

**WAYS AND MEANS PERSONNEL/HUMAN SERVICES
COMMITTEE OF THE WHOLE
AGENDA**

TUESDAY, AUGUST 6, 2024

4:00 PM

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. PLEDGE OF ALLEGIANCE**
- IV. CHANGES TO AGENDA**
- V. APPROVAL OF AGENDA**
- 56-61 VI. MINUTES (5/14/24; 7/2/24)**
- VII. PUBLIC INPUT**
- VIII. PETITIONS AND COMMUNICATIONS**
 - 1-2 A. Bay County Treasurer & Bay County Executive – Community Project Funding Grant FY 2024 - (Seeking Board acceptance of Grant for FY 2024; authorization for Board Chair to sign required grant acceptance documents; approval of Interlocal Agreement with Bay County Land Bank; authorization for Board Chair to sign; approval of required budget adjustments – proposed resolution attached)**
 - 3-4 B. Bay County Prosecutor - Michigan Department of State Data Sharing Agreement for Direct Access (Seeking Board approval of Data Sharing Agreement (DSA) between Michigan Department of State (MDOS) and Bay County (Prosecutor); authorization for Board Chair to sign; approval of required budget adjustments – proposed resolution attached)**
 - 5-6 C. Department of Criminal Defense& Public Defender’s Office - Professional Liability Insurance Agreement with Alta Pro Lawyers Risk Purchasing Group (Seeking Board approval of Agreement; authorization for Board Chair to sign; approval of required budget adjustments – proposed resolution attached)**

D. Probate Court

- 7-10
1. **QLGAL Grant 2024-2025/Creation of Parent Advocate Position (PU07)/Reclass of Youth & Family Counselor Position to (PU08) (Seeking Board acceptance of Quality Legal-Guardian Ad Litem (QLGAL) Grant for FY 2024-2025; authorization for Board Chair to sign; approval of reclassification of the Youth and Family Counselor position to PU08 (\$30.70/hr entry progressing to \$36.62/hr after 3 years); approval the creation of a Full-Time Parent Advocate Position (PU07) (\$22.14/hr entry progressing to \$26.18/hr after 3 years) effective October 1, 2024, and authorizes posting/filling said position; approval of required budget adjustments – proposed resolution attached)**
- 11-12
2. **Child Parent Legal Representation (CPLR) Grant FY2024-2025 (Seeking Board acceptance of CPLR Grant; authorization for Board Chair to sign; approval of required budget adjustments – proposed resolution attached)**
- 13-14
3. **CASA Contract 2024-2025 (Seeking Board approval of the CASA contract for the period October 1, 2024, to September 30, 2025; authorization for Board Chair to sign any necessary agreements or documents required to complete this contract with the CAN Council Great Lakes Bay Region on behalf of Bay County (Probate Court) approval of required budget adjustments – proposed resolution attached)**
- 15-24
4. **2024-2025 Child Care Fund Annual Plan and Budget (Seeking Board approval of the 2024-2025 Child Care Fund Annual Plan and Budget; authorization for Board Chair to sign; approval of required budget adjustments – proposed resolution attached)**

E. Bay County Sheriff

- 25-26
1. **SRP Grant (Seeking Board authorization to submit the SRP Grant Applicant; authorization for Board Chair to sign; upon approval of OHSP grant funding, authorization for Board Chair to sign all grant acceptance documents; approval of required budget adjustments – proposed resolution attached)**
- 27-28
2. **OSHP Grant (Seeking Board approval to continue participation in the OSHP Traffic Enforcement Program; authorization to submit application; authorization to accept award; authorization for Board Chair to sign; approval of required budget adjustments – proposed resolution attached)**
- 29-30
- F. **9-1-1 Central Dispatch – Backup Generator Replacement (Seeking approval of budget adjustment of \$60,000 for the purchase, installation and connection of generator including the removal of the old generator in accordance with Purchasing Policy; authorization for Purchasing Department to release a competitive sealed bid, if it is determined this is the**

appropriate route to follow, with funds to come from 9-1-1 Millage Funds; authorization for Board Chair to sign; approval of required budget adjustments – proposed resolution attached)

31-32 G. Director, Department on Aging - Senior Citizen Service Employment Program (SCSEP) Agreement 2024-2025 (Seeking Board approval of Agreement; authorization for Board Chair to sign; approval of required budget adjustments – proposed resolution attached)

33-38 H. Personnel

1. Health Department - WIC Breastfeeding Peer Counselor Hired at 1-year Rate - \$17.69/hr (TS06) (Seeking Board approval to hire part-time WIC Breastfeeding Peer Counselor candidate at 1-year rate of \$17.69/hr (TS06); approval of required budget adjustments – proposed resolution attached)

2. Buildings & Grounds – Typist Clerk III Hired at 1-Year Rate - \$17.87/hr (TU06) (Seeking Board approval to hire Typist Clerk III candidate at 1-year rate of \$17.87/hr (TU06); approval of required budget adjustments – proposed resolution attached)

I. Finance Officer

39 1. Analysis of General Fund Equity 2024 (Receive)

40 2. Update Regarding Executive Directive #2007-11 (Receive)

41-43 3. Rescind Resolution 2023-83; Authorize Finance Officer to Execute Credit Application (Seeking Board to rescind Resolution No. 2023-83; Seeking Board to authorize Bay County Finance Officer to execute credit applications and/or similar forms or agreements on behalf of Bay County that incur indebtedness only when budgeted funds exist so as not to disrupt the everyday operations of Bay County; Finance Department will forward executed copies to the Board to review after signed; approval of required budget adjustments – proposed resolution attached)

44-45 4. Bid Release for Financial/Payroll/Treasurer Investment Software (Seeking Board authorization to release bid – proposed resolution attached)

46-47 5. Purchasing: Bid Award for Spongy Moth Aerial Treatment to AI's Aerial Spraying, LLC (Seeking Board to receive Notification of Intent to award an Invitation for Bid (IFB) to AI's Aerial Spraying, LLC; authorization for Board Chair to sign; approval of required budget adjustments – proposed resolution attached)

- 48-49 6. Purchasing: IFB for Waste and Recycling Removal (Seeking Board to authorize the release of Invitation for Bid (IFB) for waste and recycling removal services)
- 50-51 7. Purchasing: Renew Office Supply Cooperative Agreement (Seeking Board approval of renewal of the cooperative Agreement with Staples; authorization for Board Chair to sign; approval of required budget adjustments – proposed resolution attached)

52 J. Payables – General (Proposed resolution attached)

53-55 K. Office of Assigned Counsel – June (Receive)

- IX. REFERRALS
- X. UNFINISHED BUSINESS
- XI. NEW BUSINESS
- XII. CLOSED SESSION (WHEN REQUIRED)
- XIII. MISCELLANEOUS
- XIV. ANNOUNCEMENTS
- XV. 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.

If any participants plan to be present via Zoom, please contact Nick Paige prior to the meeting (paigen@baycounty.net).

Join Zoom Meeting

<https://us02web.zoom.us/j/81694266170>

Meeting ID: 816 9426 6170

Passcode: 547697

One tap mobile

+13126266799,,81694266170#,,,,*547697# US (Chicago)

+19292056099,,81694266170#,,,,*547697# US (New York)

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 to individuals with disabilities 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 TREASURER

Weston Prince
County Treasurer
princew@baycounty.net

Tina Mueller
Chief Deputy Treasurer
muellert@baycounty.net

MEMORANDUM

To: Tim Banaszak, Chairperson, Committee of the Whole
From: Jim Barcia, Bay County Executive *JB.*
Weston Prince, Bay County Treasurer *W.P.*
Date: July 30, 2024
Subject: Community Project Funding Grant Fiscal Year 2024

Background:

In April of 2023 the Bay County Treasurer and Land Bank Chairperson, Weston Prince, and Bay County Executive, Jim Barcia, applied for \$1 million in Community Project Funding through Congressman Dan Kildee's office. After a prolonged budget process the request was approved and passed in the budget appropriation bills for the Fiscal Year 2024. Bay County will receive \$770,000 for upgrades to recreational facilities owned and maintained by the county. The Bay County Land Bank Authority will receive \$230,000 to apply toward blight elimination throughout the county. Bay County would act as the fiduciary of the grant award with the Bay County Land Bank Authority acting as a subrecipient.

Recommendation:

The County Treasurer and Executive request the Bay County Board of Commissioners approves this grant and authorize the Chairperson to sign all documents related to the acceptance of this grant for the County and they further request the Chairperson be authorized to enter into and sign an interlocal agreement with the Bay County Land Bank Authority after review by corporation counsel and approve all required budget adjustments related to this grant award.

BAY COUNTY BOARD OF COMMISSIONERS

AUGUST 20, 2024

RESOLUTION

- BY: COMMITTEE OF THE WHOLE (8/6/24)
- WHEREAS, In April of 2023, the Bay County Treasurer and Land Bank Chairperson, Weston Prince, and Bay County Executive, Jim Barcia, applied for \$1 million in Community Project Funding through Congressman Dan Kildee's office; and
- WHEREAS, After a prolonged budget process, the request was approved and passed in the budget appropriation bills for the Fiscal Year 2024; and
- WHEREAS, Bay County will receive \$770,000 for upgrades to recreational facilities owned and maintained by Bay County; and
- WHEREAS, The Bay County Land Bank Authority will receive \$230,000 to apply toward blight elimination throughout the County. Bay County would act as the fiduciary of the grant award, with the Bay County Land Bank Authority acting as a subrecipient; Therefore, Be It
- RESOLVED That the Bay County Board of Commissioners accepts the Community Project Funding Grant for FY2024 and authorizes the Chairman of the Board to execute all required grant acceptance documents on behalf of Bay County following Corporation Counsel review and approval; Be It Further
- RESOLVED That the Bay County Board of Commissioners approves Interlocal Agreement with the Bay County Land Bank Authority and authorizes the Chairman of the Board to execute said Interlocal Agreement on behalf of Bay County following Corporation Counsel review and approval; Be It Finally
- RESOLVED That related budget adjustments, if required, are approved.

TIM BANASZAK, CHAIR
AND COMMITTEE

Bay County Treasurer/Bay County Executive/Land Bank – Community Project Funding Grant FY 2024

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				COLLEEN M. MAILLETTE				JAYME A. JOHNSON			
TIM BANASZAK				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

ROLL CALL: YEAS ___ NAYS ___ EXCUSED ___

VOICE: YEAS ___ NAYS ___ EXCUSED ___

DISPOSITION: ADOPTED ___ DEFEATED ___ WITHDRAWN ___

AMENDED ___ CORRECTED ___ REFERRED ___ NO ACTION TAKEN ___

BAY COUNTY PROSECUTING ATTORNEY

NANCY E. BORUSHKO

TO: Vaughn J. Begick
Chair, Board of Commissioners

FROM: Nancy E. Borushko *NEB*
Bay County Prosecutor

RE: Request for Approval of the Michigan Department of State Data Sharing
Agreement for Direct Access

DATE: July 22, 2024

Request

We request that this be placed on the agenda for the next August Committee of the Whole Board Meeting in August.

Background

The prosecutor's Office is requesting approval of the Michigan Department of State Data Sharing Agreement for Direct Access and authorization for the Prosecuting Attorney to execute it on behalf of the Bay County Prosecutor's Office. Direct Access is used for finding and printing driving records of defendants

Financial Impact

There will be no financial impact to the Prosecutor's Office budget as the Department has agreed to waive all preparation fees.

Request/Recommendation

Requesting approval of the Michigan Department of State Data Sharing Agreement for Direct Access and Authorization for the Prosecuting Attorney to execute it on behalf of the Bay County Prosecutor's Office. Requesting the Board's approval and authorize the Board Chair to sign any and all necessary documents with approval as to form by Corporation Counsel.

cc: Vaughn J. Begick, Board Chairman
Tim Banaszak, Committee Chair
Shawna Walraven, Finance Officer
Kim Priessnitz, Asst. Finance Officer
Amber Davis-Johnson, Corporation Counsel
Jayson Hoppe, Legal Contract Coordinator

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

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

BAY COUNTY BOARD OF COMMISSIONERS

AUGUST 20, 2024

RESOLUTION

BY: COMMITTEE OF THE WHOLE (8/6/24)

WHEREAS, The Bay County Prosecutor requests approval of the Michigan Department of State (MDOS) Data Sharing Agreement (DSA) for Direct Access; and

WHEREAS, Direct Access is used for finding and printing driving records of defendants; and

WHEREAS, There is no financial impact on the Prosecutor's Office budget as the Department has agreed to waive all preparation fees; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the Data Sharing Agreement (DSA) between Michigan Department of State (MDOS) and Bay County (Prosecutor) and authorizes the Bay County Prosecuting Attorney to execute said Agreement on behalf of Bay County following Corporation Counsel review and approval; Be it Finally

RESOLVED That related budget adjustments, if required, are approved.

TIM BANASZAK, CHAIR
AND COMMITTEE

Prosecutor - Michigan Department of State Data Sharing Agreement for Direct Access

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				COLLEEN M. MAILLETTE				JAYME A. JOHNSON			
TIM BANASZAK				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

ROLL CALL: YEAS ___ NAYS ___ EXCUSED ___

VOICE: YEAS ___ NAYS ___ EXCUSED ___

DISPOSITION: ADOPTED ___ DEFEATED ___ WITHDRAWN ___

AMENDED ___ CORRECTED ___ REFERRED ___ NO ACTION TAKEN ___



Department of Criminal Defense

1230 Washington Ave., Ste. 630, Bay City, MI 48708

ANDREA J. LaBEAN, Director
CHRISTOPHER JOHNSON, Criminal Defense Attorney
MICHAEL P. KANUSZEWSKI, Criminal Defense Attorney

To: Tim Banaszak, Chair, Committee of the Whole

From: Andrea LaBean, Director of the Office of Criminal Defense

Date: July 12, 2024

Subject: Professional Liability Insurance

Request: Enter into an agreement to provide Professional Liability insurance to the Department of Criminal Defense and Public Defender's Office.

Background:

- The Public Defender's Office and Department of Criminal Defense each employ attorneys providing professional services for the County.
- The current county insurance policy is not sufficient to properly cover the attorneys for services provided by the attorneys.
- The MIDC renewal grant, that was approved by the board, includes professional liability insurance coverage.
- Financing coverage insurance has also been included in the grant request that was approved by the board and approved by the state.
- Alta Pro Lawyers Risk Purchasing Group has provided a quote to provide services for The Public Defender's Office for \$5421.00 and for the Department of Criminal Defense for \$4517.00

Finance:

No general funds are being requested.

Recommendation:

Enter into an agreement with a professional liability insurance provider to cover the attorneys in the Department of Criminal Defense and the Public Defender's Office. Allow the Board Chair to sign any application or necessary documentation to implement the policy after review by Corporate Counsel. Further, allow for budget adjustments as needed.

BAY COUNTY BOARD OF COMMISSIONERS

AUGUST 20, 2024

RESOLUTION

BY: COMMITTEE OF THE WHOLE (8/6/24)

WHEREAS, The Bay County Public Defender’s Office and Bay County Department of Criminal Defense each employ attorneys who provide professional services for Bay County; and

WHEREAS, The current Bay County insurance policy is insufficient to adequately cover the attorneys for services provided by the attorneys; and

WHEREAS, The Michigan Indigent Defense Commission (MIDC) renewal grant, which the Board approved, includes professional liability insurance coverage and funding; and

WHEREAS, Alta Pro Lawyers Risk Purchasing Group has provided a quote to provide services for The Bay County Public Defender’s Office for \$5421.00 and for the Bay County Department of Criminal Defense for \$4517.00; and

WHEREAS, No General Funds are being requested as this is included in the MIDC grant request; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the Agreement between Alta Pro Lawyers Risk Purchasing Group and Bay County for professional liability insurance coverage; Be It Further

RESOLVED That the Chairman of the Board is authorized to execute said Agreement and any related documents following Corporation Counsel review and approval; Be It Finally

RESOLVED That related budget adjustments, if required, are approved.

TIM BANASZAK, CHAIR
AND COMMITTEE

Criminal Defense/Public Defender - Professional Liability Insurance Agreement w/ Alta Pro Lawyers Risk Purchasing Group

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				COLLEEN M. MAILLETTE				JAYME A. JOHNSON			
TIM BANASZAK				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

ROLL CALL: YEAS ___ NAYS ___ EXCUSED ___

VOICE: YEAS ___ NAYS ___ EXCUSED ___

DISPOSITION: ADOPTED ___ DEFEATED ___ WITHDRAWN ___

AMENDED ___ CORRECTED ___ REFERRED ___ NO ACTION TAKEN ___



**BAY COUNTY PROBATE COURT
EIGHTEENTH JUDICIAL CIRCUIT COURT - FAMILY DIVISION**

1230 Washington Ave., Suite 715
Bay City, Michigan 48708-5737

JAN A. MINER
Judge of Probate & Juvenile Court

Estates Division (989) 895-4205
Juvenile Division (989) 895-4206
FAX (989) 895-4194
TDD (989) 895-2059

June 28, 2024

Committee of the Whole
515 Center Avenue
Bay City, Michigan 48708

Dear Commissioners,

The Department of Health and Human Services (DHHS) has again awarded the Family Division of the Circuit Court with the Quality Legal-Guardian Ad Litem grant for fiscal year 2024-2025.

The allocated funds totaling **\$230,000.00** will be dispersed monthly at 100% reimbursement.

With the allocated funds, the court will be hiring a social work position that will be responsible for working as a parent advocate in our dependent neglect cases. The court has been working with the University of Michigan (U of M) as well as the Child Welfare Services division of the State Court Administrative Office (SCAO) to create a position that will have a lasting impression upon the families served through our court. This position will also be used to collect and provide data to SCAO in support of future legislation and funding for the children and parents in our community.

The funding for this position has been granted through the fiscal year 2027. The social work position will be hired in as a PU07 and will receive fringe benefits.

After such time as the grant expires, the Child Care Fund will reimburse the wages & fringes of this position at 75% and the CPLR grant will reimburse the wages & fringes at 25% allowing the court to continue this position with 100% reimbursement to the county.

In addition to the social work position, the grant will provide additional funding for our current Youth and Family Counselor who will act as an in-house mentor to the parent advocate while also providing counseling and mental health supports to the parents of our dependent neglect cases. With these additional job duties assigned the court will reclass this position to a PU08 which appropriately aligns with the master's level education requirement of this position as well as the new duties as assigned.

After such time as the grant expires, the Child Care Fund will continue reimburse the wages & fringes of this position at 75%. The remaining 25% will be covered by the CPLR grant as well as

the existing treatment court grants that currently reimburse the county for associated wages and fringes.

This grant will also allow the court to continue to provide unique training opportunities to our court appointed attorneys through 2027. The county will also see a decrease in attorney fee expenses as the social worker position will absorb all non-legal ancillary service responsibilities that are currently provided by our court appointed attorneys.

Attached for your review you will find the grant application and award letter for the QLGAL grant.

The Court requests that the Committee of the Whole review and recommend to the Board of Commissioners that effective October 1, 2024, the Parent Advocate position be created, and the Youth and Family Counselor position be reclassified. Furthermore, that the Board of Commissioner's Chair be authorized to sign any necessary budget adjustments required to complete this modification.

I also ask your consideration and recommendation to the Board of Commissioners to accept the QLGAL grant contract.

Sincerely,



Britney T. Mlostek
Deputy Court Administrator

BAY COUNTY BOARD OF COMMISSIONERS

AUGUST 20, 2024

RESOLUTION

- BY:** COMMITTEE OF THE WHOLE (8/6/24)
- WHEREAS,** The Department of Health and Human Services (DHHS) has again been awarded the Family Division of the Circuit Court with the Quality Legal-Guardian Ad Litem grant for the fiscal year 2024-2025; and
- WHEREAS,** The allocated funds totaling \$230,000.00 will be dispersed monthly at 100% reimbursement; and
- WHEREAS,** With the allocated funds, the court will hire a social worker to work as a parent advocate in dependent neglect cases. The court has been working with the University of Michigan (U of M) as well as the Child Welfare Services division of the State Court Administrative Office (SCAO) to create a position that will have a lasting impression on the families served through the court; and
- WHEREAS,** This position will also collect and provide data to SCAO in support of future legislation and funding for the children and parents in our community; and
- WHEREAS,** The funding for this position has been granted through the fiscal year 2027. The social work position is requested to be hired in as a PU07, and will receive fringe benefits; and
- WHEREAS,** After the grant expires, the Child Care Fund will reimburse 75% of the wages and fringes of this position, and the CPLR grant will reimburse 25%, allowing the court to continue this position with 100% reimbursement to Bay County; and
- WHEREAS,** In addition to the social work position, the grant will provide additional funding for the current Youth and Family Counselor, who will act as an in-house mentor to the parent advocate while also providing counseling and mental health support to the parents of dependent neglect cases; and
- WHEREAS,** With these additional job duties assigned, the court requests to reclass this position to PU08, which appropriately aligns with the master's level education requirement of this position as well as the new duties as assigned; and
- WHEREAS,** After the grant expires, the Child Care Fund will continue reimbursing the wages & fringes of this position at 75%. The remaining 25% will be covered by the CPLR grant as well as the existing treatment court grants that currently reimburse Bay County for associated wages and fringes; and
- WHEREAS,** This grant will allow the court to continue providing unique training opportunities to our court-appointed attorneys through 2027; and
- WHEREAS,** Bay County will also see a decrease in attorney fee expenses as the social worker position will absorb all non-legal ancillary service responsibilities that the court-appointed attorneys currently provide; Therefore, Be It
- RESOLVED** That the Bay County Board of Commissioners accepts the Quality Legal-Guardian Ad Litem (QLGAL) Grant for fiscal year 2024-2025 as outlined above and authorizes the Chairman of the Board to execute all grant documents required for the Quality Legal-Guardian Ad Litem (QLGAL) Grant on behalf of Bay County (Probate Court) following Corporation Counsel review and approval; Be It Further
- RESOLVED** That the Bay County Board of Commissioners approves the reclassification of the Youth

and Family Counselor Position to PU08 (\$30.70/hr entry progressing to \$36.62/hr after 3 years) and approves the creation of a Full-Time Parent Advocate Position (PU07) (\$22.14/hr entry progressing to \$26.18/hr after 3 years) effective October 1, 2024, and authorizes posting/filling said position; Be It Further

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

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

RESOLVED That related budget adjustments, if required, are approved.

TIM BANASZAK, CHAIR
AND COMMITTEE

Probate Court – QLGAL Grant 2024-2025/Creation of Parent Advocate Position (PU07)/Reclass of Youth & Family Counselor Position to (PU08)

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				COLLEEN M. MAILLETTE				JAYME A. JOHNSON			
TIM BANASZAK				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

ROLL CALL: YEAS ___ NAYS ___ EXCUSED ___

VOICE: YEAS ___ NAYS ___ EXCUSED ___

DISPOSITION: ADOPTED ___ DEFEATED ___ WITHDRAWN ___

AMENDED ___ CORRECTED ___ REFERRED ___ NO ACTION TAKEN ___



**BAY COUNTY PROBATE COURT
EIGHTEENTH JUDICIAL CIRCUIT COURT - FAMILY DIVISION**

1230 Washington Ave., Suite 715
Bay City, Michigan 48708-5737

JAN A. MINER
Judge of Probate & Juvenile Court

Estates Division (989) 895-4205
Juvenile Division (989) 895-4206
FAX (989) 895-4194
TDD (989) 895-2059

June 28, 2024

Committee of the Whole
515 Center Avenue
Bay City, Michigan 48708

Dear Commissioners:

The Department of Health and Human Services (DHHS) has awarded the Family Division of the Circuit Court with the Child Parent Legal Representation (CPLR) grant for the fiscal year 2024-2025. The CPLR grant has been awarded with the intent of increasing the quality of legal representation provided to the children and families currently under the jurisdiction of the court through dependent neglect proceedings.

The allocated funds totaling **\$112,500.00** will be dispersed monthly to the court for reimbursable expenses of court appointed attorneys.

I ask your consideration and recommendation to accept the CLPR grant contract for fiscal year 2024-2025.

Sincerely,

Britney T. Mlostek
Deputy Court Administrator

BAY COUNTY BOARD OF COMMISSIONERS

AUGUST 16, 2024

RESOLUTION

BY: COMMITTEE OF THE WHOLE (8/6/24)

WHEREAS, The Department of Health and Human Services (DHHS) has awarded the Family Division of the Circuit Court with the Child Parent Legal Representation (CPLR) grant for fiscal 2024-2025; and

WHEREAS, The CPLR grant has been awarded with the intent of increasing the quality of legal representation provided to the children and families currently under the jurisdiction of the court through dependent neglect proceedings; and

WHEREAS, The allocated funds totaling \$112,500 will be dispersed monthly to the court for reimbursable expenses of court appointed attorneys; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners accepts the Child Parent Legal Representation (CPLR) Grant on behalf of Bay County (Probate Court) and authorizes the Chairman of the Board to execute the CPLR grant contract and related documents on behalf of Bay County following Corporation Counsel review and approval; Be It Finally

RESOLVED That related budget adjustments, if required, are approved.

TIM BANASZAK, CHAIR
AND COMMITTEE

Probate – Child Parent Legal Representation (CPLR) Grant FY2024-2025

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				COLLEEN M. MAILLETTE							
TIM BANASZAK				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

ROLL CALL: YEAS ___ NAYS ___ EXCUSED ___

VOICE: YEAS ___ NAYS ___ EXCUSED ___

DISPOSITION: ADOPTED ___ DEFEATED ___ WITHDRAWN ___

AMENDED ___ CORRECTED ___ REFERRED ___ NO ACTION TAKEN ___



**BAY COUNTY PROBATE COURT
EIGHTEENTH JUDICIAL CIRCUIT COURT - FAMILY DIVISION**

1230 Washington Ave., Suite 715
Bay City, Michigan 48708-5737

JAN A. MINER
Judge of Probate & Juvenile Court

Estates Division (989) 895-4205
Juvenile Division (989) 895-4206
FAX (989) 895-4194
TDD (989) 895-2059

June 28, 2024

Committee of the Whole
515 Center Avenue
Bay City, MI 48708

Dear Commissioners:

Attached please find the 2024-2025 CASA Contract. This contract is the same as last year.

The CASA program is funded by Child Care fund dollars. The Child Care fund budget will be submitted for approval to the Committee of the Whole in July.

I ask your consideration and recommendation to accept the CASA contract.

Thank you,

A handwritten signature in black ink, appearing to read "Britney T. Mlostek".

Britney T. Mlostek
Deputy Court Administrator

CC: Corporation Counsel

BAY COUNTY BOARD OF COMMISSIONERS

AUGUST 20, 2024

RESOLUTION

BY: COMMITTEE OF THE WHOLE (8/6/24)

WHEREAS, The Honorable Jan A. Miner and court administration are requesting the approval of the 2024-2025 CASA Contract entered into with the CAN Council Great Lakes Bay Region; and

WHEREAS, The CASA Program is funded by Child Care fund dollars. The Child Care fund budget was submitted for approval to the Bay County Board of Commissioners; and

WHEREAS, A proposed contract has been submitted for approval; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the CASA Contract for the period October 1, 2024 to September 30, 2025, and authorizes the Chairman of the Board to execute said Contract and any necessary agreements or documents required to complete this contract with the CAN Council Great Lakes Bay Region on behalf of Bay County (Probate Court) following Corporation Counsel review and approval; Be It Finally

RESOLVED That related budget adjustments, if required, are approved.

TIM BANASZAK, CHAIR
AND COMMITTEE

Probate Court – CASA Contract 2024-2025

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				COLLEEN M. MAILLETTE				JAYME A. JOHNSON			
TIM BANASZAK				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

ROLL CALL: YEAS ___ NAYS ___ EXCUSED ___

VOICE: YEAS ___ NAYS ___ EXCUSED ___

DISPOSITION: ADOPTED ___ DEFEATED ___ WITHDRAWN ___

AMENDED ___ CORRECTED ___ REFERRED ___ NO ACTION TAKEN ___



**BAY COUNTY PROBATE COURT
EIGHTEENTH JUDICIAL CIRCUIT COURT - FAMILY DIVISION**

1230 Washington Ave., Suite 715
Bay City, Michigan 48708-5737

JAN A. MINER
Judge of Probate & Juvenile Court

Estates Division (989) 895-4205
Juvenile Division (989) 895-4206
FAX (989) 895-4194
TDD (989) 895-2059

7/24/2024

Committee of the Whole
515 Center Avenue
Bay City, MI 48708

Dear Commissioners:

The 2024-2025 (October 1, 2024, to September 30, 2025) Child Care Fund Annual Plan and Budget serves as application to the Michigan Department of Health and Human Services (DHHS) for funds to provide services to youth in the court system who remain in-home as well as those youth who are placed out-of-home for care.

Child Care Funds are reimbursed to the county at a 50-50 match for out of home care or 75-25 match for in home care. Child Care funding is used for the operation of the Juvenile Home, the courts Gender Services and Day Treatment programs, formal and informal probation, the court Youth and Family Counselor, Truancy Court, the Juvenile Assessments Coordinator, foster care placement, independent living as well as residential placements for both delinquent and neglected/abused youth.

Additionally, the Child Care Fund will provide 75% reimbursement for the new state mandated Quality Assurance Specialist. Monitoring will be provided to the court by Petersen Research Consultants, the same consulting firm that is training and assisting with implementation of the YLS screening tool to assess the risk and needs of the delinquent population we service in Bay County. Attached is a description of the required Quality Assurance Specialist as well as the fees associated with the services provided by Peterson Research Consultants. *Note: fees associated with the attached proposal have been included in the Child Care Fund budget submitted to the state for approval. Subsequent years will see a reduction in fees as the proposal includes implementation costs as well as year to year cost.

The budget must be signed by the Chief Judge, the Chair of the Board of Commissioners, the County Executive and the local Department of Health and Human Services Director.

The Court is requesting that your committee review the proposed budget, approve the application and refer the matter to the Board Chair for signature.

If you have any questions, please contact us at your earliest convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "Britney T. Mostek". The signature is fluid and cursive, with the first name "Britney" written in a larger, more prominent script than the last name "Mostek".

Britney T. Mostek
Deputy Court Administrator

Quality Assurance Specialist

The Quality Assurance (QA) role is comprised of three separate but interrelated sets of tasks: Data Collection & Data Integrity; Data Analysis & Program Evaluation and Expert Technical Assistance in the development of new programs to fill gaps identified through the analysis.

Collectively, the QA tasks will provide both local answers and contribute to the statewide answers to the following questions:

- Who are our kids? Understanding the demographics, delinquency history, educational background, risk and needs of the youth who come to the attention of the juvenile court.
- What are we doing with them? Are supervision levels matched with risk levels; are placements in evidence-based programs related to areas of greatest criminogenic risk? And are those program placements successful at reducing risk and recidivism? What needs are unaddressed and what program options exist or can be created to meet those needs.

Data integrity = policy, training and reporting that leads to good data

Quality assurance = data/program evaluation

Off the shelf evidence-based programs, such as Multi-Systemic Therapy, may provide (or could be created) stand-alone fidelity and outcome measures.

Data Collection & Data Integrity – conducted by internal staff or external contractor.

Responsible for a variety of court information needs such as preparing statistical reports, troubleshooting problems with the court's client management system, ensuring data integrity and preparing instructional materials and training for court users, as needed.

1. Configures the electronic client management system to capture necessary data elements for state reporting and analysis of local programs, practices and initiatives by external evaluator.
2. Ensures quality and completeness of data collection. Develops a process to regularly audit data entry by users, identifies and resolves data entry errors. Provides guidance to staff on compliance matters and offers training as needed.
3. Assists users in the resolution of difficulties encountered in the operation of data collection systems. Troubleshoots problems related to data integrity, hardware, software, interfaces, etc. May engage system support providers or developers as needed to resolve issues. Documents issues as needed and recommends solutions to prevent further difficulties.
4. Recommends training, policy and procedures to court administration to ensure staff have the knowledge, tools and resources necessary to secure data consistency.
5. Compiles quality data reports that support local court management and decision-making, evaluation and implementation of research-based practices and compliance with statewide data reporting.
6. Develops and improves mechanisms for reporting information.

7. Keeps users and departments informed of modifications in procedures, input/output reports, system capabilities, and other related changes. Shares information on local and statewide data collection requirements, retention and best practices.
8. Prepares or assists in preparing and maintaining user manuals, training guides, detailed procedures, helpful hint guides, etc. Trains court users and staff on processes, software, and systems.
9. Regularly communicates with technical staff, developers, and system support providers to resolve hardware and software difficulties. May serve as an intermediary role between probation officers and system managers.
10. Serve on workgroups, committees, and special projects, representing the court on interdisciplinary or intra-court efforts as needed, to support the alignment of data definitions and data collection approaches.

Data Analysis & Program Evaluation – conducted by external contractor with master’s degree or higher in program evaluation, analysis or another research-based field.

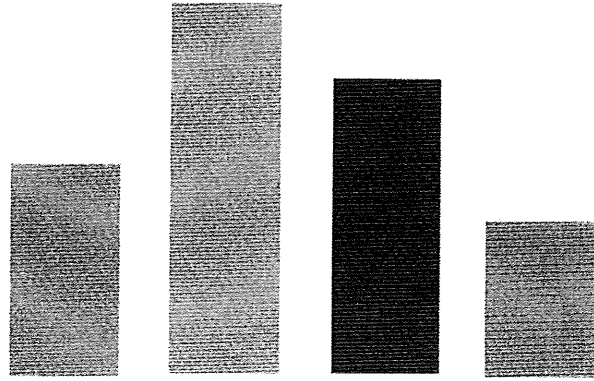
Conducts quantitative and qualitative output and outcomes evaluation of risk/needs assessments, court programs and court data integrity; supports fidelity of programs provided and recommendations to fill gaps in services with evidence-based programs and practices.

1. Performs meaningful analysis of juvenile justice data including demographics, risks, needs, programs and services – describing who is in the system and how they are doing in the system.
2. Conducts program evaluation – are programs implemented as designed over time (fidelity)? Are the programs producing intended outcomes for youth? How are those outcomes measured?
3. Defines outcomes and measurements (what is the program trying to achieve) for each program.
4. Confirms programs and assessments are conducted with fidelity; recommends or conducts interrater reliability measures; provides or recommends training when indicated.
5. Recommends programs to fill gaps identified through data analysis that address desired outcomes.
6. Evaluates promising home-grown programs to determine if evidence exists to support continued use.
7. Determines the data variables necessary to effectively evaluate outcomes and programs. Provides consultation to the person overseeing data collection to evaluate data integrity and propose methods of improvement, when necessary.
8. Prepares reports and recommendations; presents findings as requested to court stakeholders.

Expert Technical Assistance –

1. Provides consultation and training to stakeholders regarding risk and research driven practices, data quality and local outcome results.
2. Assists courts in using risk assessment and outcome data to eliminate programs that do not match the needs of the court population or to show continued limited fidelity and effectiveness. Proposes programs that are evidence based, focus on risk assessment-identified needs of the population and address desired outcomes.

3. Assists courts to utilize data to create specialized court programs to meet a need. Assists courts to utilize data to partner with community stakeholders to implement proactive programming to reduce court involvement.



PETERSEN
RESEARCH CONSULTANTS

FY 25 PROPOSAL
July 2024

Prepared For:
Britney Mlostek
Deputy Court Administrator
Bay County Probate & Juvenile Court
ReedB@baycounty.net

Prepared By:
Jodi Petersen, PhD
Owner and Lead Researcher
Petersen Research Consultants, LLC
Jodi@petersenresearchconsultants.com

Overview

This proposal is provided to the Bay County Circuit Court Juvenile Division for the purpose of training staff in and analyzing data regarding risk assessment driven practices. Petersen Research Consultants (PRC) is pleased to present a proposal to complete this work. PRC holds extensive expertise in utilizing the Youth Level of Service Case Management Inventory 2.0 (YLS), the current risk/needs assessment measure currently used by the court, to predict recidivism and drive court decision making. PRC, led by Dr. Jodi Petersen, has conducted YLS validation studies in more than 15 Michigan communities, trained court staff and stakeholders in conducting and interpreting the YLS and its related data, analyzed recidivism data across juvenile and adult criminal justice systems, and assisted courts in utilizing risk assessment data to inform their processes and programming. Dr. Petersen is a YLS certified master trainer. The following proposal describes the project activities/methodology, timeline, budget, and deliverables PRC recommends for this project.

Project Activities

The activities of this project aim to build upon the existing good work and momentum of the Court while preparing for the requirements of the changes through Michigan's juvenile justice reform process. Bay County has been utilizing the MJJAS risk assessment instrument currently and utilizes YouthCenter for probation case management, providing a strong foundation for shifting to utilizing the YLS and deepening evidence-based data driven practices. Per prior conversations with Court leadership, PRC recommends the following activities for FY25.

- YLS Staff Training. PRC will provide two days of training on risk assessment and juvenile justice context, YLS implementation, and juvenile justice best practices for all Bay county juvenile court staff. Staff will be equipped to administer the YLS following this training.
 - Budget – \$2000 for two days of training, court to provide location, refreshments, and projector and screen
- Inter-rater reliability (IRR). Inter-rater reliability (IRR) involves all staff who regularly conduct YLS interviews listening to a locally recorded interview, scoring it independently, and then statistically comparing scoring patterns. This ensures fidelity to the scoring criteria, allows opportunity to discuss local interpretation of risk factors, and shared learning where disagreements on scoring may persist. PRC recommends conducting IRRs monthly for the first year and then quarterly at minimum ongoing, provided agreement is maintained above 90%. Court staff will be responsible for providing one recorded risk assessment interview per quarter to use for assessing inter-rater reliability.
 - Budget –\$300 per IRR session, 6 sessions included in this budget, a Bay County staff member will be trained to facilitate the remaining IRR sessions
- Ongoing Staff “Booster Trainings” or Presentations of Data Findings. PRC recommends connecting with staff two additional times in the first year of YLS implementation to provide data feedback or further information/training and assist with embedding evidence-based data driven practices into the Court culture and norms. The timing and topics for these trainings can be determined iteratively as needs arise but may include

topics such as risk assessment driven practices, best practices in juvenile justice treatment/programming, quality assurance in data collection or fidelity to programming, trauma informed care, and/or presentations of findings from ongoing data analysis.

- Budget – 2 hours per training and 1 hour of prep, 2 trainings in FY25, \$900 total

Instrument & Programming Refinement

- Review of current programs and evaluation design for new programming. PRC will review the current programs or service offerings Bay County has available and align those with the risk assessment domains. Should programs not align with domains, PRC will aid in identifying the responsivity or non-criminogenic foci of the program and recommend potential outcome indicators or recommend programmatic adjustments. This will allow for increased responsivity, matching juveniles to the most appropriate programs for their criminogenic risks and needs. This item is also intended to align with (or allow for assistance with) pending state requirements regarding utilization of evidence-based programming. 40 hours of PRC staff time are budgeted for this line item.
 - Budget – \$6000

Quality Assurance

- Ongoing Quality Assurance Monitoring and Recommendations. PRC will assist Bay County in defining how they will monitor quality assurance of programming and will establish monitoring systems for this process. PRC will connect Bay County's data with a dashboard interface and populate charts and alerts to allow for ongoing quality assurance monitoring. This dashboard will include current demographic and risk/need profiles, missing data alerts, and other quality assurance monitoring components as determined by PRC and Bay County, to also align with the state's pending quality assurance requirements. The budgeted amount includes the dashboard connection/build out, dashboard access through September 2025, and 4 hours of PRC time *per month* (48 hours total) for quality assurance calculations, program improvement recommendations, and technical assistance.
 - Budget –
 - Dashboard Onboarding: ~~\$1500~~ -- waived for counties conducting new YLS training in 2024,
 - Annual dashboard access: \$6000,
 - 4 hours per month of quality assurance analysis and consulting: \$7200
 - \$13200 FY25 total

Data Analysis & Reporting

- Annual data analyses (including risk assessment validation, presuming availability of required data) and report development. PRC will conduct annual data analyses including a recidivism analysis and local validation. To conduct these analyses PRC will require access to county recidivism data from the adult system, if possible. PRC will provide an annual report and presentation on all work done in FY25, including the demographic

and risk profile of Bay County juveniles, programming data (where available), risk score changes through programming, recidivism, and local validation. Additionally, PRC will continue to consult with staff regarding implementing the YLS, gathering data through YouthCenter, and developing reports to extract data out of YouthCenter. PRC will be available as needed for ongoing consultation regarding further integrating the YLS into court practices and using the YLS to drive decision making.

- Budget – \$3600

Proposed Timeline and Budget

Activity Focus	Project Activity	Timeline	Budget
Staff Training/Development	Full YLS training for all staff	September 2024	\$2000
	Inter-Rater Reliability facilitation	Monthly (October, November, December 2024) followed by Quarterly (January, April, July), then training court staff to complete these ongoing monthly IRRs	\$3600
	Booster Trainings	January and June 2025	\$900
Instrument & Programming Refinement	Review of Current Programs and Program Evaluation design for new programming	40 hours, schedule TBD, aligning with program development/implementation	\$6000
Quality Assurance	Ongoing quality assurance monitoring and recommendations, assistance with data extraction for state reporting	Ongoing, Monthly reporting	\$13200
Data Analysis & Reporting	Annual data analyses (including risk assessment validation, presuming availability of required data) and report development	September 2025	\$3600

Total FY25 Budget – \$29,300

Should elements of this proposal not be needed or not fall within the county’s budget, PRC may be amenable to altering the proposal to best fit the county’s current resources and needs. Similarly, should additional services (analyses, trainings, presentations, etc) be requested, PRC may be amenable to expanding this proposal to include those elements.

This proposal is valid for 60 days following its receipt.

BAY COUNTY BOARD OF COMMISSIONERS

AUGUST 20, 2024

RESOLUTION

- BY:** COMMITTEE OF THE WHOLE (8/6/24)
- WHEREAS,** The 2024-2025 (October 1, 2024, to September 30, 2025) Child Care Fund Annual Plan and Budget serves as an application to the Michigan Department of Health and Human Services (DHHS) for funds to provide services to youth in the court system who remain in-home as well as those youth who are placed out-of-home for care; and
- WHEREAS,** Child Care Funds are reimbursed to the county at a 50-50 match for out-of-home care or 75-25 match for in-home care; and
- WHEREAS,** Child Care funding is used for the operation of the Juvenile Home, the Court’s Gender Services and Day Treatment programs, formal and informal probation, the Court Youth and Family Counselor, Truancy Court, the Juvenile Assessments Coordinator, foster care placement, independent living, and residential placements for both delinquent and neglected/abused youth; and
- WHEREAS,** Additionally, the Child Care Fund will provide 75% reimbursement for the new state-mandated quality assurance specialist. Monitoring will be provided to the court by Petersen Research Consultants, the same consulting firm that is training and assisting with the implementation of the YLS screening tool to assess the risks and needs of the delinquent population we service in Bay County; and
- WHEREAS,** The budget must be signed by the Chief Judge, the Chair of the Board of Commissioners, the County Executive and the local Department of Health and Human Services Director; Therefore, Be It
- RESOLVED** That the Bay County Board of Commissioners approves the 2024-2025 Child Care Fund Annual Plan and Budget and authorizes the Chairman of the Board to execute all documents required for the 2024-2025 Child Care Fund Annual Plan and Budget on behalf of Bay County following Finance and Corporation Counsel review and approval; Be It Finally
- RESOLVED** That related budget adjustments, if required, are approved.

TIM BANASZAK, CHAIR
AND COMMITTEE

Probate Court – 2024-2025 Child Care Fund Annual Plan and Budget

MOVED BY COMM. _____
SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				COLLEEN M. MAILLETTE				JAYME A. JOHNSON			
TIM BANASZAK				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

ROLL CALL: YEAS ___ NAYS ___ EXCUSED ___
 VOICE: YEAS ___ NAYS ___ EXCUSED ___
 DISPOSITION: ADOPTED ___ DEFEATED ___ WITHDRAWN ___
 AMENDED ___ CORRECTED ___ REFERRED ___ NO ACTION TAKEN ___



Troy R. Cunningham
Sheriff Of Bay County

Christopher D. Mausolf
Undersheriff

Troy A. Stewart
Jail Administrator

DATE: July 22, 2024
TO: Chairman Tim Banaszak
Committee of the Whole
Bay County Board of Commissioners
FROM: Sheriff Troy R. Cunningham *TRC*
RE: Grant Application FTY 2025 (SRP P.A. 416)

Request: To re-apply and accept the grant

Background: The Sheriff's Office has participated in the Secondary Road Patrol (SRP) grant program offered through the Office of Highway Safety Planning (OHSP) for many budget years. The County has received SRP grant funding during previous budgeted years that have provided for two deputies. In order to maintain Grant compliance, Bay County must continue Maintenance of Effort of twenty-three (23) locally funded Road Patrol Officers FTY 2025 grant cycle.

Economics/Finance: Notification of grant allocation for Bay County has funding for FTY 2025 will be coming soon. There is no local funding as a condition of the grant.

Recommendations: I am requesting the Committee's approval to apply, accept and authorization(s) to move forward with 2025 SRP Grant Application, and upon OHSP approval of the SRP Grant, make necessary any and all budget adjustments.

CC: Undersheriff Christopher D. Mausolf
Vaughn J. Begick, Chairman, Bay County Board of Commissioners
Amber Johnson, Corporate Counsel
Shawna Walraven, Finance Director
Kim Priessnitz, Assistant Finance Director
Lindsay Arsenault & Hailey Wentz, BOC
Jason Hoppe, Corporation Counsel
Travis Schumann, Accountant
File Copy

W&MGrantAppli.FTY2025-SRP PA 416

Phone: (989) 895-4050

Public Safety Depends On You!
503 Third Street, Bay City, Michigan 48708

Fax (989) 895-4058



BAY COUNTY BOARD OF COMMISSIONERS

AUGUST 20, 2024

RESOLUTION

- BY:** COMMITTEE OF THE WHOLE (8/6/24)
- WHEREAS,** The Bay County Sheriff's Office has participated in the Secondary Road Patrol (SRP) Grant Program offered through the Office of Highway Safety Planning (OHSP) for many budget years; and
- WHEREAS,** Bay County has received SRP Grant funding during previous budgeted years that have provided for two (2) deputies; to maintain Grant compliance, Bay County must continue Maintenance of Effort of twenty-three (23) locally funded Road Patrol Officers FTY 2025 grant cycle; and
- WHEREAS,** Notification of grant allocation for Bay County for FTY 2025 will be announced in the near future, and there is no local funding as a condition of this grant; Therefore, Be It
- RESOLVED** That the Bay County Board of Commissioners authorizes submittal of the SRP Grant application FTY 2025, and the Chairman of the Board is authorized to execute grant application documents on behalf of Bay County (Sheriff) following Corporation Counsel review and approval; Be It Further
- RESOLVED** That, upon OHSP approval of grant funding, the Chairman of the Board is authorized to sign all grant acceptance documents on behalf of Bay County (Sheriff) following Corporation Counsel review and approval; Be It Further
- RESOLVED** That the grant applicant/recipient departments are required to work simultaneously with the Finance Department, whose staff will provide financial oversight of said grant; Be It Further
- RESOLVED** That it is clearly understood that if these grant funds are terminated, any position(s) funded by this grant shall be terminated and will not be absorbed by the County; Be It Finally
- RESOLVED** That related budget adjustments, if required, are approved.

TIM BANASZAK, CHAIR
AND COMMITTEE

Sheriff – 2025 SRP P.A. 416 Grant

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				COLLEEN M. MAILLETTE				JAYME A. JOHNSON			
TIM BANASZAK				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

ROLL CALL: YEAS ___ NAYS ___ EXCUSED ___

VOICE: YEAS ___ NAYS ___ EXCUSED ___

DISPOSITION: ADOPTED ___ DEFEATED ___ WITHDRAWN ___

AMENDED ___ CORRECTED ___ REFERRED ___ NO ACTION TAKEN ___



Troy R. Cunningham

Sheriff Of Bay County

Christopher D. Mausolf
Undersheriff

Troy A. Stewart
Jail Administrator

TO: Chairman Tim Banaszak
Committee of the Whole

FROM: Sheriff Troy R. Cunningham *TRC*

DATE: July 22, 2024

REF: OHSP TRAFFIC ENFORCEMENT GRANT FY-25
To Re-Apply and Accept the Grant Renewal

Background: For the past several years, the Sheriff's Office has been awarded traffic enforcement grants offered through the Michigan Office of Highway Safety Planning (OHSP). Safety Belt and Impaired Driving Enforcement are among the enforcement grant programs the Sheriff's Office has participated in with OHSP grant funding. Each of the grant programs offered is aimed at reducing the number of serious and fatal accidents in Bay County through additional enforcement patrols.

Economics/Finance: An opportunity is again being offered to the Sheriff's Office for 2025. The proposed funding level is anticipated grant up to \$43,681. There are no additional funds required from the County in order to participate in this OHSP grant. The grant provides for deputies' wages during additional scheduled patrols throughout 2025.

Recommendations: Request the board to approve any all necessary documents related to the grant application; if grant is awarded approve any and all grant documents related to the grant agreement on behalf of Bay County. Further, that the Board approve any and all necessary documents and authorize to continue in the 2025 year for the OHSP Michigan Safe Communities Grant and to make necessary budget adjustments.

CC: Undersheriff Christopher D. Mausolf
Shawna Walraven, Finance Director
Kim Priessnitz, Assistant Finance Director
Lindsay Arsenaault & Hailey Wentz, BOC
Jayson Hoppe, Corporation Counsel
Travis Schumann, Finance
Sgt. Michael Shore
File Copy

w&m.OHSPrenewal-2025



BAY COUNTY BOARD OF COMMISSIONERS

AUGUST 20, 2024

RESOLUTION

- BY: COMMITTEE OF THE WHOLE (8/6/24)
- WHEREAS, For the past several years, the Bay County Sheriff’s Office has been awarded traffic enforcement grants offered through the Michigan Office of Highway Safety Planning (OHSP); and
- WHEREAS, Safety Belt and Impaired Driving Enforcement are among the enforcement grant programs the Sheriff’s Office has participated in with OHSP grant funding; and
- WHEREAS, Each of the grant programs offered is aimed at reducing the number of serious and fatal accidents in Bay County through additional enforcement patrols; and
- WHEREAS, An opportunity is again being offered to the Sheriff’s Office for 2025 and the proposed funding level is an anticipated grant up to \$43,681. The grant provides for deputies' wages during additional scheduled patrols throughout 2025; and
- WHEREAS, There are no additional funds required from the County in order to participate in this OHSP grant; Therefore, Be It
- RESOLVED That the Bay County Board of Commissioners approves continued participation in the OHSP Traffic Enforcement Program and authorizes the Sheriff’s Office to submit an application for the OHSP Traffic Enforcement Grant FTY2025; Be It Further
- RESOLVED That the Chairman of the Board is authorized to execute the grant application/grant award documents on behalf of Bay County (Sheriff’s Office) following Finance Department and Corporation Counsel review and approval; Be It Further
- RESOLVED That the grant applicant/recipient departments are required to work simultaneously with the Finance Department whose staff will provide financial oversight of said grant; Be It Further
- RESOLVED That it is clearly understood that if these grant funds are terminated, any position(s) funded by this grant shall be terminated and will be not absorbed by the County; Be It Finally
- RESOLVED That related budget adjustments, if required, are approved.

TIM BANASZAK, CHAIR
AND COMMITTEE

Sheriff – OHSP Grant Application 2025

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				COLLEEN M. MAILLETTE				JAYME A. JOHNSON			
TIM BANASZAK				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

ROLL CALL: YEAS ___ NAYS ___ EXCUSED ___

VOICE: YEAS ___ NAYS ___ EXCUSED ___

DISPOSITION: ADOPTED ___ DEFEATED ___ WITHDRAWN ___

AMENDED ___ CORRECTED ___ REFERRED ___ NO ACTION TAKEN ___



BAY COUNTY

(989) 895-4051 • FAX (989) 892-3744

911 Central Dispatch

1228 Washington Ave., Bay City MI 48708

Ryan Gale
Director

Brent Rubis
Assistant Director

Ryan Manz
Emergency Management Coordinator

James A. Barcia
Bay County Executive

To: Tim Banaszak, Chair, Committee of the Whole

From: Ryan Gale, 911 Central Dispatch Director

Date: July 12, 2024

Subject: 9-1-1 Backup Generator Replacement

Request: Approval for the purchase, installation, and connection of a new diesel generator to replace the current non-operational unit.

Background: Bay County 911 Central Dispatch is a critical infrastructure that ensures the safety and well-being of our community by providing continuous emergency communication services. Our facility relies heavily on backup power sources to maintain operations during power outages. Currently, our diesel generator, which served as a primary backup power source, is no longer operational and cannot be repaired due to the unavailability of necessary parts.

This situation has left us with only a natural gas generator as our sole backup power source. While the natural gas generator is functioning, relying on a single backup power source poses a significant risk to our operations. In the event of a power outage, any failure or depletion of the natural gas generator could lead to a complete shutdown of emergency communication services, potentially endangering lives and property.

Given the critical nature of our services, it is imperative to have a reliable and redundant backup power system in place. The installation of a new 60 kW diesel generator will ensure that we have a dependable and robust backup power source to support our operations during emergencies.

Finance/Economics: The estimated cost for the purchase, installation, and connection of a new 60 kW diesel generator, including the removal of the old generator, is approximately \$60,000. Although this replacement was not specifically budgeted for, funds exist within the 911 fund balance to cover the cost.

Recommendation: Upon favorable review by Corporation Counsel, the Department recommends approval and any necessary signatures required by the Board Chair, as well as approval of all budget adjustments for the purchase and installation of a new backup generator.

Cc: Jim Barcia, Shawna Walraven, Tiffany Jerry, Amber Johnson, Frances Moore

BAY COUNTY BOARD OF COMMISSIONERS

AUGUST 20, 2024

RESOLUTION

BY: COMMITTEE OF THE WHOLE (8/6/24)

WHEREAS, Bay County 911 Central Dispatch is a critical infrastructure that ensures the safety and well-being of our community by providing continuous emergency communication services; and

WHEREAS, 911 Central Dispatch’s facility relies heavily on backup power sources to maintain operations during power outages; and

WHEREAS, Currently, the diesel generator, which served as a primary backup power source, is no longer operational and cannot be repaired due to the unavailability of necessary parts; and

WHEREAS, This situation has left only a natural gas generator as the sole backup power source; and

WHEREAS, While the natural gas generator is functioning, relying on a single backup power source poses a significant risk to 911 Central Dispatch operations. In the event of a power outage, any failure or depletion of the natural gas generator could lead to a complete shutdown of emergency communication services, potentially endangering lives and property; and

WHEREAS, Given the critical nature of 911 services, it is imperative to have a reliable and redundant backup power system in place. The installation of a new 60 kW diesel generator will ensure that there is a dependable and robust backup power source to support operations during emergencies; and

WHEREAS, The estimated cost for the purchase, installation, and connection of a new 60kW diesel generator, including the removal of the old generator, is approximately \$60,000. Although this replacement was not specifically budgeted for, funds exist within the 911 Fund Balance to cover the cost; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the budget adjustment of \$60,000 for the purchase, installation, and connection of a new 60 kW diesel generator, including the removal of the old generator in accordance with Bay County's Purchasing Policy, and authorize the Bay County Purchasing Department to release a competitive sealed bid, if it is determined this is the appropriate route to follow, with funds to come from 9-1-1 Millage Funds; Be It Further

RESOLVED That the Chairman of the Board is authorized to execute required documents on behalf of Bay County (9-1-1 Central Dispatch) following Corporation Counsel review and approval; Be It Finally

RESOLVED That related budget adjustments, if required, are approved.

TIM BANASZAK, CHAIR
AND COMMITTEE

911 Central Dispatch – Backup Generator Replacement

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				COLLEEN M. MAILLETTE				JAYME A. JOHNSON			
TIM BANASZAK				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

ROLL CALL: YEAS ___ NAYS ___ EXCUSED ___

VOICE: YEAS ___ NAYS ___ EXCUSED ___

DISPOSITION: ADOPTED ___ DEFEATED ___ WITHDRAWN ___

AMENDED ___ CORRECTED ___ REFERRED ___ NO ACTION TAKEN ___



**BAY COUNTY
DEPARTMENT ON AGING**

James A. Barcia
County Executive


Beth Eurich, LBSW
Director
euriche@baycountymi.gov

Jessica Somerlott, LBSW
Senior Services Manager
somerlottj@baycountymi.gov

Patty Gomez
Programming Services Manager
gomezp@baycountymi.gov

Zach Brunett
Nutrition Services Manager
brunetz@baycountymi.gov

To: Tim Banaszak, Committee of the Whole Chairman

From: Beth Eurich, Department on Aging Director 

Date: July 10, 2024

Cc: Jim Barcia, Amber Johnson, Shawna Walraven

RE: Request to approve the Senior Service Employment Program (SCSEP) Worksite Agreement between Region VII Area Agency on Aging, Bay County, Department on Aging and the Health Department.

BACKGROUND:

In the past, Bay County, Department on Aging and the Health Department have utilized the SCSEP program thru Region VII Area Agency on Aging.

FINANCE and ECONOMICS:

Region VII Area Agency on Aging agrees to funding wages and fringe benefits. Bay County, Department on Aging and the Health Department agree to pay any travel reimbursement if needed. Funds exist within current year's budget.

RECOMMENDATION:

Upon favorable review by Corporation Counsel, the Department on Aging recommends approval of the SCSEP Worksite agreement for Board Chairs signature.

515 Center Avenue, Suite 202 Bay City, Michigan 48708

Tel: (989) 895-4100 Fax: (989) 895-4094

Email: divonaging@baycountymi.gov Website: www.baycountymi.gov/Aging/

BAY COUNTY BOARD OF COMMISSIONERS

AUGUST 16, 2024

RESOLUTION

BY: COMMITTEE OF THE WHOLE (8/6/24)

WHEREAS, In the past, Bay County, Bay County Department on Aging and Bay County Health Department have utilized the Senior Citizen Service Employment Program (SCSEP) through Region VII Area Agency on Aging; and

WHEREAS, Region VII Area Agency on Aging funds the wages and fringe benefits and Bay County (Bay County Department on Aging and Bay County Health Department) pays any travel reimbursement, if needed, from funds that exist within the current budget; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the Senior Community Service Employment Program (SCSEP) Worksite Agreement between Region VII Area Agency on Aging and Bay County (Department on Aging and Health Department) and authorizes the Chairman of the Board to execute said Agreement on behalf of Bay County following Corporation Counsel review and approval; Be It Further

RESOLVED That related budget adjustments, if required, are approved

TIM BANASZAK, CHAIR
AND COMMITTEE

DOA – SCSEP Agreement 2024-2025

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				COLLEEN M. MAILLETTE							
TIM BANASZAK				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

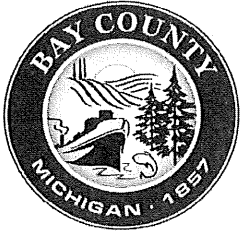
VOTE TOTALS:

ROLL CALL: YEAS ___ NAYS ___ EXCUSED ___

VOICE: YEAS ___ NAYS ___ EXCUSED ___

DISPOSITION: ADOPTED ___ DEFEATED ___ WITHDRAWN ___

AMENDED ___ CORRECTED ___ REFERRED ___ NO ACTION TAKEN ___



**BAY COUNTY
PERSONNEL DEPARTMENT**

James A. Barcia
County Executive

Tiffany Jerry
Director
jerryt@baycounty.net

To: Timothy Banaszak, Chair, Committee of the Whole

From: Tiffany Jerry, Director of Personnel and Employee Relations

Date: July 22, 2024

Re: Committee of the Whole Agenda



Please consider the following items for the agenda of the Board of Commissioner's meeting scheduled for August 6, 2024.

1. **Request:**

Amy Revette has submitted a request to hire the candidate for the part-time WIC Breastfeeding Peer Counselor at the one-year rate of \$17.69 based on their experience.

Background:

The WIC Breastfeeding peer Counselor position requires specific qualifications and training. The candidate comes with one year's experience and has the qualification and training requirements met. In her current position she is making \$19.12 and she is requesting to be hired at above the starting rate of \$15.74 (TS06) due to the experience she can bring to Bay County.

Finance/Economics:

This position is currently budgeted at \$18.58/hour. No additional funds would be necessary to allow the candidate to start at the one-year rate.

Recommendation:

Please refer to the full board for approval to hire the part-time WIC Breastfeeding Peer Counselor at the one-year rate of \$17.69/hour.

2. **Request:**

Cristen Gignac has submitted a request to hire the Typist Clerk III position in Buildings & Grounds at the 1-year rate of pay \$17.87/hour (TU06).

Background:

The candidate is an internal candidate with over a year of County clerical experience. This would be the next appropriate step in terms of pay rate so as not to take a pay cut to transfer positions.

Finance/Economics:

Funds exist within the current budget.

Recommendation:

Please refer to the full board for approval to hire the Typist Clerk III position at the 1-year rate of \$17.87/hour.

Thank you for your consideration and approval of any necessary budget adjustments related to the aforementioned requests. If you have any questions or concerns, please feel free to contact me.

cc: Jim Barcia
Amber Davis-Johnson
Shawna Walraven
Kim Priessnitz
Amy Revette
Joel Strasz
Cristen Gignac
Jon Morse
DJ Ross



**Bay County
HEALTH Department**

1200 Washington Avenue Bay City, Michigan 48708

PHONE (989) 895-4009/FAX (989) 895-4014/TDD (989) 895-4049

www.baycounty-mi.gov/Health

James A. Barcia
Bay County Executive

Joel R. Strasz
Public Health Director

TO: Tiffany Jerry, Personnel Director
FROM: Amy Revette, WIC Manager
DATE: July 19, 2024
CC: Joel Strasz, Tracy Cederquist
RE: Health Department Position Request

Request:

Candidate for WIC Breastfeeding Peer Counselor (part time) has requested higher rate than the starting pay. I am recommending the candidate be hired at the one-year rate of \$17.69 based on their experience.

Background:

The WIC Breastfeeding Peer Counselor position requires specific qualifications and training. The candidate comes with one year's experience and has the qualification and training requirements met. In her current position she is making \$19.12, and she is requesting to be hired at above the starting rate of \$15.74 due to the experience she can bring to Bay County.

Finance:

This position currently budgeted at \$18.58. No additional funds would be necessary to allow the candidate to start back at this two-step rate.

Recommendation: Please refer to the full board for approval.

BAY COUNTY BOARD OF COMMISSIONERS

AUGUST 20, 2024

RESOLUTION

- BY: COMMITTEE OF THE WHOLE (8/6/24)
- WHEREAS, The WIC Breastfeeding Peer Counselor position requires specific qualifications and training; and
- WHEREAS, Currently, there is a candidate that comes with one year's experience and has the qualification and training requirements met; and
- WHEREAS, This candidate is currently making \$19.12/hr in their position and is requesting to be hired at, above the starting rate of \$15.74/hr (TS06) due to the experience she can bring to Bay County; and
- WHEREAS, This position is currently budgeted at \$18.58/hr and no additional funds are required to allow the candidate to start at the one-year rate; Therefore, Be It
- RESOLVED That the Bay County Board of Commissioners approves the hire of the part-time WIC Breastfeeding Peer Counselor candidate at the 1-year rate of \$17.69 per hour (TS06); Be It Finally
- RESOLVED That related budget adjustments, if required, are approved.

TIM BANASZAK, CHAIR
AND COMMITTEE

Personnel/Health Dept – WIC Breastfeeding Peer Counselor Hired at 1-year Rate - \$17.69/hr (TS06)

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				COLLEEN M. MAILLETTE				JAYME A. JOHNSON			
TIM BANASZAK				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

ROLL CALL: YEAS ___ NAYS ___ EXCUSED ___

VOICE: YEAS ___ NAYS ___ EXCUSED ___

DISPOSITION: ADOPTED ___ DEFEATED ___ WITHDRAWN ___

AMENDED ___ CORRECTED ___ REFERRED ___ NO ACTION TAKEN ___

RECREATION & FACILITIES



BAY COUNTY

CRISTEN GIGNAC, DIRECTOR
gignacc@baycounty.net

JAMES A. BARCIA
County Executive

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

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

Brad Moses, Civic Arena Manager
mosesh@baycounty.net

Daniel Neering, Recreation Manager
neeringd@baycounty.net

Dan Tomczak, Pinconning Park Manager
tomczakd@baycounty.net

Beth Trahan, Recreation Coordinator
trahanb@baycounty.net

To: Tiffany Jerry, Personnel & Employee Relations
From: Cristen Gignac, Director of Recreation and Facilities
Date: July 22, 2024
Subject: Request to Hire at 1 Year Rate

Buildings and Grounds has found a successful internal candidate for the Typist Clerk III that comes with over a year of County clerical experience. I am requesting approval to fill the Typist Clerk III position with Buildings & Grounds at the 1-year rate of . This would be the next appropriate step in terms of her pay rate to not take a pay cut to transfer positions. Funds exist within the current budget.

Thank you for your consideration of this position.

cc: Jim Barcia
Jon Morse
DJ Ross

BAY COUNTY BOARD OF COMMISSIONERS

AUGUST 20, 2024

RESOLUTION

BY: COMMITTEE OF THE WHOLE (8/6/24)
 WHEREAS, Bay County Buildings and Grounds has found a successful internal candidate for the Typist Clerk III, who comes with over a year of County clerical experience; and
 WHEREAS, This would be the next appropriate step in terms of pay rate so as not to take a pay cut to transfer positions; and
 WHEREAS, Funds are currently budgeted, and no additional funds are required; Therefore, Be It
 RESOLVED That the Bay County Board of Commissioners approves the hire of the Typist Clerk III candidate in Buildings and Grounds at the 1-year rate of \$17.87 per hour (TU06); Be It Finally
 RESOLVED That related budget adjustments, if required, are approved.

TIM BANASZAK, CHAIR
 AND COMMITTEE

Personnel/Buildings & Grounds – Typist Clerk III Hired at 1-Year Rate - \$17.87/hr (TU06)

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				COLLEEN M. MAILLETTE				JAYME A. JOHNSON			
TIM BANASZAK				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

ROLL CALL: YEAS ___ NAYS ___ EXCUSED ___

VOICE: YEAS ___ NAYS ___ EXCUSED ___

DISPOSITION: ADOPTED ___ DEFEATED ___ WITHDRAWN ___

AMENDED ___ CORRECTED ___ REFERRED ___ NO ACTION TAKEN ___

Description	Journal Number	2024 Fund Balance
Estimated Unassigned Fund Balance or (Deficit) 12/31/2023		\$9,903,860
Previous years Assigned Fund Balance for P.O.'s*		\$1,824,885
Assigned Fund Balance for designation to balance 2024 budget		\$2,723,731
Unassigned & Assigned Fund Balance or (Deficit) at 12/31/2023		<u>\$14,452,476</u>
2024 Budgeted Surplus /(Deficit)		<u>(\$2,723,731)</u>

BUDGET ADJUSTMENTS POSTED IN JANUARY THROUGH JULY 2024

Increase 2024 budget for MSU Extension 2024 Budget. BOC approved per Resolution 2023-228	24-01-238	-124,238
Increase 2024 budget for MFRMA risk management insurance 7.1% increase. BOC approved this B.A. per Resolution 2023-237	24-01-235	-46,736
Decrease use of G.F.balance due to duplicate entry of one position in the Sheriff budget. BOC approves of this correction of a budget per Resolution 2023-241	24-01-237	105,893
Budget for LeadsOnLine software for the Sheriff Dept. BOC approved this B.A. per Resolution 2023-185	24-01-472	-4,000
Budget for a 2023 P.O. rolled over for the Sheriff Dept. for a vehicle that the vendor never provided. BOC approved B.A. per Resolution 2023-241	24-01-547	-47,524
Budget for an increase due to new vehicle purchase prices increasing. BOC approved this B.A. per Resolution #2024-13	24-02-294	-14,500
Increased Juvenile Home budget for purchase of laundry equipment. BOC approved this B.A. per Resolution #2024-23	24-03-032	-6,000
Budget for Juvenile Home repairs. BOC approved this B.A. per Resolution #2024-22	24-03-033	-26,000
Budget for a 2023 P.O. rolled over for the elevator replacement project. BOC approved the Bid award and B.A. for this project by Resolution #2024-02*	24-03-218	-978,000
Correct the budget for Transportation asset management grant. BOC approved this B.A. by Resolution 2023-156	24-03-412	18,008
Correct the 2024 Civic Arena budget by removing a budgeted expense not needed. BOC approved this B.A. by Resolution 2023-241	24-03-116	2,500
Increase ISD 2024 budget for the additional cost to implement the lease tracking software. BOC approved of this B.A. per Resolution 2024-41	24-03-409	-2,500
Increase the budget for the price increase for Delta College fitness agreement. BOC approved this B.A. by Resolution 2023-188	24-03-411	-40
Budget for temporary help for the Treasurer's Office. BOC approved this B.A. per Resolution 2024-28	24-04-284	-6,000
Budget for open 2023 P.O.'s rolled over into the year 2024. BOC approved per Resolution 2023-241*	24-04-368	-926,506
To roll over the remaining \$6,899 revenue from 5-26-23 sale of a boat to purchase a trailer for a marine boat. BOC approved per Resolution 2023-241	24-05-369	-6,899
Increase 2024 Sheriff Marine Patrol & Dive Team budget to ensure 24-7 emergency coverage purchase equipment. BOC approved per Resolution 2024-98	24-06-286	-30,000

JULY 30, 2024

Estimated Unassigned Fund Balance or (Deficit) 7/30/2024		<u>-2,092,542</u>
		<u>\$9,636,203</u>



**BAY COUNTY
FINANCE DEPARTMENT**

James A. Barcia
County Executive

Shawna S. Walraven
Finance Officer
walravens@baycountymi.gov

Kimberly A. Priessnitz
Assistant Finance Officer
priessnitzk@baycountymi.gov

Frances A. Moore
Purchasing
moorefa@baycountymi.gov

Julie A. O'Malley
Information Systems Manager
omalleyj@baycountymi.gov

TO: Tim Banaszak, Chairperson
Committee of the Whole

FROM: Shawna S. Walraven, Finance Officer *SSW*

DATE: July 30, 2024

RE: Executive Directive #2007-001

REQUEST:

Please place this memo on August 6, 2024, Committee of the Whole Agenda for your committee's information.

BACKGROUND:

On July 16, 2024, an email was sent requesting departments to contact their grantor agencies to confirm their level of grant funding for the current year. As stated previously, the Finance Department would request monthly updates from these departments regarding their grant funding status and then provide a status update to your committee at your monthly meeting.

ECONOMICS:

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

- A. The federal/state grantor agencies that have responded to department's requests indicate that funding levels for the federal/state grants with regard to fiscal year 2023 and/or 2024 appear to have no changes.

RECOMMENDATION:

To receive.

cc: Jim Barcia, County Executive
Kim Priessnitz, Assistant Finance Officer



**BAY COUNTY
FINANCE DEPARTMENT**

James A. Barcia
County Executive

Shawna S. Walraven
Finance Officer
walravens@baycounty.net

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

Frances A. Moore
Purchasing
moorefa@baycounty.net

Julie A. O'Malley
Information Systems Manager
omalleyj@baycounty.net

To: Tim Banaczak
Chair, Committee of the Whole *SW*
From: Shawna Walraven, Finance Officer
Date: July 8, 2024
Subject: Credit Application Signature Authorization

Request:

Rescind Board Resolution #2023-83

Background:

In May of 2023 the Board of Commissioners determined, based on a review of past Bay County Board resolutions, the authority does not lie with the Finance Officer to approve, sign or submit on behalf of Bay County credit application to businesses with which the county wishes to conduct business. The above resolution authorized the Chairman of the Board of Commissioners to sign credit applications upon review by Corporation Counsel. However after further review and necessity of electronic applications the Board of Commissioners now wishes to authorize the Finance Officer.

Finance/Economics:

No financial impact.

Recommendation:

The Bay County Board of Commissioners authorizes the Finance Officer to execute credit applications and/or similar forms or agreements on behalf of Bay County that incur indebtedness only when budgeted funds exist as not to disrupt the everyday operations of Bay County. The Finance Department will forward executed copies to the Board of Commissioners to review after they have been signed.

cc: Jim Barcia, Amber Davis-Johnson

BAY COUNTY BOARD OF COMMISSIONERS

AUGUST 20, 2024

RESOLUTION

- BY: COMMITTEE OF THE WHOLE (8/6/24)
- WHEREAS, In May of 2023, the Board of Commissioners determined, based on a review of past Bay County Board resolutions, that the authority does not lie with the Finance Officer to approve, sign, or submit on behalf of Bay County credit application to businesses with which the county wishes to conduct business; and
- WHEREAS, The Bay County Board of Commissioners approved Resolution No. 2023-83, which authorized the Chairman of the Board of Commissioners to sign credit applications upon review by Corporation Counsel. However, after further review and the necessity of electronic applications, the Board of Commissioners now wishes to authorize the Finance Officer; Therefore, Be It
- RESOLVED That the Bay County Board of Commissioners hereby rescinds Resolution No. 2023-83, authorizing the Chairman of the Board to sign credit applications; Be It Further
- RESOLVED That the Bay County Board of Commissioners authorizes the Bay County Finance Officer to execute credit applications and/or similar forms or agreements on behalf of Bay County that incur indebtedness only when budgeted funds exist so as not to disrupt the everyday operations of Bay County; Be It Further
- RESOLVED That the Bay County Finance Department will forward executed copies to the Board of Commissioners to review after they have been signed; Be It Finally
- RESOLVED That related budget adjustments, if required, are approved.

TIM BANASZAK, CHAIR
AND COMMITTEE

Finance- Rescind Resolution 2023-83; Authorize Finance Officer to Execute Credit Application

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				COLLEEN M. MAILLETTE				JAYME A. JOHNSON			
TIM BANASZAK				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

ROLL CALL: YEAS ___ NAYS ___ EXCUSED ___

VOICE: YEAS ___ NAYS ___ EXCUSED ___

DISPOSITION: ADOPTED ___ DEFEATED ___ WITHDRAWN ___

AMENDED ___ CORRECTED ___ REFERRED ___ NO ACTION TAKEN ___

BAY COUNTY BOARD OF COMMISSIONERS

MAY 2, 2023

RESOLUTION

BY: WAYS AND MEANS COMMITTEE (5/2/2023)

WHEREAS, Bay County receives requests for credit applications for new businesses and some require renewed credit applications as a course of business; and
 WHEREAS, Historically, the Finance Officer has approved, signed, and submitted, on behalf of Bay County, credit applications to businesses with which the county wishes to conduct business. However, upon review of Bay County Board resolutions, the authority does not lie with the Finance Officer but with the Board of County Commissioners; and
 WHEREAS, In order to avoid a disruption in business, it is recommended that the Board of Commissioners authorize the Chairman of the Board to sign credit application approval requests (only when budgeted funds exist); Therefore, Be It
 RESOLVED That the Bay County Board of Commissioners authorizes the Chairman of the Board to execute credit applications and/or similar forms or agreements on behalf of Bay County that incur indebtedness only when budgeted funds exist as not to disrupt the everyday operations of Bay County following Corporation Counsel review and approval; Be It Finally
 RESOLVED That related budget adjustments, if required, are approved.

TIM BANASZAK, CHAIR
 AND COMMITTEE

Finance – Authority for Chairman of the Board to sign Credit Application Approval

MOVED BY COMM. BANASZAK

SUPPORTED BY COMM. HEREK

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC	X			COLLEEN M. MAILLETTE	X			DENNIS R. POIRIER	X		
TIM BANASZAK	X			THOMAS M. HEREK	X						
VAUGHN J. BEGICK	X			KAYSEY L. RADTKE	X						

VOTE TOTALS:

ROLL CALL: YEAS 7 NAYS 0 EXCUSED 0
 VOICE: YEAS 7 NAYS 0 EXCUSED 0

DISPOSITION: ADOPTED X DEFEATED WITHDRAWN-
 AMENDED CORRECTED REFERRED NO ACTION TAKEN



**BAY COUNTY
FINANCE/INFORMATION SYSTEMS**

James A. Barcia
County Executive

Shawna Walraven
Finance Officer
walravens@baycountymi.gov

Kimberly A. Priessnitz
Assistant Finance Officer
priessnitzk@baycountymi.gov

Frances A. Moore
Purchasing/Housing Rehab
mooref@baycountymi.gov

Julie A. O'Malley
Information Systems Manager
omalleyj@baycountymi.gov

TO: Tim Banaszak, Chairperson
Ways & Means Committee

FROM: Shawna S. Walraven, Finance Officer
Tiffany Jerry, Personnel Director
Weston Prince, Treasurer *wwwp*

RE: Request for Approval to Bid Financial/Payroll/Treasurer Investment Software

DATE: July 30, 2024

REQUEST:

Seeking authorization from the Board to issue a bid for financial software for the County including but not limited to general ledger, fixed assets, accounts payable, accounts receivable, vendors, payroll, purchase orders, budget, and investments.

BACKGROUND:

The County currently utilizes the Tyler Technologies program ERP (Munis) to process the County's financial transactions. This software has been utilized for the past 15 years. We were notified by Tyler that the 2024 version will be the last version they will support on-premises versions of the software. It is highly likely we will need to move to a cloud-based solution and upgrade the software in the next 3-5 years.

ECONOMICS:

Due to the need to move to cloud based services and the required software upgrade, Tyler Technologies has notified us that the cost will be approximately double what we are paying currently. Therefore, it is prudent to seek bids from financial reporting software companies to ascertain what is available and determine the best value for Bay County.

RECOMMENDATION:

Authorize the Finance Officer to direct Purchasing to draft and issue a bid for financial reporting software after review by Corporation Counsel.

cc: James A. Barcia, Kim Priessnitz, Amber Davis-Johnson

BAY COUNTY BOARD OF COMMISSIONERS

AUGUST 20, 2024

RESOLUTION

BY: COMMITTEE OF THE WHOLE (8/6/24)
 WHEREAS, Bay County currently utilizes the Tyler Technologies program ERP (Munis) to process Bay County’s financial transactions; and
 WHEREAS, This software has been utilized for the past 15 years and were recently notified by Tyler that the 2024 version will be the last version they will support on-premises versions of the software; and
 WHEREAS, It is highly likely Bay County will need to move to a cloud-based solution and upgrade the software in the next 3-5 years; and
 WHEREAS, Due to this need, Tyler Technologies has notified Bay County that the cost will be approximately double what is currently being paid. Therefore, it is prudent to seek bids from financial reporting software companies to ascertain what is available and determine the best value for Bay County; Therefore, Be It
 RESOLVED That the Bay County Board of Commissioners authorizes the release of a bid for financial software for Bay County, including, but not limited to, general ledger, fixed assets, accounts payable, accounts receivable, vendors, payroll, purchase orders, budget, and investments.

TIM BANASZAK, CHAIR
 AND COMMITTEE

Finance – Bid Release for Request for Financial/Payroll/Treasurer Investment Software

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				COLLEEN M. MAILLETTE				JAYME A. JOHNSON			
TIM BANASZAK				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

ROLL CALL: YEAS ___ NAYS ___ EXCUSED ___

VOICE: YEAS ___ NAYS ___ EXCUSED ___

DISPOSITION: ADOPTED ___ DEFEATED ___ WITHDRAWN ___

AMENDED ___ CORRECTED ___ REFERRED ___ NO ACTION TAKEN ___



**BAY COUNTY
FINANCE/INFORMATION SYSTEMS**

James A. Barcia
County Executive


Shawna S. Walraven
Finance Officer
walravens@baycounty.net

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

Frances A. Moore
Purchasing
moorefa@baycounty.net

Julie A. O'Malley
Information Systems Manager
omalleyj@baycounty.net

To: Tim Banaszak
Chair, Committee of the Whole

From: Frances Moore 
Purchasing Agent

Date: July 19, 2024

Subject: Bid Award Notification

Request:

Receive the notification of intent to award Invitation for Bid (IFB) to Al's Aerial Spraying, LLC and authorize the Board Chair to sign all documents relating to this award after review by Corporation Counsel. This contract will be for 3 years 2025, 2026, and 2027 with an option for a two (2) year extension for the years 2028 and 2029.

Background:

The vendor responses were opened on Friday, June 28, 2024, at 11:00 A.M., we received two (2) bids: Al's Aerial Spraying and Hamilton Helicopter. Both bids' vendors were deemed responsive.

Due to this bid being an IFB price was the driving factor in the decision process and once all the certifications had been verified the department forwarded their recommendation.

Finance/Economics:

The pricing submitted by Al's Aerial Spraying offered \$69.32 per acre treated for the length of the proposed contract. This is an increase from 2019 when the per acre amount was \$51.56. The amount of acres will fluctuate annually so a definitive cost is hard to calculate.

Recommendation:

Receive the award of this IFB and authorize the Board Chair to sign all documents relating to the award of this bid after review by Corporation Counsel and to approve all future budget adjustments relating to this award.

cc: Jim Barcia, Amber Davis-Johnson, Shawna Walraven, Laura Ogar, Jeremy Lowell and Carter Rogers.

BAY COUNTY BOARD OF COMMISSIONERS

AUGUST 20, 2024

RESOLUTION

BY: COMMITTEE OF THE WHOLE (8/6/24)
 WHEREAS, In March 2024, The Bay County Board of Commissioners authorized the release of the Invitation to Bid (IFB) for Spongy Moth Aerial Treatment Application; and
 WHEREAS, The vendor responses were opened on Friday, June 28, 2024, at 11:00 A.M. Bay County received two (2) bids: Al's Aerial Spraying and Hamilton Helicopter and both bids' vendors were deemed responsive; and
 WHEREAS, Due to this bid being an Invitation for Bid (IFB) the price was the driving factor in the decision process, and once all the certifications had been verified, the department forwarded its recommendation; and
 WHEREAS, The pricing submitted by Al's Aerial Spraying offered \$69.32 per acre treated for the length of the proposed contract. This is an increase from 2019 when the per acre amount was \$51.56. The number of acres will fluctuate annually, making a definitive cost hard to calculate; and
 WHEREAS, This contract will be for 3 years: 2025, 2026, and 2027, with an option for a two (2) year extension for the years 2028 and 2029; Therefore, Be It
 RESOLVED That the Bay County Board of Commissioners receives the notification of intent to award an Invitation for Bid (IFB) to Al's Aerial Spraying, LLC, and authorizes the Chairman of the Board to sign all documents related to the bid award following Corporation Counsel review and approval; Be It Finally
 RESOLVED That related budget adjustments, if required, are approved.

TIM BANASZAK, CHAIR
 AND COMMITTEE

Purchasing - Forest Sustainability Program – Spongy Moth Aerial Treatment Bid Award to Al's Aerial Spraying, LLC

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				COLLEEN M. MAILLETTE				JAYME A. JOHNSON			
TIM BANASZAK				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

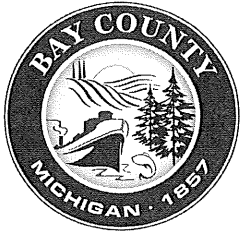
VOTE TOTALS:

ROLL CALL: YEAS ___ NAYS ___ EXCUSED ___

VOICE: YEAS ___ NAYS ___ EXCUSED ___

DISPOSITION: ADOPTED ___ DEFEATED ___ WITHDRAWN ___

AMENDED ___ CORRECTED ___ REFERRED ___ NO ACTION TAKEN ___



**BAY COUNTY
FINANCE DEPARTMENT**

James A. Barcia
County Executive

Shawna S. Walraven
Finance Officer
walravens@baycountymi.gov

Kimberly A. Priessnitz
Assistant Finance Officer
priessnitzk@baycountymi.gov

Frances A. Moore
Purchasing
moorefa@baycountymi.gov

Julie A. O'Malley
Information Systems Manager
omalleyj@baycountymi.gov

TO: Tim Banzszak, Chairperson
Committee of the Whole

FROM: Frances Moore *FM*
Purchasing Agent

RE: Request to Release Bid for Waste and Recycling Removal

DATE: July 25, 2024

REQUEST:

Seeking authorization from the Board to issue an Invitation for Bid (IFB) for waste and recycling materials.

BACKGROUND:

The contract with Republic Services has expired.

We will be asking for a three-year agreement with an option of two (2) one-year renewals, for the waste and recycling contract.

ECONOMICS:

Currently, we are unable to accurately provide the cost changes, based on economic changes, anticipating an increase.

RECOMMENDATION:

Authorize the Purchasing Division to draft and issue an Invitation for Bid (IFB) for the waste and recycling after review by Corporation Counsel.

cc: James A Barcia, Amber Davis-Johnson, Shawna Walraven, Kim Priessnitz

BAY COUNTY BOARD OF COMMISSIONERS

AUGUST 20, 2024

RESOLUTION

BY: COMMITTEE OF THE WHOLE (8/6/24)
 WHEREAS, The Finance Department (Purchasing Division) wishes to issue an Invitation for Bid (IFB) for Waste and Recycling Removal Services; and
 WHEREAS, The current contract with Republic Services has expired; Therefore, Be It
 RESOLVED That the Bay County Board of Commissioners authorizes the release of an IFB for Waste and Recycling Removal Services.

TIM BANASZAK, CHAIR
 AND COMMITTEE

Finance/Purchasing - IFB for Waste and Recycling 2024

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				COLLEEN M. MAILLETTE				JAYME A. JOHNSON			
TIM BANASZAK				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

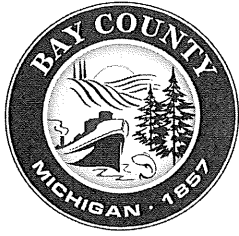
VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____

AMENDED _____ CORRECTED _____ REFERRED _____ NO ACTION TAKEN _____



**BAY COUNTY
FINANCE DEPARTMENT**

James A. Barcia
County Executive

Shawna S. Walraven
Finance Officer
walravens@baycountymi.gov

Kimberly A. Priessnitz
Assistant Finance Officer
priessnitzk@baycountymi.gov

Frances A. Moore
Purchasing
moorefa@baycountymi.gov

Julie A. O'Malley
Information Systems Manager
omalleyj@baycountymi.gov

TO: Tim Banzszak, Chairperson
Committee of the Whole

FROM: Frances Moore *FM*
Purchasing Agent

RE: Renew Office Supply Cooperative Agreement

DATE: July 25, 2024

REQUEST:

Seeking authorization from the Board to renew the existing cooperative agreement with Staples.

BACKGROUND:

The contracts have expired.

We will review the cooperative agreement for the timeframe of the Staples renewal.

ECONOMICS:

Currently, we are unable to accurately provide the cost changes in the contract. We are, based on economic changes, anticipating an increase.

RECOMMENDATION:

Authorize the Purchasing Division to review the cooperative agreement from Staples.

cc: James A Barcia, Amber Davis-Johnson, Shawna Walraven, Kim Priessnitz

BAY COUNTY BOARD OF COMMISSIONERS

AUGUST 20, 2024

RESOLUTION

BY: COMMITTEE OF THE WHOLE (8/6/24)
 WHEREAS, The Finance Department (Purchasing Division) wishes to renew the existing office supply cooperative agreement with Staples; and
 WHEREAS, The contract has expired and currently, due to economic changes, an increase is anticipated; Therefore, Be It
 RESOLVED That the Bay County Board of Commissioners approves the renewal of the cooperative Agreement with Staples and authorizes the Chairman of the Board to execute said Agreement and related documents on behalf of Bay County following Corporation Counsel review and approval; Be It Finally
 RESOLVED That related budget adjustments, if required, are approved.

TIM BANASZAK, CHAIR
 AND COMMITTEE

Finance/Purchasing – Staples Cooperative Agreement Renewal - 2024

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				COLLEEN M. MAILLETTE				JAYME A. JOHNSON			
TIM BANASZAK				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

ROLL CALL: YEAS ___ NAYS ___ EXCUSED ___

VOICE: YEAS ___ NAYS ___ EXCUSED ___

DISPOSITION: ADOPTED ___ DEFEATED ___ WITHDRAWN ___

AMENDED ___ CORRECTED ___ REFERRED ___ NO ACTION TAKEN ___

BAY COUNTY BOARD OF COMMISSIONERS

AUGUST 20, 2024

RESOLUTION

BY: COMMITTEE OF THE WHOLE (8/6/24)

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

ACCOUNTS PAYABLE:

7/3/2024	\$310,313.40
7/10/2024	\$534,052.76
7/17/2024	\$727,224.28
7/24/2024	\$699,103.55
7/31/2024	\$340,667.52

TIM BANASZAK, CHAIR
AND COMMITTEE

Payables

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				COLLEEN M. MAILLETTE				JAYME A. JOHNSON			
TIM BANASZAK				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

ROLL CALL: YEAS ___ NAYS ___ EXCUSED ___

VOICE: YEAS ___ NAYS ___ EXCUSED ___

DISPOSITION: ADOPTED ___ DEFEATED ___ WITHDRAWN ___

AMENDED ___ CORRECTED ___ REFERRED ___ NO ACTION TAKEN ___

**OFFICE OF ASSIGNED COUNSEL
MONTHLY REPORT
JUNE, 2024**

				<u>June 2022</u>	<u>June 2023</u>	<u>June 2024</u>
Total Number of Arraignments:				224	234	273
C.C. FEL/VOP/PPO	17	Felony	54	Traffic	40	
C.C. VOB/FTA/OSC	10	Misdemeanors	79			
Arraign. Only	18	Arraign. in DC by Retained	6	Arraign. in DC by Assign. Atty.	0	
D.C. VOB/FTA/OSC/FTP	48	Arraign. in DC IPP	1			
Total Number of Referrals:				182	165	202
C.C. FEL/VOP/PPO	18	Misd.	82			
Felony	55	Traffic	47			
Total Number of Assignments:				182	164	196
C.C. FEL/VOP/PPO	17	Misd.	80			
Felony	55	Traffic	44			
Total Number of Defendants denied Court Appointed Counsel:				0	1	6
C.C. FEL/VOP/PPO	1	Misd.	2			
Felony	0	Traffic	3			

ARRAIGNMENTS

JEFF MARTIN

				<u>June 2022</u>	<u>June 2023</u>	<u>June 2024</u>
Total Arraignments:				101	88	133
Felonies	36					
Misd.	39					
Traffic	22					
Arraign. Only	7	Settled at Arraignment	2			
VOB/FTA/OSC/FTP	29					

GARSKE/HEWITT

				<u>June 2022</u>	<u>June 2023</u>	<u>June 2024</u>
Total Arraignments:				100	104	106
Felonies	18					
Misd.	40					
Traffic	18					
Arraign. Only	11	Settled at Arraignment	1			
VOB/FTA/OSC/FTP	19					

CIRCUIT COURT

				<u>June 2022</u>	<u>June 2023</u>	<u>June 2024</u>
Total Arraignments:				15	28	27
		Arraigned by Assigned Attorney				
C.C. FEL/VOP/PPO	17	17	0	1		
C.C. VOB/FTA/OSC	10	10	0			
		0				

ASSIGNMENTS

There were a total of **196** defendants assigned

ANDREA LABEAN

June 2022	June 2023	June 2024
44	20	8

Assignments:

		Arraigned by LaBean/Poltorak	Arraigned by LaBean on VOB/FTA/OSC	Assigned without an Arraignment
C.C. FEL/VOP/PPO	2	2		
Felonies	3			
Misd.	1			
Traffic	2			

There were a total of **196** assignments on felonies, misdemeanors, traffic & violations of probation, which the **Andrea LaBean** was assigned.
8 or 4% .

CHRISTOPHER JOHNSON

June 2022	June 2023	June 2024
0	19	15

Assignments:

		Arraigned by Johnson/Poltorak	Arraigned by Poltorak on VOB/FTA/OSC	Assigned without an Arraignment
C.C. FEL/VOP/PPO	2	2	4	
Felonies	13			1
Misd.	0			
Traffic	0			

There were a total of **196** assignments on felonies, misdemeanors, traffic & violations of probation, which the **Christopher Johnson** was assigned.
15 or 8% .

MICHAEL KANUSZEWSKI

June 2022	June 2023	June 2024
33	26	40

Assignments:

		Arraigned by Kanuszewski/Poltorak	Arraigned by Kanuszewski on VOB/FTA/OSC	Assigned without an Arraignment
C.C. FEL/VOP/PPO	1	1		
Felonies	2			
Misd.	34			1
Traffic	3			1

There were a total of **196** assignments on felonies, misdemeanors, traffic & violations of probation, which the **Michael Kanuszewski** was assigned.
40 or 20% .

MICHAEL HUBER

June 2022	June 2023	June 2024
20	13	13

Assignments:

		Arraigned by Huber/Poltorak	Arraigned by Huber on VOB/FTA/OSC	Assigned without an Arraignment
C.C. FEL/VOP/PPO	0		2	
Felonies	10			
Misd.	2			
Traffic	1			

There were a total of **196** assignments on felonies, misdemeanors, traffic & violations of probation, which the **Michael Huber** was assigned.
13 or 7% .

AARON HETHERINGTON

June 2022	June 2023	June 2024
13	11	17

Assignments:

		Arraigned by Hetherington/Poltorak	Arraigned by Hetherington on VOB/FTA/OSC	Assigned without an Arraignment
C.C. FEL/VOP/PPO	2	2		
Felonies	13			
Misd.	2			
Traffic	0			

There were a total of **196** assignments on felonies, misdemeanors, traffic & violations of probation, which the **Aaron Hetherington** was assigned **17** or **9%** .

ANDREW BONNELL

June 2022	June 2023	June 2024
44	20	41

Assignments:

		Arraigned by Bonnell/Poltorak	Arraigned by Bonnell on VOB/FTA/OSC	Assigned without an Arraignment
C.C. FEL/VOP/PPO	0			
Felonies	1			
Misd.	30			
Traffic	10			

There were a total of **196** assignments on felonies, misdemeanors, traffic & violations of probation, which the **Andrew Bonnell** was assigned **41** or **21%** .

ROSTER ATTORNEYS

June 2022	June 2023	June 2024
28	55	62

Assignments:

		Arraigned by Assigned Attorney	Arraigned by Assigned Attorney on VOB/FTA/OSC	Assigned without an Arraignment
C.C. FEL/VOP/PPO	10	10	4	1
Felonies	13			
Misd.	11			
Traffic	28			3

There were a total of **196** assignments on felonies, misdemeanors, traffic & violations of probation, which the **Roster Attorneys** were assigned **62** or **32%** .

RETAINED ATTYS.

IPP

DENIED

ASSIGNED W/OUT ARRAIGN

C.C. FEL/VOP/PPO	
C.C. VOB/FTA/OSC	
Felonies	5
Misd.	1
Traffic	
D.C. VOB/FTA/OSC	
Total Arraignments In Dist. Cr. By Retained	6

C.C. FEL/VOP/PPO	
C.C. VOB/FTA/OSC	
Felonies	1
Misd.	
Traffic	
D.C. VOB/FTA/OSC	
Total Arraignments In Dist. Court IPP	1

C.C. FEL/VOP/PPO	1
Felonies	
Misd.	2
Traffic	3
Total Denied	6

Assigned w/o Arraign. C.C.	1
Assigned w/o Arraign. D.C.	6
WAIVED ATTORNEY	11

**COMMITTEE OF THE WHOLE
MINUTES**

MEETING OF THE BAY COUNTY COMMITTEE OF THE WHOLE HELD ON WEDNESDAY, MAY 14, 2024, FOURTH FLOOR, BAY COUNTY BUILDING.

CALL TO ORDER BY CHAIR BANASZAK AT 4:00 P.M.

MOTION NO.

COMMISSIONERS PRESENT:	1	2	3	4	5	6	7	8	9	10	11	12
TIM BANASZAK, CHAIR	p	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
KAYSEY L. RADTKE, V. CHAIR	P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
KATHY NIEMIEC	P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
COLLEEN MAILLETTE	P	M/Y	M/Y	M/Y	Y	S/Y	M/Y	S/Y	S/Y	M/Y	M/Y	S/Y
THOMAS M. HEREK	P	S/Y	S/Y	S/Y	Y	Y	Y	Y	Y	Y	Y	
DENNIS R. POIRIER	p	Y	Y	Y	S/Y	Y	S/Y	M/Y	Y	S/Y	S/Y	M/Y
VAUGHN J. BEGICK, EX OFFICIO	P	Y	Y	Y	M/Y	M/Y	Y	Y	M/Y	Y	Y	Y

MOTION NO.

COMMISSIONERS PRESENT:	13	14	15	16	17	18	19	20	21	22	23	24
TIM BANASZAK, CHAIR												
KAYSEY L. RADTKE, V. CHAIR												
KATHY NIEMIEC												
COLLEEN MAILLETTE												
THOMAS M. HEREK												
DENNIS R. POIRIER												
VAUGHN J. BEGICK, EX OFFICIO												

MOTION NO.

COMMISSIONERS PRESENT:	25	26	27	28	29	30	31	32	33	34	35	36
TIM BANASZAK, CHAIR												
KAYSEY L. RADTKE, V. CHAIR												
KATHY NIEMIEC												
COLLEEN MAILLETTE												
THOMAS M. HEREK												
DENNIS R. POIRIER												
VAUGHN J. BEGICK, EX OFFICIO												

OTHERS PRESENT: A. Davis-Johnson, J.Barcia, S. Walraven, M. Beaver, T. Jerry, C. Gignac, N. Paige, H. Wentz, L. Arsenault, M. Westphal, H. Watson, A. Bayn, L. Ogar

ZOOM: George Deines, Alecia Stegenga

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

**COMMITTEE OF THE WHOLE
MINUTES
TUESDAY, MAY 14, 2024
PAGE 2**

MOTION NO.

NOTE: In addition to these typed minutes which provide an overview of the meeting and are not verbatim, this Committee meeting was also videotaped and those tapes are available for review in the Executive's Office or can be viewed on Bay County's website www.baycounty-mi.gov/executive/videos.

1. **MOVED, SUPPORTED AND CARRIED TO APPROVE THE MAY 14, 2024, COMMITTEE OF THE WHOLE AGENDA AS PRINTED.**
2. **MOVED, SUPPORTED AND CARRIED TO APPROVE THE APRIL 9, 2024, COMMITTEE OF THE WHOLE MINUTES AS PRINTED.**

Public input was called with no one wishing to address the Committee.

The first item on the agenda was a presentation given by Scott Csutora, from WTA Architects regarding the Bay County Community Center Pool Feasibility Study. George Deines and Alexia Stegner from Counsilman-Hunsaker attended via Zoom to answer questions regarding the aquatic portion of this study. The study covered existing pool budgets, existing pool conditions, market analysis for our community, and community input and review. Mr. Deines discussed pool designs and associated costs for construction and operation of said pools. Mr. Csutora also addressed locker room updates to modernize the current facility. The committee viewed a PowerPoint presentation explaining the feasibility study's findings. Discussion followed, after which it was

3. **MOVED, SUPPORTED AND CARRIED TO RECEIVE PRESENTATION RE: THE BAY COUNTY COMMUNITY CENTER POOL FEASIBILITY STUDY.**

Next on the agenda was a request from Committee Chair Banaszak to authorize the Personnel Director to approve the hire at the 2-year rate for the remainder of 2024. Board Chair Begick motioned to refer this item to the Full Board meeting on May 21, 2024, for further discussion to be held on the subject. It was

4. **MOVED, SUPPORTED AND CARRIED TO REFER ITEM B, PROPOSED RESOLUTION RE: AUTHORIZE PERSONNEL DIRECTOR TO APPROVE HIRE AT THE 2-YEAR RATE FOR REMAINDER OF 2024, TO THE NEXT FULL BOARD MEETING HELD ON MAY 21, 2024.**

Item C, a proposed resolution requesting Board approval for a 2-year contract with Fieldware LLC submitted by Community Corrections, was moved and supported with a superseding motion below to refer it for further questioning.

5. **MOVED, SUPPORTED AND CARRIED TO REFER ITEM C, PROPOSED RESOLUTION RE: FIELDWARE LLC. SOFTWARE CONTRACT TO THE NEXT COMMITTEE OF THE WHOLE MEETING HELD ON JUNE 4, 2024 (COMMUNITY CORRECTIONS).**

The next item on the agenda was a proposed resolution requesting authorization for a Notice of Intent for a Materials Management Plan stating that the Bay County Board of Commissioners accepts the role as the County Approval Agency (CAA) and that Bay County will be developing a Materials Management (MM) Plan independently on its own. Bay County Environmental Affairs and Community Development Director Laura Ogar spoke on this comprehensive planning effort. It was,

6. **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: NOTICE OF INTENT FOR MATERIALS MANAGEMENT PLAN (ENVIRONMENTAL AFFAIRS).**
7. **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: DAYSMART/CARD CONNECT UPGRADE FOR CIVIC ARENA & COMMUNITY CENTER & BUDGET ADJUSTMENT \$8,000 (RECREATION & FACILITIES).**
8. **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: SEXUAL HARASSMENT POLICY (POLICY ATTACHED) (PERSONNEL).**
9. **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: BLUE CROSS BLUE SHIELD (BCBS) INMATE SERVICES CONTRACT (SHERIFF).**
10. **MOVED, SUPPORTED AND CARRIED TO RECEIVE THE MARCH 2024 REPORT PROVIDED BY THE OFFICE OF ASSIGNED COUNSEL.**

Under Announcements, Commissioner Niemiec reported on the recent Michigan Association of Counties (MAC) Conference, i.e. Broadband, 2-1-1 where Bay County was highlighted for its work with United Way, and Deer Management.

Commissioner Begick mentioned the schedule for Memorial Day ceremonies around Bay County.

There being no further business, it was

11. **MOVED, SUPPORTED AND CARRIED TO ADJOURN (5.01 P.M.).**

Submitted By:

**Lindsey Arsenault
Board Coordinator**

**COMMITTEE OF THE WHOLE
MINUTES**

MEETING OF THE BAY COUNTY COMMITTEE OF THE WHOLE HELD ON TUESDAY, JULY 2, 2024, FOURTH FLOOR, BAY COUNTY BUILDING.

CALL TO ORDER BY CHAIR BANASZAK AT 4:00 P.M.

MOTION NO.

COMMISSIONERS PRESENT:		1	2	3	4	5	6	7	8	9	10	11	12
TIM BANASZAK, CHAIR	P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
KAYSEY L. RADTKE, V. CHAIR	P	S/Y	Y	Y	S/Y	Y	M/Y	Y	S/Y	Y	Y	Y	S/Y
KATHY NIEMIEC	P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
COLLEEN MAILLETTE	P	M/Y	Y	S/Y	Y	S/Y	Y	M/Y	Y	S/Y	S/Y	S/Y	Y
THOMAS M. HEREK	P	Y	M/Y	M/Y	M/Y	M/Y	Y	S/Y	M/Y	M/Y	M/Y	M/Y	M/Y
VAUGHN J. BEGICK, EX OFFICIO	P	Y	S/Y	Y	Y	Y	S/Y	Y	Y	ABS	Y	Y	Y

MOTION NO.

COMMISSIONERS PRESENT:		13	14	15	16	17	18	19	20	21	22	23	24
TIM BANASZAK, CHAIR		Y	Y	Y	Y	Y	Y						
KAYSEY L. RADTKE, V. CHAIR		S/Y	S/Y	Y	Y	Y	M/Y						
KATHY NIEMIEC		Y	Y	Y	Y	Y	Y						
COLLEEN MAILLETTE		Y	Y	S/Y	S/Y	S/Y	Y						
THOMAS M. HEREK		M/Y	M/Y	M/Y	M/Y	M/Y	S/Y						
VAUGHN J. BEGICK, EX OFFICIO		Y	Y	Y	Y	Y	Y						

MOTION NO.

COMMISSIONERS PRESENT:		25	26	27	28	29	30	31	32	33	34	35	36
TIM BANASZAK, CHAIR													
KAYSEY L. RADTKE, V. CHAIR													
KATHY NIEMIEC													
COLLEEN MAILLETTE													
THOMAS M. HEREK													
VAUGHN J. BEGICK, EX OFFICIO													

OTHERS PRESENT: A. Davis-Johnson, J. Barcia, S. Walraven, M. Beaver, T. Jerry, C. Gignac, N. Paige, H. Wentz, L.Arsenault, M.Saymn, J.Crete, M.Rowley, J.Johnson, E.Eurich, J.O'Malley, J.Strasz

ZOOM:

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

**COMMITTEE OF THE WHOLE
MINUTES
TUESDAY, JULY 2, 2024
PAGE 2**

MOTION NO.

NOTE: In addition to these typed minutes which provide an overview of the meeting and are not verbatim, this Committee meeting was also videotaped and those tapes are available for review in the Executive's Office or can be viewed on Bay County's website www.baycounty-mi.gov/executive/videos.

1. **MOVED, SUPPORTED AND CARRIED TO APPROVE THE JULY 2, 2024, COMMITTEE OF THE WHOLE AGENDA AS PRINTED.**
2. **MOVED, SUPPORTED AND CARRIED TO APPROVE THE JUNE 4, 2024, COMMITTEE OF THE WHOLE MINUTES AS PRINTED.**

Public input was called with applicants (Jerome Crete, Jayme Johnson, Michael Rowley, and Magen Saymn) addressing the Committee individually to outline the applicants' personal qualifications pertaining to the 7th District Bay County Commissioner vacancy.

3. **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: ANNUAL IMPLEMENTATION PLAN (AIP) FOR FY2025 (REGION VII, AREA AGENCY ON AGING).**
4. **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: AGREEMENT NUMBER DFA25-09003- HOME AIDE POSITION (FAMILY SUPPORT SPECIALIST) 2024-2025 (DHHS).**
5. **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: MCOLES CPE PILOT PROGRAM GRANT (SHERIFF).**
6. **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: CPBC AGREEMENT FY 2024-2025 BETWEEN BAY COUNTY AND THE MICHIGAN DEPARTMENT OF HEALTH & HUMAN SERVICES (HEALTH DEPARTMENT).**
7. **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: MEMORANDUM OF UNDERSTANDING (MOU) WITH MIDLAND COUNTY HEALTH DEPARTMENT FOR RECIPROCAL MEDICAL DIRECTOR COVERAGE (HEALTH DEPARTMENT).**
8. **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: TRICORE LABORATORY SERVICES AGREEMENT (HEALTH DEPARTMENT).**

The next item on the agenda is a request for the purchase of 3 years of military service time for retirement purposes for Vaughn Begick, Bay County Commissioner. Board Chair Begick abstained. It was

9. **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: PURCHASE OF MILITARY SERVICE TIME - VAUGHN BEGICK, BAY COUNTY COMMISSIONER (GENERAL GROUP/RETIREMENT).**
10. **MOVED, SUPPORTED AND CARRIED TO RECEIVE GENERAL FUND EQUITY 2024 (FINANCE).**
11. **MOVED, SUPPORTED AND CARRIED TO RECEIVE EXECUTIVE DIRECTIVE #2007-11 (FINANCE).**

12. **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD TO RECEIVE NOTIFICATION OF INTENT TO AWARD RFQU FOR FORENSIC PATHOLOGIST DR. PATRICK CHO (FINANCE/PURCHASING).**
13. **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD TO RECEIVE NOTIFICATION OF INTENT TO AWARD THE NOTIFICATION OF INTENT TO AWARD IFB FOR ISD MANAGED DETECTION AND RESPONSE SERVICE TO PEOPLE DRIVEN TECHNOLOGY (FINANCE/PURCHASING/INFORMATION SYSTEMS).**
14. **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: BAY METRO AGREEMENT (FINANCE/INFORMATION SYSTEMS).**
15. **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED PAYABLES RESOLUTION (FINANCE).**
16. **MOVED, SUPPORTED AND CARRIED TO RECEIVE THE APRIL 2024 REPORT PROVIDED BY THE OFFICE OF ASSIGNED COUNSEL.**
17. **MOVED, SUPPORTED AND CARRIED TO RECEIVE THE MAY 2024 REPORT PROVIDED BY THE OFFICE OF ASSIGNED COUNSEL.**

Under Miscellaneous, Board Chair Begick reported on the recent Michigan Association of Counties (MAC) meeting. Updates regarding opioid settlement funds, electric vehicle tax, county finance, and Medicaid for inmates were discussed.

Director of Administrative Services & Director of Veterans Affairs Matthew Beaver reminded that Bay County Animal Services & Adoption Center will host Empty the Shelter Week starting July 8th.

Commissioner Radtke congratulated Jim Reaume on being selected as Bay Future’s new President and CEO.

There being no further business, it was

18. **MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:21 P.M.).**

Submitted By:

Lindsey Arsenault
Board Coordinator