

OFFICIAL PROCEEDINGS
OF THE
Board of Commissioners
OF SAGINAW COUNTY, MICHIGAN



AUGUST SESSION 2024




First day of the August Session of the Board of Commissioners of Saginaw County, Michigan, held Tuesday, August 20, 2024. 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 Christopher S. Boyd in the Chair.

PRESENT: Christopher S. Boyd, Jack B. Tany, Lisa R. Coney, Denny M. Harris, Dennis H. Krafft, Gerald D. Little, Mark S. Piotrowski, Tracey L. Slodowski, Richard A. Spitzer, Michael A. Webster - **10**

ABSENT: Sheldon Matthews - **1**

TOTAL: - **11**

OTHERS: Mary Catherine Hannah, Dave Gilbert, Dennis Borchard, Brian Keenan-Lechel, Undersheriff Miguel Gomez, Walter Ribble, Jessica Sargent, Katharine Tessin, Jennifer Broadfoot, Patricia Johnson, Karen Lawrence Webster, Alycia Norton, Christian Pruitt, Rachel Horten, Deb Kestner, Cathy Hare, Ann Flattery, Tri-Twp Fire Department Fire Chief Mick Levens, Charles Levens, Jason Wise, Brandell Adams, Denise Joseph, Norman Fowler, Haley Fowler, Dominic Fowler, Andy Galgoel, Kayleigh Anderson, Kevin Murphy, Robert Medina Jr., Charlene Coleman, Lupe Warsin, Jonathan Rishmawi, Julia Rishmawi, Allissa Specht, Renee Sharkey, Catherine Hicks and others

 Vice-Chair Tany 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, August 20, 2024 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 August 20, 2024 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

August 9, 2024
Posted 8-16-24 by CH

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.

FOIA APPEAL

- ***Commissioner Krafft moved, seconded by Commissioner Tany, for approval to send written notice to Attorney Brett Altman, upholding the partial disclosure denial, as amended, in response to his appeal of his Freedom of Information Act request of May 22, 2024 (FOIA #4463) regarding records related to an accident on July 15, 2023 at 3990 Tittabawassee Rd. Motion carried unanimously.***

APPROVAL OF MINUTES

- ***Commissioner Tany moved, seconded by Commissioner Piotrowski, to approve the Minutes of the June 17, 2024 Committee of the Whole and the June 18, 2024 Board Session. Motion carried.***

PUBLIC HEARING

- At 5:03 p.m., Chairman Boyd opened a public hearing on the proposed Saginaw County 2024/2025 Fiscal Year Budget and property tax millage rate proposed to be levied to support General Government Operations. Chairman Boyd asked if anyone wished to speak; hearing none, he announced the hearing would remain open.

AUDIENCES

- Commissioner Slodowski presented a Certificate of Recognition to Norman Fowler for his heroic response to his neighbor's garage fire in St. Charles. Commissioner Harris Acknowledged the years of service of Chief Levens on the Tri-Township Fire Department and wished him a happy retirement.
- Alycia Norton, Animal Control Advisory Council, gave updates from SCACC
- Karen Lawrence-Webster, CPA, introduced 4 new Youth Commissioners



LAUDATORY RESOLUTIONS

Certificates of Recognition

Certificate of Recognition is awarded to
Joshua M. Daniels
Pastoral Installment Service
Mt. Olive Institutional Missionary Baptist Church

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

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

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

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

Respectfully Submitted,

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

Presented: July 27, 2024
Adopted: August 20, 2024
Gerald D. Little
Commissioner, District #8

Certificate of Recognition is awarded to
Norman Fowler
“Heroes are ordinary people who make themselves extraordinary”

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

“I saw flames and smoke rolling out and just took off. My only thought was making sure Tony was awake and out of the house, “ said Fowler. As a neighbor and friend of Anthony Krawczyk, he was prepared to kick down the door if necessary. Despite being hailed as a hero on social media, Fowler remains humble about his actions.



“I don’t feel like a hero like everybody’s saying, but I just did what I hope most people would do,” said Fowler.

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

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

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

Respectfully Submitted,
Saginaw County
Board of Commissioners
Christopher S. Boyd
Chairman, District #9

Presented: August 20, 2024
Adopted: August 20, 2024
Tracey Slodowski
Commissioner, District #5

**Certificate of Recognition is awarded to
Linda Lee
50th Musical Year Anniversary**

Linda Lee’s passion for music began with her first accordion lesson when she was 7 years old. As a child she was taught by Betty Ruth Kutzke and George VanDriessche. Her enthusiasm for music was later nurtured by Bay City Central High School Band Director, Walter Cramer, and afterward she was mentored by Julius Blasy, Mayor of Midland Michigan, who discovered her talent and began coaching her in music. On July 8, 2024, when asked by ABC 12 News if the accordion was a hard instrument to learn, she responded with a smile, “I’m still learning, you never stop learning.” Linda started her music career in 1974, touring with Linda Lee & The Golden-Aires. She performed nationally with them for 17 years before she was invited to work for Frankenmuth’s Bavarian Inn as their fulltime house musician and Entertainment Coordinator. There she has made it her mission to enrich the lives of more than 1 million guests per year for 30 consecutive years. She aims to inspire smiles and bring joy and happiness to each of them, and she is encouraged that her music offers a distraction from their problems and worries. Linda gives credit to God for her talent and hopes that, through her music, people will be renewed and experience a new source of energy from Him.



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

Respectfully Submitted,
Saginaw County
Board of Commissioners
Christopher S. Boyd
Chairman, District #9

Presented: July 20, 2024
Adopted: August 20, 2024
Dennis H. Krafft
Commissioner, District #7

**Certificate of Recognition is awarded to
Nicole Paxson, D.D.S.
Celebrating 25 years of service**

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

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

Respectfully Submitted,
Saginaw County
Board of Commissioners
Christopher S. Boyd
Chairman, District #9

Adopted: August 20, 2024
Sheldon Matthews
Commissioner, District #4

**Certificate of Recognition is awarded to
Mid-Michigan Old Gas Tractor Association
50th Anniversary**

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

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

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

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



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

Respectfully Submitted,

Saginaw County

Board of Commissioners

Saginaw County

Christopher S. Boyd

Chairman, District #9

Presented: August 17, 2024

Adopted: August 20, 2024

Denny M. Harris

Commissioner, District #6

PUBLIC HEARING

2nd Call

- At 5:20 p.m., Chairman Boyd announced the second call of a public hearing on the proposed Saginaw County 2024/2025 Fiscal Year Budget and property tax millage rate proposed to be levied to support General Government Operations. Chairman Boyd asked if anyone wished to speak; hearing none, he announced the hearing would remain open.

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.

- 8-20-1 COMMISSION ON AGING** submitting its 2025 Application Summary for Federal/State Funding through Region VII Area Agency on Aging for discussion and approval.
-- Human Services **(8-20-1.1)**
- 8-20-2 COMMUNITY MENTAL HEALTH AUTHORITY** submitting a draft Resolution in Opposition to the Michigan Department of Health & Human Services (MDHHS) decision to implement Conflict Free Access and Planning (CFA&P) in the Public Mental Health System in Michigan in FY 2025.
-- Human Services **(POSTPONED UNTIL SEPTEMBER)**
- 8-20-3 REGION VII AREA AGENCY ON AGING** sending notice that Requests for Proposal will be accepted on or before June 24, 2024 from applicants for funding in FY 2025.
-- Human Services *(Receive & File)*
- 8-20-4 REGION VII AREA AGENCY ON AGING** submitting its proposed Annual Implementation Plan (AIP) for FY 2025.
-- Human Services *(Receive & File)*
- 8-20-5 ASCENSION ST. MARY'S HOSPITAL** sending notification of its application to Region VII Area Agency on Aging to fund its Guardian Angel Respite & Adult Day Care program in FY 2025.
-- Human Services *(Receive & File)*
- 8-20-6 HEALTH DEPARTMENT** submitting its 2023 Health Department Annual Report.
-- Human Services *(Receive & File)*



- 8-20-7 SAGINAW COUNTY 9-1-1 COMMUNICATIONS CENTER AUTHORITY** submitting its FY 2025 Budget and Resolution for approval.
-- Courts & Public Safety **(8-20-2.1)**
- 8-20-8 SHERIFF** requesting placement on the Courts & Public Safety Committee agenda to provide an update.
-- Courts & Public Safety
- 8-20-9 SAGINAW FUTURE** submitting its third quarter report (April 1, 2024 – June 30, 2024) and request for \$8,148 in performance-based funding pursuant to the Fourth Amendment of the Saginaw County and Saginaw Future Services Agreement.
-- County Services **(8-20-3.1)**
- 8-20-10 SAGINAW FUTURE** submitting information to review with the Board of Commissioners regarding the PACE Program, which allows commercial property owners to pay for certain energy efficiency projects through special assessments.
-- County Services [**POSTPONED UNTIL SEPTEMBER**]
- 8-20-11 THE DOW EVENT CENTER** sending a presentation that focuses on the significant impact of the 2024 Memorial Cup held at The Dow Event Center in Saginaw.
-- County Services (*Receive & File*)
- 8-20-12 ADMINISTRATOR** requesting discussion with the Law Office of Behm & Behm regarding joining a class action lawsuit in relation to Insulin price gouging.
-- County Services **(8-20-3.2)**
- 8-20-13 BAY CITY PUBLIC SCHOOLS** submitting signed Form L-4029 detailing the property tax levies for Bay City Public Schools.
-- County Services (*Receive & File*)
- 8-20-14 BIRCH RUN TOWNSHIP DDA** sending notice in accordance with MCL 125.4911 and enclosing the Annual TIF Report.
-- County Services (*Receive & File*)
- 8-20-15 CITY OF MIDLAND** sending notice pursuant to the requirements of the Michigan Planning Enabling Act (Act 33 of 2008) that it has adopted its Master Plan.
-- County Services (*Receive & File*)
- 8-20-16 SHERIFF** requesting three (3) budget adjustments to: (1) Increase with revenue the Sheriff's Vehicle Pool account by \$52,181 and increasing user departments; (2) Increase the Drug Forfeitures budget with revenue by \$35,500 generated by the sale of a Dodge Durango; and (3) Establish a new budget within the Special Projects Fund 280 to accept funds received by the State of Michigan for FY 2024 to support required annual in-service training standards for licensed law enforcement officers.
-- Budget/Audit **(8-20-4.1)**
- 8-20-17 PROSECUTOR** requesting a transfer of \$3,850 to its DHHS Division budget – Capital Outlay for furniture and equipment.
-- Budget/Audit **(8-20-4.2)**
- 8-20-18 COMMISSION ON AGING** requesting budget adjustments for its Home Delivered Meals/Congregate Nutrition Program (\$146,000) and Transportation Program (\$15,000).
-- Budget/Audit **(8-20-4.3)**



- 8-20-19 ANIMAL CARE & CONTROL** requesting use of General Donations to increase its budget by \$25,000 to construct a room to house the oxygen generator in the Surgical Center.
-- Budget/Audit **(8-20-4.4)**
- 8-20-20 TREASURER/ADMINISTRATOR** sending the financial transactions transmittal form in the amount of \$7,209,109.34 for the month of June 2024.
-- Budget/Audit **(8-20-4.5)**
- 8-20-21 TREASURER/ADMINISTRATOR** sending the financial transactions transmittal form in the amount of \$11,508,170.56 for the month of July 2024.
-- Budget/Audit **(8-20-4.5)**
- 8-20-22 FINANCE DIRECTOR** submitting Quarterly Budget Adjustments for the period April 1, 2024 through June 30, 2024.
-- Budget/Audit *(Receive & File)*
- 8-20-23 FINANCE DIRECTOR** submitting amendments to Draft #1 of the proposed FY 2025 Budget General Fund: (1) Increase to the Medical Examiner’s budget of \$32,827 due to reclassification of the office manager; (2) Increase to the Medical Examiner’s budget of \$20,000 to account for contract renewals; (3) To provide funding to MSU Extension at an estimate of \$150,000; (4) Increase of \$30,517 to the Prosecutor’s Office budget due to reclassification of the Director of Operations and Legal Office Manager; and (5) Increase of Prosecutor’s Office High Crime Community Support Grant from the State of Michigan estimated at \$350,000. Additional adjustments affect the Sheriff’s Special Projects fund and have no impact on the General Fund.
-- Budget/Audit **(8-20-4.6)**
- 8-20-24 ADMINISTRATOR** requesting the reallocation of American Rescue Plan Act (ARPA) funds to: (1) Reallocate \$500,000 from the County Clerk digitization of files request to the Saginaw County Courts to update JAVS systems; (2) Reallocate unspent funds from COVID Healthcare claims in the amount of \$197,065.03 to zero out Premium Pay (\$6,903.89) and to the HVAC Courthouse Project (\$190,161.14); and (3) Reassign unspent funds allocated for the “Medical Diamond Project” from the City of Saginaw to the Saginaw County Health Department for the pre-development and construction/purchase phases of new facilities (\$4,652,034.76).
-- Budget/Audit **(8-20-4.7)**
- 8-20-25 PERSONNEL DIRECTOR** submitting the Employment Status Report, Exit Interviews, Employee Groups, and Retiree Employment Contracts covering the months of June and July, 2024.
-- Labor Relations *(Receive & File)*
- 8-20-26 PERSONNEL DIRECTOR** submitting an update and recommendation regarding the Request for Proposal – Job Classification and Compensation Study and to approve Gallagher to complete a Compensation Plan Update (Option B) for \$79,950 plus any additional costs associated with on-site meetings, with funding available within the Administrator’s Office budget.
-- Labor Relations **(8-20-5.2)**



- 8-20-27 PERSONNEL DIRECTOR** submitting for consideration a new, proposed County Policy titled “Remote Work,” a voluntary work arrangement that allows an eligible employee to work outside of their primary work location, and that would allow employees and departments greater flexibility in work arrangements on a case-by-case basis.
-- Labor Relations **(8-20-5.3)**
- 8-20-28 PUBLIC WORKS** requesting approval to remove the Maintenance Worker III position and add a second Maintenance Engineer position in the office.
-- Labor Relations **(8-20-5.1)**
- 8-20-29 RETIREMENT/BENEFITS ADMINISTRATOR** requesting certification of the Employee and Officer Delegates attending the 2024 Municipal Employees’ Retirement System (MERS) Annual Meeting to be held in Grand Rapids, MI this year from October 10 - 11, 2024.
-- Labor Relations **(8-20-5.4)**
- 8-20-30 HEALTH DEPARTMENT** requesting to: (1) Extend retiree contracts with retirees Mary Patnode and Bethany Jacques through FY 2025; and (2) Request to add temporary PCN, Health Specialist II, to the Immunization Program (22160112) until December 1, 2024.
-- Labor Relations **(8-20-5.5)**
- 8-20-31 CIVIL/LABOR COUNSEL** requesting approval of a Memorandum of Understanding between Saginaw County and POAM Unit 312 regarding a salary step for cadets entering the Police Academy.
-- Labor Relations **(8-20-5.6)**

INITIATORY MOTIONS

None

REPORTS OF COMMITTEES

1. **Human Services Committee – G. Little, Chair; T. Slodowski, Vice-Chair**
 - 1.1) **COMMISSION ON AGING**, re: Approval of its 2025 Application Summary for Federal/State Funding through Region VII Area Agency on Aging
 - ***Commissioner Little moved, seconded by Commissioner Coney, to approve 1.1. Motion carried.***

FROM: COMMITTEE ON HUMAN SERVICES – 1.1

AUGUST 20, 2024

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



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

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

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

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

Respectfully submitted,

COMMITTEE ON HUMAN SERVICES

- Gerald D. Little, Chair
- Tracey L. Slodowski, Vice-Chair
- Michael A. Webster
- Lisa R. Coney
- Christopher S. Boyd

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

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

- **Commissioner Tany moved, seconded by Commissioner Spitzer, to approve 2.1. Motion carried.**



FROM: COMMITTEE ON COURTS & PUBLIC SAFETY 2.1

AUGUST 20, 2024

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

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

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

Respectfully Submitted,

COMMITTEE ON COURTS & PUBLIC SAFETY

Jack B. Tany, Chair

Sheldon Matthews, Vice-Chair

Richard A. Spitzer

Mark S. Piotrowski

Christopher S. Boyd

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

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

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

- ***Commissioner Webster moved, seconded by Commissioner Spitzer, to approve 3.1. Motion carried.***
- ***Commissioner Webster moved, seconded by Commissioner Krafft, to approve 3.2. After discussion, the motion carried with a nay vote recorded from Commissioner Piotrowski.***

FROM: COMMITTEE ON COUNTY SERVICES – 3.1

AUGUST 20, 2024

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

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



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

Respectfully Submitted,

COMMITTEE ON COUNTY SERVICES

Michael A. Webster, Chairman

Dennis H. Krafft, Vice-Chair

Dennis M. Harris

Gerald D. Little

Christopher S. Boyd

FROM: COMMITTEE ON COUNTY SERVICES – 3.2

AUGUST 20, 2024

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

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

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

Respectfully Submitted,

COMMITTEE ON COUNTY SERVICES

Michael A. Webster, Chairman

Dennis H. Krafft, Vice-Chair

Dennis M. Harris

Gerald D. Little

Christopher S. Boyd

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

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

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

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



- 4.4) **ANIMAL CARE & CONTROL**, re: Approval to use of General Donations to increase its budget by \$25,000 to construct a room to house the oxygen generator in the Surgical Center
- 4.5) **TREASURER/ADMINISTRATOR** sending the financial transactions transmittal form in the amount of \$7,209,109.34 for the month of June 2024 and \$11,508,170.56 for the month of July 2024
- 4.6) **FINANCE DIRECTOR**, re: Approval of amendments to Draft #1 of the proposed FY 2025 Budget General Fund: (1) Increase to the ME’s budget of \$32,827 due to reclassification of the office manager; (2) Increase to the ME’s budget of \$20,000 to account for contract renewals; (3) To provide funding to MSU Extension at an estimate of \$150,000; (4) Increase of \$30,517 to the Prosecutor’s Office budget due to reclassification of the Director of Operations and Legal Office Manager; and (5) Increase of Prosecutor’s Office High Crime Community Support Grant from the State of Michigan estimated at \$350,000
- 4.7) **ADMINISTRATOR**, re: Reallocation of American Rescue Plan Act (ARPA) funds to: (1) Reallocate \$500,000 from the County Clerk digitization of files request to the Saginaw County Courts to update JAVS systems; (2) Reallocate unspent funds from COVID Healthcare claims in the amount of \$197,065.03 to zero out Premium Pay (\$6,903.89) and to the HVAC Courthouse Project (\$190,161.14); and (3) Reassign unspent funds allocated for the “Medical Diamond Project” from the City of Saginaw to the Saginaw County Health Department for the pre-development and construction
- **Commissioner Krafft moved, seconded by Commissioner Tany, to approve 4.1. Motion carried.**
 - **Commissioner Krafft moved, seconded by Commissioner Spitzer, to approve 4.2 – 4.5. Motion carried.**
 - **Commissioner Krafft moved, seconded by Commissioner Spitzer, to place Draft #2 of the FY 2025 Budget on the table for approval at the September 17, 2024 Board Session. (Unfinished Business at the September Board Session)**
 - **Commissioner Krafft moved, seconded by Commissioner Tany, to approve 4.7. Motion carried.**

FROM: COMMITTEE ON BUDGET/AUDIT -- 4.1

AUGUST 20, 2024

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

- Increase the Sheriff’s Vehicle Pool account by \$52,181, and also increase the user departments budget.
- Increase the Drug Forfeitures budget by \$35,500 to accept revenue generated by the sale of a Dodge Durango to be used towards vehicle expenses.



- Establish a new budget within the Special Projects Fund 280 to accept \$28,500 funds received by the State of Michigan for FY 2024 to support required annual in-service training standards for licensed law enforcement officers. State funds will be sufficient to cover the cost of required annual training for all presently employed, licensed, law enforcement officers.

Your committee met with Undersheriff Gomez and discussion was held.

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

Respectfully Submitted,

COMMITTEE ON BUDGET/AUDIT

Dennis H. Krafft, Chair

Jack B. Tany, Vice-Chair

Tracey L. Slodowski

Richard A. Spitzer

Christopher S. Boyd

FROM: COMMITTEE ON BUDGET/AUDIT -- 4.2

AUGUST 20, 2024

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

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

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

Respectfully Submitted,

COMMITTEE ON BUDGET/AUDIT

Dennis H. Krafft, Chair

Jack B. Tany, Vice-Chair

Tracey L. Slodowski

Richard A. Spitzer

Christopher S. Boyd

FROM: COMMITTEE ON BUDGET/AUDIT -- 4.3

AUGUST 20, 2024

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

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

We met with Ms. Sargent who explained that the need for an adjustment for Home Delivered Meals is partially due to serving 100 more people and also the increased cost and decreased availability of less costly groceries. The need for the budget adjustment for the transportation program is due to vehicle repair and maintenance required on older vehicles, fewer volunteer



Respectfully Submitted,

COMMITTEE ON BUDGET/AUDIT

Dennis H. Krafft, Chair

Jack B. Tany, Vice-Chair

Tracey L. Slodowski

Richard A. Spitzer

Christopher S. Boyd

FROM: COMMITTEE ON BUDGET/AUDIT -- 4.6

AUGUST 20, 2024

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

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

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

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



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

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

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

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

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

Respectfully Submitted,

COMMITTEE ON BUDGET/AUDIT

Dennis H. Krafft, Chair

Jack B. Tany, Vice-Chair

Tracey L. Slodowski

Richard A. Spitzer

Christopher S. Boyd

FROM: COMMITTEE ON BUDGET/AUDIT -- 4.7

AUGUST 20, 2024

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

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

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

Respectfully Submitted,

COMMITTEE ON BUDGET/AUDIT

Dennis H. Krafft, Chair

Jack B. Tany, Vice-Chair

Tracey L. Slodowski

Richard A. Spitzer

Christopher S. Boyd



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

- 5.1) **PUBLIC WORKS**, re: Approval to add a second Maintenance Worker position and retain the Maintenance Worker III position
- 5.2) **PERSONNEL DIRECTOR**, re: Approving Gallagher to complete a Compensation Plan Update for \$79,950
- 5.3) **PERSONNEL DIRECTOR**, re: Approval of new County Policy titled “Remote Work,” a voluntary work arrangement that allows an eligible employee to work outside of their primary work location
- 5.4) **RETIREMENT/BENEFITS ADMINISTRATOR**, re: Approval of MERS Officer Delegate and Employee Delegate to the annual meeting in Grand Rapids, MI
- 5.5) **HEALTH DEPARTMENT**, re: Approval to extend retiree contracts with Mary Patnode and Bethany Jacques; and approval of a temporary PCN for a Health Specialist II to the Immunization Program until December 1, 2024
- 5.6) **CIVIL/LABOR COUNSEL**, re: Approval of a Memorandum of Understanding between Saginaw County and POAM Unit 312 regarding a salary step for cadets entering the Police Academy
[Note: request pulled by Dave Gilbert, MOU is in process and not ready for approval.]

- ***Commissioner Webster moved, seconded by Commissioner Little, to approve 5.1. Motion carried.***
- ***Commissioner Webster moved, seconded by Commissioner Krafft to approve 5.2 as amended. Motion carried with Nay votes recorded from Commissioners Spitzer, Harris, and Piotrowski.***
- ***Commissioner Webster moved, seconded by Commissioner Slodowski, to approve 5.3. Motion carried.***
- ***Commissioner Webster moved, seconded by Commissioner Tany, to approve 5.4. Motion carried.***
- ***Commissioner Webster moved, seconded by Commissioner Tany, to approve 5.5. Motion carried.***
- **Communication 5.6 was pulled by Attorney Dave Gilbert. No action was taken.**

FROM: COMMITTEE ON LABOR RELATIONS -- 5.1

AUGUST 20, 2024

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

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

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



Respectfully Submitted,

COMMITTEE ON LABOR RELATIONS

Michael A. Webster, Chair

Sheldon Matthews, Vice-Chair

Denny M. Harris

Gerald D. Little

Christopher S. Boyd

FROM: COMMITTEE ON LABOR RELATIONS -- 5.2 *AMENDED AUGUST 20, 2024

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

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

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

Respectfully submitted,

COMMITTEE ON LABOR RELATIONS

Michael Webster, Chair

Sheldon Matthews, Vice-Chair

Denny Harris

Gerald Little

Christopher Boyd

FROM: COMMITTEE ON LABOR RELATIONS -- 5.3 AUGUST 20, 2024

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



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

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

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

Respectfully Submitted,

COMMITTEE ON LABOR RELATIONS

Michael A. Webster, Chair

Sheldon Matthews, Vice-Chair

Denny M. Harris

Gerald D. Little

Christopher S. Boyd

[Policy begins on next page]



Category 300
Number:

Subject: **REMOTE WORK POLICY**

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

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

Periodic/Informal: Any work arrangement that allows an eligible employee to work outside of their primary work location at an alternate work location on a non-regularly occurring basis. Such an assignment typically involves a short-term, critical work task or project that may be performed more efficiently or effectively away from the primary work location. Periodic remote work may also be



considered for such reasons as bad weather, an employee’s mild illness, overlong commutes, or emergencies. An approved remote work agreement is not needed for such an arrangement.

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

6. POLICY:

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

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

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

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



An employee's work performance and any disciplinary actions will be considered in assessing eligibility and maintaining a remote work arrangement.

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

6.1.1 The position:

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

6.1.2 The Employee:

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



guidelines, are organized, are good communicators and are generally good at trouble shooting computer issues.

6.2 Other general provisions associated with remote working include:

6.2.1. Access Issues. If an employee on a remote work status must access County systems to accomplish assigned work and cannot reasonably do so within one hour due to an internet outage, significant degradation of services or connectivity disruption at their location that prevents work, the employee’s supervisor may direct the employee to report to the traditional worksite to accomplish the assigned work or use banked leave time to cover their absence.

6.2.2 Communication. While remote working, an employee shall be reachable by phone, e-mail, video conference or chat during agreed upon work hours by his/her supervisor, co-workers, other County employees and others outside County employment with which job-related communication is necessary. As part of the Remote Work Agreement, the Department Head and employee shall agree on expected turnaround time and the method(s) of communication.

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

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

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

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

The County will repair and maintain, at the primary worksite, any computer equipment provided to the employee for use at the remote work location. The employee will be responsible for any damage to the computer resulting from gross



negligence by the employee or any other individual present at the remote work location or from not following any safety measures required by the IT Department.

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

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

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

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

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

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



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

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

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

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

6.2.12 Inspections. In cases of injury, theft, loss or tort liability related to remote working, the remote worker must allow agents of the County to investigate/inspect the remote work location.

6.2.13 Injuries. The remote working employee may be covered by workers' compensation for job related injuries that occur at the remote work location during the defined work period, as allowed under Michigan law. In the case of injury occurring during the defined work period, the employee shall immediately report the injury to the supervisor. Workers' compensation will not apply to non-job-related injuries that might occur in the home. The County does not assume responsibility for injury to any persons other than the remote worker at the remote work site and does not accept liability for employee injuries occurring in the employee's home workspace outside the agreed upon remote work hours.



- 6.2.14 Leave. Remote working employees must follow established protocol related to the approval of leave time. On a case-by-case basis Department Heads can give prior approval to change an employee's remote workday or hours of work to accommodate personal needs.
- 6.2.15 Network Access. The County is committed to supporting remote working employees by increasing access to remote locations. However, network access is not guaranteed. Where provided, employees must ensure computers maintain all levels of safety and security required by the IT Department for remote access and they must comply with all requirements of the Remote Access Policy (County Policy #153) and any other applicable County IT Policies.
- 6.2.16 Office Supplies. The County shall provide all necessary office supplies. Reimbursement for supplies normally available in the office will not be provided.
- 6.2.17 Onsite Work. With most remote work arrangements, employees are expected to be scheduled to work on-site as well. To the extent feasible, departments should schedule meetings when all employees are working on-site and try to reserve remote workdays for work tasks that employees can complete independently.

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

- 6.2.18 Professionalism. Employees working remotely are representatives of Saginaw County, and as such should maintain standards of professionalism like those that would apply for on-site work. This includes manner of dress and personal hygiene/grooming, attentiveness to others when they are talking or presenting, minimizing distractions caused by others, and use of appropriate background and lighting while videoconferencing.
- 6.2.19 Work Performance. The employee's duties, obligations and responsibilities remain unchanged under a remote work agreement. The employee must maintain the same or an improved level of productivity and work quality while remote working. If productivity and/or work quality begin to decline, the remote work agreement will be re-evaluated to determine if changes can be made or if the agreement will be terminated.



6.2.20 Policies. County policies, rules and practices shall apply at the remote worksite. Failure to follow policy, rules and procedures may result in termination of the remote work agreement and/or disciplinary action.

6.2.21 Security and Confidentiality. Security and confidentiality shall be maintained by the remote worker at the same level as expected at all worksites. Restricted access or confidential materials shall not be taken out of the primary worksite or accessed through a computer without prior approval by the Department Head. The remote worker is responsible to ensure that non-employees do not access County records or files.

Employees must be in a secure location when viewing or discussing confidential information related to their job. Viewing or discussing County information while not at a secure location could put the County at risk and can be subject to discipline.

6.2.22 Taxes. Remote workers are encouraged to consult with a tax expert to examine the implications of a home office. It is the responsibility of the employee to cover all federal, state, and local tax obligations that result from remote working.

6.2.23 Phone/Internet Expenses. Any increased costs for employees' internet, phone usage or facsimile transmissions will be covered by the employee. The County will not cover any installation or service fees. The County may choose to provide a wireless device for internet services.

6.2.24 Travel. The remote worker will not be paid for time or mileage involved in travel between the remote worksite and the primary worksite. If the remote worker must travel between the remote worksite and another location, mileage will be paid utilizing the remote work location as the worksite and in accordance with County Policy. Remote working while driving is strictly prohibited.

6.2.25 Termination of Agreement. Ongoing/formal remote work agreements can be terminated at any time without cause at the request of the employee or the County. When practical, a two-week notice should be provided. The maximum term of a formal/ongoing Remote Work Agreement is 12 months, subject to extension. Extension of the terms requires re-authorization by completing a new Remote Work Agreement. The County is not obligated to extend an existing Remote Work Agreement.

6.2.26 Trial Period. All ongoing/formal remote working agreements will be subject to a trial period for the first three months if the remote work arrangement is schedule to last one year or one fourth of the proposed length of the requested remote work arrangement if less than one year. The purpose of the trial period is to allow for any adjustments that may be necessary to the terms of the agreement. At the



conclusion of the trial period, the employee and Department Head will meet to complete a review of the arrangement and make recommendations for continuation or modification.

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

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

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

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

Approved as to Substance:
Saginaw County Administrator

Approved as to Legal Content:
Saginaw County Civil Counsel



FROM: COMMITTEE ON LABOR RELATIONS -- 5.4

AUGUST 20, 2024

Your Labor Relations Committee considered Communication No. 8-20-29 from Patricia Johnson, Retirement Administrator, requesting certification of the Officer and Employee Delegate to attend the MERS 2024 Annual Conference held in Grand Rapids, Michigan, this year from October 10 – October 11, 2024. The Employee Delegate, Liz Gooch, Deputy Director of Equalization, and Officer Delegate, Patricia Johnson, Retirement Administrator, were elected at the July 31, 2024 election. Each year employees may elect a delegate to attend the conference and report back giving their own perspective on what they have learned at the MERS conference. Sharing the information with the other employees will help generate interest and provide accurate information on our MERS retirement offerings. The officer delegate and alternate are selected by the governing body of the participating municipality and the employee delegate and alternate are elected by employee members of the retirement system.

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

Respectfully Submitted,

COMMITTEE ON LABOR RELATIONS

Michael A. Webster, Chair

Sheldon Matthews, Vice-Chair

Denny M. Harris

Gerald D. Little

Christopher S. Boyd

FROM: COMMITTEE ON LABOR RELATIONS -- 5.5

AUGUST 20, 2024

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

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

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



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

COMMITTEE ON LABOR RELATIONS

Michael A. Webster, Chair Sheldon Matthews, Vice-Chair
Denny M. Harris Gerald D. Little
Christopher S. Boyd

6. **Executive Committee – C. Boyd, Chair**
None
 7. **Rules Committee – C. Boyd, Chair**
None
 8. **Legislative Committee – G. Little, Chair; M. Webster, Vice-Chair**
None
 9. **Intergovernmental Cooperation Committee – J. Tany, Chair; R. Spitzer, Vice-Chair**
None
 10. **Committee Compensation**
8-20-24.1) June 9, 2024 – June 22, 2024
8-20-24.2) June 23, 2024 – July 6, 2024
8-20-24.3) July 7, 2024 – July 20, 2024
8-20-24.4) July 21, 2024 – August 3, 2024
- ***Commissioner Krafft moved, seconded by Commissioner Piotrowski, to approve Compensation Reports 8-20-24.1, 8-20-24.2, 8-20-24.3 and 8-20-24.4. Motion carried.***

[Reports begin on next page]



COMMITTEE COMPENSATION - 8.20.24.1

August 20, 2024

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

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

*Department Pay

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



COMMITTEE COMPENSATION - 8.20.24.2

August 20, 2024

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

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

*Department Pay

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

COMMITTEE COMPENSATION - 8.20.24.3

August 20, 2024

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

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

*Department Pay

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

COMMITTEE COMPENSATION - 8.20.24.4

August 20, 2024

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

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

*Department Pay

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



PUBLIC HEARING 3rd Call – Closing

- At 7:03 p.m., Chairman Boyd announced the third and final call of a public hearing on the proposed Saginaw County 2024/2025 Fiscal Year Budget and property tax millage rate proposed to be levied to support General Government Operations. Chairman Boyd asked if anyone wished to speak; hearing none, he announced the public hearing closed at 7:03 p.m.

RESOLUTIONS

None

UNFINISHED BUSINESS

JUNE 18, 2024 BOARD SESSION

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

- *Proposed amendments to the 2024 Board Rules were laid on the table pursuant to Article X, Section 10.1 of the 2024 Board Rules and Board Report 6-18-24-7.1, until the August 20, 2024 Board Session under Unfinished Business.*

AUGUST 20, 2024 BOARD SESSION

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

- *Chairman Boyd asked if there would be any further discussion. There was no discussion and Commissioner Spitzer moved, seconded by Commissioner Coney, to approve 7.1. Motion carried. 2024 Amended Board Rules adopted.*

FROM: RULES COMMITTEE -- 7.1

AUGUST 20, 2024

~~JUNE 18, 2024~~

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

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

Respectfully submitted,

SPECIAL COMMITTEE ON RULES

Christopher S. Boyd, Chairman

Dennis M. Harris

Tracey L. Slodowski

Sheldon Matthews, Vice-Chair

Michael A. Webster

[Amendments to 2024 Board Rules on file]



PROCLAMATIONS

None

APPOINTMENTS

None

ELECTIONS

None

CHAIR ANNOUNCEMENTS

- ❖ Chairman Boyd announced September 12, 2024 is Sawdust Days in Hemlock, MI
- ❖ Chairman Boyd recognized Kevin Murphy, General Manager of the Dow Event Center, and welcomed him.

COMMISSIONER AUDIENCES

- ❖ Commissioner Krafft expressed his congratulations and gratitude to Dennis Borchard and Deb Kestner of the Saginaw County Road Commission for the passage of the \$2M assessment
- ❖ Commissioner Krafft announced Frankenmuth Auto Fest in Frankenmuth, MI, to be held this year from Friday, September 6th until Sunday, September 8th
- ❖ Commissioner Coney announced that there will be a prayer gathering at the downtown Genesee Avenue Bridge on Saturday, August 31, 2024 for the new high school, “Saginaw United”
- ❖ Commissioner Tany commended Commissioner Matthews and Jaime Ceja, Management Assistant, for the success of the employee pancake breakfast
- ❖ Commissioner Tany gave appreciation to Administrator Mary Catherine Hannah for seeing to it that broken glass was removed near the Dow Event Center. She recognized Kevin Murphy, General Manager of the Dow Event Center, for completing the task
- ❖ Commissioner Piotrowski commended Animal Control for only requesting \$25,000 to construct a room to house the oxygen generator in the Surgical Center when it was assumed it would cost \$130,000
- ❖ Commissioner Little announced that on September 20th Saginaw County Commission on Aging will host Senior Day at the Saginaw Children’s Zoo. Senior admission that day will be free from 10:00 am – 5:00 pm. Contact Commission on Aging by September 10th to RSVP for lunch.

By Commissioner Harris, seconded by Commissioner Piotrowski: That the Board adjourn. Motion Carried. Thereupon, the Board adjourned at 7:15 p.m.

Respectfully Submitted,

SAGINAW COUNTY BOARD OF COMMISSIONERS

CHRISTOPHER S. BOYD
CHAIRMAN

VANESSA GUERRA
COUNTY CLERK

Prepared by: Renee Sharkey, Deputy County Clerk