

**AGENDA**  
**SAGINAW COUNTY**  
**BOARD OF COMMISSIONERS**

---

**Tuesday, August 20, 2024 - 5:00 p.m.**

**Saginaw County Governmental Center**  
111 S. Michigan Ave., Rm. 200, Saginaw, MI 48602

*Christopher S. Boyd – Chair, Jack B. Tany – Vice-Chair*  
*Lisa R. Coney, Dennis M. Harris, Dennis H. Krafft, Gerald D. Little, Sheldon Matthews*  
*Mark S. Piotrowski, Tracey L. Slodowski, Richard A. Spitzer, Michael A. Webster*

- I. OPENING PROCEDURE**
  - a. Call to Order
  - b. Roll Call
  - c. Invocation by **Commissioner Sheldon Matthews**
  - d. Pledge of Allegiance
  - e. Correcting / Approving the Minutes of the June 17, 2024 Committee of the Whole and the June 18, 2024 Board Session (*Distributed prior to the Board Session*)
  
- II. PUBLIC PARTICIPATION .....Page 1**
  - a. Public Hearings
  - b. Audiences [FOIA Appeal]
  - c. Laudatory Resolutions
  
- III. PETITIONS AND COMMUNICATIONS .....Page 10**
  
- IV. COMMISSIONERS' INITIATORY MOTIONS (*Placed on table at meeting, if any*)**
  
- V. REPORTS OF COMMITTEES ..... Page 13**

Committee Reports

1) Human Services	6) Executive Committee
2) Courts & Public Safety	7) Rules Committee
3) County Services	8) Legislative Committee
4) Budget/Audit	9) Intergovernmental Cooperation
5) Labor Relations	10) Committee Compensation
  
- VI. RESOLUTIONS ..... Page 45**
  
- VII. CLOSING PROCEDURE ..... Page 46**
  - a.
    - 1) Unfinished Business
    - 2) Proclamations
    - 3) Appointments and Elections
  - b. Announcements by the Chair
  - c. Commissioner Audiences
  - d. Adjournment

## II. PUBLIC PARTICIPATION (8-20-2024)

### a. Public Hearing –

**PUBLIC HEARING** on the proposed Saginaw County 2024/2025 Fiscal Year Budget and property tax millage rate proposed to be levied to support General Government Operations (*Public Hearing notice attached / See Report 8-20-4.6 / Copy of the proposed Budget will be available to the public at the meeting*)

### b. Audiences – (*See Addendum on Tuesday, August 20, 2024 for additions*)

- Introduction of Eugene Seals Jr., new President/CEO of the Saginaw County Chamber of Commerce
- Commissioner Slodowski to present a Certificate of Recognition to Norman Fowler for his heroic response to his neighbor's garage fire in St. Charles
- Alycia Norton, Animal Control Advisory Council, re: Updates from SCACC

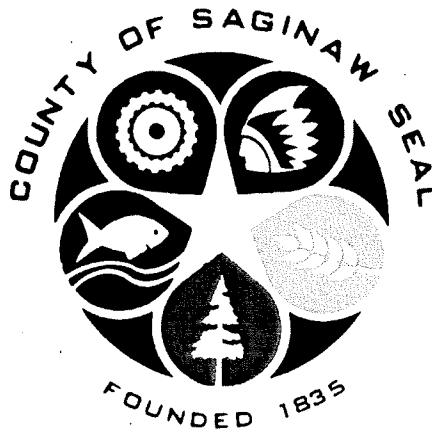
## **FOIA APPEAL**

### **Freedom of Information Act [FOIA] Appeal**

Consideration of the appeal filed by Brett Altman, Harris Altman P.C. in relation to his May 22, 2024 FOIA request regarding records related to an accident at 3990 Tittabawassee Rd. on July 15, 2023

### c. Laudatories –

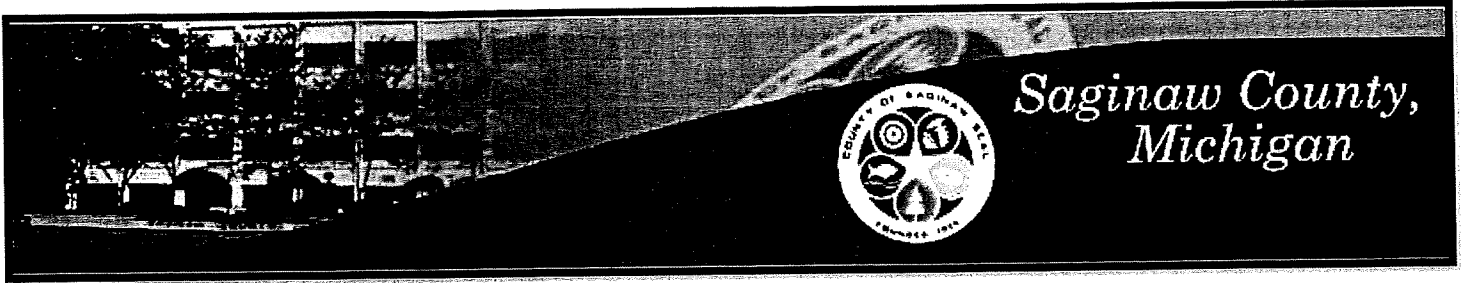
- Certificate of Recognition to Pastor Joshua M. Daniels upon his Installation to Mt. Olive Institutional Missionary Baptist Church
- Certificate of Recognition to Norman Fowler for his heroic response to his neighbor's garage fire in St. Charles
- Certificate of Recognition to Linda Lee on her 50<sup>th</sup> Musical Year Anniversary as an accordion player with her band The Golden-Aires and at Frankenmuth's Bavarian Inn
- Certificate of Recognition to Dr. Nicole Paxson Flower D.D.S. celebrating 25 years in business as a supporter of Saginaw County organizations
- Certificate of Recognition to the Mid Michigan Old Gas Tractor Association upon its 50<sup>th</sup> Anniversary



**Please note that the highlighted portion of this notice must be published in 11 point boldfaced type.**

### **NOTICE OF PUBLIC HEARING**

*The Saginaw County Board of Commissioners will hold a Public Hearing on the proposed Saginaw County Budget for fiscal year 2024/2025 at **5:00 p.m. on Tuesday, August 20, 2024** in Room 200 of the Saginaw County Governmental Center, 111 South Michigan Avenue, Saginaw, MI 48602. A copy of the proposed budget is available for inspection in the Administrator's Office at the above address and on the website at [www.saginawcounty.com](http://www.saginawcounty.com). Persons wishing to comment may do so at this meeting and/or may send written comments to the Board at the above address. **The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.***



# Certificate of Recognition



Pastor Joshua M. Daniels is the exciting, gifted, visionary and anointed Senior Pastor of the historic Mt. Olive Institutional Missionary Baptist Church in Saginaw, Michigan and officially began his tenure on May 1, 2024. Pastor Daniels preached his first sermon at the tender age of 6 and began his pastoral ministry at age 19. Frequently deemed one of his generation's leading voices, Pastor Daniels preaches expository messages that are biblically based, theologically sound, and doctrinally focused.

Pastor Joshua M. Daniels earned a Master of Divinity degree from Houston Graduate School of Theology and is currently pursuing the Doctor of Philosophy degree in Preaching from Anderson University of Anderson, South Carolina. He also serves as the Assistant Recording Secretary for the National Missionary Baptist Convention of America.

Pastor Joshua M. Daniels is also the husband of Mrs. Arianna S. Daniels, and they are the proud parents of three children: Jarrington, Joshua and Jenesis Daniels.



The Saginaw County Board of Commissioners does hereby extend this Certificate of Recognition and Welcomes Pastor Joshua M. Daniels as we recognize his Pastoral Installment Service which will take place on Saturday, July 27, 2024 at Mt. Olive Institutional Missionary Baptist Church.

*Respectfully Submitted,*  
**Saginaw County**  
**Board of Commissioners**

A handwritten signature in black ink, appearing to read "C. Boyd".

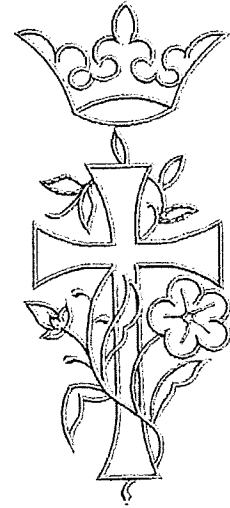
**Christopher S. Boyd**  
**Chairman, District #9**

*Presented: July 27, 2024*  
*Adopted: August 20, 2024*

A handwritten signature in black ink, appearing to read "Gerald D. Little".

**Gerald D. Little**  
**Commissioner, District #8**

**Christopher S. Boyd, Lisa R. Coney, Denny M. Harris, Dennis H. Krafft, Gerald D. Little, Sheldon Matthews**  
**Mark S. Piotrowski, Tracey L. Slodowski, Richard A. Spitzer, Jack B. Tany, Michael A. Webster**





**SAVE the DATE**

*Pastoral*  
**Installation**

for

**Joshua M. Daniels, M.Div**

as the 8<sup>th</sup> Pastor of

**Mt. Olive Institutional Missionary Baptist Church**



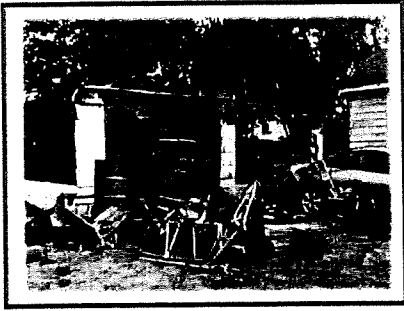
July 24, 25, 26 - Pre-Installation Revival

July 27 - Installation Service

1114 N. 6<sup>th</sup> Ave., Saginaw, MI 48601



# Certificate of Recognition

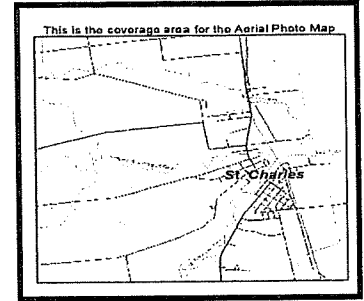


Text & Picture courtesy of Andrea Flores of midmichiganNOW.com/WEYI/WSMH/WBSF

**NORMAN  
FOWLER**

HEROES ARE ORDINARY PEOPLE WHO  
MAKE THEMSELVES EXTRAORDINARY.

- Gerard Way



On July 8, 2024, "A quick response from a resident in St. Charles potentially saved his neighbor's life when a fire broke out early Monday morning. Norman Fowler woke up around 2:30 a.m. to what he thought was thunder, only to discover it was actually the sound of debris from his neighbor's garage. Reacting swiftly, he had his son call 9-1-1 and rushed to ensure his neighbor, Anthony Krawczyk was safe."

"I saw flames and smoke rolling out and just took off. My only thought was making sure Tony was awake and out of the house," said Fowler. As a neighbor and friend of Anthony Krawczyk, he was prepared to kick down the door if necessary. Despite being hailed as a hero on social media, Fowler remains humble about his actions. "I don't feel like a hero like everybody's saying, but I just did what I hope most people would do," said Fowler.

"Mick Levens, the Tri-Township Fire Department Fire Chief, arrived on the scene and commended Fowler's actions. "As soon as I got here, Norm tells me, 'Hey, everybody's out of the house,' said Levens. Levens emphasized the importance of community members like Fowler who step up in emergencies. "Neighbors are stepping up all around this country every single day. And those truly are your unsung heroes," said Levens."

"Although the garage and its contents were a total loss, no one was injured in the fire. Thanks to the efforts of the Tri-Township Fire Department, the blaze was prevented from spreading to the house."

The Saginaw County Board of Commissioners recognizes Norm Fowler for his heroism and swift action on the morning of July 8, 2024 and extends this Certificate of Recognition to him on behalf of the Board of Commissioners and the citizens of Saginaw County.

Presented: August 20, 2024

Adopted: August 20, 2024

Respectfully Submitted,  
Saginaw County Board of Commissioners

Christopher S. Boyd  
Chairman, District #9

Tracey L. Slodowski  
Commissioner, District #5

Christopher S. Boyd, Lisa R. Coney, Denny M. Harris, Dennis H. Krafft,  
Gerald D. Little, Sheldon Matthews, Mark S. Piotrowski, Tracey L. Slodowski,  
Richard A. Spitzer, Jack B. Tany, Michael A. Webster



# *Certificate of Recognition*

## 50<sup>th</sup> MUSICAL YEAR ANNIVERSARY

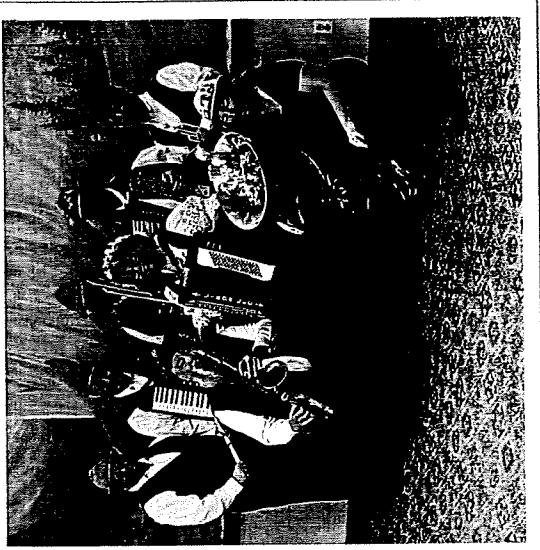
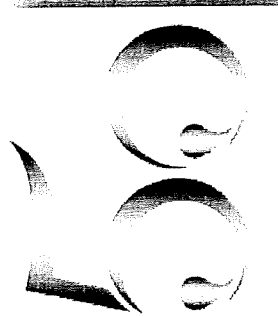
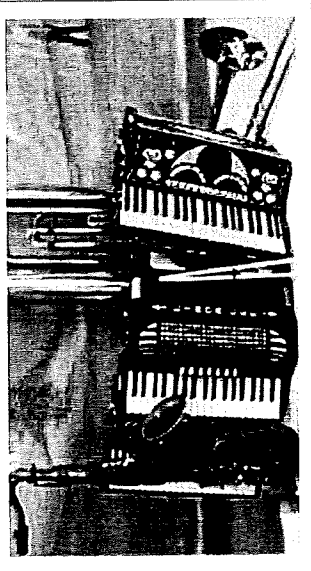
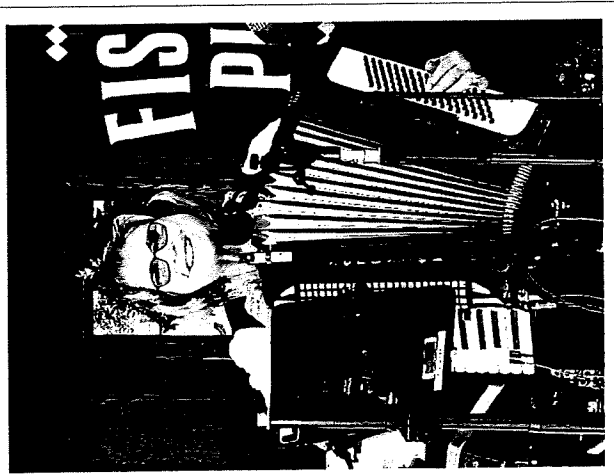
### LINDA LEE



**Linda Lee's** passion for music began with her first accordion lesson when she was 7 years old. As a child she was taught by Betty Ruth Kutzke and George VanDriessche. Her enthusiasm for music was later nurtured by Bay City Central High School Band Director, Walter Cramer, and afterward she was mentored by Julius Blasy, Mayor of Midland Michigan, who discovered her talent and began coaching her in music. On July 8, 2024, when asked by ABC 12 News if the accordion was a hard instrument to learn, she responded with a smile, "I'm still learning, you never stop learning."

**Linda** started her music career in 1974, touring with Linda Lee & The Golden-Aires. She performed nationally with them for 17 years before she was invited to work for Frankenmuth's Bavarian Inn as their fulltime house musician and Entertainment Coordinator. There she has made it her mission to enrich the lives of more than 1 million guests per year for 30 consecutive years. She aims to inspire smiles and bring joy and happiness to each of them, and she is encouraged that her music offers a distraction from their problems and worries. Linda gives credit to God for her talent and hopes that, through her music, people will be renewed and experience a new source of energy from Him.





The Saginaw County Board of Commissioners does hereby extend this Certificate of Recognition to Mrs. Linda Lee. We congratulate Linda on bringing smiles and the gift of music to so many over the last 50 years. We offer our best wishes for her continued success and fulfillment in her esteemed career.

Respectfully Submitted,  
Saginaw County Board of Commissioners

Christopher S. Boyd  
Chairman, District #9

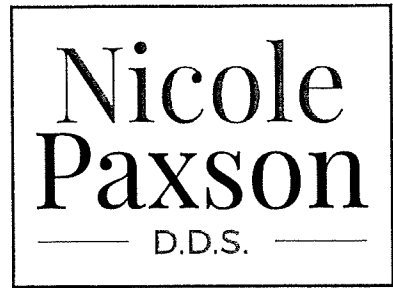
Presented: July 20, 2024  
Adopted: August 20, 2024

Dennis H. Krafft  
Commissioner, District #7

Christopher S. Boyd, Lisa R. Coney, Denny M. Harris, Dennis H. Krafft, Gerald D. Little, Sheldon Matthews  
Mark S. Piotrowski, Tracey L. Slodowski, Richard A. Spitzer, Jack B. Tany, Michael A. Webster



# CERTIFICATE OF RECOGNITION



*The prettiest thing  
you can wear  
is a smile.*

Dr. Nicole M. Paxson Flower, D.D.S. began her dental practice in 1999. After graduating from the University of Michigan in April of 1995 she was an associate dentist for 4 years and then purchased her present office space from Dr. Light. For 25 years she has provided exceptional dental service in Saginaw County. Every year she supports the county by donating to organizations such as Mustard Seed, Child and Family Services, and the Underground Railroad. Her philanthropy is appreciated by various patients who have received free dental services from her.

Dr. Paxson Flower has shown strength and professionalism to all her patients and employees. She raised 3 successful children who now have careers of their own.

The Saginaw County Board of Commissioners congratulates Dr. Paxson Flower on her accomplishments as a celebrated dentist, business owner, and supporter of Saginaw County.

Respectfully Submitted,  
Saginaw County Board of Commissioners

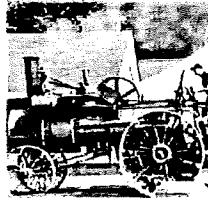
Adopted: August 20, 2024



**Christopher S. Boyd**  
Chairman, District #9

**Sheldon Matthews**  
Commissioner, District #4

# Certificate of Recognition



## MID MICHIGAN OLD GAS TRACTOR ASSN., INC.

*WHEREAS, The Saginaw County Board of Commissioners is honored to recognize the 50<sup>th</sup> Anniversary of the Mid Michigan Old Gas Tractor Association (MMOGTA); and*

*WHEREAS, for 50 years, the MMOGTA has been dedicated and committed to the preservation and restoration of antique farm machinery and farming methods. This year features "Battle of the Colors" and will be held August 16 - August 18 at 17180 Ferden Rd., Oakley, Michigan; and*

*WHEREAS, Behind every great team are great members, volunteers and exhibitors. Success happens when all these elements are in place. We commend every person who works behind the scenes and supports the MMOGTA in its annual show and throughout the year.*

*NOW, THEREFORE, BE IT RESOLVED, That a unanimous accolade of tribute be hereby accorded to the Mid Michigan Old Gas Tractor Association as we recognize its presence in our community. We join the community in supporting and encouraging this organization; and,*

*BE IT FURTHER RESOLVED, That this expression of recognition be placed in the minutes of the August 20, 2024 session and given to the Mid Michigan Old Gas Tractor Association in celebration of its 50<sup>th</sup> Anniversary after the Annual Flag Raising Ceremony.*

*Respectfully Submitted,  
Saginaw County*

*Board of Commissioners  
Christopher S. Boyd  
Chairman, District #9*

*Presented: August 17, 2024  
Adopted: August 20, 2024*

*Denny M. Harris  
Commissioner, District #6*

*Mark S. Plozowski, Raymond Staniswki, Richard A. Spitzer, Jack B. Tracy, Michael A. Weber*

### III. PETITIONS AND COMMUNICATIONS (8-20-2024)

- 8-20-1 COMMISSION ON AGING** submitting its 2025 Application Summary for Federal/State Funding through Region VII Area Agency on Aging for discussion and approval.  
-- Human Services (**8-20-1.1**)
- 8-20-2 COMMUNITY MENTAL HEALTH AUTHORITY** submitting a draft Resolution in Opposition to the Michigan Department of Health & Human Services (MDHHS) decision to implement Conflict Free Access and Planning (CFA&P) in the Public Mental Health System in Michigan in FY 2025.  
-- Human Services (**POSTPONED UNTIL SEPTEMBER**)
- 8-20-3 REGION VII AREA AGENCY ON AGING** sending notice that Requests for Proposal will be accepted on or before June 24, 2024 from applicants for funding in FY 2025.  
-- Human Services (*Receive & File*)
- 8-20-4 REGION VII AREA AGENCY ON AGING** submitting its proposed Annual Implementation Plan (AIP) for FY 2025.  
-- Human Services (*Receive & File*)
- 8-20-5 ASCENSION ST. MARY'S HOSPITAL** sending notification of its application to Region VII Area Agency on Aging to fund its Guardian Angel Respite & Adult Day Care program in FY 2025.  
-- Human Services (*Receive & File*)
- 8-20-6 HEALTH DEPARTMENT** submitting its 2023 Health Department Annual Report.  
-- Human Services (*Receive & File*)
- 8-20-7 SAGINAW COUNTY 9-1-1 COMMUNICATIONS CENTER AUTHORITY** submitting its FY 2025 Budget and Resolution for approval.  
-- Courts & Public Safety (**8-20-2.1**)
- 8-20-8 SHERIFF** requesting placement on the Courts & Public Safety Committee agenda to provide an update.  
-- Courts & Public Safety
- 8-20-9 SAGINAW FUTURE** submitting its third quarter report (April 1, 2024 – June 30, 2024) and request for \$8,148 in performance-based funding pursuant to the Fourth Amendment of the Saginaw County and Saginaw Future Services Agreement.  
-- County Services (**8-20-3.1**)
- 8-20-10 SAGINAW FUTURE** submitting information to review with the Board of Commissioners regarding the PACE Program, which allows commercial property owners to cover the cost of certain energy efficiency projects through special assessments.  
-- County Services [**POSTPONED UNTIL SEPTEMBER**]
- 8-20-11 THE DOW EVENT CENTER** sending a presentation that focuses on the significant impact of the 2024 Memorial Cup held at The Dow Event Center in Saginaw.  
-- County Services (*Receive & File*)
- 8-20-12 ADMINISTRATOR** requesting discussion with the Law Office of Behm & Behm regarding joining a class action lawsuit in relation to Insulin price gouging.  
-- County Services (**8-20-3.2**)
- 8-20-13 BAY CITY PUBLIC SCHOOLS** submitting signed Form L-4029 detailing the property tax levies for Bay City Public Schools.  
-- County Services (*Receive & File*)
- 8-20-14 BIRCH RUN TOWNSHIP DDA** sending notice in accordance with MCL 125.4911 and enclosing the Annual TIF Report.  
-- County Services (*Receive & File*)

**8-20-15** CITY OF MIDLAND sending notice pursuant to the requirements of the Michigan Planning Enabling Act (Act 33 of 2008) that it has adopted its Master Plan.

-- County Services (*Receive & File*)

**8-20-16** SHERIFF requesting three (3) budget adjustments to: (1) Increase with revenue the Sheriff's Vehicle Pool account by \$52,181 and increasing user departments; (2) Increase the Drug Forfeitures budget with revenue by \$35,500 generated by the sale of a Dodge Durango; and (3) Establish a new budget within the Special Projects Fund 280 to accept funds received by the State of Michigan for FY 2024 to support required annual in-service training standards for licensed law enforcement officers.

-- Budget/Audit (8-20-4.1)

**8-20-17** PROSECUTOR requesting a transfer of \$3,850 to its DHHS Division budget – Capital Outlay for furniture and equipment.

-- Budget/Audit (8-20-4.2)

**8-20-18** COMMISSION ON AGING requesting budget adjustments for its Home Delivered Meals/Congregate Nutrition Program (\$146,000) and Transportation Program (\$15,000).

-- Budget/Audit (8-20-4.3)

**8-20-19** ANIMAL CARE & CONTROL requesting use of General Donations to increase its budget by \$25,000 to construct a room to house the oxygen generator in the Surgical Center.

-- Budget/Audit (8-20-4.4)

**8-20-20** TREASURER/ADMINISTRATOR sending the financial transactions transmittal form in the amount of \$7,209,109.34 for the month of June 2024.

-- Budget/Audit (8-20-4.5)

**8-20-21** TREASURER/ADMINISTRATOR sending the financial transactions transmittal form in the amount of \$11,508,170.56 for the month of July 2024.

-- Budget/Audit (8-20-4.5)

**8-20-22** FINANCE DIRECTOR submitting Quarterly Budget Adjustments for the period April 1, 2024 through June 30, 2024.

-- Budget/Audit (*Receive & File*)

**8-20-23** FINANCE DIRECTOR submitting amendments to Draft #1 of the proposed FY 2025 Budget General Fund: (1) Increase to the Medical Examiner's budget of \$32,827 due to reclassification of the office manager; (2) Increase to the Medical Examiner's budget of \$20,000 to account for contract renewals; (3) To provide funding to MSU Extension at an estimate of \$150,000; (4) Increase of \$30,517 to the Prosecutor's Office budget due to reclassification of the Director of Operations and Legal Office Manager; and (5) Increase of Prosecutor's Office High Crime Community Support Grant from the State of Michigan estimated at \$350,000. Additional adjustments affect the Sheriff's Special Projects fund and have no impact on the General Fund.

-- Budget/Audit (8-20-4.6)

**8-20-24** ADMINISTRATOR requesting the reallocation of American Rescue Plan Act (ARPA) funds to: (1) Reallocate \$500,000 from the County Clerk digitization of files request to the Saginaw County Courts to update JAVS systems; (2) Reallocate unspent funds from COVID Healthcare claims in the amount of \$197,065.03 to zero out Premium Pay (\$6,903.89) and to the HVAC Courthouse Project (\$190,161.14); and (3) Reassign unspent funds allocated for the "Medical Diamond Project" from the City of Saginaw to the Saginaw County Health Department for the pre-development and construction/purchase phases of new facilities (\$4,652,034.76).

-- Budget/Audit (8-20-4.7)

**Page 3 – Petitions & Communications (8-20-2024)**

**8-20-25 PERSONNEL DIRECTOR** submitting the Employment Status Report, Exit Interviews, Employee Groups, and Retiree Employment Contracts covering the months of June and July, 2024.

-- Labor Relations (*Receive & File*)

**8-20-26 PERSONNEL DIRECTOR** submitting an update and recommendation regarding the Request for Proposal – Job Classification and Compensation Study and to approve Gallagher to complete a Compensation Plan Update (Option B) for \$79,950 plus any additional costs associated with on-site meetings, with funding available within the Administrator’s Office budget.

-- Labor Relations (**8-20-5.2**)

**8-20-27 PERSONNEL DIRECTOR** submitting for consideration a new, proposed County Policy titled “Remote Work,” a voluntary work arrangement that allows an eligible employee to work outside of their primary work location, and that would allow employees and departments greater flexibility in work arrangements on a case-by-case basis.

-- Labor Relations (**8-20-5.3**)

**8-20-28 PUBLIC WORKS** requesting approval to remove the Maintenance Worker III position and add a second Maintenance Engineer position in the office.

-- Labor Relations (**8-20-5.1**)

**8-20-29 RETIREMENT/BENEFITS ADMINISTRATOR** requesting certification of the Employee and Officer Delegates attending the 2024 Municipal Employees’ Retirement System (MERS) Annual Meeting to be held in Grand Rapids, MI this year from October 10 - 11, 2024.

-- Labor Relations (**8-20-5.4**)

**8-20-30 HEALTH DEPARTMENT** requesting to: (1) Extend retiree contracts with retirees Mary Patnode and Bethany Jacques through FY 2025; and (2) Request to add temporary PCN, Health Specialist II, to the Immunization Program (22160112) until December 1, 2024.

-- Labor Relations (**8-20-5.5**)

**8-20-31 CIVIL/LABOR COUNSEL** requesting approval of a Memorandum of Understanding between Saginaw County and POAM Unit 312 regarding a salary step for cadets entering the Police Academy.

-- Labor Relations (**8-20-5.6**)

V. **REPORTS OF COMMITTEES (8-20-2024)**

1. **Human Services Committee – G. Little, Chair; T. Slodowski, Vice-Chair**

1.1) **COMMISSION ON AGING**, re: Approval of its FY 2025 Application for Federal/State Funding through Region VII Area Agency on Aging

2. **Courts and Public Safety Committee – J. Tany, Chair; S. Matthews, Vice-Chair**

2.1) **SAGINAW COUNTY 9-1-1 COMMUNICATIONS CENTER AUTHORITY**, re: FY 2025 Budget and Resolution for approval

3. **County Services Committee – M. Webster, Chair; D. Krafft, Vice-Chair**

3.1) **SAGINAW FUTURE**, re: Approval of \$8,148 in third quarter performance-based funding pursuant to the 4th Amendment of the Saginaw County and Saginaw Future Services Agreement

3.2) **ADMINISTRATOR**, re: Approval to engage outside counsel in joining a class action lawsuit in relation to Insulin price gouging

4. **Budget Audit Committee – D. Krafft, Chair; J. Tany, Vice-Chair**

4.1) **SHERIFF**, re: Approval of budget adjustments to: (1) Increase with revenue the Sheriff's Vehicle Pool account by \$52,181 and increase user departments; (2) Increase the Drug Forfeitures budget with revenue by \$35,500 generated by the sale of a Dodge Durango; and (3) Establish a new budget in the Special Projects Fund 280 to accept funds State of Michigan for FY 2024 training

4.2) **PROSECUTOR**, re: Approval to transfer \$3,850 to its DHHS Division budget – Capital Outlay for furniture and equipment

4.3) **COMMISSION ON AGING**, re: Approval of budget adjustments for its Home Delivered Meals/Congregate Nutrition Program (\$146,000) and Transportation Program (\$15,000)

4.4) **ANIMAL CARE & CONTROL**, re: Approval to use of General Donations to increase its budget by \$25,000 to construct a room to house the oxygen generator in the Surgical Center

4.5) **TREASURER/ADMINISTRATOR** sending the financial transactions transmittal form in the amount of \$7,209,109.34 for the month of June 2024 and \$11,508,170.56 for the month of July 2024

4.6) **FINANCE DIRECTOR**, re: Approval of amendments to Draft #1 of the proposed FY 2025 Budget General Fund: (1) Increase to the ME's budget of \$32,827 due to reclassification of the office manager; (2) Increase to the ME's budget of \$20,000 to account for contract renewals; (3) To provide funding to MSU Extension at an estimate of \$150,000; (4) Increase of \$30,517 to the Prosecutor's Office budget due to reclassification of the Director of Operations and Legal Office Manager; and (5) Increase of Prosecutor's Office High Crime Community Support Grant from the State of Michigan estimated at \$350,000

4.7) **ADMINISTRATOR**, re: Reallocation of American Rescue Plan Act (ARPA) funds to: (1) Reallocate \$500,000 from the County Clerk digitization of files request to the Saginaw County Courts to update JAVS systems; (2) Reallocate unspent funds from COVID Healthcare claims in the amount of \$197,065.03 to zero out Premium Pay (\$6,903.89) and to the HVAC Courthouse Project (\$190,161.14); and (3) Reassign unspent funds allocated for the "Medical Diamond Project" from the City of Saginaw to the Saginaw County Health Department for the pre-development and construction

5. **Labor Relations Committee – M. Webster, Chair; S. Matthews, Vice-Chair**

- 5.1) **PUBLIC WORKS**, re: Approval to add a second Maintenance Worker position and retain the Maintenance Worker III position
- 5.2) **PERSONNEL DIRECTOR**, re: Approving Gallagher to complete a Compensation Plan Update for \$79,950
- 5.3) **PERSONNEL DIRECTOR**, re: Approval of new County Policy titled “Remote Work,” a voluntary work arrangement that allows an eligible employee to work outside of their primary work location
- 5.4) **RETIREMENT/BENEFITS ADMINISTRATOR**, re: Approval of MERS Officer Delegate and Employee Delegate to the annual meeting in Grand Rapids, MI
- 5.5) **HEALTH DEPARTMENT**, re: Approval to extend retiree contracts with Mary Patnode and Bethany Jacques; and approval of a temporary PCN for a Health Specialist II to the Immunization Program until December 1, 2024
- 5.6) **CIVIL/LABOR COUNSEL**, re: Approval of a Memorandum of Understanding between Saginaw County and POAM Unit 312 regarding a salary step for cadets entering the Police Academy

6. **Executive Committee – C. Boyd, Chair**

None

7. **Rules Committee – C. Boyd, Chair; S. Matthews, Vice-Chair**

[Note: Rules laid on the table in June appear under Unfinished Business]

8. **Legislative Committee – G. Little, Chair; M. Webster, Vice-Chair**

None

9. **Intergovernmental Cooperation Committee – J. Tany, Chair; R. Spitzer, Vice-Chair**

None

10. **Committee Compensation**

- 8-20-24.1) June 9, 2024 – June 22, 2024
- 8-20-24.2) June 23, 2024 – July 6, 2024
- 8-20-24.3) July 7, 2024 – July 20, 2024
- 8-20-24.4) July 21, 2024 – August 3, 2024

Your committee considered Communication No. 8-20-1 from Jessica Sargent, Director, Commission on Aging, submitting a FY 2025 Application Summary for Federal/State Funding through Region VII Area Agency on Aging.

The committee met with Ms. Sargent who provided details on the application. State and Federal funds awarded by Region VII require a 10% local match, which may be either a cash match with millage funds, in-kind goods or services, or a combination thereof. This is a Request for Proposal (RFP) and at the time of review, these grants have not been awarded. Funds are awarded through a competitive RFP process. The service categories and allocations for which funding is sought are as follows:

SERVICE CATEGORY	FY 2024 ALLOCATION	FY 2025 ALLOCATION
Case Coordination & Support	\$103,270	\$112,574
Senior Center Staffing	22,038	24,616
Senior Center Operations	13,000	13,000
Caregiver Support Program	54,496	54,496
Congregate Nutrition Program	132,916	132,916
Home Delivered Meals	437,007	444,450
Minority Outreach / Senior Center Staffing / Transportation	47,344	47,344
In Home Support Services	288,696	322,170
<b>Total</b>	<b>\$1,098,767</b>	<b>\$1,151,566</b>

The FY 2025 requested funds reflect an increase of \$9,304 for Case Coordination and Support, \$2,578 increase for Senior Center Staffing, \$7,443 increase for Home Delivered Meals, and \$33,474 increase for In Home Support Services. For all programs the total increase is \$52,799.

We recommend approval of the 2025 Application for Federal/State Funding through Region VII Area Agency on Aging in the amount of **\$\$1,151,566**, in accordance with Saginaw County Policy; further, that the proper County officials be authorized and directed to make the necessary budget adjustments.

Respectfully submitted,  
**COMMITTEE ON HUMAN SERVICES**

s/ \_\_\_\_\_  
 Gerald D. Little, Chair

s/ \_\_\_\_\_  
 Tracey L. Slodowski, Vice-Chair

s/ \_\_\_\_\_  
 Michael A. Webster

s/ \_\_\_\_\_  
 Lisa R. Coney

s/ \_\_\_\_\_  
 Christopher S. Boyd



**FROM: COMMITTEE ON COURTS & PUBLIC SAFETY 2.1**

**AUGUST 20, 2024**

Your committee considered Communication No. 8-20-7 from Chris Izworski, Executive Director, Saginaw County 9-1-1 Communications Authority, submitting the FY 2025 9-1-1 Communications Authority Budget of \$6,450,605 and approved Budget Resolution of the Authority.

We met with Mr. Izworski who explained that the 9-1-1 Communications Center Authority Board passed a resolution that the Authority is authorized to move the balance from State of Michigan Wireless Funds to be used as revenue for Saginaw County 9-1-1.

We recommend approval of the FY 2025 9-1-1 Communications Center Authority budget and the County budget to reflect correct budget figures for the transfer of surcharge monies by September 30, 2025 in addition to utilizing the balance from the State of Michigan Wireless Funds account up to \$500,000; further, that the proper county officials are authorized to amend the budgets accordingly.

Respectfully Submitted,

**COMMITTEE ON COURTS & PUBLIC SAFETY**

s/ \_\_\_\_\_  
Jack B. Tany, Chair

s/ \_\_\_\_\_  
Sheldon Matthews, Vice-Chair

s/ \_\_\_\_\_  
Richard A. Spitzer

s/ \_\_\_\_\_  
Mark S. Piotrowski

s/ \_\_\_\_\_  
Christopher S. Boyd

Your committee considered Communication No. 8-20-10 from Tom Miller Jr., Executive Vice President of Saginaw Future, submitting its third quarter report (April 1, 2024 – June 30, 2024) and request for \$8,148 in performance-based funding pursuant to the Fourth Amendment of the Saginaw County and Saginaw Future Services Agreement.

We met with Tom Miller Jr. who discussed the performance figures from the quarter compared to its year-end goal. The performance-based funding metrics address Job Creation, New Investments and Government Contracts Awarded. During the third quarter, Job Creation was noted at 29, New Investments reached \$12,952,998 and Government Contracts were awarded at a total of \$7,740,878.

We recommend approval of funding \$8,148 in third quarter performance-based funding pursuant to the Fourth Amendment of the Saginaw County and Saginaw Future Services Agreement.

Respectfully Submitted,  
**COMMITTEE ON COUNTY SERVICES**

s/ \_\_\_\_\_  
Michael A. Webster, Chairman

s/ \_\_\_\_\_  
Dennis H. Krafft, Vice-Chair

s/ \_\_\_\_\_  
Dennis M. Harris

s/ \_\_\_\_\_  
Gerald D. Little

s/ \_\_\_\_\_  
Christopher S. Boyd

Your committee considered Communication No. 8-20-12 from County Administrator, Mary Catherine Hannah, regarding joining a class action lawsuit in relation to insulin price gouging. There will be no cost to Saginaw County for this action.

We met with Michael Behm of Behm & Behm Law Firm who advised the cost of insulin has risen 1,527% and 12.5% of the population are dependent on insulin. It is the same product in which there have been no improvements to justify the cost. The county has employees and retirees who purchase insulin, and the lawsuit will be a way for Saginaw County to recoup some of its cost over the last 6-8 years.

We recommend and authorize the retention of Weitz & Luxenberg P.C., The Sam Bernstein Law Firm, and Behm & Behm Law Firm to join a class action lawsuit relative to Insulin price gouging, and its effect in Saginaw County, with sanction costs being picked up by the attorney; further authorize the County Administrator to complete the necessary documents.

Respectfully Submitted,  
**COMMITTEE ON COUNTY SERVICES**

s/ \_\_\_\_\_  
Michael A. Webster, Chairman

s/ \_\_\_\_\_  
Dennis H. Krafft, Vice-Chair

s/ \_\_\_\_\_  
Dennis M. Harris

s/ \_\_\_\_\_  
Gerald D. Little

s/ \_\_\_\_\_  
Christopher S. Boyd

Your committee considered Communication No. 8-20-16 from Undersheriff Gomez requesting three amendments to the current budget to:

- Increase the Sheriff's Vehicle Pool account by \$52,181, and also increase the user departments budget.
- Increase the Drug Forfeitures budget by \$35,500 to accept revenue generated by the sale of a Dodge Durango to be used towards vehicle expenses.
- Establish a new budget within the Special Projects Fund 280 to accept \$28,500 funds received by the State of Michigan for FY 2024 to support required annual in-service training standards for licensed law enforcement officers. State funds will be sufficient to cover the cost of required annual training for all presently employed, licensed, law enforcement officers.

Your committee met with Undersheriff Gomez and discussion was held.

We recommend approval of the budget amendments noted above and authorize the proper county officials to amend the budget accordingly.

Respectfully Submitted,  
**COMMITTEE ON BUDGET/AUDIT**

s/ \_\_\_\_\_  
Dennis H. Krafft, Chair

s/ \_\_\_\_\_  
Jack B. Tany, Vice-Chair

s/ \_\_\_\_\_  
Tracey L. Slodowski

s/ \_\_\_\_\_  
Richard A. Spitzer

s/ \_\_\_\_\_  
Christopher S. Boyd

Your committee considered Communication No. 8-20-17 from Blair Stevenson, Chief Assistant Prosecuting Attorney, who requested an increase of \$3,850 to their Capital Outlay account for the Prosecutor DHHS division in FY 2024 to purchase furniture and equipment.

Your committee met with Blair Stevenson, Chief Assistant Prosecuting Attorney, and heard his request regarding their Prosecutor DHHS division budget. The DHHS contract with the State allows for a total of \$12,350 for furniture and equipment in their grant budget, however, the county budget was approved at \$8,500 for furniture and equipment.

We recommend approval of the increase of \$3,850 to the Capital Outlay account in the Prosecutor DHHS division budget for the purchase of furniture and equipment and to amend the budget accordingly.

Respectfully Submitted,  
**COMMITTEE ON BUDGET/AUDIT**

s/ \_\_\_\_\_  
Dennis H. Krafft, Chair

s/ \_\_\_\_\_  
Jack B. Tany, Vice-Chair

s/ \_\_\_\_\_  
Tracey L. Slodowski

s/ \_\_\_\_\_  
Richard A. Spitzer

s/ \_\_\_\_\_  
Christopher S. Boyd

Your committee considered Communication No. 8-20-18 from Jessica Sargent, Commission on Aging Director, requesting budget adjustments for:

- Home Delivered Meals/Congregate Nutrition Program (\$146,000)
- Transportation Program (\$15,000)

We met with Ms. Sargent who explained that the need for an adjustment for Home Delivered Meals is partially due to serving 100 more people and also the increased cost and decreased availability of less costly groceries. The need for the budget adjustment for the transportation program is due to vehicle repair and maintenance required on older vehicles, fewer volunteer drivers creating the need to hire staff from temp agencies. She reports the Commission on Aging has sufficient funding to support these requests.

We recommend approving the request to adjust the Home Delivered Meals/Congregate Nutrition Program budget in the amount of \$146,000 and to approve a budget adjustment in the Transportation Program in the amount of \$15,000.

Respectfully Submitted,  
**COMMITTEE ON BUDGET/AUDIT**

s/ \_\_\_\_\_  
Dennis H. Krafft, Chair

s/ \_\_\_\_\_  
Jack B. Tany, Vice-Chair

s/ \_\_\_\_\_  
Tracey L. Slodowski

s/ \_\_\_\_\_  
Richard A. Spitzer

s/ \_\_\_\_\_  
Christopher S. Boyd

Your Budget/Audit Committee met and considered Communication No. 8-20-19 from Rachel Horton, Animal Care & Control Director, requesting use of General Donations to increase its budget by \$25,000 to construct a room to house the oxygen generator in the Surgical Center. To date, approximately \$78,000 in donations has been received.

We met with Rachel Horton who advised that due to overspending on the new building, they would like to use money from their donation fund to open the new surgical center. After the oxygen generator is housed, they can move forward with making the surgical center operational for in-house as well as public use.

We recommend approval to amend the Animal Care & Control Donation budget by \$25,000 to construct a room to house the oxygen generator in the Surgical Center.

Respectfully Submitted,  
**COMMITTEE ON BUDGET/AUDIT**

s/ \_\_\_\_\_  
Dennis H. Krafft, Chair

s/ \_\_\_\_\_  
Jack B. Tany, Vice-Chair

s/ \_\_\_\_\_  
Tracey L. Slodowski

s/ \_\_\_\_\_  
Richard A. Spitzer

s/ \_\_\_\_\_  
Christopher S. Boyd

Your Budget Audit Committee received Communication No. 8-20-20 and 8-20-21. In accordance with State Statute and County Policy, your Budget/Audit Committee reviewed the claims for presentation to the Board of Commissioners, as listed below:

<u>Comm. No.</u>	<u>Payment Type</u>	<u>Period</u>	<u>Amount</u>
8-20-20	Vendor Transactions	June 1 – 30, 2024	\$ 7,209,109.34
8-20-21	Vendor Transactions	July 1 – 31, 2024	\$11,508,170.56

We recommend the payments be approved as compiled and submitted by the Treasurer's Office and Accounting Division of the Administrator's Office.

Respectfully Submitted,  
**COMMITTEE ON BUDGET/AUDIT**

s/ \_\_\_\_\_  
Dennis H. Krafft, Chair

s/ \_\_\_\_\_  
Jack B. Tany, Vice-Chair

s/ \_\_\_\_\_  
Tracey L. Slodowski

s/ \_\_\_\_\_  
Richard A. Spitzer

s/ \_\_\_\_\_  
Christopher S. Boyd



Your Budget/Audit Committee received Communication No. 8-20-23 from Koren Thurston, Finance Director, submitting requests for action in order to prepare Draft #2 of the recommended Fiscal Year 2025 Budget. Draft #2 of the Budget contains proposed changes to Draft #1, which was submitted in June 2024 with all funds in balance, including those funds that anticipate use of fund balance. Each committee reviewed Draft #1 of the proposed Fiscal Year 2025 Budget and a Committee of the Whole session was held June 17, 2024. The Budget was previously distributed to each commissioner and is available for review in the Office of the Board of Commissioners. The Budget/Audit Committee reviewed the Budget as submitted, considered information presented at the Committee of the Whole meeting, considered additional requests from departments, and have made amendments to Draft #1 of the 2025 Budget. The changes contained in Draft #2 of the FY 2025 Budget include:

- Increase to the Medical Examiner's budget of \$32,827 due to reclassification of the Office Manager Position
- Increase to the Medical Examiner's budget of \$20,000 to account for contract renewals of the Medical Examiner and Deputy Medical Examiner
- To provide funding to MSU Extension of \$150,000
- Increase of \$30,517 to the Prosecutor's Office budget due to reclassification of the Director of Operations and Legal Office Manager positions
- Increase to Prosecutor's Office for High Crime Community Support Grant from the State of Michigan estimated at \$350,000

Additional adjustments affect the Sheriff's Special Projects fund and have no impact on the General Fund.

**Resolution A** contains the amended total budget for the County including the General Fund. The amended total County Budget for Fiscal 2025 is \$271,683,635 which is a 5.87% percent decrease from the current amended Fiscal 2024 Budget. The amended General Fund Budget for Fiscal 2025 is \$60,081,245 which represents an increase of \$1,373,445 or 2.34% percent over the current amended Fiscal 2024 Budget. The General Fund budget includes the use of \$868,939 in fund balance. Resolution A also contains the proposed County millage rates to be levied December 1, 2024 and July 1, 2025, as well as the authorization of the 9-1-1 surcharge to fund operations as set forth in the 2025 Budget.

**Resolution B** lists salaries for elected/appointed officials including judges and non-union employees. The salaries of elected/appointed officials have been set by the Saginaw County Board of Commissioners and the salaries of judges have been set by the State Officers Compensation Commission.

**Resolution C** sets forth the prioritized Capital Improvement Budget for Fiscal Year 2025, which totals \$8,773,722; a \$873,451 increase over the current amended FY 2024 budget.

**Resolution D** sets fees for all departments controlled by the Saginaw County Board of Commissioners, as amended from year to year.

A public hearing will be held at this day's session to allow comment on the proposed FY 2025 Budget, as amended, and on the proposed millages to be levied in December 2024 and July 2025. Notice was previously published in *The Saginaw News* and copies of the budget material will be made available to the public at the meeting.

It is the recommendation of your committee that Draft #2 of the Administrator's recommended Fiscal Year 2025 Budget containing Budget Resolutions A, B, C and D ***be laid on the table and scheduled for formal adoption at the September 17, 2024 Board Session.***

Respectfully Submitted,  
**COMMITTEE ON BUDGET/AUDIT**

s/ \_\_\_\_\_  
Dennis H. Krafft, Chair

s/ \_\_\_\_\_  
Jack B. Tany, Vice-Chair

s/ \_\_\_\_\_  
Tracey L. Slodowski

s/ \_\_\_\_\_  
Richard A. Spitzer

s/ \_\_\_\_\_  
Christopher S. Boyd

The Budget/Audit Committee met and considered Communication No. 8-20-24 from Mary Catherine Hannah, County Administrator, requesting the reallocation of American Rescue Plan Act (ARPA) funds to:

- Reallocate \$500,000 from the County Clerk digitization of files request to the Saginaw County Courts to update JAVS systems
- Reallocate unspent funds from COVID Healthcare claims in the amount of \$197,065.03 to zero out Premium Pay (\$6,903.89) and to the HVAC Courthouse Project (\$190,161.14)
- Reassign unspent funds allocated for the "Medical Diamond Project" from the City of Saginaw to the Saginaw County Health Department for the pre-development and construction/purchase phases of new facilities (\$4,652,034.76)

We recommend approval to reallocate ARPA funds as noted above and authorize the proper county officials to facilitate the reallocations and amend the budget accordingly.

Respectfully Submitted,  
**COMMITTEE ON BUDGET/AUDIT**

s/ \_\_\_\_\_  
Dennis H. Krafft, Chair

s/ \_\_\_\_\_  
Jack B. Tany, Vice-Chair

s/ \_\_\_\_\_  
Tracey L. Slodowski

s/ \_\_\_\_\_  
Richard A. Spitzer

s/ \_\_\_\_\_  
Christopher S. Boyd

The Labor Relations Committee considered Communication No. 8-20-28 from Brian J. Wendling, Public Works Commissioner, requesting approval to remove the Maintenance Worker III position and add a second Maintenance Engineer position in the office of Public Works.

We met with Commissioner Wendling and discussed the possibility of keeping the Maintenance Worker III position open but vacant and adding a second Maintenance Engineer position. These positions will have no impact on the general fund. The Maintenance Engineer position would supervise the Maintenance Worker III position should there be a need to fill it later.

We recommend approval to add a second Maintenance Engineer position and leave the present Maintenance Worker III position open.

Respectfully Submitted,  
**COMMITTEE ON LABOR RELATIONS**

s/ \_\_\_\_\_  
Michael A. Webster, Chair

s/ \_\_\_\_\_  
Sheldon Matthews, Vice-Chair

s/ \_\_\_\_\_  
Denny M. Harris

s/ \_\_\_\_\_  
Gerald D. Little

s/ \_\_\_\_\_  
Christopher S. Boyd

Your Labor Relations Committee considered Communication No. 8-20-26 from Jennifer Broadfoot, Personnel Director, requesting approval to hire Gallagher to complete a compensation study and perform a compensation plan update (Option B) for \$79,950 plus money for additional costs associated with on-site meetings in the amount of \$4,000 each. In her communication, she wrote that the Board of Commissioners, during its April 16, 2024 Board Session, authorized the County Administrator's Office to release a Request for Proposal (RFP). The RFP was released on April 22, 2024, with responses due back May 20, 2024. Six Consulting groups submitted proposals. Two groups, Gallagher and MGT, were chosen for follow up interviews. There was consensus that Gallagher would be the best consultant to lead the project for which funding is available within the Administrator's Office budget.

We met with Jennifer Broadfoot to discuss the compensation plan update, including the importance of pricing positions appropriately, the need to be able to recruit and retain employees, and the appropriate timing with contract negotiations. A benefit to choosing Gallagher is its ability to tie their study with the previous study done by Baker Tilly Municipal Advisors, eliminating the need to reevaluate the existing job classifications at this time. The study, which is estimated to be completed within 4-6 months, will review the County's existing salary structure and adjust it based on benchmark survey findings to ensure Saginaw County's wages are competitive with the current market.

We recommend approval of hiring Gallagher, Inc. to conduct the Compensation Study for Saginaw County at the proposed cost of \$79,950 plus the additional cost of \$4,000 per in-person meeting if there is a need to meet in person.

Respectfully submitted,  
**COMMITTEE ON LABOR RELATIONS**

s/ \_\_\_\_\_  
Michael Webster, Chair

s/ \_\_\_\_\_  
Sheldon Matthews, Vice-Chair

s/ \_\_\_\_\_  
Denny Harris

s/ \_\_\_\_\_  
Gerald Little

s/ \_\_\_\_\_  
Christopher Boyd

The Labor Relations Committee received Communication No. 8-20-27 from Jennifer Broadfoot, Personnel Director, requesting consideration of a new, proposed County Policy titled "Remote Work," a voluntary work arrangement that allows an eligible employee to work outside of their primary work location, providing employees and departments greater flexibility in work arrangements on a case-by-case basis.

The committee met with Jennifer Broadfoot and reviewed the policy that was developed after requests from several departments for a remote work policy, and after review of policies from other entities including those of other counties and cities. After the initial draft, several case studies were done in various departments within the county. The draft policy was reviewed by Department Heads and Elected Officials to provide feedback, and their input was considered prior to finalizing the policy. Department Heads and Elected Officials will determine if an employee or position, under their leadership, is suitable for remote work. The desired result will be a better work/life balance for employees without compromising the needed level of productivity for the position. Departments may set additional, higher standards according to their departmental policies, as needed, to ensure its successful operation.

The County will provide remote work as a viable alternative work arrangement to employees when it is mutually beneficial to both the county and the employee and when the employee and job characteristics are best suited to such an agreement.

We recommend approval of the new Saginaw County Policy titled "Remote Work" and authorize the proper county official(s) to facilitate implementation of the policy.

Respectfully Submitted,  
**COMMITTEE ON LABOR RELATIONS**

s/ \_\_\_\_\_  
Michael A. Webster, Chair

s/ \_\_\_\_\_  
Sheldon Matthews, Vice-Chair

s/ \_\_\_\_\_  
Denny M. Harris

s/ \_\_\_\_\_  
Gerald D. Little

s/ \_\_\_\_\_  
Christopher S. Boyd

Category 300  
Number:

**Subject: REMOTE WORK POLICY**

1. **PURPOSE:** The County will provide remote work as a viable, alternative work arrangement to employees when it is mutually beneficial to both the County and the employee and when the employee and job characteristics are best suited to such an arrangement. Remote work is best suited to positions that require independent work, little face-to-face interaction, concentration, a measurable work product and output-based monitoring. The goal of remote work is to give flexibility to employee and employer needs in order to improve the delivery of services within the County.
2. **AUTHORITY:** The Saginaw County Board of Commissioners.
3. **APPLICATION:** The rules and regulations herein set forth apply to all employees paid by Saginaw County, pursuant to Policy # 301. These guidelines do not apply to employees who work at home as a temporary or permanent reasonable accommodation approved under the Americans with Disabilities Act. The policy sets the general expectations and requirements for remote work in Saginaw County. Departments may, through departmental policies or procedures, set additional or higher standards as necessary to ensure the successful operation of remote working arrangements within their areas.
4. **RESPONSIBILITY:** Employees and Department Heads will complete applicable sections of the remote work agreement and the Department Head will approve or deny the agreement. The Administrator's Office will maintain a copy of the completed agreement in the employee's personnel file and will monitor approvals and denials made by Departments for consistency in decision making.
5. **DEFINITIONS:**
  - 5.1 **Remote Work:** A voluntary work arrangement that allows an eligible employee to work outside of their primary work location. Remote work may be:

**Ongoing/Formal:** Any work arrangement that allows an individual to work outside of their primary work location at an alternate location for a defined timeframe and in accordance with a set schedule on a regular basis in accordance with an approved remote work agreement.

**Periodic/Informal:** Any work arrangement that allows an eligible employee to work outside of their primary work location at an alternate work location on a non-regularly occurring basis. Such an assignment typically involves a short-term, critical work task or project that may be performed more efficiently or effectively away from the primary work location. Periodic remote work may also be considered for such reasons as bad weather, an employee's mild illness, overlong commutes, or emergencies. An approved remote work agreement is not needed for such an arrangement.

- 5.2 Remote Work Location: A worksite other than the employee's primary work location with the County.
- 5.3 Primary Work Location: An established location of County business that an employee would normally work from to complete his/her job tasks.
- 5.4 Remote Work Agreement: A formalized document which outlines the details of an ongoing/formal remote work arrangement. Additional information on the use of Remote Work Agreements can be found in Section 7.

6. POLICY:

- 6.1 Saginaw County supports remote work and is committed to providing innovative working solutions to retain and recruit a diverse and talented workforce. This policy is intended to allow each Saginaw County Department the option to implement arrangements where employees may work remotely some of the time along with being on-site a portion of the week as well. Such arrangements have the potential to improve productivity, employee engagement, attraction and retention; reduce absenteeism; and enable employees to more effectively balance personal and professional obligations.

It is also recognized, however, that in-person interaction is needed for work that requires high levels of coordination, to effectively integrate new members into a team, to maintain social connections necessary for teamwork and to preserve strong workplace cultures. Many of these benefits can best be achieved when all members of a team are working onsite at the same time.

Remote work arrangements must strike a balance between providing flexibility for employees seeking to balance their work and personal lives and still achieving the level of productivity required for their position.

Approval of remote work arrangements will be made on a case-by-case basis. Remote working is not an entitlement nor is it a County-wide benefit, it is a privilege. It is not suitable for all positions. If an employee changes positions, or their position's essential duties change, the current arrangement whether formal or informal will end. In addition, departments that coordinate with other departments to provide services to the public must work together to ensure that remote work does not inadvertently create unworkable challenges for each other.

An employee who has completed six months of service in the position covered by the remote work arrangement is eligible to submit a remote work application. An employee's work performance and any disciplinary actions will be considered in assessing eligibility and maintaining a remote work arrangement.

The following criteria should be considered in determining whether an employee/position is suitable for a remote work arrangement:

- 6.1.1 The position:



- Has tasks which are portable, can be performed away from the main worksite and benefit from uninterrupted work. Such tasks include, but are not limited to: writing, editing, reading, analysis, design work, computer programming, word processing, and data entry.
- Requires minimal amounts of support and non-computerized reference materials from the primary worksite. It does not require access to computer databases or highly secured or protected information for which access is not permitted or possible from the remote location according to department or legal confidentiality requirements.
- Does not require the employee's immediate presence at the primary worksite to address unscheduled events, unless alternate arrangements for coverage are available. The position is also not essential to the management of on-site workflow.
- Has well-defined job objectives and output, can be monitored with quantifiable tasks or by deadlines and quality standards pre-established before the remote work assignment begins and/or through the setting of progress reports to ensure it is being completed in a satisfactory fashion.

#### 6.1.2 The Employee:

- Does not require close supervision or face-to-face contact with fellow employees and in office public contact is minimal or can be scheduled.
- Possesses a high level of skill and knowledge of the work to be performed remotely and has demonstrated conscientiousness about work time and productivity.
- Has demonstrated they can work productively on their own, are self-motivated and flexible, dependable and trustworthy, are knowledgeable about their jobs, department procedures and guidelines, are organized, are good communicators and are generally good at trouble shooting computer issues.

#### 6.2 Other general provisions associated with remote working include:

- 6.2.1. Access Issues. If an employee on a remote work status must access County systems to accomplish assigned work and cannot reasonably do so within one hour due to an internet outage, significant degradation of services or connectivity disruption at their location that prevents work, the employee's supervisor may direct the employee to report to the traditional worksite to accomplish the assigned work or use banked leave time to cover their absence.
- 6.2.2 Communication. While remote working, an employee shall be reachable by phone, e-mail, video conference or chat during agreed upon work hours by

his/her supervisor, co-workers, other County employees and others outside County employment with which job-related communication is necessary. As part of the Remote Work Agreement, the Department Head and employee shall agree on expected turnaround time and the method(s) of communication.

6.2.3 Conditions of Employment. The remote working employee's conditions of employment shall remain the same as those for non-remote working employees. Wages, benefits, PTO accrual etc. remain unchanged.

6.2.4 Equipment. The Department will determine the appropriate equipment needs for each remote working employee on a case-by-case basis. The Personnel and Information Technology (IT) Departments will serve as a resource in this matter. The remote work location's furniture and equipment (telephones etc.) shall generally be provided by the remote worker.

6.2.4.1 If computer equipment or software is provided by the County for use at the remote work location, use of the computer or software is limited to the employee only for County purposes. Software cannot be duplicated.

6.2.5 Equipment Liability. Any equipment supplied by the employee, if deemed appropriate by the County, will be maintained by the employee. The County accepts no responsibility for damage or repairs to employee-owned equipment.

The County will repair and maintain, at the primary worksite, any computer equipment provided to the employee for use at the remote work location. The employee will be responsible for any damage to the computer resulting from gross negligence by the employee or any other individual present at the remote work location or from not following any safety measures required by the IT Department.

The County may pursue recovery from the remote worker for County property that is deliberately or through negligence damaged, destroyed or lost while in the remote worker's care custody or control.

6.2.6 General Liability. The County is not responsible for any damage done to the remote work location resulting from remote work. Employee should check their insurance for incidental office coverage to ensure their homeowners policies do not exclude claims arising from the use of their home for remote work. Any additional cost incurred for the proper insurance coverage will be at the expense of the employee.

6.2.7. Dependent Care. The County recognizes that remote work can provide valuable flexibility to employees with caregiving responsibilities by eliminating time required to commute and expanding employee's choices as to dependent care. However, remote work is not a substitute for routine dependent care. Employees should not engage in dependent care activities while performing official duties. While an occasional, brief interruption may occur when a dependent is present in the house, employees working remotely must be careful to keep interruptions to a minimum. To this end, the primary care needs of those requiring care are expected to be handled by a person other than the employee during work hours.

In the event the level of care needed for a dependent prevents or significantly disrupts work, remote workers should notify their supervisors as soon as possible about the situation. Remote workers should then request approval for appropriate leave while performing dependent care responsibilities.

- 6.2.8 Remote Work Site. Remote working employees must establish and maintain a dedicated worksite that is quiet, clean and safe. No business-related meetings may be conducted on site. Employees must adhere to local municipal zoning and IRS regulations and the County is not responsible for any zoning or IRS violations.

6.2.8.1 Saginaw County is not responsible, or liable, for any Americans with Disabilities Act reasonable accommodations that need to be made for the remote worker to work away from their primary work location. If there is a reasonable accommodation that needs to be made, Saginaw County will review the request for accommodation, and if granted, it will be fulfilled at the primary worksite. Any reasonable accommodations that are to be made in the home to perform tasks associated with their jobs are to be made by the employee.

- 6.2.9. Hours of Work. In a formal agreement, the remote worker will have regularly scheduled work hours agreed to with the Department Head and detailed within the remote work agreement. The agreement will generally specify the number of days of remote work each week, the work schedule the employee will customarily maintain, and the manner and frequency of communication. In an informal arrangement, discussion will occur with the Department Head as to the general days/hours that the individual will be working from home. Department Heads will approve the schedule.

The amount of time the remote working employee is expected to work shall remain the same as for the primary work location. The agreed upon work schedule shall comply with FLSA regulations. Remote working employees are to be given the same breaks as they would regularly receive at their primary work location. For non-exempt employees, any work in excess of the normal work schedule and/or overtime work must be approved by a supervisor. Failure to comply with the above requirement can result in the immediate cancelation of the remote work agreement.

- 6.2.10 Incidental Costs. All incidental costs such as utilities, operating, home maintenance, property liability insurance, etc. is the responsibility of the remote worker.

- 6.2.11 Inclement Weather or Other Emergency. If the primary work site is closed due to an emergency or inclement weather, the Department Head will contact the remote working employee and provide instruction about the continuation of work at the remote work location. If there is an emergency at the remote worksite, such as a power outage, the remote working employee shall contact the Department Head as soon as possible. The remote worker may be assigned to the primary worksite or an alternate worksite or may be required to take PTO.

- 6.2.12 Inspections. In cases of injury, theft, loss or tort liability related to remote working, the remote worker must allow agents of the County to investigate/inspect the remote work location.
- 6.2.13 Injuries. The remote working employee may be covered by workers' compensation for job related injuries that occur at the remote work location during the defined work period, as allowed under Michigan law. In the case of injury occurring during the defined work period, the employee shall immediately report the injury to the supervisor. Workers' compensation will not apply to non-job-related injuries that might occur in the home. The County does not assume responsibility for injury to any persons other than the remote worker at the remote work site and does not accept liability for employee injuries occurring in the employee's home workspace outside the agreed upon remote work hours.
- 6.2.14 Leave. Remote working employees must follow established protocol related to the approval of leave time. On a case-by-case basis Department Heads can give prior approval to change an employee's remote workday or hours of work to accommodate personal needs.
- 6.2.15 Network Access. The County is committed to supporting remote working employees by increasing access to remote locations. However, network access is not guaranteed. Where provided, employees must ensure computers maintain all levels of safety and security required by the IT Department for remote access and they must comply with all requirements of the Remote Access Policy (County Policy #153) and any other applicable County IT Policies.
- 6.2.16 Office Supplies. The County shall provide all necessary office supplies. Reimbursement for supplies normally available in the office will not be provided.
- 6.2.17 Onsite Work. With most remote work arrangements, employees are expected to be scheduled to work on-site as well. To the extent feasible, departments should schedule meetings when all employees are working on-site and try to reserve remote workdays for work tasks that employees can complete independently.

With at least 24 hours' notice by the Department Head, remote working employees will be required to attend job-related meetings, training sessions and conferences. In addition, the remote worker may be required, on occasion, to attend short-notice meetings with less than 24 hours of notice. In such cases, the Department Head will provide sufficient notice to allow employees a reasonable amount of time to travel to the primary work location or other site to participate in the meeting. If an employee is at a remote worksite and is requested to report to their typical workstation partway through their workday, they will not receive mileage but will be paid for travel time to the office. Hourly employees who are asked to come on-site for a meeting, work assignment etc. are not eligible for call-in/call back pay.

- 6.2.18 Professionalism. Employees working remotely are representatives of Saginaw County, and as such should maintain standards of professionalism like those that would apply for on-site work. This includes manner of dress and personal hygiene/grooming,

attentiveness to others when they are talking or presenting, minimizing distractions caused by others, and use of appropriate background and lighting while videoconferencing.

- 6.2.19 Work Performance. The employee's duties, obligations and responsibilities remain unchanged under a remote work agreement. The employee must maintain the same or an improved level of productivity and work quality while remote working. If productivity and/or work quality begin to decline, the remote work agreement will be re-evaluated to determine if changes can be made or if the agreement will be terminated.
- 6.2.20 Policies. County policies, rules and practices shall apply at the remote worksite. Failure to follow policy, rules and procedures may result in termination of the remote work agreement and/or disciplinary action.
- 6.2.21 Security and Confidentiality. Security and confidentiality shall be maintained by the remote worker at the same level as expected at all worksites. Restricted access or confidential materials shall not be taken out of the primary worksite or accessed through a computer without prior approval by the Department Head. The remote worker is responsible to ensure that non-employees do not access County records or files.  
  
Employees must be in a secure location when viewing or discussing confidential information related to their job. Viewing or discussing County information while not at a secure location could put the County at risk and can be subject to discipline.
- 6.2.22 Taxes. Remote workers are encouraged to consult with a tax expert to examine the implications of a home office. It is the responsibility of the employee to cover all federal, state, and local tax obligations that result from remote working.
- 6.2.23 Phone/Internet Expenses. Any increased costs for employees' internet, phone usage or facsimile transmissions will be covered by the employee. The County will not cover any installation or service fees. The County may choose to provide a wireless device for internet services.
- 6.2.24 Travel. The remote worker will not be paid for time or mileage involved in travel between the remote worksite and the primary worksite. If the remote worker must travel between the remote worksite and another location, mileage will be paid utilizing the remote work location as the worksite and in accordance with County Policy. Remote working while driving is strictly prohibited.
- 6.2.25 Termination of Agreement. Ongoing/formal remote work agreements can be terminated at any time without cause at the request of the employee or the County. When practical, a two-week notice should be provided. The maximum term of a formal/ongoing Remote Work Agreement is 12 months, subject to extension. Extension of the terms requires re-authorization by completing a new Remote Work Agreement. The County is not obligated to extend an existing Remote Work Agreement.
- 6.2.26 Trial Period. All ongoing/formal remote working agreements will be subject to a trial period for the first three months if the remote work arrangement is schedule to last one

year or one fourth of the proposed length of the requested remote work arrangement if less than one year. The purpose of the trial period is to allow for any adjustments that may be necessary to the terms of the agreement. At the conclusion of the trial period, the employee and Department Head will meet to complete a review of the arrangement and make recommendations for continuation or modification.

7. ADMINISTRATIVE PROCEDURES: Eligible employees who desire to work at a location other than their primary work location on an ongoing or formal basis shall complete a Remote Work Agreement and submit it to their Department Head. The Department Head will approve or deny the request, and forward a copy of the Agreement to Personnel for inclusion in the employee's personnel file. Requests should generally be processed by the Department within 30 days. Both approved and denied Remote Work requests will be retained in the employee's personnel file. The denial or cancellation of a Remote Work Agreement action is not considered to be disciplinary action nor is it subject to the grievance procedure.

Periodic/Informal requests to work from home will be approved by the Department Head. Such requests should be tracked by the Department Head, and if the requests become more frequent or on-going in nature, a formal agreement shall be developed.

- 7.1 Emergency Authorization Procedures. The County Administrator may in certain emergencies such as a natural disaster, employee illness, disease outbreak etc. waive the trial period and other provisions of the policy and authorize employees to work remotely on an ongoing/formal basis.

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The County Administrator has determined that this Policy, as submitted to the Board of Commissioners, contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this Policy, as submitted, contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:  
Saginaw County Administrator

Approved as to Legal Content:  
Saginaw County Civil Counsel

Your Labor Relations Committee considered Communication No. 8-20-29 from Patricia Johnson, Retirement Administrator, requesting certification of the Officer and Employee Delegate to attend the MERS 2024 Annual Conference held in Grand Rapids, Michigan, this year from October 10 – October 11, 2024. The Employee Delegate, Liz Gooch, Deputy Director of Equalization, and Officer Delegate, Patricia Johnson, Retirement Administrator, were elected at the July 31, 2024 election.

Each year employees may elect a delegate to attend the conference and report back giving their own perspective on what they have learned at the MERS conference. Sharing the information with the other employees will help generate interest and provide accurate information on our MERS retirement offerings. The officer delegate and alternate are selected by the governing body of the participating municipality and the employee delegate and alternate are elected by employee members of the retirement system.

It is the recommendation of your Labor Relations Committee that Patricia Johnson be appointed as the Officer Delegate and Liz Gooch as the Employee Delegate; further, that the proper County officials certify the delegates to represent Saginaw County at the MERS Annual Retirement Conference.

Respectfully Submitted,  
**COMMITTEE ON LABOR RELATIONS**

s/ \_\_\_\_\_  
Michael A. Webster, Chair

s/ \_\_\_\_\_  
Sheldon Matthews, Vice-Chair

s/ \_\_\_\_\_  
Denny M. Harris

s/ \_\_\_\_\_  
Gerald D. Little

s/ \_\_\_\_\_  
Christopher S. Boyd

Your committee considered Communication No. 8-20-30 from Christina Harrington, Health Officer, requesting an extension of the contract with two retirees, Bethany Jacques and Mary Patnode, through FY 2025. Ms. Harrington also requested to add a temporary PCN, Health Specialist II, to the immunization Program (22160112) until December 1, 2024.

We met with Christina Harrington who indicated Ms. Jacques is a retired Computer and Data Analyst within the department. Once EPIC is fully implemented, users will be able to connect with Covenant for assistance. For the time being, she is needed to provide oversight, workflow updates, and customization of EPIC to meet health department needs for implementation. Ms. Patnode has continued to be an asset to supporting family planning clients with clinical services and filling in where needed because of nursing vacancies.

We met with Christina regarding the temporary PCN. We learned that it is in preparation for an employee retirement expected in December 2024. It was requested that when Margie Dwenger retires, she be moved into a temporary PCN so the permanent full-time position can be filled and proper onboarding and training can occur. This will be an extra expense of approximately \$6,000 to be absorbed within the current immunization program budget.

We recommend approval to extend the contract with retirees Bethany Jacques to assist the department with the expectation that EPIC will be fully implemented and Mary Patnode to assist due to nursing vacancies through FY 2025. We further recommend approval of a temporary PCN, Health Specialist II, to the Immunization Program, until December 1, 2024, so when Margie Dwenger retires she will be available to train/onboard the new employee to the full-time position.

Respectfully Submitted,  
**COMMITTEE ON LABOR RELATIONS**

s/ \_\_\_\_\_  
Michael A. Webster, Chair

s/ \_\_\_\_\_  
Sheldon Matthews, Vice-Chair

s/ \_\_\_\_\_  
Denny M. Harris

s/ \_\_\_\_\_  
Gerald D. Little

s/ \_\_\_\_\_  
Christopher S. Boyd



The Labor Relations Committee considered Communication No. 8-20-31 from Dave Gilbert, Civil/Labor Counsel, requesting consideration and approval of a Memorandum of Understanding between Saginaw County and Police Officers Association of Michigan (POAM) Unit 312 regarding the creation of salary steps for cadets entering the Police Academy.

The committee met with Dave Gilbert who explained that there was an amendment to the wage and hour law and that money can be recouped if the cadet leaves before 4 years and a payback agreement has been prepared. The employer desires the following:

- To start a cadet entering the Police Academy at Step Level 00, which is \$1.00 per hour less than the Step 1 pay scale for a Deputy
- That once the cadet graduates from the Police Academy, and is sworn in as a Deputy, the cadet will progress to a Step 1, on the Deputy pay scale, and the probationary period will commence as of that date

We recommend approval of a Memorandum of Understanding between Saginaw County and POAM Unit 312 regarding the creation of salary steps for cadets entering the Police Academy, as attached.

Respectfully Submitted,  
**COMMITTEE ON LABOR RELATIONS**

s/ \_\_\_\_\_  
Michael A. Webster, Chair

s/ \_\_\_\_\_  
Sheldon Matthews, Vice-Chair

s/ \_\_\_\_\_  
Denny M. Harris

s/ \_\_\_\_\_  
Gerald D. Little

s/ \_\_\_\_\_  
Christopher S. Boyd

MEMORANDUM OF UNDERSTANDING  
AND AGREEMENT

This MEMORANDUM OF UNDERSTANDING AND AGREEMENT made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2024, by and between the COUNTY OF SAGINAW and the SAGINAW COUNTY SHERIFF (“EMPLOYER”) and POLICE OFFICERS ASSOCIATION OF MICHIGAN UNIT 312, representing full-time Deputies (“UNION”).

WHEREAS, EMPLOYER and the UNION are parties to a Collective Bargaining Agreement (“CBA”), which covers the time period January 17, 2023 through September 30, 2025;

WHEREAS, EMPLOYER desires to start a cadet entering the police academy at Step Level 00, which is \$1.00 per hour less than the Step 1 pay scale for a Deputy;

WHEREAS, UNION also desires to start a cadet entering the police academy at Step Level 00, which is \$1.00 per hour less than the Step 1 pay scale for a Deputy;

WHEREAS, EMPLOYER also desires that once the cadet graduates from the police academy and is sworn in as a Deputy, the cadet will progress to a Step 1 on the Deputy pay scale and the probationary period will commence as of that date;

WHEREAS, UNION also desires that once the cadet graduates from the police academy and is sworn in as a Deputy, the cadet will progress to a Step 1 on the Deputy pay scale and the probationary period will commence as of that date;

THEREFORE, it is agreed to as follows:

1. A cadet entering the police academy will start at Step Level 00, which is \$1.00 per hour less than the Step 1 of Deputy pay scale.
2. Once the cadet graduates from the police academy and is sworn in as a Deputy, the cadet will progress to Step 1 of the Deputy pay scale and the probationary period will commence as of that date.
3. This MOU shall be binding upon the EMPLOYER and UNION; shall not be considered precedent setting; and shall not affect the CBA in any other manner than that which is specifically set forth herein.

FOR THE EMPLOYER:

FOR THE UNION:

\_\_\_\_\_  
Christopher S. Boyd, Chairman  
Board of Commissioners

\_\_\_\_\_  
Steve Sellers

\_\_\_\_\_  
Mary Catherine Hannah,  
County Administrator

\_\_\_\_\_  
Kurt Weber – Union President

8-20-24/rls

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William L. Federspiel – Sheriff

Approved as to Form:

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David M. Gilbert – Labor Counsel  
Gilbert & Smith, P.C.

**COMMITTEE COMPENSATION - 8.20.24.1**

**August 20, 2024**

*I herewith submit for your approval the per diem to which members of this Board are entitled for attendance at Committee Meetings held June 9, 2024 - June 22, 2024.*

<u>Meeting</u>	<u>Date</u>	<u>Committee</u>	<u>Commissioner</u>	<u>Amount</u>	<u>Total Present</u>
1	6/10/2024	Labor Relations Committee	Webster	\$50.00	1
			Matthews	\$50.00	1
			Harris	\$50.00	1
			Little	\$50.00	1
			Boyd	\$50.00	1
2	6/11/2024	Executive Committee	Boyd	\$50.00	1
			Little	\$50.00	1
			Tany	\$50.00	1
			Webster	\$50.00	1
			Harris	\$50.00	1
3	6/11/2024	Rules Committee	Boyd	\$25.00	1
			Matthews	\$50.00	1
			Harris	\$25.00	1
			Slodowski	\$50.00	1
			Webster	\$25.00	1
4	6/13/2024	911 Authority Board	Boyd	\$50.00	1
			Matthews	\$50.00	1
5	6/14/2024	MAC Transportation via Zoom	Piotrowski	\$50.00	1
6	6/17/2024	Northern Michigan Counties Association	Harris	\$25.00	1
7	6/17/2024	Committee of the Whole re: FY 2025 Budget Tany, Boyd, Coney, Harris, Krafft, Matthews, Little, Piotrowski, Slodowski, Spitzer Absent: Webster		\$500.00	10
8	6/18/2024	Board Session Tany, Boyd, Coney, Harris, Krafft, Matthews, Webster, Piotrowski, Slodowski, Spitzer Absent: Little		\$500.00	10
9	6/18/2024	Community Action Committee-Virtual	Little	\$50.00	1
10	6/19/2024	Castle Museum Board	Tany	\$50.00	1
11	6/19/2024	Saginaw Zoo Board	Slodowski	\$50.00	1
12	6/19/2024	Economic Development Corp. *	Webster	\$50.00	1
13	6/20/2024	Local Emergency Planning Committee	Tany	\$50.00	1
<b>TOTAL</b>				<b>\$2,100.00</b>	<b>44</b>

\*Department Pay

Respectfully Submitted, Suzy Koeplinger, Board Coordinator (6-24-24)

**COMMITTEE COMPENSATION - 8.20.24.2****August 20, 2024**

*I herewith submit for your approval the per diem to which members of this Board are entitled for attendance at Committee Meetings held June 23, 2024 - July 6, 2024.*

<u>Meeting</u>	<u>Date</u>	<u>Committee</u>	<u>Commissioner</u>	<u>Amount</u>	<u>Total Present</u>
1	6/24/2024	MAC Agricultural & Tourism via Zoom	Harris	\$50.00	1
2	6/24/2024	MI Works! Joint Board of Directors	Matthews	\$50.00	1
			Spitzer	\$50.00	1
			Tany	\$50.00	1
			Webster	\$50.00	1
3	6/26/2024	STMCA Dispatch	Matthews	\$50.00	1
4	6/27/2024	Parks & Recreation Commission*	Matthews	*	*
5	6/27/2024	Mosquito Abatement Commission*	Spitzer	\$50.00	1
<b>TOTAL</b>				<b>\$350.00</b>	<b>7</b>

\*Department Pay

Respectfully Submitted, Suzy Koeplinger, Board Coordinator (7-05-24)

**COMMITTEE COMPENSATION - 8.20.24.3****August 20, 2024**

*I herewith submit for your approval the per diem to which members of this Board are entitled for attendance at Committee Meetings held July 7, 2024 - July 20, 2024.*

<u>Meeting</u>	<u>Date</u>	<u>Committee</u>	<u>Commissioner</u>	<u>Amount</u>	<u>Total Present</u>
1	7/15/2024	Northern MI Counties Association via Zoom	Harris	\$50.00	1
2	7/18/2024	City/County/School Liaison Committee	Matthews	\$50.00	1
			Piotrowski	\$50.00	1
<b>TOTAL</b>				<b>\$150.00</b>	<b>3</b>

\*Department Pay

Respectfully Submitted, Suzy Koeplinger, Board Coordinator (7-19-24)

**COMMITTEE COMPENSATION - 8.20.24.4****August 20, 2024**

*I herewith submit for your approval the per diem to which members of this Board are entitled for attendance at Committee Meetings held July 21, 2024 - August 3, 2024.*

<u>Meeting</u>	<u>Date</u>	<u>Committee</u>	<u>Commissioner</u>	<u>Amount</u>	<u>Total Present</u>
1	7/23/2024	Community Corrections Advisory Board	Boyd	\$50.00	1
2	7/23/2024	Board of Health	Matthews	*\$0.00	1
4	7/30/2024	9-1-1 Board Meeting	Matthews	\$50.00	1
5	8/1/2024	Parks & Recreation Commission*	Matthews	*\$0.00	1
<b>TOTAL</b>				<b>\$100.00</b>	<b>4</b>

\*Department Pay

Respectfully Submitted, Suzy Koeplinger, Board Coordinator (8-2-24)

VI. RESOLUTIONS (8-20-2024)

Human Services Committee – G. Little, Chair; T. Slodowski, Vice-Chair

- ❖ *Resolution for Saginaw County Community Mental Health Authority postponed until September session*

County Services Committee – M. Webster, Chair; D. Krafft, Vice-Chair

- ❖ *Resolution and Public Hearing for Saginaw Future – PACE Program postponed until September session*

**VII. CLOSING PROCEDURE (8-20-2024)**

a.

- 1) Unfinished Business –
  - 7.1) **CHAIRMAN BOYD**, re: Approval of amended 2024 Board Rules  
[Laid on the table at the June 18, 2024 Board Session]
- 2) Proclamations – None
- 3) Appointments and Elections

**APPOINTMENTS**

Pursuant to Article VII, 7.1.2 of the Board Rules, Chair appointments, if any, will be listed on the Addendum distributed at the August 20, 2024 Board Session.

**ELECTIONS**

None

- b. Announcements by the Chair
- c. Commissioner Audiences
- d. Adjournment

8-16-24/sek/rls

# UNFINISHED BUSINESS

FROM: RULES COMMITTEE -- 7.1

AUGUST 20, 2024

~~JUNE 18, 2024~~

Your Rules Committee met June 11, 2024 on the recommendation of Chairman Boyd to review the current 2024 Board Rules and consider recommendations made at the last meeting of the Rules Committee held in February 2024. Proposed amendments of the 2024 Board Rules are attached.

According to Article X, Section 10.1, the Board Rules may be revised or amended by a two-thirds (2/3rds) vote provided that the proposed amendments have been submitted to the Board in writing at a previous meeting. Therefore, we recommend the proposed amendments be laid on the table at this meeting for final approval under Unfinished Business at the August 20, 2024 Board Session.

Respectfully submitted,  
**SPECIAL COMMITTEE ON RULES**

s/ \_\_\_\_\_  
Christopher S. Boyd, Chairman

s/ \_\_\_\_\_  
Sheldon Matthews, Vice-Chair

s/ \_\_\_\_\_  
Dennis M. Harris

s/ \_\_\_\_\_  
Michael A. Webster

s/ \_\_\_\_\_  
Tracey L. Slodowski

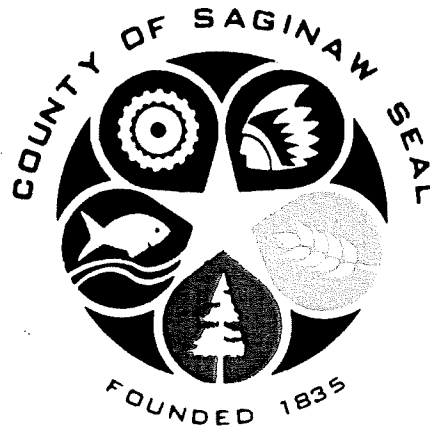
8-20-24/sek



Proposed amendments to

2024

# BOARD RULES



## SAGINAW COUNTY BOARD OF COMMISSIONERS

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## PREAMBLE

We, the members of the Board of Commissioners, mindful of the obligations and trust placed in us by the people of Saginaw County and desirous of managing the affairs of the County to the best of our abilities, do hereby establish these Rules.

## ARTICLE I Organization

- Section 1.1** The organizational meeting of the Board of Commissioners shall be held within the first seven (7) days of January each year. At that meeting, the first order of business shall be the election of the Permanent Chair and Vice-Chair for a two ~~one~~-year term.
- Section 1.2** At the organizational meeting, the County Clerk, or a designated representative, shall be Acting Chair and preside until a member of the Board is elected Temporary Chair. The Temporary Chair shall preside until the Permanent Chair is elected.
- Section 1.3** The election of Chair and/or Vice-Chair shall be by voice vote (1905 LA 653).
- Section 1.4** The Chair and Vice-Chair of the Board shall assume office immediately after being elected and shall hold such office ~~until the annual Board term has expired.~~ as set forth above.

## ARTICLE II Meetings and Sessions of the Board

- Section 2.1** All meetings of the Board of Commissioners shall be called in accordance with State Statutes and Rules of this Board. (MSA 5.321 – MSA 5.359 (16) [MCL 46.1 – 46.416])
- Section 2.2** The annual meeting of the Board of Commissioners shall be held each year after September 14, but before October 16. (MCL 46.1)
- Section 2.3** All regular meetings of the Board of Commissioners shall take place at the Courthouse in Saginaw County, Michigan or at such other place as may be designated by the Board.
- Section 2.4** The meeting time of the Board of Commissioners shall be at 5:00 p.m. on the third Tuesdays of each month in Room 200 of the Saginaw County Courthouse, on the schedule set forth in Section 2.5 unless otherwise designated by the Chair. There will be no meeting in July and the annual meeting will be held in accordance with State Statute.

**Section 2.5 Meeting Schedule – 2024**

January (Wed)	3
January (Thur)	4
January	16
February	20
March	19
April	16
May	21
June	18
(No Session in July)	
August	20
September	17
October	15
November	19
December	17

**Changes to the Schedule will be posted by the Clerk**

- Section 2.6** Petitioners requesting an audience before the Board of Commissioners shall be required to submit a request to the Board Coordinator no later than noon of the meeting day so audiences can be listed on the Addendum. The presenter shall be limited up to three minutes in length for oral remarks, with the summation details to be filed in writing with the Board along with the request for referral to the appropriate committee, if required. This section shall not apply to any other committee of the Board.
- Section 2.7** If a situation arises where an individual addressing the Board or attending the Session is discourteous or disorderly, the Chair shall take appropriate action by warning, requesting to leave, or having the individual escorted from the meeting.
- Section 2.8** Special meetings of the Board shall be held only when authorized during regular sessions or by petition of at least one-third (1/3rd) of the members of the Board, (MCLA 46.10) and shall be at a time to allow maximum attendance. Notice of special meetings of the Board may be mailed to Commissioners via email at least 10 days before the date of the meeting.
- Section 2.9** The business which a county board of commissioners may perform shall be conducted at a public meeting of the board held in compliance with Act No. 267 (Open Meetings Act) of Public Acts of 1976, being sections 15.261 to 15.275 of the Michigan Compiled Laws.

**ARTICLE III**  
**Order of Business**

**Section 3.1** The order of business of the Board shall be as follows:

1. Call to order by the Chair
- 2) Roll call by the Clerk of the Board
- 3) Invocation by a Board member or her/his guest
- 4) Pledge of Allegiance to the Flag
- 5) Approval of Minutes
- 6) Audience for Petitioners; Laudatories (Resolutions of Appreciation)
- 7) Petitions and Communications
- 8) Commissioners' Initiatory Motions shall require two-thirds (2/3rds) (8) majority vote of the members present for adoption. All initiatory motions shall be put in writing and distributed to commissioners before the motion is considered. (Section 6.8)
- 9) Committee Reports (Consent Agenda)
  - Human Services Committee
  - Courts and Public Safety Committee
  - County Services Committee
  - Budget/Audit Committee
  - Labor Relations Committee
  - Legislative Committee
  - Intergovernmental Cooperation Committee
  - Executive Committee
  - Rules Committee
  - Special Committees
- 10) Resolutions
- 11) Unfinished Business
- 12) Announcements by Chair
- 13) Commissioners' Audiences
- 14) Adjournment

**ARTICLE IV**  
**Voting**

- Section 4.1** A quorum shall consist of a majority of the members serving on the Board of Commissioners. (MCL 46.3)
- Section 4.2** All voting shall be by voice vote, hand vote, or roll call vote as determined by the Chair. Minutes shall state results of vote as called by the Chair.
- Section 4.3** A member by privilege may have her/his name entered into the Minutes demonstrating said vote.
- Section 4.4** A member may, by privilege, order a roll call vote on any question submitted for final passage to the Board and it shall be recorded in the Minutes as taken by the Clerk.
- Section 4.5** The following procedure shall be utilized for roll call voting:
- 1) When a roll call vote is taken, the roll shall be called by the members' names in numerical progression by districts, provided that the lead district is in continuous rotation, and provided, however, the Chair shall always vote last.
  - 2) During a roll call vote, a member shall vote when requested by the Clerk, and each member shall be recorded in the Minutes as voting aye or nay; provided, however, any member who after three requests by the Chair to report her/his vote to the Clerk, fails to report her/his vote to the Clerk, shall be passed and the Chair shall instruct the Clerk to record the member's vote as "present and not voting", and the Minutes shall reflect the action taken by the Chair.
- Section 4.6** To be counted for quorum purposes, a commissioner must be physically present at the meeting. Each commissioner who votes on a matter must be physically present and seated when casting his or her vote.
- Section 4.7** Questions which arise at meetings of the Board of Commissioners shall be determined by the votes of a majority of the members present, except as otherwise provided by law or the Rules of this Board.
- Section 4.8** A majority vote of the members elected and serving shall be necessary for the final passage or adoption of a measure or resolution, or the allowance of a claim against the County. A two-thirds (2/3rds) (8) majority of the members elected to the Board is required for passage of certain measures pursuant to State law.

**Section 4.9** Any non-agenda matter, including committee reports and initiatory motions, placed before the Board for final passage shall require two-thirds (2/3rds) (8) majority vote of the members present for adoption. (Section 7.4 6.8)

**Section 4.10** The Board of Commissioners may, by a majority vote of the members elected and serving, pass regulations and ordinances relating to county affairs which the Board considers proper, but which shall not contravene the general law of the state or interfere with local affairs of a township, city or village within the limits of the county.

#### **ARTICLE V Conduct of Members**

**Section 5.1** A member desiring to speak to the question shall, after being recognized, assume the floor and address only the Chair.

**Section 5.2** When two or more members address the Chair at the same time, it shall be the duty of the Chair to name the member entitled to the floor.

**Section 5.3** A member shall not assume the floor more than once unless every other member desiring to speak on the same question shall first have an opportunity to do so.

**Section 5.4** A member shall keep debate on any issue on a reasonable plane and to a reasonable amount of time; both subject to the rule of the Chair.

**Section 5.5** A member shall be allowed the floor under agenda section "Commissioners Audiences" for a time period not to exceed ten minutes, and shall be allowed the floor only once during this agenda section.

**Section 5.6** A member ~~shall not~~ may question a petitioner on ~~her/his~~ their presentation, except by leave of the chair.

**Section 5.7** A member entering or leaving the Board chamber shall be recorded in the proceedings and notify the Chair by quiet signal.

**Section 5.8** A member shall not in any manner cause any distraction from the business of the Board or while the Chair, the Clerk, or any member is speaking.

**Section 5.9** A member who has a direct or indirect pecuniary interest in a specific business transaction or contract with the County, must make the Board cognizant of said interest and it shall be recorded in the Minutes; and further, the business transaction or contract shall not be allowed until approved by two-thirds (2/3rds) (8) of the full membership without the vote of the public servant making the disclosure. (Contracts of Public Servants Public Entities Act, P.A. 1 of 1984, MCL 15.321 et seq.)

**ARTICLE VI**  
**Procedure**

- Section 6.1** The business of the Board shall be conducted in accordance with Robert's Rules of Order, revised, insofar as such rules are not in conflict with these Rules and the Statutes of the State of Michigan. The Chair shall appoint a Parliamentarian and Deputy Parliamentarian to ensure adherence to the rules under which the Board conducts its business.
- Section 6.2** A member shall have the privilege to request that a question before the Board be postponed to the next scheduled meeting; except when there is reasonable indication that postponement would result in the denial of the motion or that postponement would result in making the matter moot. Such deferred question shall be taken up at the next scheduled meeting under the order of unfinished business. Once an item has been commissioner privileged, it may not be commissioner privileged again. This section shall not apply to appointment by majority vote of this Board (elections).
- Section 6.3** A member shall have the right to move reconsideration of any question on which the member voted with the prevailing side. A question may be reconsidered at the same or succeeding day's meeting but shall not be reconsidered more than twice.
- Section 6.4** A motion made and seconded shall be restated by the Chair or if in writing, read aloud by the Clerk before being debated.
- Section 6.5** A member shall reduce a motion to writing at the request of the Chair.
- Section 6.6** A member may move for the division of a question or the Chair may order same.
- Section 6.7** These Rules may be temporarily suspended for the consideration of a specific question at any regular or special meeting by a two-thirds (2/3rds) vote of the members present.
- Section 7-4**  
**6.8** The agenda for all full Board meetings shall be closed at 5:00 p.m. the Thursday prior to the scheduled Tuesday Board Session. Only emergency matters requiring full Board action will be allowed to bypass the scheduled deadline as approved by the Chair. Those matters will be assigned to the appropriate committee which will act on them prior to the Board Session and any recommendations subject to the two-thirds (2/3rds) (8) rule. (Section 4.9)



- Section 7.5**  
**6.9** The agenda packet prepared for the Board will be numbered to designate the various sections and fastened together as one unit. The Addendum prepared on the day of the Session shall be numbered consistent with the numbering of the Agenda. Communications will be summarized in the packet and kept on file in their entirety in the Board Office. Communications and supporting material will be distributed to the appropriate committee all members., ~~as requested by the committee.~~ At the end of each meeting, Board material may be removed by the commissioner or left on her/his desk for redistribution. All confidential and privileged material shall be personally returned to Board Staff or signed out at the end of the Session.
- Section 6.8**  
**6.10** Committee reports and resolutions will be introduced to the Board by the Chair of each committee, who may yield the floor for presentation to a member of the committee. Committee reports will be grouped together and numbered accordingly. When a Committee submits only one (1) report, the Chair/member is encouraged to summarize said report; when presenting more than one (1) report, those reports shall be reported in summary fashion as a Consent Agenda to be considered and voted on as a group, subject to exception by any member. Resolutions are encouraged to be summarized, but shall be considered and voted on individually.
- Section 6.11** The agendas for all Committee meetings shall be closed at 5:00 p.m. the Thursday prior to the scheduled Committee meetings. Only emergency matters will be allowed to bypass the scheduled deadline as approved by the Chair of each Committee or the Board Chair. All supporting documentation pertinent to the matter to be presented to each Committee shall be provided by the deadline above for inclusion in the agenda packet, so that it may be provided to the Committee members for review sufficiently in advance of such Committee meeting, except for emergency matters added in accordance with the above, or if waived by a majority of the Committee.
- Section 6.9**  
**6.12** At the request of any member and with the concurrence of the ~~Board~~ Chair, comments by and questions of staff persons or others with information vital to a question before the Board or Committee shall be allowed.
- Section 6.10**  
**6.13** A memo from the Board Chair will accompany the Rules to provide clarity in matters relating to conduct and procedure at Official Board Sessions, and any other matters which may be appropriate.

**ARTICLE VII**  
**Officers**

**Section 7.1** The Chair shall be the presiding officer of the Board and her/his duties shall be:

- 1) To preserve order and decide questions of order subject to appeal by the Board;
- 2) To make the appointment of members to all Primary, Regular and Special committees, and boards and commissions, unless otherwise directed by the Board or State Statute; provided, however, that members shall be notified in the Board Agenda of pending elections and appointments; the Chair's appointments will be listed in the Addendum prepared on the day of the Session;
- 3) To call all meetings of the Board;
- 4) To be a voting member of all Primary, Regular and Special Committees;
- 5) To refer all petitions and communications that come before the Board to the proper committee for consideration unless otherwise directed by the Board;
- 6) To direct the County Emergency Preparedness Coordinator in accordance with established Board policy; and in the event of disaster within the County jurisdiction shall request a declaration of disaster from the Governor.

**Section 7.2** The Vice Chair shall preside at all meetings in the temporary or permanent absence, incapacity, or death of the Chair and shall assume all responsibilities of Chair while serving as Chair and execute necessary documents on behalf of the County. In the temporary or permanent absence, incapacity, or death of the Vice Chair, the Chair of the Courts and Public Safety Committee shall assume all responsibilities.

**Section 7.3** In order to provide for the orderly conduct of county government in the event of an emergency, i.e., flood, tornado, etc. the line of succession to the position of Chair of the Board of Commissioners shall be as follows:

- 1) Vice Chair
- 2) Chair of Courts & Public Safety Committee
- 3) Chair of Human Services Committee
- 4) Chair of County Services Committee

~~**Section 7.4** The agenda shall be closed at 5:00 p.m. the Thursday prior to the scheduled Tuesday Board Session. Only emergency matters requiring Board action will be allowed to bypass the scheduled deadline as approved by the Chair. Those matters will be assigned to the appropriate committee which will act on them prior to the Session and any recommendations subject to the two thirds (2/3rds) (8) rule. (Section 4.9)~~

~~**Section 7.5** The agenda packet prepared for the Board will be numbered to designate the various sections and fastened together as one unit. The Addendum prepared on the day of the Session shall be numbered consistent with the numbering of the Agenda. Communications will be summarized in the packet and kept on file in their entirety in the Board Office. Communications and supporting material will be distributed to the appropriate committee members, as requested by the committee. At the end of each meeting, Board material may be removed by the commissioner or left on her/his desk for redistribution. All confidential and privileged material shall be personally returned to Board Staff or signed out at the end of the Session.~~

~~**Section 7.6**  
7.4 Commissioner seating in the Board Room shall be at the pleasure of the Commissioners and shall be maintained throughout the term, subject to the following: The Board Chair shall preside as designated. When any other seat becomes available, it shall be filled based on Commissioner Seniority, only upon request to the Board Chair.~~

## ARTICLE VIII Clerk

**Section 8.1** The Clerk of the Board shall be the County Clerk as provided for by Statute.

**Section 8.2** The Clerk, or a designated representative, shall duly record all proceedings of the Board as provided for by Statute, notify all petitioners of action taken by the Board and perform such other duties as the Board may direct.

**ARTICLE IX  
Committees**

**Section 9.1** The following shall be the Primary Standing Service Committees of the Board:

**1) Human Services**

Requests for action by the Board of Commissioners will be made to the Human Services Committee from the following departments/organizations: Child Care Welfare, Commission on Aging, Region VII AAA, Department of Health & Human Services, Public Health Department, HealthSource Saginaw, Mental Health Authority (Substance Abuse), Mosquito Control, MSU Extension, and Veterans Burial/Veterans Relief/Veterans Trust

**2) Courts and Public Safety**

Requests for action by the Board of Commissioners will be made to the Courts & Public Safety Committee from the following departments/organizations: Americans with Disabilities (ADA), Animal Control, Assigned Counsel, Central Communications/911, Circuit Court (Jury Administration, Friend of the Court), Community Corrections, District Court, Emergency Services, Law Library, Local Emergency Planning Committee, Medical Director, Probate Court - Estate & Family, Probation - Circuit/District, Prosecuting Attorney (Welfare Enforcement), and Sheriff's Office/Jail

**3) County Services**

Requests for action by the Board of Commissioners will be made to the County Services Committee from the following departments/organizations: Building Authority, Clerk/Elections, ~~Controller~~ Administrator (Administration, Airport - H.W. Browne, Event Center, Facilities Management/Maintenance, Information Technology, Parking Lots, Public Improvement Projects, Purchasing/Auction, Telephone Services), Convention Bureaus (Tourism), Civil Counsel, Equalization, Public Works/Drains (Saginaw Area Storm Water Authority, Upper Saginaw River Dredging), Economic Development/Saginaw Future, Historical Society/Castle Building, Michigan Works! Administration, Parks & Recreation, ~~Planning Commission~~ Brownfield Redevelopment, ~~Housing Authority~~, ~~Solid Waste Planning~~, Materials Management Planning Committee, ~~Transportation~~, Register of Deeds, {Remonumentation}, Saginaw Valley Zoological Society, Soil Conservation, and Treasurer (Accommodations Ordinance/Land Bank Authority Program)

**Section 9.2** A quorum for Standing Service Committees shall be three members.

**Section 9.3** Each Board member shall serve on at least one (1) Primary and one (1) Regular Standing Service Committee. Commissioners attending committee meetings who are not members of the committee shall be treated the same as the general public.

**Section 9.4** There shall also be four (4) Regular Standing Service Committees of the Board, which shall be responsible for recommendations to alter the approved Annual Budget; for recommendations to alter County Personnel Policies; for providing input and direction in labor negotiations; for recommendations concerning state and federal legislative issues; and, for recommendations concerning cooperative efforts between Local units and County government.

The four (4) Regular Standing Service Committees shall include the Chair of the Board. A quorum shall consist of a majority of the members serving on the committee. The Vice-Chair of the Board of Commissioners shall assume chairmanship of said committee in the absence of its chair and vice chair

- a. Budget/Audit shall review the cash position of the County with the Treasurer and ~~Controller~~ Administrator as compared to budget categories in both revenues and expenses, and shall report to the Board of Commissioners on a timely basis.
- b. Labor Relations shall review all personnel matters as they relate to County policy and negotiations with ~~Controller~~ Administrator and appropriate personnel officer and report the Board of Commissioners on a timely basis. Labor Relations shall also serve as the Factoring Subcommittee. These responsibilities may be delegated by Labor Relations but they shall remain responsible for the final decision to be reported to the Board.
- c. Legislative shall address state and federal legislative issues affecting the County, have regular contact with legislators, departments and organizations, and shall report to the Board of Commissioners on a timely basis. Any member of the Board of Commissioners who is serving as a director of MAC shall be a member.
- d. Intergovernmental Cooperation shall reach out to other local units of government, including adjacent counties, and Saginaw County cities, villages, townships and school districts to seek out best practices, cooperation, collaboration and consolidation opportunities when it is deemed in the best interest of Saginaw County residents.

**Section 9.5** There shall be a Committee of the Whole, consisting of all eleven (11) members of the Board. The Committee shall consider all petitions, communications, and any other matters deemed appropriate as directed by the Board or the Chair of the Board with the actions or motions recorded in the Minutes of the Committee. The Vice-Chair shall assume Chairmanship of said Committee.

In the absence of the Vice-Chair, the line of succession shall be as listed in Section 7.2. The Committee shall be subject to Robert's Rules of Order, as revised. Upon completion of discussion, only motions to refer to an organized committee or to postpone indefinitely shall be allowed.

**Section 9.6** There shall be an Executive Committee, consisting of five (5) members, which shall include: the Chair of the Board and the Chair of each of the Primary Standing Service Committees.

- 1) When there is no member of the minority party serving on the Executive Committee, the minority party shall recommend one of their members to serve on the Committee to the Chairman of the Board, who shall have the authority to make the final appointment.
- 2) In the event a minority party member is a Standing Service Committee Chair, and thereby a member of the Committee, the Chair shall appoint another member to the Committee at the Chair's sole discretion.
- 3) The Executive Committee shall serve as an Advisory Committee to the Chair of the Board. Recommendations from said Committee should first be placed before the appropriate Standing Service Committee. The Executive Committee shall retain the option to refer matters directly to the Board.

**Section 9.7** Additional committees may be constituted for special activities beyond the scope of the Standing Service Committees upon motion of any member of the Board or the Chair of the Board.

**Section 9.8** The Chair of the Board shall appoint, in January, members to all committees and subcommittees in this section, except as otherwise noted.

**Section 9.9** The first named member of each committee shall act as chair of that committee and the second named member shall act as vice chair of that committee.

**Section 9.10** All committee recommendations to the Board Chair shall be reduced to writing.

**Section 9.11** All committees shall be subject to the call of the Chair of the Board or the Committee Chair, at a time convenient for all members of the committee except in emergency situations.

**Section 9.12** Committee members shall be entitled to per diem for committee assignments during the recess of the Board when said work has been previously ordered by the Board Chair or its Committee Chair.

**Section 9.13** Conduct of committees shall be subject to State Statutes and Rules of the Board of Commissioners, wherever applicable.

**Section 9.14** All requests for legal opinions by commissioners are to be directed to the Chair for referral to County Legal Counsel unless approved by the Board at a regular session.

#### **ARTICLE X Amendments**

**Section 10.1** These Rules may be revised or amended by a two-thirds (2/3rds) (8) vote of the members of the Board at any meeting of the Board, provided, however, that the proposed amendments must have been submitted to the Board in writing at a previous meeting.

#### **ARTICLE XI Repeal**

**Section 11.1** All previously adopted rules or policies inconsistent with the Rules herein provided are declared to be null and void.

**TO: MEMBERS OF THE SAGINAW COUNTY  
BOARD OF COMMISSIONERS**

**FROM: CHAIR OF THE SAGINAW COUNTY BOARD OF COMMISSIONERS**

Honorable Commissioners:

In accordance with Article VI, Section 6.11 13 this memo is included with the ~~2023~~ 2024 Board Rules to provide clarity relating to conduct and procedure at Official Board Sessions, and any other matters which may be appropriate.

One of the duties as Board Chair is to preserve order. The Board Rules assist the Chair with this in the sections pertaining to reporting, questioning and voting on committee recommendations. The Rules provide that committee reports be introduced by the Committee Chair who is encouraged to summarize the reports. Members with questions are recognized by the Board Chair and the questions are addressed through the Board Chair. Members are encouraged to keep debate on a reasonable plane; questions and/or debate on the Board Floor should stay within the parameters of the motion consistent with the Rules adopted by the Board.

There are guidelines on the number of times and length of time a member may speak on an issue. Generally, each member requesting the floor is recognized once by the Chair before any member is recognized for the second time, and no member is allowed the floor more than two times. However, exceptions may be made if there is no objection from the majority of the Board. Voting is open and members have the option of voice vote, hand vote or roll call. Members must request a hand vote or roll call previous to the Chair's call for a vote.

Members are allowed by privilege to request that a question be postponed, except when there is the reasonable indication that the delay would result in the defeat of the motion. This privilege does not apply to appointments by majority vote of the Board, and no question may be privileged more than once. In addition, there is opportunity to speak under commissioners' initiatory motions and commissioners' audiences.

When a member requires more extensive information, it is recommended that he/she contact the Board Chair, Committee Chair or Staff Person prior to the Board Session, when possible. Commissioners are welcome to attend Standing Service Committee meetings for a better understanding of the issues.

Following these procedures maintains the dignity in which the Board has successfully conducted its business throughout the years, and allows us to be more efficient, effective and organized.

To avoid disruptions and out of courtesy, please have all cell phones and pagers turned off or on vibrate while the Board is in session.

Respectfully,

Christopher Boyd  
Board Chair