

**OFFICIAL PROCEEDINGS
OF THE**
Board of Commissioners

OF SAGINAW COUNTY, MICHIGAN



MARCH SESSION 2025

First day of the March Session of the Board of Commissioners of Saginaw County, Michigan, held Tuesday, March 18, 2025. The Board met pursuant to call of the County Clerk at 5:00 p.m. at the Saginaw County Courthouse, 111 S. Michigan Ave., Saginaw, MI 48602 with the Honorable Jack B. Tany in the Chair.

PRESENT: *Jack B. Tany – Chair, Gerald D. Little – Vice-Chair, Christopher S. Boyd, Lisa R. Coney, Dennis M. Harris, John L. Kaczynski, Sheldon Matthews, Mark S. Piotrowski, Tracey L. Slodowski, Richard A. Spitzer, Michael A. Webster - 11*

ABSENT: - 0

TOTAL: - 11

OTHERS: Mary Catherine Hannah, Dave Gilbert, Brian Keenan-Lechel, Jessica Sargent, Koren Thurston, Katharine Tessin, Kelly Suppes, Mark Angliss, Andrew Klaczkiwicz, Lt. Mark Przybylski, Nicole Lee, Kyle Bostwick, Brandell Adams, Jaime Ceja, Katherine Edwards, Grace Macomber, Sydney Pierce, Luke Kanine, Grant Hegenauer, Diya Ramakrishnan and family, Miriam Haddad and family, Mike Cousins, Christine Cousins, Bill Cowdry, Kelli Scorsone, Roger Rosalez, Alycia Norton, Thomas Roy, Anna McGrath, Suzanne Hall, Dennis Borchard, Rachel Horton, Angie Miller, Linda James, Allissa Specht, Suzy Koeplinger, Renee Sharkey, and others

 Commissioner Slodowski gave the invocation and led the Pledge of Allegiance to the Flag.

CLERK’S CALL OF SESSION

Public Notice of Regular Board Session

The Saginaw County Board of Commissioners will convene for its Regular Session on

Tuesday, March 18, 2025 at 5:00 p.m.

111 S. Michigan Ave., Room 200, Saginaw, MI 48602

Requests for Public Comment (Audiences) must be made to the Board of Commissioners Office at (989) 790-5267 or by email to boc@saginawcounty.com prior to 12:00 p.m. the day of the meeting. Please include your phone number.

This meeting is being held consistent with P.A. 267 of 1976 (MCL 15.263) to consider the March 18, 2025 Board Agenda.

If you are disabled and need accommodation to provide you with an opportunity to participate, please call the Board of Commissioners at (989) 790 5267.

Respectfully submitted,

Vanessa Guerra, County Clerk

March 7, 2025

Posted 3-14-25



By the Chair: That the Notice of Meeting from the County Clerk be received and filed if there are no objections. The Chair hears none; it is so ordered.

APPROVAL OF MINUTES

- ***Commissioner Matthews moved, seconded by Commissioner Piotrowski, to approve the Minutes of the February 18, 2025 Regular Board Session. Motion carried.***

PUBLIC HEARING

None

AUDIENCES

- ❖ Commissioner Coney presented a Proclamation to Katy Edwards and Grace Macomber, Student Ambassadors/Representatives of NASW-Michigan, to recognize March as Social Work Month in Saginaw County.
- ❖ Commissioner Kaczynski presented Luke Kanine, Frankenmuth Public Schools, E.F. Rittmueller Middle School, with a Certificate of Recognition upon his receipt of the Milken Educator Award.
- ❖ Commissioner Coney presented Diya Ramakrishnan and Miriam Haddad, SASA students, with Certificates of Recognition for their work developing an innovative app and conducting pioneering cancer research.
- ❖ Commissioner Piotrowski presented Thomas Township Fire Chief, Mike Cousins, with a Certificate of Recognition upon 40+ years of service.
- ❖ Commissioner Boyd presented a Proclamation to Saginaw County Bar Association Representative, Attorney Bill Cowdry, for Law Day 2025.
- ❖ Roger Rosalez requested assistance with allowing him time to let the grass grow to prevent him from having to pay for a \$300 Erosion Control Permit and a drain that needs cleaning.
- ❖ Alycia Norton spoke of improvements she has witnessed in the Animal Control Volunteer Program and Animal Care & Control Staff since she began volunteering there.
- ❖ Thomas Roy spoke of the importance of filling the vacancy in the 35th State Senate District.
- ❖ Joseph Cella provided his written comments to the clerk after the meeting, detailing his support of the Governor to immediately call a special election to fill the vacant 35th District state senate seat.

LAUDATORY RESOLUTIONS

CERTIFICATE OF RECOGNITION

MIRIAM HADDAD

MAGNETIZING OIL: A NEW PARADIGM FOR CLEANING UP AQUATIC OIL SPILLS

Miriam Haddad was recently named a 2025 Regeneron Science Talent Search Scholar. STS is the U.S.'s longest running and most distinguished science, technology, engineering and math (STEM) competition for high school seniors.



Miriam was selected as one of the top 300 of nearly 2,500 entrants from 200 American, Hong Kong, Malaysia, and Switzerland high schools and homeschools.

Miriam was chosen based on her outstanding research, leadership skills, community involvement, commitment to academics, creativity in asking scientific questions and exceptional promise as a STEM leader demonstrated by her submission of her original and independent research project, essay, and recommendations. She is a brilliant young future scientist/engineer who represents the best in the nation.

Miriam has earned a national stage to present original research, new ideas, and challenge conventional ways of thinking as a young scientist who is bringing a fresh perspective to significant global challenges.

The Saginaw County Board of Commissioners congratulates Miriam Haddad and we celebrate her ingenuity, hard work, and passion for the environment.

Respectfully Submitted,
Saginaw County Board of Commissioners
Jack B. Tany
Chairman, District #2

Presented & Adopted: March 18, 2025

Lisa R. Coney
Commissioner, District #10

CERTIFICATE OF RECOGNITION

DIYA RAMAKRISHNAN

“I just really want to make things that’ll help people in the future. Like, that’s kind of my dream goal.”

Diya Ramakrishnan, Saginaw Arts and Sciences Academy Sophomore, has received recognition from former Congressman Dan Kildee and the Congressional App Challenge community as the 2024 Congressional App Challenge winner for Michigan's 8th Congressional District for her PolypDetect App.

The Congressional App Challenge is designed to engage student creativity and encourage their participation in Science, Technology, Engineering and Math (STEM) education fields. This nationwide event allows high school students from across the country to compete against their peers by creating and exhibiting their software application, or "app," for mobile, tablet, or computer devices on a platform of their choice.

Diya’s innovative app, “PolypDetect,” has earned her national recognition and will be displayed in the US Capitol Building and featured on House.gov for one year and highlighted on CongressionalAppChallenge.us. The purpose of the project was to create a machine learning (ML) model that can detect polyps in the colon with an accuracy of greater than 90% and integrate this ML model into a website.

The Saginaw County Board of Commissioners congratulates Diya Ramakrishnan, and we celebrate her ingenuity, hard work, and passion for making things that will help people.

Respectfully Submitted,
Saginaw County Board of Commissioners
Jack B. Tany
Chairman, District #2

Presented & Adopted: March 18, 2025

Lisa R. Coney
Commissioner, District #10



CERTIFICATE OF RECOGNITION

LUKE KANINE

MILKEN EDUCATOR AWARD WINNER

E.F. Rittmueller Middle School, Frankenmuth

“Luke Kanine’s whole-child approach illustrates his care and commitment for everyone he encounters at E.F. Rittmueller and within the community,” Gallagher said in a statement. “Whether building Spanish language skills, helping people lead healthy lives, mentoring colleagues, or strengthening school culture, Luke loves this community, and it shows.” Greg Gallagher, Milken Family Foundation Senior Program Director

Luke Kanine is passionate about his community and students at E.F. Rittmueller Middle School in Frankenmuth, Michigan where he teaches Spanish and physical education to students from sixth through eighth grade and works as a part-time behavior interventionist at the school. With an emphasis on social-emotional learning and a tailored, personal approach to education, Kanine ensures that his students challenge themselves and have the tools to achieve their potential.

Kanine’s empathetic and solution-oriented personality suits him in his role as a behavior interventionist. He helped create discipline policy and social-emotional-learning curriculum, works with students on behavioral improvement, and monitors grade checks. He stays up-to date on the latest developments in restorative practices and discipline, attends conferences and presents at professional development meetings. He is also committed to supporting his colleagues, by mentoring teachers and initiating a wellness challenge that encouraged colleagues to take walks together, track their water intake, and work in teams to better themselves both physically and mentally.

Outside the classroom, Kanine is a dynamic leader who actively contributes to the school’s success in multiple ways. He runs the concession stand at athletic events and uses the funds raised to support the purchase of P.E. equipment. In addition, he created and launched Parents’ Night Out, where students can bond with friends, enjoy pizza, play video games and explore P.E. equipment—all while raising money for the school’s P.E. programs. Kanine is also a sports coach, coordinates the school’s field day, and co-advises honors night – a special event held at the end of the year that celebrates the achievements of eighth grade students.

Kanine earned his Bachelor of Arts in secondary education from Alma College in 2013 and his Master of Education in educational leadership and administration from Grand Canyon University in 2022.

The Milken Educator Awards, hailed by *Teacher* magazine as the "Oscars of Teaching" has been opening minds and shaping futures for over 30 years. Research shows teacher quality is the driving in-school factor behind student growth and achievement. The initiative not only aims to reward great teachers, but to celebrate, elevate and activate those innovators in the classroom who are guiding America's next generation of leaders. Milken Educators believe, "*The future belongs to the educated.*"

Milken Educators are selected early to mid-career for what they have achieved and for the promise of what they will accomplish. In addition to the \$25,000 prize and public recognition, the honor includes membership in the National Milken Educator Network, a group of more than 2,800 top teachers, principals, and specialists dedicated to strengthening education.



The Awards alternate yearly between elementary and secondary educators. Unlike most teacher recognition programs, the Milken Educator Award is completely unique: Educators cannot apply for this recognition and do not even know they are under consideration. Candidates are sourced through a confidential selection process and then are reviewed by blue ribbon panels appointed by state departments of education. Those most exceptional are recommended for the Award, with final selection made by the Milken Family Foundation.

The cash award is unrestricted. Recipients have used the money in diverse ways; for instance, on their children's or their own continuing education, financing dream field trips, establishing scholarships, and even for the adoption of children.

The Saginaw County Board of Commissioners is honored to recognize you on your achievements and thanks you for your dedication and unwavering commitment to your students, school and community.

Respectfully Submitted,
Saginaw County Board of Commissioners
Jack B. Tany
Chairman, District #2

Presented & Adopted: March 18, 2025

John L. Kaczynski
Commissioner, District #7

CERTIFICATE OF RECOGNITION

MICHAEL COUSINS

40+ YEARS OF SERVICE

Fire Chief Michael Cousins has accomplished a great deal in his 40+ years of service with the Thomas Township Fire Department. On September 1, 1984 he started as a Fire Fighter, performing fire suppression, medical response, hazardous material response, water rescue, scene management, fire prevention, fire inspections, extrication and training; each in various capacities as it related to his role. During the period from 1984 to 2005, he moved through the ranks of Lieutenant, Captain, Assistant Chief and Deputy Chief, and became Fire Chief in July 2005 where he is responsible for various facets of the fire department, including the budget, prevention, management and response. From 1987 – 2005, Michael was also a Lt./Training Officer with the MBS International Airport Fire Department, responsible for rescue and fire suppression, managing a shift, and serving as the department training officer in accordance with federal mandates related to Aircraft Rescue Fire Fighting.

The Thomas Township Fire Department was established in September of 1963 by a group of 32 devoted individuals wanting to provide better fire protection for their growing community. At the time of inception, the fire department consisted of two stations with three pieces of equipment between them. Over the years, Thomas Township has grown immensely to approximately 12,000 residents. The TTFD still responds out of two stations, but they've added additional equipment. In addition to fire and medical equipment, they now have a boat, quad, and an administrative vehicle. Along with its on-call paid staff, TTFD employs a full-time Chief, four (4) full-time First Responders, and a part-time Administrative Assistant.

Chief Cousins credits his father, Lyle Cousins, who served on the Thomas Township Fire Department for 50 years, with starting him on his career path with the TTFD. Chief Cousins also could not have accomplished as much as he has without the love and support of his wife of 37 years, Christine, and their children Jason and Eric (Emma), and their grandchild Calvin Michael.



The Saginaw County Board of Commissioners thanks Michael Cousins for his dedication to Thomas Township and Saginaw County and congratulates him on his accomplishments to date and more in the future. Let his hard work, dedication and leadership be an example to all of us. Mission Statement-The mission of the Thomas Township Fire Department is to serve the community by protecting life, property and the environment by providing inspections, suppression, emergency medical services, extrication, hazardous materials response, investigations and disaster response with emphasis on education and prevention. We will provide this through diligent training, professionalism, dedication and with state-of-the-art equipment supplied by the support of our community, while maintaining cost-effective management of public funds. The world of firefighting is a brotherhood, brought together by one common thing, the desire to help. everyday, firefighters respond to emergency calls without hesitation, selflessly placing their lives on the line in order to protect the lives of others.

Respectfully Submitted,
Saginaw County Board of Commissioners
Jack B. Tany
Chairman, District #2

Presented & Adopted: March 18, 2025

Mark S. Piotrowski
Commissioner, District #1

CERTIFICATE OF RECOGNITION

TOM MORFORD

32+ YEARS OF SERVICE

Service is a noble calling, one which is founded on mutual respect and trust between firefighters and the citizens they serve. To ensure the continuing integrity of the Fire Service, the highest standards of ethical conduct must be maintained at all times.

Ethics comes from the Greek word ethos, meaning character. Character is not necessarily defined by how a person behaves when conditions are optimal, and life is good. It is easy to take the high road when the path is paved, and obstacles are few or non-existent. Character is also defined by decisions made under pressure, when no one is looking, when the road contains land mines, and the way is obscured. As members of the Fire Service, shared responsibility to project an ethical character of professionalism, integrity, compassion, loyalty, and honesty in all that you do, all of the time, is important.

Jonesfield-Lakefield Fire Department is a joint operation serving both Jonesfield and Lakefield Townships. This partnership ensures efficient and effective fire protection services from residents of both communities through two strategically located fire stations. The department operates from two stations and is on call 24 hours.

The Jonesfield-Lakefield Fire Department is volunteer and responds to all medical calls to assist Mobile Medical Response (MMR). The following people are currently on the fire department and have served for 15+ years: Dan Beetley, Ron Honaman, Aaron Morford, Ron Slick, Don Kilgore, Jeff Smith, Dave Lednicky, Randy Clark, Dennis Fuller, Sean Dungey, Todd Wolverton and Tom Morford.

The Saginaw County Board of Commissioners thanks you for your dedication, volunteer service, and unwavering sacrifice to your community.



Respectfully Submitted,
Saginaw County Board of Commissioners
Jack B. Tany
Chairman, District #2

Presented & Adopted: January 21, 2025

Tracey Slodowski
Commissioner, District #5

PETITIONS AND COMMUNICATIONS

By the Chair: That the following communications received by the Board of Commissioners are referred as designated, if there are no objections. The Chair hears none; it is so ordered.

3-18-1 SAGINAW COUNTY COMMUNITY MENTAL HEALTH AUTHORITY submitted its 2024 Update pursuant to agreement.

-- Human Services (*Informational – No action*)

3-18-2 HEALTH DEPARTMENT presented a Summary of the BWell Saginaw Update / Year in Review.

-- Human Services (*Informational – No action*)

3-18-3 COMMISSION ON AGING requested approval to amend its Bylaws to note the change in term from two (2) to four (4) years to align with County Commissioner terms.

-- Human Services (**3-18-1.1**)

3-18-4 PUBLIC WORKS submitted the 2024 Drain Annual Report.

-- County Services (*Informational – No action*)

3-18-5 FRANKENMUTH CONVENTION & VISITORS BUREAU submitted its FY24 Audit.

-- County Services (*Informational – No action*)

3-18-6 LIPPERT COMPONENTS, INC. sent notice of the permanent closure of Plant #96 at 1103 W. Pearl St. and 200 S. First St., Chesaning, Michigan affecting 159 employees, with layoffs to occur between April 4, 2025 and June 30, 2025.

-- County Services (*Informational – No action*)

3-18-7 EMERGENCY MANAGEMENT requested approval to reduce the Emergency Services Federal Grant Account from \$38,400 to \$13,000 because of roughly 54% cuts for FY24 and potential 20% cuts in FY25; and increase the FY25 Emergency Services General Fund Account from \$137,284 to \$161,884, an increase of \$24,600 to cover the expected shortfall in grant funds.

-- Budget/Audit (**3-18-4.2**)

3-18-8 10th CIRCUIT COURT - FAMILY DIVISION requested approval to increase the Detention Facility Contracted Medical Account for FY25 by \$18,470 from the General Fund to account for a shortfall in payment to Wellpath for medical services.

-- Budget/Audit (**3-18-4.3**)

3-18-9 TREASURER/ADMINISTRATOR sent the financial transactions transmittal form in the amount of \$10,242,007.47 for the month of February 2025.

-- Budget/Audit (**3-18-4.1**)

3-18-10 FINANCE DIRECTOR submitted the February 2025 Monthly Financial Statement that includes unaudited information as a summary of revenues and expenditures for the county's general fund.

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

3-18-11 REHMANN submitted a presentation of the Draft FY 2024 Audit.

-- Budget/Audit (*Informational - No action*)



- 3-18-12 PERSONNEL DIRECTOR** submitted Employment Status Report, Exit Interviews, Employee Groups, and Retiree Employment Contracts covering the month of February 2025.
-- Labor Relations (*Receive & File*)
- 3-18-13 PERSONNEL DIRECTOR** requested approval of revised County Policy #368 “Earned Sick Time Act” due to last minute amendments made by the State Legislature.
-- Labor Relations (**3-18-5.1**)
- 3-18-14 COUNTY ADMINISTRATOR** requested approval of revised County Policy #335 “Compensation” regarding rehiring of staff.
-- Labor Relations (**3-18-5.2**)
- 3-18-15 HEALTH DEPARTMENT** requested approval to onboard an experienced Public Health Nurse at Step 3 of the current Public Health Nurse I (PHN I) pay scale, due to the inability of the department to offer competitive starting salaries.
-- Labor Relations (**3-18-5.4**)
- 3-18-16 ANIMAL CARE & CONTROL** requested approval of a proposed Volunteer Handbook, which includes a Volunteer Code of Conduct that outlines expectations, and accountability measures, to promote a positive and effective volunteer program.
-- Labor Relations (**3-18-5.5**)

INITIATORY MOTIONS

None

REPORTS OF COMMITTEES

1. **Human Services Committee – T. Slodowski, Chair; G. Little, Vice-Chair**
 - 1.1) **COMMISSION ON AGING**, re: Approval of COA Board Bylaws
 - ***Commissioner Slodowski moved, seconded by Commissioner Coney, to approve 1.1. Motion carried.***

FROM: COMMITTEE ON HUMAN SERVICES – 1.1

MARCH 18, 2025

Your committee has considered Communication No. 3-18-3 from Jessica Sargent, Commission on Aging Director, requesting approval of the revised Bylaws for the Saginaw County Commission on Aging Advisory Board.

We met with Director Sargent who explained that the changes in the bylaws were necessary to coincide with the new 4-year terms of commissioners. The amendments have been approved by the Commission on Aging Board and Legal Counsel.

We recommend approval of the attached language, as reviewed and approved by Civil Counsel. Respectfully submitted,

COMMITTEE ON HUMAN SERVICES

Tracey L. Slodowski, Chair
Lisa R. Coney
Michael A. Webster

Gerald D. Little, Vice-Chair
Jack B. Tany



**BYLAWS
THE SAGINAW COUNTY
COMMISSION ON AGING**

ARTICLE I - AUTHORITY AND NAME

The Saginaw County Commission on Aging, hereinafter COA, is created by and is an arm of the Board of Commissioners of Saginaw County, Michigan. Once created, the COA is given the authority to adopt and amend its own bylaws, and is responsible for them subject to the approval of the Board of Commissioners of Saginaw County.

ARTICLE II - PURPOSES

The COA is a non-profit, non-sectarian, non-political organization, whose purposes are to:

1. Coordinate and implement public and private programs which promote and safeguard the independence and welfare of older persons, as defined by the Older Michiganians Act of 1981, as amended.
2. Provide leadership, consultation, and assistance to those who are interested in fostering the well-being of older persons.
3. Accumulate, tabulate, and study factual information relating to the resources and needs of older persons.
4. Disseminate information concerning services and programs having to do with, but not limited to, social, economic, health, and housing needs of older persons.
5. Coordinate and plan with Federal, State, and Local Governments, and private agencies, in order to develop and make available needed services for older persons.
6. Promote and participate in such activities and endeavors as are necessary to secure Federal, State, and Local Government, and private sector funding for programs aimed at serving the needs of older persons.
7. Accomplish these objectives by managing the multipurpose programs of the COA.
8. Perform such other actions as are required to further the welfare, well-being, and happiness of older persons.

ARTICLE III - BOARD OF DIRECTORS

1. Members. The COA Board, hereinafter Board, shall consist of eleven (11) voting members who shall be residents of Saginaw County and be responsible for governing its actions and achieving its purposes subject to the authority of the Board of Commissioners of Saginaw County.
 - a. At a minimum, two-thirds of the members of the Board shall be comprised of persons age 60 or older.
2. Appointment. All eleven (11) members of the COA shall be appointed by the Chairperson of the Board of Commissioners of Saginaw County. In addition, the Chairperson of the Board of Commissioners shall appoint one County Commissioner to act as a non-voting, liaison for one year.
3. Representation. One member shall be appointed from each of the eleven (11) County Commissioner Districts. To the extent reasonably practicable and subject to requirements otherwise herein contained, members of the COA shall consist of persons representing government, business, religion, education, and senior citizenry.



4. Conflict of Interest.
 - a. No member shall be affiliated with a public or private organization that contracts directly with older persons in Saginaw County or be involved in any endeavor which would influence the policy decisions regarding older persons, unless that affiliation is disclosed to and approved by the COA.
 - b. A member who is contemplating a specific business transaction or contract, either directly or indirectly with the COA, must make the Board cognizant of said interest.
 - c. Any member's conflict of interest will be handled in accordance with the Contracts of Public Servants with Public Entities Act of 1968, as amended.
5. Term of Appointment. Members of the COA shall be appointed for terms of ~~two (2)~~ four (4) years commencing initially on January 1, 2025 ~~2013~~. Each term shall expire thereafter consecutively every ~~two~~ four years. Board members shall serve their term until a successor is appointed and qualified or said member is reappointed for another term.
6. Compensation. Members shall be entitled to receive compensation for attendance at full Board meetings based on the policy established by the Board of Commissioners of Saginaw County.
7. Removal. A member may be removed by the Board of Commissioners of Saginaw County under the following conditions:
 - a. If a member has three (3) unexcused absences from any regularly called meeting of the Board in one calendar year, that member shall be considered for removal.
 - i. Notification by a member to an officer of the Board or to the Commission on Aging Director, hereinafter Director, twenty-four hours or more prior to the state time of the meeting, of inability to attend such meeting shall be considered sufficient excuse.
 - b. If a member is unable to perform their duties, that member shall be considered for removal.
 - c. Members of the COA may be removed at will by the Board of Commissioners of Saginaw County for neglect of duty or misconduct in office, provided that a written statement of reasons and an opportunity to be heard thereon are provided. Neglect of duty shall be viewed as failure to carry out the duties of membership. Misconduct shall be viewed as an abuse of COA membership.
8. Vacancies. If a vacancy occurs on the COA as a result of a member's death, removal, resignation, incapacitation, and/or change of residence outside of the district represented, a new member shall be appointed by the Chairperson of the Board of Commissioners of Saginaw County for the remainder of the unexpired term.

ARTICLE IV - OFFICERS

1. Officers. The officers of the COA shall be a Chairperson, a Vice-Chairperson, a Secretary, and any other officers the COA may deem as necessary. No person may hold more than one office.
2. Term of Office. The officers shall be elected at the first meeting of the Board after January 1, 2013, and every year thereafter at the April meeting. Officers shall be elected by the majority vote of the members present and voting. The election of officers shall be conducted by a voice vote. The officers shall hold office, unless sooner removed, until their successors are chosen and qualified.



3. Duties of Officers.

- a. Chairperson. The Chairperson shall preside at all meetings of the COA, appoint the Chair of all committees, and be an ex-officio member of all committees, except a Nominating Committee, if convened.
- b. Vice-Chairperson: The Vice-Chairperson shall perform all duties of the Chairperson during the absence or inability of the Chairperson to act, and perform all such other duties as prescribed by the Board.
- c. Secretary: The Secretary shall attend all general and special meetings of the COA, assure that accurate and true minutes of such meetings are recorded and kept, cause the issuance of minutes and notices of all meetings of the COA within the guidelines of the Open Meetings Act, and perform all duties of the Chairperson in the absence or inability of the Chairperson and Vice-Chairperson to act.

4. Removal. Any officer may be removed from office by a majority vote of the Board.

5. Vacancy. A vacancy occurring in any office may be filled for the unexpired portion of the term by the majority vote of those members present and voting at any regular or special meeting of the Board.

ARTICLE V - COMMITTEES

1. Executive Committee. The COA shall establish an Executive Committee consisting of the Officers of the COA, who shall serve a term concurrent with that for their elected office, plus two additional members-at-large and one alternate member-at-large, who shall serve on the Executive Committee in the absence of a regular member. The members-at-large, including the alternate, are to be elected by the members at the time of the election of officers. The purpose of the Executive Committee shall be to act on behalf of the COA in the event a special COA meeting cannot be called and immediate action is necessary. Any action taken shall be subject to ratification of the COA at its next regularly scheduled meeting. Executive Committee meetings may be called into session by the Chairperson.

2. Special Committees. The COA may establish Special Committees to address defined purposes for a specified duration. The Chairperson shall appoint members to the Committee which may include non-COA members. All special committee members shall serve in a voluntary capacity and shall not be entitled to any of the powers that come through COA membership.

3. Compensation. In accordance with policy established by the Board of Commissioners of Saginaw County, committee members shall be entitled to per diems for committee work during the recess of the Board, when said work has been previously ordered by the Chairperson or the applicable Committee Chair.

ARTICLE VI - MEETINGS

1. Regular Meetings. The COA shall hold regular meetings at least once every two months at such times and places as may be designated by the Chair or by the Director with the consent of the Chair. Such meetings shall be open to the public in accordance with the Open Meetings Act of 1976, as amended.

2. Special Meetings. The COA may hold special meetings at the call of the Chairperson or upon the request of three (3) members of the Board. Such meetings shall be open to the public in accordance with the Open Meetings Act of 1976, as amended.

3. Notices. Public notices of any meetings of the Board shall be posted in accordance with the Open Meetings Act of 1976.



- a. Notice to the members of all regular meetings shall be given by ordinary mail deposited in the United State mail at least five (5) days prior to such meeting.
- b. Members must be notified of a special meeting and a public notice of a special meeting must be posted at least eighteen (18) hours in advance of the time and date of the special meeting.
4. Committee Meetings. Any committee established by the Board shall meet at the call of said Committee's chair, the Chairperson, or the Director.
5. Attendance. COA members are expected to attend COA meetings.
6. Quorum.
 - a. For any meeting of the Board, a simple majority of the members, including at least one officer, shall constitute a quorum for the transaction of business. If, for any reason, a quorum fails to appear, the meeting shall be rescheduled and the members present may act as a committee of the whole. The recommendations of this committee shall be presented to the Board for action in the next meeting at which a quorum is present.
 - b. For any committee meeting, a simple majority of the appointed committee members shall constitute a quorum for the transaction of business of the committee.
 - i. For committee meetings, the Chairperson, if present, can be counted for the purpose of a quorum.
7. Voting. For the purpose of voting, each member, including the Chairperson, shall be entitled to one vote, unless provided to the contrary in these bylaws.
 - a. Proxies are not permitted.
8. Conduct.
 - a. No action and/or statement of any individual member of the Board shall be deemed an action and/or statement of the Board, unless such responsibility and/or relationship has been created by the Board.
 - i. Exception: The Director shall be authorized to deliver actions and/or statements on behalf of the Board.
 - b. Robert's Rules of Order, latest edition, shall govern the sessions of the Board unless the bylaws conflict therewith, in which event, the bylaws shall supersede as long as they are not in conflict with the Constitution of the United States or the laws of the State of Michigan. Under no circumstances will the Board transact any business which is contrary to any Federal, State, or Local Government law or regulation.

ARTICLE VII - COMMISSION ON AGING DIRECTOR

1. Director. A Director shall administer the daily affairs of the COA and provide expertise, leadership, and support to the COA.
 - a. The Director is a Saginaw County employee and shall report directly to the Saginaw County Administrator ~~Controller/Chief Administrative Officer~~.
 - b. The Director shall have the authority to operate the day-to-day activities of the COA within established policies, including, but not limited to the following responsibilities: general administration/leadership, program development and evaluation, public relations/outreach, personnel management, financial management, and such other duties as directed by the County Administrator ~~Controller/Chief Administrative Officer~~ and established by the Saginaw County Job Description dated December 28, 2017, as may be amended from time to time.



- c. It is the responsibility of the Director to report all matters requiring Board action to the Board without delay and provide timely and accurate information to the Board on personnel, fiscal and program matters.
 - d. The Director shall prepare and recommend an annual budget to the Board of Commissioners for Saginaw County through the County Administrator ~~Controller/Chief Administrative Officer~~.
2. Contracts. The COA shall be authorized to enter into contracts with private and public agencies for the purpose of providing services to older persons. All such contracts shall be executed in accordance with Saginaw County policy.

ARTICLE VIII - BYLAWS

These bylaws may be amended in whole or in part at any time by a two-thirds vote of all members of the Board present and voting at any regular or special meeting of the COA provided that written notice of proposed amendment shall be given to all Members not less than thirty (30) days prior to such meeting. Any such amendment shall be subject to approval by the Board of Commissioners of Saginaw County.

ARTICLE IX – DISSOLUTION

The COA may recommend dissolution to the Board of Commissioners of Saginaw County at any time it deems necessary; however, the Board of Commissioners of Saginaw County may dissolve the COA at any time.

2. **Courts and Public Safety Committee – C. Boyd, Chair; S. Matthews, Vice-Chair**
None
3. **County Services Committee – M. Webster, Chair; D. Harris, Vice-Chair**
None
4. **Budget Audit Committee – C. Boyd, Chair; T. Slodowski, Vice-Chair**
 - 4.1) **FINANCE DIRECTOR/TREASURER**, re: Approval of vendor transactions for February 2025 in the amount of \$10,242,007.47
 - 4.2) **EMERGENCY MANAGEMENT COORDINATOR**, re: Approval to reduce the Emergency Services Federal Grant line from \$38,400 to \$13,800 and increase the FY25 Emergency Services General Fund Account to \$180,000, to fund the Emergency Services Coordinator position.
 - 4.3) **10th CIRCUIT COURT – FAMILY/JUVENILE**, re: Approval to increase the Detention Facility Contracted Medical Account for FY25 by \$18,470 from the General Fund to account for a shortfall in payment to Wellpath for medical services.
 - **Commissioner Boyd moved, seconded by Commissioner Kaczynski, to approve 4.1. Motion carried.**
 - **Commissioner Boyd moved, seconded by Commissioner Matthews, to approve 4.2. Motion carried.**
 - **Commissioner Boyd moved, seconded by Commissioner Coney, to approve 4.3. Motion carried.**



FROM: COMMITTEE ON BUDGET/AUDIT -- 4.1

MARCH 18, 2025

Your Budget Audit Committee received Communication No. 3-18-9. 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>
3-18-9	Vendor Transactions	Feb. 1 – 28, 2025	\$10,242,007.47

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

Christopher S. Boyd, Chair
John L. Kaczynski
Jack B. Tany

Tracey L. Slodowski, Vice-Chair
Michael A. Webster

FROM: COMMITTEE ON BUDGET/AUDIT -- 4.2

MARCH 18, 2025

The Budget/Audit Committee met and considered Communication No. 3-18-7 from Lt. Mark Przybylski, Emergency Management Coordinator, requesting approval to reduce the Emergency Services Federal Grant line from \$38,400 to \$13,800 and increase the FY25 Emergency Services General Fund Account to \$180,000, to fund the Emergency Services Coordinator position.

We met with Lt. Przybylski and discussed the request. He explained that the Emergency Services Coordinator position is mandated by State law. He advised that the State cut the amount of the grant by a significant amount, and he is requesting that the General Fund cover the difference between what will be received through the grant and what the cost of the Emergency Management Coordinator salary is.

We recommend approval to reduce the Emergency Services Federal Grant line from \$38,000 to \$13,800 and increase the FY25 Emergency Services General Fund Account to \$180,000, to fund the Emergency Services Coordinator position and give authorization to the proper county officials to amend the budget accordingly.

Respectfully Submitted,

COMMITTEE ON BUDGET/AUDIT

Christopher S. Boyd, Chair
John L. Kaczynski
Jack B. Tany

Tracey L. Slodowski, Vice-Chair
Michael A. Webster

FROM: COMMITTEE ON BUDGET/AUDIT -- 4.3

MARCH 18, 2025

The Budget/Audit Committee met and considered Communication No. 3-18-8 from Todd Borders, Court Administrator, 10th Circuit Court – Family Division, requesting approval to increase the Detention Facility Contracted Medical Account for FY25 by \$18,470 from the General Fund to account for a shortfall in payment to Wellpath for medical services.

The committee met with Todd Borders and discussed the fact that there has been no movement by the State to help cover the cost of the mandates they've placed on Juvenile/Family Division.

We recommend approval to increase the Detention Facility Contracted Medical Account for FY25 by \$18,470 from the General Fund to account for a shortfall in payment to Wellpath for medical services and give authorization to the proper county officials to amend the budget accordingly.



Respectfully Submitted,
COMMITTEE ON BUDGET/AUDIT

Christopher S. Boyd, Chair
John L. Kaczynski
Jack B. Tany

Tracey L. Slodowski, Vice-Chair
Michael A. Webster

5. **Labor Relations Committee – G. Little, Chair; S. Matthews, Vice-Chair**

- 5.1) **PERSONNEL DIRECTOR**, re: Approval of amended County Policy #368, “Earned Sick Time Act” due to amendments made by the State Legislature.
- 5.2) **COUNTY ADMINISTRATOR**, re: Approval of amended County Policy #335, “Compensation” regarding rehiring of staff.
- 5.3) **COUNTY ADMINISTRATOR**, re: Approval of payment to Charles Murray, Bailiff in the 70th District Court, representing the difference in pay between Step 1 and Step 7 of the pay scale from November 18, 2024 to March 18, 2025.
- 5.4) **HEALTH DEPARTMENT**, re: Approval to onboard a Public Health Nurse I at Step 3 of the pay scale.
- 5.5) **ANIMAL CARE & CONTROL**, re: Approval of SCACC Volunteer Handbook.
- 5.6) **CIVIL/LABOR COUNSEL**, re: Approval of Collective Bargaining Agreement between County of Saginaw and POAM – Animal Control

- **Commissioner Little moved, seconded by Commissioner Matthews, to approve 5.1. Motion carried.**
- **Commissioner Little moved, seconded by Commissioner Matthews, to approve 5.2. After discussion, the motion carried after the following roll call vote:
Yes: Tany, Matthews, Slodowski, Kaczynski, Little, Boyd, Coney, Webster – 8
No: Piotrowski, Spitzer, Harris – 3
Total: 11**
- **Commissioner Little moved, seconded by Commissioner Boyd, to approve 5.3. Motion carried.**
- **Commissioner Little moved, seconded by Commissioner Coney, to approve 5.4. Motion carried with a No vote recorded for Commissioner Piotrowski.**
- **Commissioner Little moved, seconded by Commissioner Slodowski, to approve 5.5. Motion carried.**
- **Commissioner Little moved, seconded by Commissioner Slodowski, to approve 5.6. Motion carried.**

FROM: COMMITTEE ON LABOR RELATIONS -- 5.1

MARCH 18, 2025

The Labor Relations Committee considered Communication No. 3-18-13 from Jennifer Broadfoot, Personnel Director, requesting approval of revised County Policy No. 368 titled, “Earned Sick Time Act” (ESTA) due to the State Legislature approving last minute amendments to the Act the day before the Governor signed it.

The committee met with Personnel Director Broadfoot who advised that the proposed revisions include:

- Clarification that unpaid interns, trainees, and those covered under the Youth Employment Standards Act are not eligible for EST.



- Allowance that EST can be used in 15-minute increments.
- Capping carry-over of EST to the next leave year at 72 hours.
- Clarification of the amount of time an employee has before returning documentation relating to the use of EST, if required.
- Updates to complaint procedures if an individual feels their rights under the Act have been violated.

It is the recommendation of your committee to approve the amended version of Saginaw County Policy No. 368 titled, “Earned Sick Time Act.”

Respectfully Submitted,

COMMITTEE ON LABOR RELATIONS

Gerald D. Little, Chair

Denny M. Harris

Jack B. Tany

Sheldon Matthews, Vice-Chair

Mark S. Piotrowski

Category: 300
Number: 368
Subject: Earned Sick Time Act Policy

1. Purpose: It is the purpose of this policy to establish uniform guidelines and rules for employees regarding the use of sick time in accordance with the Earned Sick Time Act (State of Michigan Public Act 338 of 2018, as amended.)
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.
4. Responsibility: The Saginaw County Administrator and/or their designee shall be responsible for the implementation of this policy. It shall be the responsibility of the Administrator’s Office and Department Heads to administer this policy.
5. Definitions: None.
6. Preliminary Statement: Saginaw County shall administer this policy in accordance with the Earned Sick Time Act and its accompanying regulations, set forth in State of Michigan Public Act 338 of 2018, as amended. . Thus, although this policy sets forth a summary of the requirements, process and procedure regarding employees’ use of such leave time under applicable circumstances, Saginaw County shall administer this policy in accordance with the Act and its regulations. Any provisions of this policy that are in conflict with the Earned Sick Time Act shall be superseded thereby.
7. Policy:
All employees are eligible for sick time in accordance with the Earned Sick Time Act (ESTA), regardless of employment status or hours worked. This includes full-time, regular part-time, part-time, temporary, on-call and seasonal employees of Saginaw County. Unpaid interns or trainees and individuals covered under the Youth Employment Standards Act are not covered. Employees will accrue one (1) hour of paid sick time for every thirty (30) hours worked. For the purpose of calculating ‘hours worked’, non-worked paid time such as holidays, paid time off (PTO), building closure and leaves of absence will not be included. There is no cap on the amount of sick time an employee can earn in a week, month or year. Sick time will begin to accrue on an employee’s first day of



employment but cannot be accessed until the first day of the month following thirty (30) days of service. Earned sick time may be used in 15-minute increments.

Carry-over/Payout: A maximum of 72 hours of unused accrued earned sick time will be carried over to the next year. A maximum of seventy-two (72) hours may also be used in a year. Sick time shall be paid at the employee's regular rate of pay when used. For the purpose of this policy, a year is defined as a fiscal year.

Any earned sick time remaining in an employee's bank at the time of separation will not be paid out. If an employee is rehired within two months of separation, all previously accrued unused sick time will be restored and available to use immediately, and no waiting period shall apply to any newly accrued earned sick time.

Use of ESTA: Earned sick time can be used for any of the following reasons:

- (a) The employee's mental or physical illness, injury or health condition; medical diagnosis, care or treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care for the employee.
- (b) For the employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care or treatment of the employee's family members' mental or physical illness, injury or health condition; or preventive medical care for a family member of the employee.
- (c) If the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
- (d) For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child; or
- (e) For the closure of the employee's place of business by order of a public official due to a public health emergency; for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

For purposes of this policy, 'Family member' includes all of the following:

- (a) Biological, adopted or foster child, stepchild, or legal ward, a child of a domestic partner, or a child to whom the employee stands in loco parentis.
- (b) Biological parent, foster parent, step-parent, or adoptive parent or a legal guardian of an employee or an employee's spouse or domestic partner or a person who stood in loco parentis when the employee was a minor child.
- (c) A person to whom the employee is legally married under the laws of any state or a domestic partner.
- (d) A grand parent.
- (e) A grandchild.
- (f) A biological, foster or adopted sibling.



(g) Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Notice Requirements: If an employee’s need for sick time is foreseeable, the employee is asked to provide seven (7) days advanced notice. If the need is not foreseeable, employee must inform the employer as soon as practicable.

When earned sick time is used, documentation may be required for absences that are more than 3 consecutive days in length. If documentation is required, any out-of-pocket cost for obtaining the requested documentation will be paid by the employer/department. If requested, an employee has 15 days to obtain the documentation.

Unlawful Acts by Employers and Enforcement Mechanisms: Employees cannot be disciplined or in any way retaliated against for using their accrued sick time. Employees will not be penalized or retaliated against in any way for requesting or using accrued sick time for the purposes designated above.

Employees who feel as though their rights under this act have been violated can file a complaint with the Personnel Department or with the Wage and Hour Division of the Michigan Department of Labor and Economic Opportunity .

8. Administrative Procedures: None.

9. COUNTY ADMINISTRATOR/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. 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

ADOPTED: February 18, 2025

Approved as to Legal Content:

Saginaw County Civil Counsel

FROM: COMMITTEE ON LABOR RELATIONS -- 5.2

MARCH 18, 2025

The Labor Relations Committee considered Communication No. 3-18-14 from County Administrator, Mary Catherine Hannah, requesting approval of the revised County Policy No. 335 titled, “Compensation.”

The Committee met with Administrator Hannah who provided new language for Section 7.9 and replaced the references of “Controller” with “Administrator.” The revised compensation policy addresses the rate of compensation paid to former county employees that are rehired into the same position they left within one year of leaving that position. The updated language is:

A former employee who is rehired within one year into the same position they were in at the time they left the County, will be paid at the same step in the salary range as when they left the position. They will also receive credit for any time accrued towards their next step earned prior to their departure date, if applicable.

All other benefits will be received as if a new hire.

It is the recommendation of your committee to approve the amended version of Saginaw County Policy No. 335 titled, “Compensation.”

Respectfully Submitted,

COMMITTEE ON LABOR RELATIONS

Gerald D. Little, Chair

Denny M. Harris

Jack B. Tany

Sheldon Matthews, Vice-Chair

Mark S. Piotrowski



Category: 300
Number 335
Subject: **COMPENSATION**

1. **PURPOSE:** It is the purpose of this policy to establish uniform guidelines and appropriate rules regarding employee compensation to improve the quality of personnel management in 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.
4. **RESPONSIBILITY:** The Administrator/CAO of Saginaw County shall be responsible for the implementation and administration of this policy.
5. **DEFINITIONS:**
 - 5.1 Pyramiding of overtime is defined as paying for the same hours more than once, which is prohibited.
 - 5.2 Workweek is defined as seven consecutive 24-hour periods from Sunday, 12:00 a.m. through Saturday, 11:59 p.m.
6. **POLICY:**
 - 6.1 **Saginaw County Compensation Philosophy.** Saginaw County is committed to:
 - 6.1.1 Providing fair and equitable compensation to employees in a competitive and changing labor market.
 - 6.1.2 Developing a system of paygrades that establishes the minimum and maximum rates that the County will pay individuals within a job class and identify the midpoint of the range as the “market” rate.
 - 6.1.3 Defining the County’s market area based on the nature of the job class requirements and the availability of potential candidates locally or state- wide.
 - 6.1.2 Maintaining a competitive pay structure that allows the County to compete successfully for new employees within its market area and takes into consideration the County’s fiscal condition and responsible use of public resources.
 - 6.1.3 Ensuring that employee compensation reflects changing economic conditions and technical skills and/or responsibilities.
 - 6.1.4 Providing consistent administration of pay policies and procedures among all County departments.
 - 6.1.5 Establishing a compensation structure that allows the County to attract and retain qualified employees.
 - 6.1.6 Developing a salary structure that provides for internal equity and ensures external competitiveness.
 - 6.1.7 Ensuring that the compensation program is understandable to employees, managers, the Board of Commissioners and the public.
 - 6.2 **Pay Plan.** The Pay Plan shall include a schedule of pay ranges consisting of minimum, intermediate, and maximum rates of pay for all classes of positions.
 - 6.3 **Development of the Pay Plan.** The development of the Pay Plan shall be directly linked to the Classification Plan and shall be based on the principle of equal pay for equal work. Pay ranges shall be determined with due regard to such factors as:



- 6.3.1 Uniformity of pay for each class.
- 6.3.2 The relative difficulty and responsibility of work.
- 6.3.3 The recruiting experience of the County.
- 6.3.4 The market rates of pay in both public service and private sector.
- 6.3.5 The financial condition and policies of the County.
- 6.3.6 Other pertinent economic considerations.
- 6.3.7 The SAFE rating system factors which include Training and Ability; Level of Work; Physical Demands; Independence of Actions, Supervision Exercised; Experience Required; Human Relations Skills; Working Conditions/ Hazards; and Impact on End Results.
- 6.4 Adoption. All salaries must be set by the Saginaw County Board of Commissioners.
- 7. ADMINISTRATIVE PROCEDURES:
 - 7.1 Administration and Amendment. The County Administrator/CAO shall be responsible for administering the Pay Plan. He/she shall be responsible for conducting periodic reviews and comparative studies of pertinent factors affecting levels of pay. When appropriate, the Administrator/CAO may recommend to the designated committee of the Board of Commissioners necessary amendments to the Pay Plan. In any case, amendments to the Pay Plan may only be made upon the approval of the Board of Commissioners.
 - 7.2 Entrance Salary Rate. The entrance salary rate for a newly hired employee shall be Step 1 of the appropriate pay grade as indicated in the current Pay Plan. If the results of a compensation study are being phased in, an entrance salary rate below Step 1 of the appropriate wage schedule may be established to facilitate the phase in process. In addition, if there are multiple positions with the same job title, an entrance salary rate below the lowest phase in step, may be established to ensure recognition of County employees with greater years of service in that position who are currently at a step lower than Step one in the new pay grade and consistent with the recommendations of the compensation study.
 - 7.2.1 A part-time or temporary employee shall be paid on an hourly basis at not more than Step 1 of the classified position to which assigned. A Department Head may pay below Step 1 to facilitate step increases. Any exception to part-time or temporary employee pay can be approved by Board of Commissioners and must be based on a compelling reason for the adjustment.
 - 7.2.2 If an individual being hired for a position does not meet the minimum qualifications established by the job description for the position, the position will be re-evaluated in Baker Tilly's SAFE scoring system, utilizing the prospective employee's qualifications. This shall only apply to statutorily appointed positions.
 - 7.3 Step Increases. Each pay grade on the salary schedules shall consist of Steps and employees shall progress through the steps based on length of service in their jobs (with the exception of placement following a compensation study. The employee would progress on the new pay plan upon their new anniversary date, which is the date they are placed at their new step associated with the



Board of Commissioner approved implementation.) If a compensation study is being phased in, additional steps below Step 1 may be established to facilitate the phase in process. Step increases are a means of recognizing satisfactory performance and a Department Head is permitted to withhold a salary increase for a period not to exceed six months during which time the employee will be on probation. The employee will be advised in writing of this action and the reasons for withholding the increase. If the employee does not show the required improvement to warrant removal from probationary status within the six-month period, he/she shall be separated from employment.

- 7.3.1 Progress through the steps shall be based on the time periods indicated on the salary schedule (except in the case of regular part-time employees who must serve twice the time period indicated), unless such time period is adjusted because of the probationary period resulting from a withheld step increase or an approved leave of absence.
- 7.3.2 Part-time and temporary employees shall not be eligible for step increases except as provided in Section 7.2.1 of this policy.
- 7.4 Compensation for countywide elected positions, (Clerk, Prosecutor, Public Works Commissioner, Register of Deeds, Sheriff and Treasurer) shall be set by the County Board of Commissioners. The set compensation shall establish a future separation of not less than 15% between the elected position and the highest pay grade within that office. The separation of compensation between the elected official and the highest pay grade within that office shall be reviewed periodically by the Saginaw County Board of Commissioners. If the highest pay grade within that office exceeds 90% of the salary of the elected official within that office, then the salary of that elected official shall be reviewed by the Saginaw County Board of Commissioners to be adjusted upwards to graduate towards a 15% separation over a five (5) year period of time, at which time a 15% separation will be maintained. The review shall commence January 1, 2023. The adjusted elected official's salary will be 1% each year over the next five (5) years as follows:
 - Year 1 (2023) - 11%
 - Year 2 (2024) - 12%
 - Year 3 (2025) - 13%
 - Year 4 (2026) - 14%
 - Year 5 (2027) - 15%After the 15% separation is achieved, it will be maintained every year thereafter.
- 7.5 Severance Pay. Severance pay is not authorized, unless it has been negotiated in a collective bargaining agreement or employment contract.
- 7.6 Overtime. Upon pre-approval, in writing, and only when budgeted in a department's current year budget, non-exempt Employees of Saginaw County may be scheduled for overtime work and be paid overtime compensation at the rate of time and one-half of regular rates of pay for all hours actually worked in excess of forty hours provided, however, there shall be no pyramiding of overtime. Furthermore, employees who are on authorized PTO, vacation, or personal leave and actually work within the same 24-hour period, shall be credited no more time than a normal scheduled work day or the amount of time actually worked, if more than a normal work day. Elected officials,



persons appointed to serve on a policy-making level, and FLSA exempt personnel are generally exempt from overtime pay. Exempt personnel are salaried employees who are expected to meet the demands of the position without overtime compensation.

7.6.1 Overtime shall not be authorized by Department Heads unless provided for as a separate line item in the departmental budget. Special projects or other extraordinary circumstances, not foreseen during the budget process, may justify special consideration for overtime authorization, which may be requested from the Administrator.

7.6.2 Regular full-time employees or part-time and temporary employees working or scheduled to work 40 or more hours a week in one department shall not be permitted to work any additional hours in another department unless approved by the Administrator.

7.7 Pay Adjustments. The following personnel actions shall affect the pay status of the affected employee in the following manner:

7.7.1 Transfers. If an employee is transferred into a classification with the same pay rate, the employee's pay rate shall remain unchanged. An employee must actually have worked (1) one full year in his/her current position to be eligible to apply for transfers (meaning those positions of the same classification and hours designated to work), unless waived in special circumstances by the Personnel Division or applicable Elected official.

7.7.2 Promotions. If an employee is promoted to a higher paying position, the employee shall be paid at the lowest step in the new pay grade which is at least five percent (5%) above the salary he was receiving immediately before the promotion. For purposes of this policy, promotion means movement to a different position which has a higher final step in the pay grade than the final step in the pay grade for the position being vacated.

7.7.2.1 Personnel may be employed in a lower grade than authorized on the Personnel Control Number (PCN) Staffing Report. If such an individual is later promoted to the authorized grade, the promotion shall be treated as a reclassification and he shall retain his/her step.

7.7.3 Demotions for Cause or at employee request. If an employee is demoted to a classification with a lower pay grade, for cause, or at the employee's request, the employee shall be paid in accordance with the pay range for the new classification but will retain his/her previous step, including time accrued in previous step.

7.7.4 Transfer to a Lower Paying Position. If an employee is transferred to a lower paying position because of budgetary requirements, reorganization, or to avoid layoff, the employee will be paid at the highest step of the new classification, if the highest step is lower than the employee's salary before the transfer. If the highest step is not lower than the employee's salary before transfer, then the employee will be placed at the step which is nearest to, but not less than, his/her salary before the transfer.



- 7.7.5 Recall or Return from Layoff. When an employee following layoff is recalled in the same classification and pay rate from which he/she was laid off, he/she shall be placed in the same step that he/she occupied at the time of layoff. However, the employee shall be credited any time accrued prior to layoff for purposes of determining the employee's next merit step increase. If the employee returns to a position in a different classification and pay rate (moves from one pay schedule to a different pay schedule), the employee will be placed at the step in the new pay schedule which is closest to but not less than his/her former compensation rate.
- 7.7.6 Reclassification of Position. If an employee's position is reclassified the following shall apply (unless part of a group Compensation Study):
 - 7.7.6.1 If an employee's position is reclassified to a higher pay grade he/she shall be paid at the higher pay range retaining the same step.
 - 7.7.6.2 If an employee's position is reclassified to a lower pay grade, the employee's salary shall remain frozen at the current pay rate until such time as the salary rate for the new classification equals or exceeds the employee's current salary pay rate.
- 7.7.7 Working out of Classification
 - 7.7.7.1 Employees may be directed by the Department Head or Supervisor to perform duties above their classification.
 - 7.7.7.2 Employees who are temporarily requested to perform duties above their classification shall be paid at the lowest merit step in the new pay grade, which is at least 5% above the salary the employee is currently receiving.
 - 7.7.7.3 Employees shall be required to keep a log of their time worked above their classification and submit same to their Department Head or Supervisor. Logs should contain actual time worked, specific tasks performed and employees will be paid at the higher rate of pay accordingly.
- 7.8 Computation of Step Time. Although time spent on an approved leave of absence or layoff is credited towards continuous length of service, such periods of thirty (30) or more continuous days are not credited towards step increases.
 - 7.8.1 Full-time temporary service, when the employee was hired through competitive selection, that immediately precedes the transfer of an employee to a regular position in the same class, shall be credited in determining the employee's position on the salary schedule.
 - 7.8.2 Regular part-time service which immediately precedes the transfer of an employee to regular full-time service in the same class will be credited at one-half (1/2) time regardless of the number of hours actually worked.
 - 7.8.3 Part-time service is not credited.



7.9 Former Employee. **A former employee who is rehired within one year into the same position they were in at the time they left the County, will be paid at the same step in the salary range as when they left the position. They will also receive credit for any time accrued towards their next step earned prior to their departure date, if applicable. All other benefits will be received as if a new hire.** A former employee who is rehired **into a different position**, shall be paid at Step 1 of the pertinent grade unless the employee is granted previous service in accordance with the Continuous Length of Service Policy (Policy #334).

7.10 Pay Periods. Employees shall be paid on a bi-weekly basis.

7.11 Longevity Pay. Regular Full-Time Employees hired before March 1, 2005 who have completed five or more years of continuous service as of December 1st of each year shall be entitled to longevity pay. Longevity pay shall be based on length of continuous service as of December 1st of each year and employment status (regular full-time or regular part-time) as of December 1st of each year.

Length of continuous service shall be determined as stated in the Continuous Length of Service Policy. Employment status is defined in the Recruitment, Selection and Appointment Policy. Regular full-time employees shall receive \$70 for each full year of continuous service. Regular Full-Time Employees hired on or after March 1, 2005 are not eligible for nor shall they receive longevity pay. Regular part-time employees, who received longevity pay in 2001, shall receive \$35 for each full year of continuous service, until their employment terminates. Regular part-time employees who did not qualify for longevity pay in 2001 (those that had less than five full years continuous service as of 12/01/01), are not eligible for longevity pay.

7.11.1 A Full-Time employee who retires or dies during the year prior to December 1st shall be entitled to a pro-rata longevity pay for the number of months since the previous December 1st to the date of retirement or death.

8 Administrator/CAO LEGAL COUNSEL REVIEW: The Administrator/CAO 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. 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/CAO

Approved as to Legal Content:
Saginaw County Civil Counsel

ADOPTED: November 23, 1999

AMENDED: April 23, 2002; October 12, 2004; February 22, 2005; August 12, 2008; December 18, 2018; December 17, 2019; December 15, 2020; November 22, 2022



FROM: COMMITTEE ON LABOR RELATIONS -- 5.3

MARCH 18, 2025

The Labor Relations Committee discussed the compensation of District Court Bailiff, Charles Murry, in light of the amendment to County Policy No. 335 “Compensation” that is pending approval by the Board.

Discussion was held. Application of the newly revised policy to Mr. Murry would result in moving Mr. Murry back to Step 7 on the Bailiff pay scale (T12), the step he was at prior to his departure in April of 2024.

In recognition of the impact of the change in policy, the Labor Relations Committee recommends awarding Mr. Murry a discretionary bonus in the amount that represents the difference between Step 1 pay and Step 7 pay from his rehire as a Bailiff on November 18, 2024 to current.

Respectfully Submitted,

COMMITTEE ON LABOR RELATIONS

Gerald D. Little, Chair

Denny M. Harris

Jack B. Tany

Sheldon Matthews, Vice-Chair

Mark S. Piotrowski

FROM: COMMITTEE ON LABOR RELATIONS -- 5.4

MARCH 18, 2025

The Labor Relations Committee considered Communication No. 3-18-15 from Christina Harrington, Health Officer, requesting approval to onboard an experienced Public Health Nurse at Step 3 of the current Public Health Nurse I (PHN 1) pay scale, due to the difficulty the Health Department has with filling critical positions with the current starting pay.

The Committee met with Christina Harrington who had communicated her desire to secure a highly qualified candidate with over 13 years of experience to fill the vacant Public Health Nurse position to serve Saginaw County residents. PHN I positions in Saginaw County require a registered nurse and have a starting pay of \$57,480. The average registered nurse salary in Saginaw, Michigan is \$74,000 annually without the 10+ years of experience this candidate offers. Step 3 of PHN 1 is \$61,574 annually and is an increase of \$4,094 over Step 1. Currently there are six public health nurse vacancies. She is requesting at least one of these positions to be filled with a highly skilled professional to ensure our community receives the public health service they deserve.

It is the recommendation of your committee to approve hiring Melynda Reuther, RN, to fill a vacant Public Health Nurse I position at the Saginaw County Health Department with starting pay being \$61,574, Step 3 of the Public Health Nurse I (PHN I) pay scale.

Respectfully Submitted,

COMMITTEE ON LABOR RELATIONS

Gerald D. Little, Chair

Denny M. Harris

Jack B. Tany

Sheldon Matthews, Vice-Chair

Mark S. Piotrowski



FROM: COMMITTEE ON LABOR RELATIONS -- 5.5

MARCH 18, 2025

The Labor Relations Committee considered Communication No. 3-18-16 from Rachel Horton, Saginaw County Animal Care & Control Director, requesting approval of a proposed “Volunteer Handbook and Code of Conduct” that outlines expectations of volunteers and includes accountability measures to promote a positive, safe and effective volunteer program and grants Director Horton the authority to enact and enforce it.

We met with Director Horton and reviewed the needs that will be addressed by having a mandatory volunteer handbook which includes and incorporates a code of conduct. Director Horton provided a draft volunteer handbook for members to review.

It is the recommendation of your committee to grant authority to the Director of Saginaw County Animal Care and Control to complete and enact a volunteer handbook that includes a code of conduct, which along with appropriate training will be mandatory for all volunteers of Saginaw County Animal Care & Control.

Respectfully Submitted,

COMMITTEE ON LABOR RELATIONS

Gerald D. Little, Chair

Denny M. Harris

Jack B. Tany

Sheldon Matthews, Vice-Chair

Mark S. Piotrowski

[Volunteer Handbook begins on next page]



DRAFT

Saginaw County
Animal Care & Control
Volunteer Handbook





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Welcome to Saginaw County Animal Care and Control Resource Center

We are excited that you have chosen Saginaw County Animal Care and Control (SCACC) to volunteer your time to help better the lives of animals throughout Saginaw County. Volunteers are a very important, collaborative component of SCACC.

You make a difference!

ABOUT US

SCACC has the primary responsibility for enforcement of State and County Animal Control laws. It has custodial charge of lost or strayed animals in the County.

Some services available are:

- Licensing
- Reclaims
- Drop off strays
- Owner surrenders

OUR MISSION

At Saginaw County Animal Care & Control, our mission is to safeguard the well-being of animals and the community through compassionate care, adoption, and proactive animal control services. We are dedicated to promoting humane treatment, preventing cruelty, and reuniting lost pets with their families. Through education, community engagement, and innovative programs, we strive to create a safer, healthier environment for both animals and people in Saginaw County.

LEARN MORE

<https://www.saginawcounty.com/departments/animal-care-control/>

<https://www.facebook.com/SaginawAnimalControl>

ADDRESS

5615 Bay Road * Saginaw, MI 4860

989-797-4500

scacc@saginawcounty.com

Staff Hours Monday – Friday 8:00AM – 5:00PM

*Adoption Hours Monday – Friday 1:30PM-4:30PM

***Additional weekday and weekend hours available by appointment. Call 989-797-4500.**

Director: Rachel Horton rhorton@saginawcounty.com

Kennel Manager: Alicia Slack aslack@saginawcounty.com

VOLUNTEER CODE OF CONDUCT

As a volunteer representing SCACC, your conduct and interaction with staff, other volunteers, the animals, and the public is expected to always be professional and courteous. The purpose of the code of conduct is to set standards of behavior expected from the volunteers of SCACC.

The Volunteer Code of Conduct clarifies the expectations and principle of SCACC. Volunteers should recognize that reading this handbook is essential to maintaining a safe shelter environment for you and for the animals.

Should a volunteer display unprofessional, dishonest or disrespectful behavior, the volunteer will be asked to leave the premises. Such behavior may be grounds for termination of volunteer status.

RESPECT:

- Respect others, even though you may not agree with them.
- Display sensitivity, consideration, compassion for animals and others.



- Use good judgement.
- Recognize the scope of authority of yourself and of staff members.
- Listen to the needs of others and be free of judgement.
- Always communicate respectfully and honestly.

SAFETY:

- Keep safety at the forefront of every activity you perform.
- Follow the rules presented to you in this handbook.
- Use equipment and supplies as they are intended to be used.
- Report all injuries immediately to a staff member.

QUALITY:

- Perform all task to the best of your ability.
- Ask for help, when you need it.
- Recognize your limitations with animals and other activities.
- Be accountable for your actions.
- Strive to promote a positive environment, using excellent customer service practices with other volunteers, staff, customers, and animals.

AGE REQUIREMENTS

You must be 18 years of age or older to volunteer on your own. Those under 18 are welcome to volunteer but must be accompanied by an adult.

DRESS CODE

Be Professional. As a volunteer, please present an image that is professional and appropriate to your working conditions. Remember, you represent SCACC and the first impression you create may be a lasting one.

- You should have a well-groomed appearance.
- Flat closed-toe shoes and pants should be worn.
- SCACC Volunteer shirts are available for purchase.
- A shirt and shoes are required at all times.
- Eating and drinking are not recommended at events when visitors are present.
- No volunteer should ever smoke, drink alcohol or use drugs when representing SCACC.

ATTENDANCE POLICIES & PROCEDURES

When you commit to a volunteer position you become a valuable member of the team! For that reason, we ask that you to not make a commitment you may not be able to fulfill or take on responsibilities for which you feel unqualified.

Volunteers that are inactive with no recorded hours for 6 consecutive months will be terminated from the volunteer program. Once termination has occurred, the volunteer must fill out a new volunteer application and attend orientation.

CANCELLATIONS & NO-SHOWS

We understand that life happens, and you may not always be able to make it to your volunteer shift. If you are not available for a shift you have committed to please contact the reception desk and note your absence in the volunteer calendar. **This calendar is the only approved volunteer scheduling calendar.** [Volunteer Scheduling Calendar](#)

If you are unable to perform the duties of your volunteer position repeatedly and you do not notify your staff contact in advance your participation in the volunteer program may be adversely affected.



LEAVE OF ABSENCE

If you are unable to volunteer due to unforeseen circumstances, you may take a leave of absence for any period of time. Please discuss this with your staff contact.

NO-KILL SHELTER

What does a no kill philosophy mean? A no kill shelter is a shelter that does not kill healthy or treatable animals based on time limits or capacity, reserving euthanasia for terminally ill animals, animal suffering poor quality of life, or those considered dangerous to public safety.

SCACC has adopted a no kill philosophy and will make every effort to promote pet adoptions of healthy non-aggressive adoptable animals by the general public. To reduce the number of homeless pets, we will ensure that all dogs and cats are spayed or neutered prior to adoption.

EUTHANASIA

There are instances when the humane euthanasia of a dog or cat is required. Animals are euthanized for a variety of reasons, and after consultation with the Director, Kennel Manager, and Veterinarian of Record the decision may be made to euthanize. SCACC may euthanize an animal that is suffering, sick, severely injured or aggressive. SCACC makes every effort possible to adopt all healthy and temperamentally sound animals. All resources and options will be exhausted prior to this decision. These decisions can be very stressful and heartbreaking, but they are a part of our responsibility. Individuals who cannot support humane euthanasia should reconsider joining the SCACC volunteer program.

ANIMAL CONTROL ADVISORY COUNCIL

The primary function of the Council is that of an advisory board to the Saginaw County Animal Control Department and the Saginaw County Commissioners, in matters concerning the animals of this community. It is the goal of the Council to foster healthy, constructive relationships between the public, the Animal Control Department, veterinarians, private animal welfare groups, individuals involved in agriculture, and any other individual or group who interact with animals on a regular basis.

Animal Control Advisory Council meets the 3rd Wednesday of each month at 4:30PM in the training room of SCACC.

CONFIDENTIALITY & NON-DISCLOSURE

As a volunteer, you are responsible for maintaining confidentiality of all proprietary or privileged information of SCACC to which you are exposed. Failure to maintain confidentiality will result in termination of your volunteer status.

MEDIA & PUBLIC RELATIONS

All requests for an official response or statement on behalf of Saginaw County Animal Care and Control should be directed to the Director of Animal Control. All planned press releases require final approval of the County Administrator and should be made from an official County of Saginaw email address.

If you choose to identify yourself as a volunteer of SCACC to discuss matters related to SCACC on the web, many readers will assume you are speaking on behalf of SCACC. Considering this possibility, your communications should be transparent, ethical and accurate. When using social media, please follow the below guidelines:

- No details should be released regarding any animal that is not available for adoption.
- Only pictures of animals available for adoption should be posted. Pictures of any other animals should not be posted on personal sites.
- If you are unsure of what is appropriate, please ask your staff contact.



- Be respectful to SCACC staff, Saginaw County Board of Commissioners, Advisory Council members, volunteers, guests and other humane groups on all social networking sites.
- Be smart about what you publish, once you put something out there, it can be difficult to retract.

Individuals are not authorized to make official statements or release SCACC information from personal accounts. Instead, please “share” from the official Saginaw County Animal Control account. Failure to comply with these policies and procedures may result in termination of your volunteer status.

COMMUNICATION

All volunteer scheduling will use the SCACC approved google calendar.

[Volunteer Scheduling Calendar](#)

All volunteer event scheduling will use the SCACC approved google calendar.

[Volunteer Event Calendar](#)

VOLUNTEER OPPORTUNITIES

There are many opportunities at SCACC. If you have a special interest or experience in any of the below areas, please let us know.

Adoption Support

After training and shadowing SCACC staff, volunteers can become adoption counselors. This would include conducting meet and greets and educating about responsible pet ownership.

Administrative

To assist with clerical functions that may include typing, filing, copying, mailing, preparing adoption packets, preparing for upcoming events.

Photographer

Take pictures and videos of the animals, pets of the week, create bios for sharing on social media.

Dog Walker

Handle and walk dogs giving them attention and exercise throughout the day.

Transportation

To transport animals off-site to rescues or events.

Grooming

To bathe and/or clip nails of animals, prior to adoption events and or before surgeries or adoptions.

Enrichment/Cat Cuddlers/F.E.T.C.H.

To help with animal enrichment by preparing edible treats, such as Kong’s. Provide socialization, playtime and affection to animals.

Event Coordination

Assisting in procuring, setting up and helping at planned events.

Cleaning

Join the tidy tails team to help with laundry, general cleaning, dishes, sorting donations and sorting food for the pet pantry.

SIGNS OF ILLNESS

Maintaining the health of our animals and helping prevent the spread of disease is everyone’s job. If a shelter animal shows any signs of illness, read the kennel card to see if the symptom has already been noted and is being treated. If it has not been, or you notice that previously observed symptoms have gotten worse, immediately notify SCACC staff.



Watch for symptoms such as:

1. Diarrhea
2. Vomiting
3. Eye Discharge
4. Nasal Discharge
5. Sneezing
6. Coughing
7. Loss of Appetite
8. Lethargy
9. Dehydration
10. Excessive Salivation

ZOONOTIC DISEASES

A zoonotic disease is something that can be transmitted from animals to human beings. Potential agents of zoonotic disease transmission including fungi, bacteria, viruses, parasites and arthropod's. Types of zoonotic diseases include, but are not limited to:

- Campylobacteriosis
- Giardiasis
- Hookworm
- Roundworm
- Salmonellosis
- Toxoplasmosis
- Ringworm
- Scabies
- Bordetellosis
- Pasteurella
- Rabies
- Leptospirosis
- Bartonellosis (cat scratch fever)

What you can do to prevent zoonotic disease:

1. Wash your hands thoroughly after handling any animal.
2. Prevent animal waste from building up in the environment.
3. Wear gloves when cleaning feces.
4. Maintain regular program of veterinary care for your animals including parasite control.
5. Avoid being bitten or scratched and keep animals' nails short.
6. Don't feed undercooked or raw meat or let animals get into garbage, eat feces, or drink from toilet bowls.

CLEANING PROTOCOLS

SCACC uses special disinfectant to clean kennels and surfaces within the shelter. If you notice a messy kennel outside of the proper cleaning schedule, please create a mop bucket and clean accordingly. Please try not to touch one animal and then touch another, this can spread disease amongst them. You will want to disinfect your hands with antibacterial soap and water.



HANDLING OF DOGS

To prevent accidents

1. Never handle a dog that you are unsure of.
2. Watch a dogs body language for stress signals.
3. If a dog urinates or defecates on the floor, please dispose of it and mop it up immediately.

REPORT ALL INJURIES IMMEDIATELY TO A STAFF MEMBER. THIS INCLUDES SCRATCHES AND BITES.

All dogs must have a slip lead around their neck, or a leash attached to their collar or harness. The collar should be tight enough that two fingers can fit between the collar and the neck. If the dog is a strong puller, a harness may be required before walking he dog. We do not want to create pressure on the neck, and we want to avoid neck injuries. When taking dogs out to the fenced areas, make sure there are no other dogs.

To avoid cross contamination each isle of kennels has its own outdoor area immediately outside the corresponding back door. To eliminate exposure to other animals, you should only be using the corresponding outdoor run area. Example Aisle D should only be using Run D.

VOLUNTEERS ARE NOT PERMITTED IN DOG OR CAT ISOLATION AREAS.

DOG GUIDELINES

Dogs in a shelter environment are not the same as your dogs at home. Your dog at home knows his surroundings, is familiar with you and knows what your expectations are. Dogs in a shelter environment are in a confusing situation. They are in an unfamiliar location, surrounded by other dogs and handled by multiple people. When we work together, we can reinforce good behavior that will help our dogs find wonderful homes. Be alert of your surroundings, use caution, be aware of body language and what a dog is telling you. If you pick up on signs that a dog is nervous or fearful, remove that dog from the situation immediately.

BITES

Bites do happen and to maintain the safety of you and the dogs, our training is mandatory, even if you have previous dog experience.

Preventing bites is not only important to your health and well-being, but to the dog's as well. Dogs that have a bite history may need to be euthanized. Each incident will be considered individually. Most adopters will not consider a dog with a "bite history" and many dog rescues will not accept them. This is why it is so critical to learn basic dog behavior and not take unnecessary risks when working with them.

Dog bites **MUST BE** reported to a staff member as soon as it occurs. If you are bitten during your volunteer shift or at a SCACC event, immediately secure the dog in the nearest kennel or safe area, to prevent further injury or injuries to others. Wash the wound completely and thoroughly with antibacterial soap for at least five full minutes. You will be asked to describe the circumstance of the bite and complete an incident report. Following state law and reporting, the dog will be placed on quarantine for 10 days. Some bites may not be an actual bite at all. Sometimes you may be playing tug-o-war with a dog or grabbing a ball and you will get "bit". We still need to know if this type of "bite" happens and take proper precautions.

- Incident reports should be immediately filled out and placed in the Kennel Managers incoming mail basket, located outside the Kennel Manager office door.
- Incidents should be logged in the volunteer logbook located in the volunteer desk area.
- For specific animal information, read the dogs kennel card, dog walk white board and volunteer logbook.



- Do NOT handle any dog that you feel may be a threat to you or others and bring your concerns to a staff member.
- If a kennel card says “do not touch” that means DO NOT TOUCH or put your fingers into the kennel or touch the dog in any way.
- If a kennel card says “Court Case” that means this animal is live evidence, no pictures or videos are to be taken or shared on personal or SCACC social media, websites.
- Try to evaluate a dog’s “mood” before approaching the dog or entering the kennel.
- Plan “escape routes”.
- Call for help if you feel you are at risk.
- If a dog is giving “unwelcoming” signals (stiff body language, trembling, cowering, head low, hard stare with wide eyes, growling, lunging, showing teeth, etc.) immediately stop what you are doing and back away slowly.
- Do NOT turn your back on an angry dog; back away slowly from them instead.
- Handle only one dog at a time unless otherwise approved.
- Choose a dog appropriate for your size and skill level.
- Keep all dogs on a leash or confined to a specific area or yard.
- Maintain control of the dog at all times; never drop the leash or let him interact with another dog unless approved.
- Before you remove a dog from a kennel, make sure the leash you are about to use is in good condition.
- When removing a dog from a kennel, open the door slowly with just enough to fit your body in, standing or squatting directly in front of the door and have a leash ready to slip over the dog’s head and adjust as needed. Keep your voice soft and even and use treats if needed.
- Always approach the dogs calmly, wait for them to sit before opening the cage.
- Do not allow dogs to jump up or play bite. When a dog jumps, he’s jumping for attention. Remove the attention by turning and ignoring the dog until all four paws are on the floor. Then reward the dog with a scratch on the chin or treat.
- Never HIT a dog or use any type of training that will hurt or threaten the dog, we support only fear-free training methods.
- If possible, do not walk dogs past each other or let them get too close to each other.
- Look around corners for other volunteers and dogs.
- When putting a dog out into a yard, or in a kennel please double check all locks are secure, swivel is secure, animal is secure.
- If you think a dog is going to bite, try to put something between you and the dog, such as a chair, fence, a jacket, or book.
- Should a dog fight start while you are handling a dog, use safety tools (air horn, spray, loud noise) located throughout SCACC.

INJURIES

If you are injured while volunteering, report the injury immediately to a staff member who will ask you to complete an incident report. SCACC keeps a first aid kit in the reception office, volunteer station, and the hallway near the bathrooms for minor cuts and scratches. Volunteers are encouraged to consult their physician, at their own expense, to decide whether to be vaccinated against tetanus.



EMERGENCY FIGHT MATERIALS

Please be aware of the pros and cons of each tool and technique, as well as proper and safe use. These items should only be used in emergency when safety is threatened.

Shock Effect

- Bucket of water
- Banging or jarring noises

Force

- Wheelbarrow method
- Bite stick

ADOPTION

You are welcome (and encouraged!) to send pictures and videos of the dogs to the SCACC staff so we can share them on social media sites. Feel free to include yourself in the photos if you are okay with that! It can also be helpful to report any fun facts about the dogs and what you learn about them. This way, SCACC can update the dog's profile with new information to draw attention.

If you meet anyone that may be a candidate to adopt the dog, collect basic information (how many adults/children in the home, current pets, fenced in yard, contact information, etc.). Keep in mind that YOU know the dog's needs based on the dog's profile and you spending time with them. If you feel that it could be a possible match (it's okay if you're not 100% sure), please direct them to SCACC website to apply for adoption and let SCACC staff know the exciting news that the dog may have a potential adopter.

VOLUNTEER EXPECTATIONS

Volunteers are expected to assume the responsibility of following SCACC policies and procedures, as outlined in this manual. There will be periodic volunteer and training meetings to keep volunteers updated and current of any changes to policies and procedures. In the event a volunteer chooses not to adhere to the policies and procedures, SCACC reserves the right to terminate his/her volunteer status.

This manual, nor any other written or verbal communication between you and members of Saginaw County Animal Care and Control, is intended to create a volunteer contract between you and Saginaw County Animal Care and Control. Accordingly, you have the right to terminate our relationship at any time with or without reason, and Saginaw County Animal Care and Control retains the same right. In other words, our relationship can be described as Volunteer – At – Will.

For the shelter to be successful, we must all work together, even if we disagree.

If you disagree with a decision made by SCACC, Saginaw County Administration, or the Saginaw County Board of Commissioners please speak directly to Rachel Horton, Director of Saginaw County Animal Care and Control. You can email her at rhorton@saginawcounty.com.

Any volunteer found spreading disparaging remarks either through gossip or social media will be asked to leave the facility and their volunteer status will be terminated.

If you feel strongly about a dog and wish to adopt, this can be discussed with the Director. (adopter must qualify for adoption).



I have read and agree to the policies and procedures in this document.

Signature

Date

Name

Address/City/State/Zip

Phone Number

Email Address

FROM: COMMITTEE ON LABOR RELATIONS -- 5.6

MARCH 18, 2025

Your Labor Relations Committee herewith submits the collective bargaining agreement between the County of Saginaw and all affected Co-Employers and POAM – Animal Control. The agreement covers the period commencing October 1, 2024 and ending September 30, 2027. The agreement has been formally ratified by the Union upon acceptance by the County. The financial implications of this agreement will be borne with funds within the existing, respective budgets. A summary of the main provisions is set forth below:

1. Duration of CBA – 3 years + (October 1, 2024 – September 30, 2027)
2. Amend the contract to provide that any recommendation by a compensation study, would be reviewed by the Board.
3. Grievance Procedure:
 - Amend the contract to provide that if the grievance does not involve an action or determination by the department head (matter is benefit/salary related), then the grievance will start at Step 2 and the matter will be determined by the Administrator’s Office.
4. Amend the contract to provide that a Loudermill hearing will be scheduled prior to any suspensions, discharges, or separations of employment, if warranted by the circumstances of the separation.
5. Amend the language in the contract to provide that a non probationary employee, who accepts a promotion within the bargaining unit or transfer to a different job classification within the bargaining unit, shall be subject to a trial period of thirty (30) calendar days, which may be extended by the County with notice to the union. If the employee fails to satisfactorily complete the trial period, or elects to return to his or her former job during the trial period, employee shall be permitted to do so without loss of seniority.
6. Vacancies and New Positions:

Placement or advancement within the bargaining unit shall be based upon factors such as seniority, demonstrated ability, dependability, experience, education and/or training, and such other factors or qualifications that may be pertinent to the particular job vacancy or new position to be filled. The vacancy will be awarded to the applicant, whether from within the bargaining units or from outside, who possesses the best qualifications in the Director’s final judgement. However, County and Union share a common goal to establish opportunities for career advancement within the bargaining unit, and as such the Director shall give heightened consideration to all bargaining unit applicants, who meet the minimum qualifications posted.



7. Delete the DB Plan language in the contract, with the exception of what is needed to define how to qualify for retiree healthcare and delete the language regarding the elimination of the zero percent contributions.
8. Add language to the contract to provide for scrubs and waterproof boots and shoes for kennel technicians.
9. Amend the contract to reflect that employees will comply with all County policies.
10. Delete the references to “fringes” as an adjective for benefits and the “he/she” references in the contract.
11. Amend the contract to provide that Medicare is secondary when the individual is employed and once retired, Medicare becomes primary.
12. Up to 2% on the DC retirement match. The employee would put money in a 457 account and the County would put money in an existing 401(a) account up to 2%. Match is only available to those employees who qualify for a 401(a) plan.
13. Healthcare:
 - Amend the healthcare and retiree healthcare language currently in the contract.
 - Continue the high deductible health plan for the 2025 plan year.
 - Healthcare will be implemented as approved by the Union Management Committee and the Board of Commissioners.
14. Wages:
 - 4% base wage increase for the first year of the contract, 3% base wage increase for the second year of the contract, and 2.0% base wage increase for the third year of the contract.
 - A discretionary bonus in the amount of \$365.
 - On-call stipends as follows: \$25 weekday; \$40 – weekend; \$60 – standard holiday; and \$75 – Christmas Eve/day, New Years Eve/day, Thanksgiving, July 4, and Easter.
15. Various miscellaneous changes in the contract to include Administrator in place of Controller, and permanent to the category for the County to pay insurance for permanent disability and death claims.
16. Amend the contract to have flex-time and non-standard work hours if mutually beneficial to the employer and employee.
17. Update the references in the contract to reflect the new Wellness Reimbursement, PTO and Disability Leave policies.
18. Section 16 and 17 of Article 24 will be deleted, which are the me too clauses.
19. Delete the language in the contract requiring the County to opt out of PA 152, so the County has the option to make the election annually.

Respectfully Submitted,

COMMITTEE ON LABOR RELATIONS

Gerald D. Little, Chair

Denny M. Harris

Jack B. Tany

Sheldon Matthews, Vice-Chair

Mark S. Piotrowski



6. **Executive Committee – J. Tany, Chair**

None

7. **Rules Committee – J. Tany, Chair; S. Matthews, Vice-Chair**

None

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

None

9. **Intergovernmental Cooperation Committee – L. Coney, Chair; S. Matthews, Vice-Chair**

None

10. **Committee Compensation**

3-18-25.1) February 2, 2025 – February 15, 2025

3-18-25.2) February 16, 2025 – March 1, 2025

- ***Commissioner Little moved, seconded by Commissioner Harris, to approve Committee Compensation Reports 3-18-25.1 and 3-18-25.2. Motion Carried.***

[Compensation Reports begin on the next page]



Board of Commissioners – March 18, 2025

COMMITTEE COMPENSATION 3-18-25.1

March 18, 2025

I herewith submit for your approval the per diem to which members of this Board are entitled for attendance at Committee Meetings held February 2, 2025 - February 15, 2025.

<u>Date</u>	<u>Committee</u>	<u>Commissioner</u>	<u>Amount</u>
2/4/2025	Courts & Public Safety Committee	Boyd	\$50.00
2/11/2025	Executive Committee	Boyd	\$50.00
2/10/2025	Labor Relations Committee	Harris	\$50.00
2/14/2025	MAC Environment, etc. via Zoom	Harris	\$50.00
2/5/2025	County Services Committee	Kazcynski	\$50.00
2/6/2025	Budget/Audit Committee	Kazcynski	\$50.00
2/7/2025	MAC Finance & Gov't via Zoom	Kazcynski	\$50.00
2/5/2025	County Services Committee	Little	\$50.00
2/10/2025	Labor Relations Committee	Little	\$50.00
2/11/2025	Executive Committee	Little	\$50.00
2/4/2025	Courts & Public Safety	Matthews	\$50.00
2/6/2025	Parks & Recreation via Zoom *	Matthews	*
2/4/2025	Courts & Public Safety	Piotrowski	\$50.00
2/10/2025	Materials Mgt. Planning Committee	Piotrowski	\$50.00
2/10/2025	Labor Relations Committee	Piotrowski	\$25.00
2/6/2025	Budget/Audit Committee	Slodowski	\$50.00
2/11/2025	Executive Committee	Slodowski	\$50.00
2/14/2025	MAC Environment, etc. via Zoom	Slodowski	\$50.00
2/4/2025	Courts & Public Safety	Spitzer	\$50.00
2/4/2025	Courts & Public Safety	Tany	\$50.00
2/5/2025	County Services Committee	Tany	\$50.00
2/6/2025	Budget/Audit Committee	Tany	\$50.00
2/10/2025	Labor Relations Committee	Tany	\$50.00
2/11/2025	Executive Committee	Tany	\$50.00
2/5/2025	County Services Committee	Webster	\$50.00
2/6/2025	Budget/Audit Committee	Webster	\$50.00
2/11/2025	Executive Committee	Webster	\$50.00
TOTAL			\$1,275.00

*Department Pay

Respectfully Submitted, Suzy Koeplinger, Board Coordinator (2-14-25)



COMMITTEE COMPENSATION 3-18-25.2

March 18, 2025

I herewith submit for your approval the per diem to which members of this Board are entitled for attendance at Committee Meetings held February 16, 2025 - March 1, 2025.

<u>Date</u>	<u>Committee</u>	<u>Commissioner</u>	<u>Amount</u>
2/18/2025	Board Session	Boyd	\$50.00
2/24/2025	MAC Judiciary & Public Safety	Boyd	\$50.00
2/18/2025	Board Session	Coney	\$50.00
2/18/2025	Board Session	Harris	\$50.00
2/18/2025	Labor Relations Committee	Harris	\$25.00
2/18/2025	Board Session	Kazcynski	\$50.00
2/19/2025	GLBRCVB Board	Kazcynski	\$50.00
2/20/2025	Frankenmuth CVB	Kazcynski	\$50.00
2/21/2025	GLBRCVB Annual Meeting	Kazcynski	\$50.00
2/18/2025	Board Session	Little	\$50.00
2/18/2025	Labor Relations Committee	Little	\$25.00
2/19/2025	Saginaw Zoo Board	Little	\$50.00
2/27/2025	Mosquito Abatement Commission *	Little	\$50.00
2/18/2025	Board Session	Matthews	\$50.00
2/18/2025	Labor Relations Committee	Matthews	\$25.00
2/24/2025	MI Works! Joint Board of Directors	Matthews	\$50.00
2/26/2025	STMCA Dispatch Committee	Matthews	\$50.00
2/18/2025	Board Session	Piotrowski	\$50.00
2/18/2025	Labor Relations Committee	Piotrowski	\$25.00
2/24/2025	MI Works! Joint Board of Directors	Piotrowski	\$50.00
2/18/2025	Board Session	Slodowski	\$50.00
2/19/2025	Saginaw Zoo Board	Slodowski	\$50.00
2/18/2025	Board Session	Spitzer	\$50.00
2/18/2025	Board Session	Tany	\$50.00
2/18/2025	Labor Relations Committee	Tany	\$25.00
2/19/2025	Castle Museum Board	Tany	\$50.00
2/24/2025	MI Works! Joint Board of Directors	Tany	\$50.00
2/18/2025	Board Session	Webster	\$50.00
2/19/2025	Economic Development Corp. *	Webster	\$50.00
2/20/2025	Community Action Committee	Webster	\$50.00
2/24/2025	MAC Health & Human Services	Webster	\$50.00
2/24/2025	MI Works! Joint Board of Directors	Webster	\$25.00
	TOTAL		\$1,450.00

*Department Pay

Respectfully Submitted, Suzy Koeplinger, Board Coordinator (2-28-25)



RESOLUTIONS

None

UNFINISHED BUSINESS

None

PROCLAMATIONS

SOCIAL WORK MONTH

MARCH 2025

WHEREAS, this year’s Social Work Month theme, “Social Work: Compassion & Action,” embodies the fact that social workers go through years of education and training, so they have the skills and expertise to transform their care for others into action that brings positive results; and

WHEREAS, Social Workers are one of the largest groups of mental health care providers in the United States and are pressing for a Social Work Interstate Licensing Compact that will improve mental health care delivery in our nation; and

WHEREAS, the Social Work Profession has worked for generations to improve living conditions in our nation, with Social Workers successfully pushing for Social Security, a 40-hour work week, Medicare, and a minimum wage; and

WHEREAS, Social Workers have helped this nation live up to its values by successfully advocating for equal rights for all people, no matter their race, sexual identity, gender, gender expression, culture or religion; and

WHEREAS, Social Workers follow a Code of Ethics, with the primary mission of the social work profession to enhance human well-being and meeting the basic human needs of all people, with particular attention to the needs and empowerment of those who are vulnerable, oppressed, and living in poverty; and

WHEREAS, Social Workers are at the forefront of pressing issues our nation is addressing, including increased needs for mental health care, especially for children and adolescents; and substance use disorder treatment; and increased economic and political division; and

WHEREAS, Social Workers stand ready to assist our nation in overcoming present and future challenges, including ending gun violence, improving health care and mental health care for all and urging lawmakers to adopt immigration reforms; and

WHEREAS, Social Works help protect millions of children from abuse and neglect, provide services and support, which helps strengthen families that are under stress, and help create new families through adoption; and

WHEREAS, research proves the presence of Social Workers in schools, hospitals, and assisted living facilities improve education and health outcomes and quality of life for students, patients and residents; and

WHEREAS, the social work profession is one of the fastest growing professions in the United States, with more than 800,000 people expected to be employed as Social Workers by 2033; and



WHEREAS, Social Workers work in all parts of our society – including schools, social service agencies, veteran centers, and government – helping people, family and communities secure services and policies they need to thrive; and

WHEREAS, people have entered the social work profession for generations because they genuinely care about helping improve the welfare of people, families, communities and our nation.

NOW, THEREFORE, I, Jack B. Tany, Chairman of the Saginaw County Board of Commissioners, in recognition of the numerous contributions made by America’s Social Workers, do hereby proclaim March 2025 to be **SOCIAL WORK MONTH** in Saginaw County and call upon all residents to join the National Association of Social Workers in celebration and support of the Social Work profession.

In Witness Whereof the seal of the County of Saginaw has been affixed and the proclamation adopted by the Board of Commissioners on the 18th day of March in the year of our Lord, two thousand twenty-five.

Saginaw County Board of Commissioners
Jack B. Tany
Chairman, District #2

Presented & Adopted: March 18, 2025
Lisa R. Coney
Commissioner, District #10

LAW DAY 2025

What is Law Day? Law Day is held on May 1st every year to celebrate the role of law in our society and to cultivate a deeper understanding of the legal profession.

Whereas, on this Law Day, we explore and renew our duties to one another under the Constitution and our democratic norms. The Constitution establishes a framework for government that unites us as one citizenry, through means such as our representative government, jury service, and a regular Census. And through this commitment to our Union, we each provide for the common good through government responses to national crises and natural disasters, and through community and advocacy programs for students and adults; and,

Whereas, The Constitution enshrines our collective responsibility to one another, and the 2025 Law Day theme urges us to take pride in a constitution that bridges our differences to bring us together as a united nation. Our civic lives tie us together as one “We,” whether through legislative efforts that serve the common good, through military service, or by working together, to fulfill the promise of E pluribus unum, or “Out of many, one;” and,

Whereas, President Dwight Eisenhower established the first Law Day in 1958 to mark the nation’s commitment to the rule of law. In 1961, congress issued a joint resolution designating May 1 as the official date for celebrating Law Day; and,

Whereas, Law Day will be commemorated in the County of Saginaw with a mock trial featuring Alec Baldwin’s ‘Rust’ movie court case, presented by the Saginaw County Bar Association (SCBA) on April 3, 2025.

Now, Therefore, Be It Resolved, That the Saginaw County Board of Commissioners hereby proclaims Thursday, May 1, 2025 as Saginaw County Law Day and calls upon the people of the County of Saginaw to acknowledge the importance of our legal and judicial systems with appropriate ceremonies and activities, and to display the flags of the United States, State of Michigan and Saginaw County in support of this educational observance. We further encourage schools, businesses, media, religious institutions, and civic and service organizations to join members of the bar and bench in commemorating Law Day.



In Witness Whereof, I have hereunto set my hand and caused the seal of the County of Saginaw to be affixed this 18th day of March in the year of our Lord, two thousand and twenty-five.

Saginaw County Board of Commissioners
Jack B. Tany
Chairman, District #2

Presented & Adopted: March 18, 2025
Christopher S. Boyd
Commissioner, District #9

APPOINTMENTS

Chairman Tany made the following appointments:

- ✓ ***Economic Development Corporation, Joyce Potoff, was appointed as a Temporary Tech Park Director with no expiration. Michael A. Webster was reappointed with a term to expire April 1, 2031.***

ELECTIONS

Boyd moved, seconded by Matthews, to confirm the following reappointments to the Saginaw County Community Mental Health Authority for terms to expire March 31, 2028. Motion Carried.

- ***Mike Cierzniewski (Primary Consumer)***
- ***Robert Woods Jr. (Secondary Consumer)***
- ***Cynthia Winiecke (General Public), and***
- ***Susan McCauley (Agency/Occupation)***

CHAIR ANNOUNCEMENTS

- ❖ Chairman Tany thanked Commissioner Webster for working with him to pronounce Lt. Przybylski's name correctly.
- ❖ Chairman Tany announced that he removed himself from the Frankenmuth CVB Board and appointed John Kaczynski in his place.
- ❖ Chairman Tany along with Administrator Hannah, Commissioner Boyd, and Commissioner Spitzer attended the Commission on Aging Inservice Day on February 21, 2025. He thanked the commissioners for being there and Administrator Hannah for greeting employees that morning.
- ❖ Chairman Tany congratulated Commissioner Kaczynski for receiving the "Key to the City," a beautifully crafted beer stein, by the Frankenmuth Mayor and City Council to acknowledge his service from 2022 – 2024.

COMMISSIONER AUDIENCES

- ❖ Commissioner Kaczynski announced there are no festivals in Frankenmuth this month but the newly built Bavarian Blast Waterpark, Michigan's largest waterpark, has passed various inspections and should be open for business by the end of the week.
- ❖ Commissioner Spitzer announced that the petition drive from last year, Ax Mi Tax, to eliminate all property taxes in the State of Michigan, is resurfacing and, if enacted, will create a huge shortfall in funding. He urged commissioners to dissuade their constituents from signing it.



By Commissioner Coney, seconded by Commissioner Little: That the Board adjourn. Motion Carried.
Thereupon, the Board adjourned at 6:00 p.m.

Respectfully Submitted,

SAGINAW COUNTY BOARD OF COMMISSIONERS

JACK B. TANY
CHAIRMAN

VANESSA GUERRA
COUNTY CLERK

Prepared by: Renee Sharkey, Assistant Board Coordinator/Deputy Clerk
Suzy Koeplinger, Board Coordinator/Deputy Clerk