fill a vacancy will not be included on the Personnel/ Judicial Committee agenda. This will be a determination made by the Personnel Director. ***All requests to fill a vacancy or for a new position must be channeled in writing through the Personnel Director for review and submittal to the Personnel/Human Services Committee.*** Any grant requests that include personnel must first be submitted to the Finance Officer for review prior to Ways and Means Committee consideration. *All personnel related requests (vacancies, new positions, grant positions) should include job title, current pay scale, level of pay scale at which position will be filled, starting date, status (full time, part time, seasonal or temporary), union status, if any. All other important*

particulars should be included. Requests not submitted through the Personnel Director will not be included on the Personnel/Judicial Committee agenda.

Agreements/Contracts/Grants/Legal Documents:

As in the past, a summary of agreements/contracts/ grants/legal documents presented for consideration will be required for review by the appropriate Committee. **(Sample format for the summary to be used is attached.)** The areas of responsibility are reflected on the 2019 Committee Assignment designations. However, as has been past practice, all agreements/ contracts/grants/legal documents must be presented to the Office of Corporation Counsel for review and approval before signing.

Continuing the established uniform process, a Corporation Counsel Matter Request Form has been developed and is required to be completed and attached to the agreement/contract/grant/legal document submitted for legal review. The form is part of this packet. A 'fillable' form is available on the County's Intranet. **PLEASE NOTE**: Simply copying Corporation Counsel on your agenda item submitted to the Board will **NOT** result in your matter being opened in Corporation Counsel for review.

Following approval of the documents by the respective Committee and then full Board, the agreements/contracts/grant applications/grant award documents/legal documents will be routed to the non-County party for signature. The Chairman of the Board will continue to be the last Bay County official to sign the documents wherever possible to avoid problems in having paperwork returned to the County for filing. The original of all documents signed by the County is to be kept on file in the County Clerk's office and this process is handled by the Office of Corporation Counsel.

Please note that the grant applicant/recipient departments are required to work with the Finance Department whose staff will provide financial oversight of said grant.

Keep in mind Committee deadlines which are included on the Board's monthly calendar. Allow enough time for submittal to the County Executive, Corporation Counsel, the Personnel Director and/or the Finance Officer. Items not reviewed by appropriate administrative staff will be routed back to the Department.

NOTE: The agenda deadline for the Ways and Means Committee is 4:00 P.M. on the Tuesday prior to the Committee meeting. The Board of Commissioners agenda deadline is NOON on the Wednesday prior to the Board meeting. The agenda deadline for the Personnel/Human Services Committee is 5:00 p.m. on the Wednesday prior to the Personnel/Human Services Committee meeting. All personnel related requests should be submitted to the Personnel Director for review by 12:00 p.m. on the Wednesday prior to the P/HS Committee meeting.

Agenda items must be submitted to the Board office via e-mail. With the Ricoh copiers and scanning capabilities, all departments should be able to conform to this process. Hard copy agenda items will not be accepted. Should any department have difficulties with scanning and/or e-mailing agenda items, kindly contact the Information Systems Department.

Board and Committee agenda, meeting notices, and the Board's monthly calendar are sent via e-mail.

A minimal number of printed agenda are available at the meetings.

The Bay County Board of Commissioners values your efforts to assist this office in expediting all requests submitted to the committees for consideration and recommendation to the full Board.

Should you have any questions on the above, please do not hesitate to contact the Board Coordinator at 4121 at your convenience. We appreciate your cooperation and will provide any assistance necessary.

BAY COUNTY CORPORATION COUNSEL
MATTER REQUEST FORM

Please return completed form to Jayson Hoppe (hoppej@baycounty.net),
Department of Corporation Counsel, Suite 402, 515 Center Avenue

Please supply the following information, attaching copies of any IFB/RFQ bidder submissions or relevant correspondence. If an agreement is provided, attach the original agreement(s) which will be held in the Department of Corporation Counsel until BOC approval. **All review requests regarding new or current agreements must include a copy or reference to the corresponding board resolution. If the issue has not gone before the Board of Commissioners, please state when it will.** Please note that the Board Chairperson will not sign any documents unless there is a resolution. If other than an agreement is requested (opinion, policy review, etc.), supply only the information applicable to the request, attaching relevant materials.

Action Requested: _____

Department/Division Head Requesting Action: _____

Resolution #: _____ **Date of Board Action:** _____

Fully-executed agreements should be sent to (department/division personnel who should receive a copy):

Contract Term: From: _____ **To:** _____

Is this a renewal of an existing agreement? YES ☐ NO ☐
Is the current Proof of Insurance attached? YES ☐ NO ☐ IFB #: _____
Does Vendor/Third Party require a deadline: YES ☐ NO ☐ Date: _____
Is there an existing agreement with another vendor? YES ☐ NO ☐
* If yes, has it been terminated? YES ☐ NO ☐
* When and how was notification of termination given:

_____

Is this contract a set amount or on a time and materials basis? _____

Third Party Contact Person (vendor contact person): _____
Address: _____
Phone: _____ Email: _____

_____ ***(Please initial)*** **I CERTIFY THAT I HAVE READ THE AGREEMENT AND THAT I HAVE NOTED ANY CONCERNS OR QUESTIONS EITHER ON THE AGREEMENT OR IN A SEPARATE ATTACHMENT.**

Please list any other special requirements in an email or on a separate sheet of paper.

CORPORATION COUNSEL USE ONLY: ☐ **CLOSED** ☐ **Concourse** ☐ **OnBase** ☐ **CherryLan**

Contract fully-executed on: _____ Duration: _____
Effective date: _____ Renewal date: _____
Termination provisions: _____ Auto-renew provision: _____
RFP Requirement: _____ Contract Amount: _____
Comments: _____

Updated: 1/10/2018

SAMPLE LETTER FORMAT FOR PLACEMENT OF ITEMS ON COMMITTEE AGENDA

To: _____, Chair, Ways and Means Committee or

_____, Personnel/Human Services Comm.

From: Elected Official/Department Head/Division Head/Agency

Date: _____

Subject: _____

Request: Outline request being made.

Background: Provide any background information which will explain the request and assist in decision making process.

Finance/Economics: Provide detailed cost information and line item which will cover cost of item. If to fill a vacancy note if a budgeted position. If funds do not exist within budget provide source of funding. Include comparison of funding requested to prior or current year's funding.

Recommendation: Provide recommendation including authorization for the Board Chair to sign any required documents if needed.

Note: While brevity is appreciated, please include detailed information from which Commissioners can base their decision.

Please keep in mind that all requests to fill vacancies must be routed first to the Personnel Director. The Personnel Director will review and place on Personnel/Human Services Committee agenda.

All requests for funding/appropriations/budget adjustments should be routed first to Finance Officer for review and confirmation of budget status.

All contracts/legal documents should be routed first to Corporation Counsel for review prior to applicable Committee meeting.