

IONIA COUNTY BOARD OF COMMISSIONERS

December 13, 2016 - 4:00 p.m.
Commissioners' Meeting Room – Courthouse – 3rd Floor

AGENDA

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Invocation**
- IV. Approval of Agenda**
 - A. Consideration of additional items
- V. Public Comment**
(3 minute time limit per speaker – please state name/organization)
- VI. Action on Consent Calendar**
 - A. Approve minutes of the previous meeting(s)
- VII. Unfinished Business**
 - A.
- VIII. New Business**
 - A. Resolution of Appreciation – Linda Droste
 - B. Resolution of Appreciation – Monte Starkweather
 - C. Health Department – Electronic Health Records Agreement
 - D. Health Department Amendment #1 to DHHS Agreement for Public Health Emergency Preparedness funds
 - E. Health Department Data Use and Non-Disclosure Agreement
 - F. Health Department Maternal Infant Health Program Agreement
 - G. Health Department Medical Direction Agreement
 - H. Mutual Aid Agreement with Barry County Central Dispatch
 - I. Jail Medical Services Agreement
 - J. Sheriff Department Dry Cleaning Contract
 - K. Request to create and fill Deputy Register of Deeds position
 - L. Request for a temporary restructure of Crime Victim Advocate position
 - M. Request for replacement of windows and siding for Park Manager house
 - N. Request to fill Commission on Aging Nutrition Program Site Host
 - O. Request to fill Commission on Aging Home Health & Home Maker Aides
 - P. Agreement for Extension Services
 - Q. Appointment of Emergency Management Coordinator and Deputy Coordinator
 - R. Recommendation from Facilities Committee

- S. Acknowledgement of Applications for Appointment
1. Central Dispatch Board of Directors
 2. EightCap Governing Board
 3. Road Commission Board
 4. Substance Abuse Initiative
 5. Mid-State Health Network Substance Use Disorder Oversight Policy Board
 6. West Michigan Regional Planning Commission
 7. West Michigan Regional Planning Commission Comprehensive Economic Development Strategy Committee
 8. Board of Public Works
 9. Commission on Aging Board
 10. Land Bank Authority

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IX. Reports of Officers, Boards, and Standing Committees

- A. Chairperson
B. County Administrator

X. Reports of Special or Ad Hoc Committees

XI. Public Comment (3 minute time limit per speaker)

XII. Closed Session

XIII. Adjournment

Board and/or Commission Vacancies

- Area Agency on Aging of Western Michigan Advisory Council – One three-year term expiring April 2018.
- Board of Public Works – Two three-year terms expiring January 2018.
- Commission on Aging Board – One three-year term expiring September 2016.
- Construction Board of Appeals – Two two-year terms, expiring October 2017. One of these positions serves as an alternate member.
- Economic Development Corporation/Brownfield Redevelopment Authority – One three year term, expiring April 2018.
- Land Bank Authority – One three-year term, expiring April 2017.
- Park Advisory Board – One two-year term, expiring January 2018.
- West Michigan Regional Planning Commission – Two one-year terms, expiring December 2016.

Non-Commissioner appointments for consideration in the month of January 2017:

- *Area Agency on Aging of Western Michigan Board of Directors* – One two-year term.
- *Park Advisory Board* – One two-year term.
- *Tax Allocation Board* – One one-year term.

Appointments for consideration in the month of February 2017: None

RESOLUTION

Resolution of the Ionia County Board of Commissioners at a meeting of said Board held on the 13th day of December, 2016, at the Ionia County Courthouse, Ionia, Michigan.

We gather here to pay tribute to

Linda Droste

Who is retiring from the Ionia County Health Department; and

WHEREAS, Linda Droste has served the Ionia County Health Department and the citizens of Ionia County with the highest degree of integrity and distinction for over thirty-nine years; and

WHEREAS, Linda Droste has worked in various programs within the Health Department, including Medicaid, Women Infants and Children, Immunizations and most recently as a Hearing Technician; and

WHEREAS, as a Hearing Technician Linda visited local schools performing hearing screenings, identifying problems and working with specialists to make sure problems were handled quickly and efficiently; and

WHEREAS, Linda Droste has demonstrated a strong work ethic as a hard-working employee who goes above and beyond the call of duty and has been recognized by both the local Health Department as well as the State of Michigan for her exceptional work; and

WHEREAS, Linda Droste has also given of her personal time to volunteer at the Ionia County Animal Shelter; and

WHEREAS, in recognition of her outstanding service to Ionia County, it is fitting and proper that Linda Droste be highly commended.

NOW, THEREFORE, BE IT RESOLVED, that the Ionia County Board of Commissioners, by this Resolution, expresses its deep appreciation to Linda Droste for her faithful and dedicated service and wishes her well in her retirement; and, that this Resolution be entered into the records of the Ionia County Board of Commissioners and a copy presented to Linda Droste.

Signed and Sealed by Order of the Ionia County Board of Commissioners.

Jack Shattuck, Chairperson

Tonda Rich, County Clerk

RESOLUTION

Resolution of the Ionia County Board of Commissioners at a meeting of said Board held on the 13th day of December, 2016, at the Ionia County Courthouse, Ionia, Michigan.

We gather here to pay tribute to

Monte Starkweather

Who is retiring from the Ionia County Juvenile Court after thirty years of service; and

WHEREAS, Monte Starkweather has served the Ionia County Juvenile Court as Director and Referee; and

WHEREAS, Monte Starkweather has been a member of the Northern Michigan Juvenile Officers Association for 25 years, a member of the Michigan Association of Family Court Administrators for 30 years, and a member of Vision 20/20, which was established to promote and improve Juvenile Court programs; and,

WHEREAS, Monte Starkweather was a charter member of the Ionia County Child, Family, and Community Council and was involved with the local Substance Abuse Initiative and participated in the creation of both the Ionia County Home-Based Services and Ionia County Wrap-Around Team; and,

WHEREAS, Monte Starkweather has served in the Juvenile Court Office under the administration of three different Probate Judges, and is one of the few remaining non-attorney referees in the state of Michigan with full judicial authority; and

WHEREAS, Monte Starkweather has served the citizens of Ionia County faithfully and with the highest degree of integrity and distinction; and

WHEREAS, in recognition of his outstanding service to Ionia County, it is fitting and proper that Monte Starkweather be highly commended.

NOW, THEREFORE, BE IT RESOLVED, that the Ionia County Board of Commissioners, by this Resolution, expresses its deep appreciation to Monte Starkweather for his faithful and dedicated service and wishes him well in his retirement; and, that this Resolution be entered into the records of the Ionia County Board of Commissioners and a copy presented to Monte Starkweather.

Signed and Sealed by Order of the Ionia County Board of Commissioners.

Jack Shattuck, Chairperson

Tonda Rich, County Clerk

**IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION**

**Electronic Health Records
December 13, 2016**

CONTACT:

Ken Bowen, Health Officer
Peggy Shaull-Norman, Personal Health Director

DESCRIPTION:

We are requesting to enter into an Electronic Health Records (EHR) agreement. EHR will eliminating redundant billing steps, which will increase cash flow and decrease lost charges; enable more efficient data collecting for State required reports, which will decrease staff time spent collecting data; less no show patients thru use of computerized reminders and provide faster service for patients.

(Per County Purchasing Policy, please see attached quotes)

Quote 1: Patagonia Health -\$20,385 (with recurring annual cost of \$8,340)

Quote 2: Mitchell & McCormick, Inc. (Visual Health Net)-\$71,705 (with recurring annual cost of 11,921)

Quote 3: Netsmart (Insight)- \$252,279 (with recurring annual cost of \$30,204)

We are requesting to enter into an EHR agreement with Patagonia Health.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

N/A

FINANCIAL ANALYSIS:

Funds are budgeted

LEGAL REVIEW:

N/A

DEADLINE:

N/A

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

1. Request approval of the Sales Agreement/HIPAA Business Associate Agreement between Patagonia Health and Ionia County Health Department, and authorize the signature of Ken Bowen, Health Officer.

ADMINISTRATOR'S RECOMMENDATION:

County Administrator recommends approval of this request.

IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION

Agreement with Michigan Department of Health and Human Services Amendment #1
December 13, 2016

CONTACT:

Ken Bowen, Health Officer

DESCRIPTION:

Agreement between Michigan Department of Health and Human Services and Ionia County Health Department for FY 10/1/16-9/30/17 Amendment #1 decreases Public Health Emergency Preparedness funds.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

N/A

FINANCIAL ANALYSIS:

Reduces Public Health Emergency Preparedness fund by \$2,353 (*See attachments*)

LEGAL REVIEW:

N/A

DEADLINE:

N/A

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

1. Request approval of Amendment #1 of the Agreement between Michigan Department of Health and Human Services FY 16/17 and Ionia County Board of Commissioners on behalf of Ionia County Health Department and authorize the signature of Ken Bowen, Health Officer.

ADMINISTRATOR'S RECOMMENDATION:

County Administrator recommends approval of this request.

Budget Amendment

Date: 11/29/2016

Department: Health

Requestor: Brenda Ingersoll

Reason: CPBC 2017 Amendment 1 (CPBC is Oct 2016 thru Sept 2017)

Decrease PHEP \$2,353

add revenue for perinatal care system quality improvement initiative

add budget for Electronic Medical Records software

New MCH programs Safe Sleep and Breastfeeding beginning October 2016

General year end adjustments

Revenue Line Items		Debit	Credit
Fund Activity Account	Description	Decrease	Increase
221-601.530-600.400	services rendered		1,800.00
221-601.530-671.000	other revenue		9,500.00
221-601.550-695.000	other financial sources	1,800.00	
221-601.560-501.602	federal grant	2,630.00	
221-601.561-501.602	federal grant		1,230.00
221-601.562-501.602	federal grant		1,400.00
221-601.911-501.602	federal grant	2,353.00	

Appropriation Line Items		Debit	Credit
Fund Activity Account	Description	Increase	Decrease
221-601.000-700.000	EXPENDITURE CONTROL		25,995.00
221-601.000-850.430	Operating - software	20,385.00	
221-601.120-726.001	SUPPLIES - OFFICE		900.00
221-601.120-801.005	SERVICES - EQUIPMENT MAINTENANCE	720.00	
221-601.120-801.200	SERVICES - COPY MACHINE MAINT.		720.00
221-601.120-850.153	OPERATING - TRAINING		275.00
221-601.120-850.301	OPERATING - TELEPHONE	275.00	
221-601.120-850.990	OPERATING - MISCELLANEOUS	900.00	
221-601.210-850.990	OPERATING - MISCELLANEOUS		2,600.00
221-601.220-850.910	OPERATING - TRAVEL		370.00
221-601.220-850.990	OPERATING - MISCELLANEOUS	100.00	
221-601.220-955.004	OTHER - FEE REIMBURSEMENT	270.00	
221-601.270-801.005	SERVICES - EQUIPMENT MAINTENANCE	30.00	
221-601.270-850.006	OPERATING - LICENSE FEE	120.00	
221-601.270-850.990	OPERATING - MISCELLANEOUS		450.00
221-601.270-955.004	OTHER - FEE REIMBURSEMENT	300.00	
221-601.280-801.602	SERVICES - LABORATORY	2,600.00	
221-601.280-850.006	OPERATING - LICENSE FEE	100.00	

221-601.280-850.990	OPERATING - MISCELLANEOUS	100.00
221-601.288-850.910	OPERATING - TRAVEL	200.00
221-601.288-850.990	OPERATING - MISCELLANEOUS	200.00
221-601.300-726.001	SUPPLIES - OFFICE	100.00
221-601.300-726.050	SUPPLIES - PROGRAM	1,100.00
221-601.300-726.201	supplies copy machine	800.00
221-601.300-801.200	SERVICES - COPY MACHINE MAINT.	250.00
221-601.300-850.990	OPERATING - MISCELLANEOUS	300.00
221-601.424-850.002	OPERATING - ADVERTISING	250.00
221-601.424-850.006	Operating - license fee	250.00
221-601.428-801.400	SERVICES - CONTRACTUAL NETWORK SUPPORT	250.00
221-601.428-850.006	Operating - license fee	250.00
221-601.460-726.001	SUPPLIES - OFFICE	550.00
221-601.460-726.050	SUPPLIES - PROGRAM	500.00
221-601.460-850.001	OPERATING - POSTAGE	50.00
221-601.462-726.050	SUPPLIES - PROGRAM	50.00
221-601.462-850.370	OPERATING - WIRELESS	50.00
221-601.515-726.050	SUPPLIES - PROGRAM	500.00
221-601.515-726.601	SUPPLIES - PHARMACEUTICAL	500.00
221-601.525-726.601	SUPPLIES - PHARMACEUTICAL	12,000.00
221-601.525-801.005	SERVICES - EQUIPMENT MAINTENANCE	145.00
221-601.525-801.810	SERVICES - TRASH REMOVAL	145.00
221-601.530-726.050	SUPPLIES - PROGRAM	325.00
221-601.542-701.020	WAGES - CLASSIFIED, SUPPORT	1,800.00
221-601.542-701.030	WAGES - CLASSIFIED, PROFESSIONAL	1,200.00
221-601.542-715.001	BENEFITS - FICA	200.00
221-601.542-715.100	BENEFITS - HEALTH INSURANCE	800.00
221-601.542-715.275	BENEFITS - LIFE INSURANCE	2.00
221-601.542-715.500	BENEFITS - WORKERS COMP	60.00
221-601.542-715.801	BENEFITS - RETIREMENT, COUNTY PLAN	200.00
221-601.550-850.153	OPERATING - TRAINING	935.00
221-601.560-701.010	WAGES - CLASSIFIED, MANAGEMENT	300.00
221-601.560-701.020	WAGES - CLASSIFIED, SUPPORT	2,200.00
221-601.560-701.030	WAGES - CLASSIFIED, PROFESSIONAL	1,700.00
221-601.560-715.001	BENEFITS - FICA	270.00
221-601.560-715.100	BENEFITS - HEALTH INSURANCE	1,000.00
221-601.560-715.275	BENEFITS - LIFE INSURANCE	6.00
221-601.560-715.500	BENEFITS - WORKERS COMP	110.00
221-601.560-715.801	BENEFITS - RETIREMENT, COUNTY PLAN	260.00
221-601.560-726.001	SUPPLIES - OFFICE	200.00
221-601.560-850.153	OPERATING - TRAINING	100.00
221-601.560-850.910	OPERATING - TRAVEL	200.00
221-601.561-701.020	WAGES - CLASSIFIED, SUPPORT	100.00
221-601.561-701.030	WAGES - CLASSIFIED, PR	300.00

**IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION**

**Data Use and Non-Disclosure Agreement
December 13, 2016**

CONTACT:

*Ken Bowen, Health Officer
Peggy Shaul-Norman, Personal Health Director*

DESCRIPTION:

Data Use and Non-Disclosure agreement concerning Protected Health Information (PHI) or Other Confidential Information between Michigan Department of Health and Human Services (MDHHS) and Ionia County Health Department (ICHD) allows MDHHS and ICHD to share client PHI to improve care provided and the outcomes achieved for those we serve.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

N/A

FINANCIAL ANALYSIS:

N/A

LEGAL REVIEW:

N/A

DEADLINE:

N/A

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

Request approval the Data Use and Non-Disclosure Agreement Concerning Protected Health Information or Other Confidential Information between Michigan Department of Health and Human Services and Ionia County Health Department and authorize the signature of Ken Bowen, Health Officer.

ADMINISTRATOR'S RECOMMENDATION:

County Administrator recommends approval of this request.

IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION

Maternal Infant Health Program Agreement
December 13, 2016

CONTACT:

Ken Bowen, Health Officer
Peggy Shaull-Norman, Personal Health Director

DESCRIPTION:

Maternal Infant Health Program Agreement between UnitedHealthcare Community Plan, Inc. and Ionia County Health Department (ICHHD). Agreement allows ICHHD to provide Covered Services to UnitedHealthcare Community Plan members for billable covered services and to share other appropriate information.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

N/A

FINANCIAL ANALYSIS:

This agreement will allow ICHHD to bill UnitedHealthcare Community Plans for MIHP billable covered services.

LEGAL REVIEW:

N/A

DEADLINE:

N/A

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

1. *Request approval of Maternal Infant Health Program Provider Agreement between UnitedHealthcare Community Plan, Inc., and Ionia County Health Department, and authorize the signature of Ken Bowen, Health Officer.*

ADMINISTRATOR'S RECOMMENDATION:

County Administrator recommends approval of this request.

IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION

Medical Direction Agreement
December 13, 2016

CONTACT:

Ken Bowen, Health Officer

DESCRIPTION:

Medical Direction, Administrative and Program Consultation Services Agreement between County of Ingham and County of Ionia. Covers medical services provided for Ionia County Health Department for the forthcoming 3 year period.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

N/A

FINANCIAL ANALYSIS:

N/A

LEGAL REVIEW:

N/A

DEADLINE:

N/A

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

Request approval of the Medical Direction, Administrative Program Consultation Services Agreement between Ingham County and the County of Ionia and authorize the signature of Jack Shattuck, Ionia County Board of Commissioners Chair.

ADMINISTRATOR'S RECOMMENDATION:

County Administrator recommends approval of this request.

**IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION**

**MUTUAL AID AGREEMENT WITH BARRY COUNTY CENTRAL DISPATCH
COUNTY BOARD OF COMMISSIONERS MEETING – TUESDAY DECEMBER 13, 2016**

CONTACT:

James Valentine, Director

DESCRIPTION:

From time to time throughout the state it is not unusual for a dispatch center to send dispatchers to assist and cover a 9-1-1 center after a horrible event such as the death of a dispatch center member or a first responder funeral. Our center actually experienced this assistance several years ago when Bill Charon passed away and Barry County and Midland County 9-1-1 provided staff to cover while the Ionia County dispatch staff attended the funeral.

What is unusual is the fact no centers have (to my knowledge) taken the time to actually cross train dispatch staff between centers and to enter into a working mutual aid agreement to provide staff upon request during emergent situations or to simply cover for in-house meetings, suppers etc. Barry County CD has provided staff two times in the past two years to cover our dispatch center while we hosted a dispatcher appreciation supper at our center. This allowed everyone on our staff to participate in the event. Based upon this assistance, our centers have decided to take a more formal approach to this mutual aid concept.

We are seeking to enter into a joint project with Barry County Central Dispatch dubbed the Dispatch Exchange Program, wherein we will cross train dispatchers from each agency to become familiar with the inner workings of each center. Our radio systems are similar, and we both have the same computer aided dispatch (CAD) program. Both centers are full Emergency Medical Dispatch centers. Once trained, in the event of an emergency (i.e. the Portland Tornado) or to simply provide dispatch coverage during an all staff department meeting or training; the 'visiting' dispatch staff will have been trained and will be completely familiar with not only the specific radio, telephone and computer aided dispatch system but the county geography, first responder groups, jurisdictions and local procedures and processes.

Both agencies want to do this right because we believe this concept is cutting edge in the state of Michigan and we believe other centers will follow our boilerplate arrangement. By having seasoned dispatch staff fully trained, checked off and familiar with the various procedures, equipment etc. and by enacting the attached Intergovernmental Agreement; we believe the benefits to each dispatch center will be great.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

Barry County Central Dispatch Authority

FINANCIAL ANALYSIS:

Under the accompanying agreement, each agency has the authority to track and invoice personnel costs. The following is an excerpt from the Intergovernmental Agreement:

The parties envision that when each County is operating at full staffing levels, the need for this exchange will be on a de minimus ("De minimus Services") level for a few shifts in order to enable the other Center's staff to attend an event, training or some outing. In that type of event, the parties expect the services each provides to the other to even out and obviate the need for billing or reimbursement and the complications that such activities entail.

However, if one County experiences a staffing shortage, there may be a more substantial ("Substantial Services") use of the services provided through this Agreement. In the event of a Substantial Services are provided, the parties agree that compensation and billing will be necessary. In that event, the Providing County shall compensate its own employees providing the services by including the service under this Agreement within its own regular payroll and benefit payments to those employees. The Providing County shall submit a written invoice to the Requesting County, if possible, within thirty (30) days of the service, including the hourly rate, number of hours, any overtime or holiday compensation and the benefit rate calculation as provided herein.

Basically, for short duration coverage/assistance, (i.e. covering for an all staff meeting or training) it is expected that two on-duty dispatch personnel (a supervisor and dispatcher) would respond to cover the requesting center; and there would be no need to invoice for the service understanding a future request would be forthcoming from the responding center and this would be a wash. For extended events such as a natural disaster or an event that would require personnel to be at the requesting center for a lengthy drawn out time period; the compensation/billing provision would be invoked.

LEGAL REVIEW:

Attorney Doug VanEssen who is completely familiar with both dispatch centers and who specializes in 9-1-1 matters created the Intergovernmental Agreement document at the request of both dispatch directors.

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

A motion to approve the Intergovernmental Agreement between the Barry County Central Dispatch Authority and Ionia County Central Dispatch, and authorize the Chairman of the Board of County Commissioners to sign the document.

ADMINISTRATOR'S RECOMMENDATION:

County Administrator recommends approval of this request.

IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION

Jail Medical Services Agreement
12/13/2016

CONTACT:

Sheriff Dale Miller

DESCRIPTION:

Medical Services agreement with Mid-Michigan Correctional Care PC (Dr. Messenger) to provide jail medical services starting January 1, 2017 for the term of one year. No changes from current contract.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

[Click here to enter text.](#)

FINANCIAL ANALYSIS:

Dr. Messenger/Mid-Michigan Correctional Care PC is requesting to continue with the same terms of the 2016 contract for 2017; \$5000.00 every four (4) weeks. The cost is based on 24 hours of nursing care for a two week period. If fewer than 24 hours of nursing care is provided in a two week time period, the County will receive a credit of \$50 per hour for each hour of the stipulated 24 hours that is not provided by the Contractor. If the nurse provides more than 24 hours of care in the two week time period there will be an additional cost of \$50 per hour for each hour 25-30 hours. Beginning with the 31st hour the County will pay an additional \$75.00 per hour. If the nurse or doctor is asked to come to the jail on an urgent basis, the County will pay an extra fee of \$100.00 for the visit in addition to the hourly nursing cost. Mid-Michigan will submit a bill every four weeks for payment to include any credits or additions based on the above defined costs. The base cost for one year will be \$65,000.

LEGAL REVIEW:

[Click here to enter text.](#)

DEADLINE:

12/13/16 Board meeting

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

Ionia County Board of Commissioners approve the Medical Services Agreement between Mid-Michigan Correctional Care PC and the County of Ionia.

ADMINISTRATOR'S RECOMMENDATION:

County Administrator recommends approval of this request.

IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION

Dry Cleaning Contract
12/13/16

CONTACT:

Sheriff Dale Miller

DESCRIPTION:

One year dry cleaning contract with Shoreline Cleaners expires 12/31/16. We wish to continue using Shoreline as they do a good job with cleaning and service to our office. In addition, it has been difficult to find other dry cleaners who offer pick-up and delivery of cleaning. With this in mind, we did not seek other bids or pricing for dry cleaning services. They have agreed to a two year contract.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

[Click here to enter text.](#)

FINANCIAL ANALYSIS:

Shoreline has requested an increase from 2016 prices, but agreed to a 2-year contract.

<u>Item Description</u>	<u>Price (per each)</u>
Deputy/Security Officer Trousers	\$4.85 (increase .35 cents)
Deputy/Security Officer Shirts (Long/Short Sleeves)	\$2.85 (increase .75 cents)
Zipper shirts	\$4.85 (increase .35 cents)
Deputy Summer Jackets	\$6.50 (increase .50 cents)
Deputy Winter Jackets	\$6.00 to \$10.00—no change
Deputy/Security Officer Sweaters	\$4.85 (increase .35 cents)
Deputy Hats	\$3.50 (increase .50 cents)
Deputy Ties	\$2.75 (increase .25 cents)

LEGAL REVIEW:

[Click here to enter text.](#)

DEADLINE:

12/13/16 Board meeting

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

Ionia County Board of Commissioners approve a two-year contract with Shoreline Cleaners to provide dry cleaning services to the Sheriff's Office.

ADMINISTRATOR'S RECOMMENDATION:

County Administrator recommends approval of this request.

**IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION**

**REQUEST TO FILL POSITION
DEPUTY REGISTER OF DEEDS**

CONTACT:

Diane Adams, Register of Deeds
Phone: 527-5320, Ext 420
Fax: 527-5380
dadams@ioniacounty.org

DESCRIPTION:

We are proposing to restructure office staff by combining two part-time positions into one full-time position. Both part-time positions are currently vacant, one due to retirement, and the other moved from the part-time position to become our part-time Abstractor.

The new full-time position will allow us to implement training in all aspects of the office, from balancing cash at day's end to assisting in the Abstract office when our part-time Abstractor is off. A full-time employee will ensure proper staffing levels in the absence of the Register or Chief Deputy. A full-time position will likely attract a career-oriented person who is interested in advancing in their employment with the County.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

Any office who interacts with the Register of Deeds office, such as Treasurers, Equalization, GIS mapping, as well as banks, attorneys, title companies, and the public.

FINANCIAL ANALYSIS:

Total combined hours of the two is 1.15 FTE. Both positions were titled Administrative Clerk, Grade 5. The positions were held by employees who had reached Step 6 (top level) and Step 4 of the pay grade. Total wages YTD for the two is \$29,147.

The new full-time position would be appropriately set at Grade 7, Step 1, as compared with corresponding positions in the Clerk, Probate, and Treasurer's offices. Annual wage for 2017 at Step 1 would be approximately \$28,000, plus benefits.

Our Abstractor is not eligible for benefits, working 3 days a week part time. All in all, I feel that this restructure will be equal in cost, if not a savings to the County.

LEGAL REVIEW:

No legal implications that I am aware of. Deputizing this employee will allow more flexibility given that an elected official should never leave their office without a deputy authorized to make decisions in their absence.

DEADLINE:

Would like the new employee to start on January 2, 2017; therefore, immediate Board approval would be appreciated.

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

MOVE to approve removal of two Administrative Clerk part-time position allocations from the Register of Deeds department, and replace with one full time Deputy Register of Deeds position, starting at Grade 7, Level 1, to commence January 2, 2017.

ADMINISTRATOR'S RECOMMENDATION:

County Administrator recommends approval of this request.

IONIA COUNTY, MICHIGAN POSITION DESCRIPTION

POSITION TITLE: DEPUTY REGISTER OF DEEDS

Department: Register of Deeds Office

Pay Grade:

Reports To: Register of Deeds

Purpose of Position

Under the supervision of the Register of Deeds, the Deputy is responsible for performing a variety of duties in support of the efficient operation of the Register of Deeds' office.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Receives, examines, indexes/cross indexes, and files records and documents pertaining to ownership and location of real estate in Ionia County; collects and issues receipt for appropriate fees for documents received or copies.
- Answers telephone and greets visitors, providing information, assistance, and direction.
- Performs legal, real estate and genealogical searches to assist the public; supplies information and copies of records upon request.
- Assists attorneys, title insurance personnel, bankers/lenders, and the general public with questions and procedures.
- Assists with posting of property descriptions in Abstract office in the tract indexes according to location and Town and Range.
- Conducts searches of records; certifies searches and copies.
- Performs general office tasks including reviewing of documents, receipting, processing mail, stamping, and data entry.
- Provides assistance and back-up to coworkers, as needed.
- Performs other related essential duties as required.

Minimum Training and Experience Required to Perform Essential Duties and Responsibilities

High school diploma or GED; supplemented by three to five years relevant work experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Ionina County, Michigan
Position Description - Chief Deputy Register of Deeds
Position Code - 2402
Special Requirements

No special licensure or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions
--

Physical Requirements

- Ability to operate a variety of automated office machines including typewriter, calculator, copier, computer, telephone system, fax machine, microfilm readers/copiers, etc.; ability to coordinate hands and eyes in using automated office equipment; ability to operate a computer utilizing e-mail, digital scanning, word processing, spreadsheet, database, Internet, and other software applications.
- Ability to exert physical effort in sedentary to light work involving routine stooping, kneeling, lifting, carrying, crouching, and reaching; tasks require visual perception and discrimination.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and measure data.

Language Ability and Interpersonal Communication

- Ability to comprehend and correctly use a variety of informational documents including affidavits, agreements, deeds, judgments, liens, claims, contracts, mortgages, notices, orders, plats, surveys, and numerous other documents, reports, and records.
- Ability to comprehend a variety of reference books and manuals including Register of Deeds manual, law books, personnel handbook, plat books/maps, and others.
- Ability to prepare balance sheets, searches, memorandum, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.
- Ability to make independent judgments, use common sense, and utilize the principles of influence and rational systems in the performance of tasks.
- Ability to learn and understand legal/real estate, language, principles, and techniques; ability to expound on knowledge of topics related to primary occupation.
- Ability to work under moderately stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between offices/departments.
- Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly; ability to behave in a friendly, understanding, helpful, and professional manner.
- Ability to communicate effectively with immediate supervisor, coworkers, and the general public verbally and in writing; ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

Ionia County, Michigan

Position Description - Chief Deputy Register of Deeds

Position Code - 2402

Environmental Adaptability

- Ability to work effectively in an office environment.
- Essential functions are regularly performed without exposure to adverse environmental conditions.

Ionia County is an Equal Opportunity Employer. In compliance with the Americans With Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION

December 13, 2016

CONTACT:

Kyle Butler, Prosecuting Attorney
Jeannie Wernet, Crime Victim Advocate (CVA)

DESCRIPTION:

Dividing the full-time, grant-funded, Crime Victim Advocate position into two (2) temporary part-time CVA positions.

Mrs. Wernet is currently the full time CVA. She has recently been accepted into Michigan State University's Master's Program and also offered a Graduate Assistant position (which will cover the cost of her tuition). With that, she will be unable to remain the full-time CVA. She is scheduled to begin her Master's program and Graduate Assistant position in early January. This is temporary as she will be available full-time during the summer and her Master's program will only last 2 years. Mrs. Wernet would like to remain the Ionia County CVA, but can only do so in a part-time capacity during the fall and spring semesters for 2017 and 2018.

Teresa Good has expressed interest in fulfilling the temporary part-time CVA in conjunction with Mrs. Wernet. She was the CVA for Montcalm County up until this year when she was laid off due to budget constraints. Ms. Good has 16 years experience as a CVA in Montcalm County. Montcalm has a very similar protocol, procedure, and software system as Ionia County with the only exception being Laserfiche. Therefore, Ms. Good would require very little training for this part-time CVA position.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

None

FINANCIAL ANALYSIS:

Minimal impact. This is a fully grant-funded position which would require no extra money to be spent other than that provided by the grant. Furthermore, neither Ms. Good, nor Mrs. Wernet would be eligible for benefits due to their part-time status.

LEGAL REVIEW:

N/A

DEADLINE:

ASAP

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

Move to permit the Ionia County Prosecutor's Office to divide the full-time, fully grant-funded CVA position into two (2) temporary part-time CVA positions.

ADMINISTRATOR'S RECOMMENDATION:

County Administrator recommends approval of this request.

IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION

New Windows and Siding for Bertha Brock Park Manager House
December 13, 2016

CONTACT:

Scott De Ruischer – Physical Plant Director
616-527-5345

DESCRIPTION:

The Bertha Brock Advisory Board has received three (3) bids for local contractors for the replacement of the windows and the siding on the Park Manager's House. After reviewing the bids, the Advisory Board is requesting approval to spend up to \$25,000.00 on new vinyl replacement windows, new cedar shake siding and general exterior repairs to the Park Manager's House

OTHER DEPARTMENTS/AGENCIES AFFECTED:

N/A

FINANCIAL ANALYSIS:

Funding for this project would come from the General Fund Designated Fund from the undesignated funds available through the Delinquent Tax Fund transfer, as well as contributions which have been made specifically for this project.

LEGAL REVIEW:

N/A

DEADLINE:

N/A

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

That the Ionia County Board of Commissioners' approve an expenditure of up to \$25,000 for new windows, new siding, and general repairs to the exterior of the Park manager's House, with funds to come from the General Fund Designated Fund.

ADMINISTRATOR'S RECOMMENDATION:

County Administrator recommends approval of this request.

**IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION**

Request to fill vacant part-time position
Commission on Aging Nutrition Program Site Host/ess – for Tuesday/Thursday
Luncheons in Lake Odessa

CONTACT:

Carol Hanulcik, Director & Lisa Insley, Nutrition Director

DESCRIPTION:

COA is requesting to fill 1 part time position that is now vacant following employee resignation. This position covers the Tuesday & Thursday luncheons and after-lunch activities at our meal site in Lake Odessa. Position is for 6 hours per week.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

None

FINANCIAL ANALYSIS:

Position is currently in the budget: allocated at .16 FTE, CLS Grade 4, Hourly. That equals 6 hours per week.

LEGAL REVIEW: none

DEADLINE:

Position is vacant so we would like to post and hire soon.

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

Requesting Ionia County Board of Commissioner's approval to proceed to hire a new employee/replacement for this vacant position pending Commission on Aging Board approval. COA Board Chair Mel Haga has approved moving forward in advance of COA Board meeting on Thursday, December 15th when this request will be placed in front of the full board.

DEPARTMENT HEAD RECOMMENDATION:

I recommend we post the position and start the process as soon as possible. Employee has been out since the week of November 7 due to illness until her resignation on December 5th.

ADMINISTRATOR'S RECOMMENDATION:

County Administrator recommends approval of this request.

IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION

Request to fill vacant part-time positions
Commission on Aging In Home Services – Home Health and Home Maker Aides

CONTACT:

Carol Hanulcik, Director & Mel Haga, COA Board Chair.

DESCRIPTION:

COA is requesting to hire 8 part-time In Home Aides to provide Home Maker, Home Health and Respite services. This large number is due to recent staff resignations in combination with increased demand and a growing waiting list for services. Current staff is unable to meet this increased need for service.

To date we have a waiting list of 34 clients for Home Maker Services which includes new client requests and clients who recently lost their service provider due to staff leaving. We have an additional 22 clients on Waiting Lists for Home Health Aide or Respite Services.

Service hours requested, plus travel time, work out to approximately 140 hours per week. At an average of 16.5 hours per week, this would indicate the need to hire 8 additional Aides in order to meet current demand.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

None

FINANCIAL ANALYSIS:

Additional hours were included in our 2017 county budget, in anticipation of increased demand and in recognition of the need to better use our available funding from the Area Agency on Aging of West Michigan. This current request adds an additional 20 hours per week (approximately) to that which was included in the 2017 budget.

Additionally, In Home services are provided on demand, and therefore compensation is only paid for hours worked. Should demand decrease, wages would decrease accordingly.

LEGAL REVIEW: none

DEADLINE:

There has been a back log of requests for services due to staff shortages here at COA. In order to meet our obligations to the community and to our funding sources we are eager to post and hire as soon as possible.

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

Requesting Ionia County Board of Commissioner's approval to proceed to hire 8 new part-time Aides, pending full Commission on Aging Board Approval. COA Board Chair Mel Haga has approved moving forward in advance of the COA Board meeting on Thursday, December 15th when this request will be placed in front of the full board.

DEPARTMENT HEAD RECOMMENDATION:

I recommend we post the positions and start the hiring process as soon as possible. As staff levels in the In Home department stand currently, (averaged over the last 6 pay periods), available staff hours only amount to just over 50% of the hours indicated on 2016 Personnel Allocations, with several positions vacant which does not include the recent resignations.

ADMINISTRATOR'S RECOMMENDATION:

County Administrator recommends approval of this request.

IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION

Agreement for MSUE Services

[Click here to enter text.](#)

CONTACT:

Don Lehman,

DESCRIPTION:

An agreement between Ionia County and Michigan State University Extension, where MSUE will provide access to programs in all four MSUE Institutes, and Ionia County will provide an annual assessment that will help fund Extension services for Ionia County residents in 2017. The assessment (\$54,281) includes operating expenses for certain Extension personnel and the operation of the County 4-H program by a .5 FTE 4-H Program Coordinator. The county also provides an additional \$30,351 that provides an additional .5 FTE 4-H Program Coordinator.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

[Click here to enter text.](#)

FINANCIAL ANALYSIS:

The financial aspects of the Agreement are based on the approved Ionia County 2017 budget.

LEGAL REVIEW:

[Click here to enter text.](#)

DEADLINE:

[Click here to enter text.](#)

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

Ionia County approves the agreement between Ionia County and Michigan State University for access to MSU Extension programming.

ADMINISTRATOR'S RECOMMENDATION:

County Administrator recommends approval of this request.

**IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION**

Appointment of Emergency Management Coordinator and Deputy Coordinator
December 13, 2016

CONTACT:

Stephanie Fox

DESCRIPTION:

In accordance with State statute, the position of Emergency Management Coordinator is appointed by the Board of Commissioners. Due to the retirement of Doug DeVries, it is necessary to appoint a new Coordinator. At the November 22, 2016 Board Meeting, the Board approved filling this position as soon as a qualified candidate was found. Following discussions/meetings with Sheriff Miller, Sgt. William Hoskins was selected to fill this position. I am requesting that Sgt. Hoskins be appointed as the Emergency Management Coordinator and that I be appointed as the Deputy Emergency Management Coordinator.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

FINANCIAL ANALYSIS:

Funds have been budgeted in the current budget, as well as the 2017 budget.

LEGAL REVIEW:

Click here to enter text.

DEADLINE:

As soon as possible.

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

That the Ionia County Board of Commissioners appoint Sgt. William Hoskins as the Emergency Management Coordinator and Stephanie Fox as the Deputy Emergency Management Coordinator, effective immediately.

ADMINISTRATOR'S RECOMMENDATION:

County Administrator recommends approval of this request.

CENTRAL DISPATCH BOARD OF DIRECTORS

Length of Term: 2 years

NAME: Dale Miller, Sheriff
ADDRESS: 133 E. Adams
Ionia, MI 48846
PHONE: 616-527-5737
(Sheriff or designee)

NAME: F/Lt. Kevin Sweeney
ADDRESS: 10300 Howard City-Edmore Rd.
Lakeview, MI 48850
PHONE: 989-352-8444
(Michigan State Police Representative)

NAME: Dale Nelson, Belding Chief of Police
ADDRESS: 120 S. Pleasant St.
Belding, MI 48809
PHONE: 616-794-1900 ext. 222
TERM EXPIRES: 2017
(City of Belding Representative)

NAME: David Kirk
Portland Chief of Police
ADDRESS: 773 E. Grand River
Portland, MI 48875
PHONE: 517-647-2934
TERM EXPIRES: 2017
(City of Portland Representative)

NAME: Elizabeth Kolarik
ADDRESS: 10680 Charlotte Hwy.
Portland, MI 48875
PHONE: 517-647-2330
TERM EXPIRES: 2016
(Township Board Representative)

NAME: Roland Self
ADDRESS: 4375 David Hwy.
Saranac, MI 48881
PHONE: 616-642-6333
TERM EXPIRES: 2017
(Citizen Representative)

NAME: Gerald Skeltis
ADDRESS: 9302 Portland Rd.
Clarksville, MI 48815
PHONE: 616-693-2193
TERM EXPIRES: 2016
(Citizen Representative)

NAME: Brenda Cowling-Cronk
ADDRESS: 426 E. Main St.
Ionia, MI 48846
PHONE: 616-527-6227
TERM EXPIRES: 2017
(Citizen Representative)

Appointments made in December

NAME: Gregg Moore, Belding Fire Chief
ADDRESS: 120 S. Pleasant St.
Belding, MI 48809
PHONE: 616-794-1900
TERM EXPIRES: 2016
(Firefighter Representative)
-Recommendation comes from IC Fire Chiefs Association-

NAME: Troy Thomas, Ionia Public Safety Director
ADDRESS: 239 E. Adams St.
Ionia, MI 48846
PHONE: 616-527-4431
TERM EXPIRES: 2017
(City of Ionia Representative)

NAME: Larry Tiejema
ADDRESS: 1187 Hawley Hwy.
Saranac, MI 48881
PHONE: 616-642-0384
TERM EXPIRES: 2016
(Commissioner Representative)

NAME: Brandon Mulnix
ADDRESS: 224 Mill St.
Saranac, MI 48881
PHONE: 616-318-9887
TERM EXPIRES: 2016
(Citizen Representative)

NAME: Jani Millard (Vice-Chair)
ADDRESS: 350 W. Washington St.
Ionia, MI 48846
PHONE: 616-890-0316
TERM EXPIRES: 2016
(Emergency Medical Services Representative)

EX-OFFICIO NON-VOTING MEMBER

NAME: Doug DeVries
ADDRESS: 545 Apple Tree Drive
Ionia, MI 48846
PHONE: 616-527-5619
(Emergency Program Manager)

Overton, Sharyn

From: Dan Platte <dplattedanbytwp@yahoo.com>
Sent: Thursday, December 08, 2016 9:15 PM
To: Overton, Sharyn
Subject: Re: Central Dispatch Appointment

Danby Township 911 Advisory Board Representative

Hello Sharyn - I am the newly elected Supervisor of Danby Township. I am sending you this email to inform you that our Treasurer Elizabeth Kolarick was reappointed on October 27th as Danby Township's representative to the 911 Advisory Board.. If you have any questions or concern let me know, thanks.

Daniel Platte

On Thursday, December 8, 2016 2:35 PM, "Overton, Sharyn" <soverton@ioniacounty.org> wrote:

Thank you. Are you the Chair/President of the Twp Association?

From: Dan Platte [<mailto:dplattedanbytwp@yahoo.com>]
Sent: Thursday, December 08, 2016 2:34 PM
To: Overton, Sharyn; pohlr10424@yahoo.com
Cc: t.e.kolarik@sbcglobal.net
Subject: Re: Central Dispatch Appointment

Sharyn I will send you a letter this evening.

Thanks.

Sent from Yahoo Mail on Android

On Thu, Dec 8, 2016 at 10:52 AM, Overton, Sharyn
<soverton@ioniacounty.org> wrote:

The attached letter was sent out in October, but I have not heard back from anyone regarding this appointment. Could someone please advise? Also, could someone please let me know who the official Chair of the Township Association is?

Thank you!

Sharyn Overton
Administrative Assistant
Ionia County Administration Office
616-527-5300

Overton, Sharyn

From: Jerry Skeltis <skeltis@msu.edu>
Sent: Thursday, October 27, 2016 1:55 PM
To: Overton, Sharyn
Subject: CENTRAL DISPATCH POSITION

Hi Sharyn,
Yes, I would like to be reappointed to the 911 board.
Thanks, Jerry

IONIA COUNTY FIRE CHIEFS ASSOCIATION

Belding Fire Department

Gregg Moore Secretary
(616) 794-1900

Berlin-Orange Fire Department

Matthew Bennett, ICFCA Chairman
(616) 527-0968

Campbell Fire Department

Bob Cronk
(616) 693-2211

Hubbardston Fire Department

Brett Genereux
(989) 640-3738

Ionia Public Safety

Troy Thomas
(616) 527-4431

Lake Odessa Fire Department

Jeff Sanderson
(616) 374-7991

Lyons/Muir Fire Department

Lyndon Randall
(989) 855-2545

Orleans Fire Department

Leslie Doty
(616) 761-3384

Pewamo Fire Department

Jim Cassel
(517) 331-2721

Portland Fire Department

John Baker
(517) 647-7531

Ronald Township Fire Department

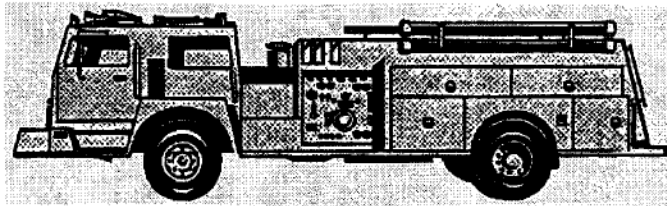
Mark Ravell
(989) 637-4738

Saranac Fire Department

Tim Simmons
(616) 642-6000

Sunfield Fire Department

Tim James
(517) 566-8872



12/1/2016

Ionia County Board of Commissioners,

The Ionia County Fire Chiefs Association has reappointed **Greg Moore** to serve as our representative to the 911 Board.

Thank You,

Matt Bennett Chair Ionia County Fire Chiefs Association

Belding - 120 Pleasant Street, Belding 48809 • **Berlin-Orange** - 265 West David Highway, Ionia 48846 • **Campbell** - 325 South Main Street, Clarksville 48815
Hubbardston - P.O. Box 143, Hubbardston 48845 • **Ionia** - 239 East Adams, Ionia 48846 • **Lake Odessa** - 1050 First Street, Lake Odessa 48849 • **Lyons/Muir** - 212 Water Street, Lyons 48851 • **Orleans** - P.O. Box 72, Orleans 48865 • **Pewamo** - 105 South State Street, Pewamo 48873 • **Portland** - 773 East Grand River, Portland 48875 • **Ronald Township** - 8301 Main Street, Palo 48870 • **Saranac** - 10 Bridge Street, Box 312, Saranac 48881 • **Sunfield** - 162 Main Street, P.O. Box 279, Sunfield, MI 48890

Overton, Sharyn

From: Brandon Mulnix <bmulnix@montcalm.us>
Sent: Thursday, November 03, 2016 1:09 PM
To: Overton, Sharyn
Subject: Central Dispatch Board of Directors

Ionia County Board of Commissioners,

I would like to be considered for re-appointment to the Ionia County Central Dispatch Board of Directors. I believe Ionia County has one of the best Dispatch centers in the state and have enjoyed time on the board and look forward to another two year appointment.

Thank you,

Brandon Mulnix
Village of Saranac Resident

Overton, Sharyn

From: Jani Millard <jmillard@lifeems.com>
Sent: Tuesday, November 08, 2016 11:09 AM
To: Overton, Sharyn
Subject: Central Dispatch Board of Directors

Sharyn – I would appreciate being reconsidered for the **Emergency Medical Services Representative** on the Central Dispatch Board of Directors. It has been an honor and a privilege to serve on this board and I am interested in continuing this appointment if the Board of Commissioners would so approve.

Sincerely,

Jani Millard

Life EMS Ambulance

Director of East Operations

Confidentiality Notice: The information contained in this e-mail, including any attachment(s), is confidential information intended for the named recipient only that may be privileged and exempt from disclosure under applicable law, including information that is protected under the Health Insurance Portability and Accountability Act (HIPAA). If the reader of this message is not the intended recipient, or if you received this message in error, then any direct or indirect disclosure, distribution or copying of this message is strictly prohibited. If you have received this message in error, please notify Life EMS Inc. immediately by sending a return e-mail; delete this message; and destroy all copies, including attachments. Neither this information block, the typed name of the sender, nor anything else in this message is intended to constitute an electronic signature unless a specific statement to the contrary is included in this message

IONIA COUNTY

Application for Committee or Board Position

Name: Dennis Sitzer

Address: 151 Jackson St. Saranac, Mich. 48881

Telephone Number: 616-642-9243

Email: CCW 1911 @ yahoo.com

Board, Council, or Committee Position Desired: Central Dispatch Board of Directors,
Twp. Board Rep. or Citizens Rep.

Please give a brief resume of your qualifications for the desired position.

Serving as a Boston Twp. Trustee. Starting anew term Nov. 20th,
Serving the Ionia County Fishing and Hunting Club - Two terms as
President, two terms as Vice President + Sixteen Years on the Board
of Directors,
I also serve as one of the Clubs M.U.C.C. Reps,
Veteran United States Marine Corps,
Ionia County Resident Sixty-Nine Years.

Dennis Sitzer
Signature

Please mail completed application to:

Ionia County Administration Office
3rd Floor - Courthouse
100 Main Street
Ionia, MI 48846

Fax: 616.527.5380

Email: soverton@ioniacounty.org

EIGHTCAP GOVERNING BOARD

Length of Term: 2 year

Appointment made in December

NAME: James L. Banks
ADDRESS: P.O. Box 592
1036 Jordan Lake St.
Lake Odessa, MI 48849
PHONE: 616-374-0084
TERM EXPIRES: 2016

Permanent Representative Appointed by James Banks:

NAME: Don Benjamin
ADDRESS: 59 Center Street
Saranac, MI 48881
PHONE: 616-642-9215
TERM EXPIRES: 2016

Overton, Sharyn

From: Don Benjamin <gentleben37@gmail.com>
Sent: Monday, November 21, 2016 11:20 AM
To: Overton, Sharyn
Subject: Re: EightCap Governing Board

Good Morning Sharyn,

Thank you for the opportunity to serve as Commissioner Banks' representative on the Eight Cap Governing Board. I have truly been blessed by the support of Commissioner Banks and the Ionia County Board of Commissioners. Eight Cap does a lot of wonderful things for people that I was proud to have been part of.

But it is now time for me to retire from the board. Thank you again for the years of support and I have enjoyed every minute of it,

Don Benjamin

On Oct 24, 2016, at 12:12 PM, Overton, Sharyn <soverton@ioniacounty.org> wrote:

Good Morning Mr. Benjamin,

For several years now you have served as Commissioner Banks' representative on the EightCap Governing Board. The current term expires at the end of this year. Are you interested in being considered to continue in this capacity? Please let me know by December 1st.

Thank you!

Sharyn Overton
Administrative Assistant
Ionia County Administration Office
616-527-5300

ROAD COMMISSION BOARD

Length of Term: 6 years

Appointments made in December

NAME: Albert Almy
ADDRESS: 5760 Flannigan Road
Orleans, MI 48865
PHONE: 616-761-3407
TERM EXPIRES: 2018

NAME: Karen Bota
ADDRESS: 1193 N. State Rd.
Ionia, MI 48846
PHONE: 586-291-8877
TERM EXPIRES: 2020

NAME: Robert Dunton
ADDRESS: 7951 Parsonage Rd.
Saranac, MI 48881
PHONE: 616-642-9291
TERM EXPIRES: 2020

NAME: Charles Minkley
ADDRESS: 7152 Maynard Rd.
Portland, MI 48875
PHONE: 517-647-6706
TERM EXPIRES: 2016

NAME: Kenneth Gasper
ADDRESS: 2500 N. Marble Road
Belding, MI 48809
PHONE: 616-897-9729
TERM EXPIRES: 2018

COMMISSIONER LIAISON

NAME: Scott Wirtz
ADDRESS: 4280 N. State Rd.
Ionia, MI 48846
PHONE: 616-375-0332
(Appointment made annually at Organizational Meeting)

November 28, 2016

To: Ionia County Board of Commissioners

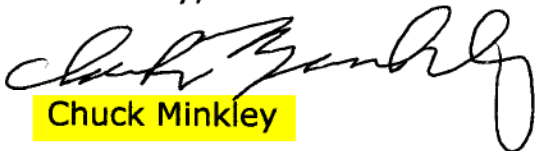
From: Chuck Minkley

RE: Ionia County Road Commission Board Appointment

As my 6 year appointment to the Ionia County Road Commission board expires, I have reflected on how much I have enjoyed the work and how much I have learned. I have missed very few meetings and frequently attended optional state, county and township meetings. I have become quite familiar with budget processes, funding, strategic planning, equipment maintenance and replacement and state and county procedures.

I would like to use this experience to help guide the next 6 years by requesting I be considered for reappointment. The knowledge I have gained will help me "hit the road running" and assist in continuing the excellent and fiscally responsible services provided by the Ionia County Road Commission.

Sincerely,

A handwritten signature in black ink, appearing to read "Chuck Minkley", is written over a yellow rectangular background.

Chuck Minkley

7152 Maynard Rd

Portland, MI 48875

517-526-0512

IONIA COUNTY

Application for Committee or Board Position

Name: Dennis Sitzer

Address: 151 Jackson St. Saragoc, Mich. 48881

Telephone Number: 616-642-9243

Email: ccw1911@yahoo.com

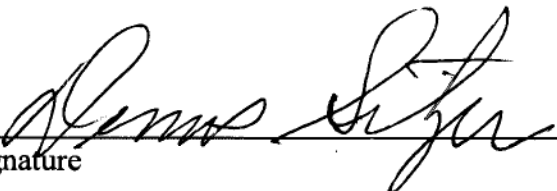
Board, Council, or Committee Position Desired: Road Commission Board

Please give a brief resume of your qualifications for the desired position.

Serving as a Boston Twp. Trustee, Starting a new term Nov. 20th,
Serving the Ionia County Fishing and Hunting Club - Two terms as
President, Two terms as Vice President and Sixteen Years on the
Board of Directors.

I also serve as one of the Clubs M.I.C.C. Reps,
Veteran United States Marine Corps.

Ionia County Resident Sixty-Nine Years.


Signature

Please mail completed application to:

Ionia County Administration Office
3rd Floor - Courthouse
100 Main Street
Ionia, MI 48846

Fax: 616.527.5380

Email: soverton@ioniacounty.org

SUBSTANCE ABUSE INITIATIVE

Length of Term: 2 years

Appointments made in December

One appointment per commissioner district

District One Representative

NAME: Cori Anderson
ADDRESS: 5443 Flat River Trail
Belding, MI 48809
PHONE: 616-835-3722
TERM EXPIRES: 2017

District Five Representative

NAME: Sharon Carlson
ADDRESS: 1320 Belding Rd.
Orleans, MI 48865
PHONE: 616-761-2121
TERM EXPIRES: 2016

District Two Representative

NAME: Jason Smith
ADDRESS: 6846 Cherrywood Ln.
Saranac, MI 48881
PHONE: 616-642-0528
TERM EXPIRES: 2017

District Six Representative

NAME: Randy Hodge
ADDRESS: 4021 Lyons Rd.
Lyons, MI 48851
PHONE: 517-647-7551
TERM EXPIRES: 2017

District Three Representative

NAME: Robert Cusack
ADDRESS: 3010 W. Runyan Dr.
Lake Odessa, MI 48849
PHONE: 616-374-0222
TERM EXPIRES: 2016

District Seven Representative

NAME: Margery Briggs
ADDRESS: 307 Kent St.
Portland, MI 48875
PHONE: 517-647-4747
TERM EXPIRES: 2017

District Four Representative

NAME: Kathleen Cook
ADDRESS: 699 W. Parmeter Rd
Ionia, MI 48846
PHONE: 616-527-2626
TERM EXPIRES: 2016

1320 Belding Road
Orleans, MI 48865
616-761-2121 (home)

October 27, 2016

Ionia County Board of Commissioners
Attn: Stephanie Fox, County Administrator
Courthouse, 100 West Main Street
Ionia, MI 48846

Subject: Ionia County Substance Abuse Initiative Advisory Board

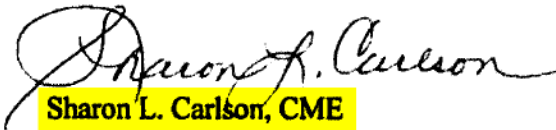
As a member of the ICSAI since its inception, please consider this my letter of interest in continuing to serve on this important board when my current term expires at the end of December, 2016.

The work needed in treatment and prevention of substance abuse must continue. ICSAI, as established by the Board of Commissioners, plays a critical role in serving residents and families whom have been impacted by this devastating epidemic. The work being done by and through the health department, working with local law enforcement, our school systems, judges, and area experts in the field of substance abuse, provides a path for life-impacting education and treatment for those who face overwhelming consequences and those we hope to prevent going down this path.

It is both a privilege and an honor to serve in my capacity as a board member, working to support our county in this initiative, and I appreciate the opportunity the Board of Commissioners has given me to do so.

Thank you for your support and consideration.

Sincerely,


Sharon L. Carlson, CME

MSHN

Mid-State Health Network

Community Mental Health Provider Network

Bay Arenac
Behavioral Health

CMH of
Clinton, Eaton, Ingham
Counties

CMH for Central Michigan

Gratiot County CMH

Huron Behavioral Health

The Right Door for Hope,
Recovery & Wellness
(Ionia County CMH)

LifeWays CMH

Montcalm Care Network

Newaygo County
Mental Health Center

Saginaw County CMH

Shiawassee County CMH

Tuscola Behavioral
Health Systems

Board Officers

Edward Woods
Chairperson

Irene O'Boyle
Vice-Chairperson

James Anderson
Secretary

November 18, 2016

Ionia County Board of Commissioners
Jack Shattuck, Chairperson
100 W. Main Street, Suite 309
Ionia, MI 48846

RE: Reappointment of **Debra Thalison to MSHN SUD Regional Oversight Policy Board**

Dear Commissioner Shattuck,

Please be advised Ms. Debra Thalison's term of membership to the Mid-State Health Network (MSHN) Substance Use Disorder (SUD) Regional Oversight Policy Advisory Board will expire on December 31, 2016.

Ms. Thalison has served on MSHN's SUD Oversight Policy Advisory Board since its formation, and has been an active participant throughout her two-year membership. In February, she was appointed as a Board Officer, and currently serves as Secretary. Due to her longevity with the Board, and level of experience and knowledge of Ionia County's public health system, we respectfully request thoughtful consideration of Ms. Debra Thalison's reappointment to MSHN's SUD Oversight Policy Advisory Board, and official notice thereof, on or before January 31, 2017. In the event the Ionia County Board of Commissioners appoints a replacement for Ms. Thalison, please provide official notice of said appointment on or before January 31, 2017, to include the appointee's contact information.

Please note: the SUD Oversight Policy Advisory Board's first meeting of 2017 is scheduled to occur on February 15, 2017. Verification of Ionia County's appointee must be received in advance of this meeting to allow voting.

Please direct all related correspondence to Merre Ashley, MSHN Executive Assistant and Board Secretary, at merre.ashley@midstatehealthnetwork.org or 530 W. Ionia Street, Suite F, Lansing, MI, 48933. If you have questions or concerns, she may be reached at 517.253.7525.

Respectfully,



Amanda L. Horgan
Deputy Director

cc: Debra Thalison
Ionia County Clerk

ALH:mfa

WEST MICHIGAN REGIONAL PLANNING COMMISSION

Length of Terms: 1 year

Appointments made in December

NAME: Dave Hodges
ADDRESS: 4833 Flat River Trail
Belding, MI 48809
PHONE: 616-240-0624
TERM EXPIRES: 2016
(Elected Official)

NAME:
ADDRESS:

PHONE:
TERM EXPIRES: 2016
(Private Sector Representative)

NAME:

ADDRESS:

PHONE:
TERM EXPIRES: 2016
(County Commissioner or County Staff)

WEST MICHIGAN REGIONAL PLANNING COMMISSION
COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY COMMITTEE

Length of Terms: 1 year

Appointments made in December

NAME: Morgan Carroll
ADDRESS: The Right Place, Inc.
125 Ottawa Ave., Suite 450
Grand Rapids, MI 49503
PHONE: 231-286-9497
TERM EXPIRES: 2016
(Public Sector Representative)

NAME: Julie Clement
ADDRESS: 212 Brush St.
Portland, MI 48875
PHONE: 517-402-4271
TERM EXPIRES: 2016
(Private Sector Representative)

Overton, Sharyn

From: Morgan Carroll <CarrollM@rightplace.org>
Sent: Thursday, November 10, 2016 11:28 AM
To: Overton, Sharyn
Subject: West Michigan Regional Planning Commission Comprehensive Economic Development Strategy Committee

Sharyn,

I recently received your request for my decision for serving on the West Michigan Regional Planning Commission Comprehensive Economic Development Strategy Committee for Ionia County in 2017. It would be my pleasure to continue representing Ionia County on this committee.

Thank you,

Morgan Carroll

Business Development Coordinator, Ionia and Kent County

The Right Place, Inc.
125 Ottawa Avenue, Suite 450
Grand Rapids, MI 49503

carrollm@rightplace.org
c +231-286-9497

www.rightplace.org

follow us on twitter: [@TheRightPlaceGR](https://twitter.com/TheRightPlaceGR)

follow us on facebook: facebook.com/TheRightPlaceGrandRapids

Follow us on LinkedIn: [The Right Place](https://TheRightPlace)



Overton, Sharyn

From: Julie Clement <julieannclement@gmail.com>
Sent: Friday, November 18, 2016 1:27 PM
To: Overton, Sharyn
Subject: WMRPC - CEDS appointment

Hello, Sharyn:

I hope you're still the right contact person.

I received some correspondence asking whether I was interested in being reappointed to the West Michigan Regional Planning Commission's CEDS committee. I then left the country for a few weeks and now can't find that letter!

I am interested, should the board want to appoint me again. Since the committee meets only quarterly, I'm just now starting to get a feel for the "lay of the land," and I'd sure like to build on that over the next term.

Please let me know what I need to do (or if I've missed the opportunity). I apologize for having to reach out to you, but my husband "cleaned" while I was gone. I'm sure the letter will turn up somewhere I least expect it but makes perfect sense to him. Sigh.

Julie Clement

BOARD OF PUBLIC WORKS

Length of Term: 3 years

Appointments made in January

NAME: Dorothy Pohl, Managing Director
Ionia County Road Commission
ADDRESS: P.O. Box 76
Ionia, MI 48846
PHONE: 616-527-1700
TERM EXPIRES: 2017

NAME: Brenda Cowling-Cronk
ADDRESS: 426 E. Main St.
Ionia, MI 48846
PHONE: 616-527-6227
TERM EXPIRES: 2019

NAME:
ADDRESS:

PHONE:
TERM EXPIRES: 2018

NAME:
ADDRESS:

PHONE:
TERM EXPIRES: 2018

NAME: Chuck Minkley
ADDRESS: P.O. Box 289
Portland, MI 48875
PHONE: 517-647-6706
TERM EXPIRES: 2019

NAME: Julie Calley
ADDRESS: 10198 Butler Rd.
Portland, MI 48875
PHONE: 517-647-6884
TERM EXPIRES: 2018

NAME: Robert Rose
Drain Commissioner
ADDRESS: Ionia County Courthouse
100 W. Main St.
Ionia, MI 48846
PHONE: 616-527-5373
TERM EXPIRES: This position is mandatory
and is in effect as long as he is Drain Commissioner

IONIA COUNTY

Application for Committee or Board Position

Name: Dennis Sitzer

Address: 151 Jackson St. Saranac, Mich. 48881

Telephone Number: 616-642-9243

Email: ecw1911@yahoo.com

Board, Council, or Committee Position Desired: Board of Public Works.

Please give a brief resume of your qualifications for the desired position.

Serving as a Boston Twp. Trustee. Starting a new term Nov. 20th.
Serving the Ionia County Fishing and Hunting Club - Two terms as
President, Two terms Vice President + Sixteen Years on the Board
Of Directors.
I also serve as one of the Clubs M.U.C.C. Reps.
Veteran United States Marine Corps.
Ionia County Resident Sixty-Nine Years.

Dennis Sitzer
Signature

Please mail completed application to:

Ionia County Administration Office
3rd Floor - Courthouse
100 Main Street
Ionia, MI 48846

Fax: 616.527.5380

Email: soverton@ioniacounty.org

COMMISSION ON AGING BOARD

Length of Term: 3 Years

Appointments made in September

NAME: John Sparks
ADDRESS: 901 N. Bridge St., Apt 22
Belding, MI 48809
PHONE: 616-855-8858
TERM EXPIRES: 2017

NAME: Gerald Patton
ADDRESS: 18 Belhaven
Belding, MI 48809
PHONE: 231-832-1081
TERM EXPIRES: 2017

NAME: Janae Cooper
ADDRESS: 7028 N. O'Brien Rd.
Hubbardston, MI 48845
PHONE: 989-330-0856
TERM EXPIRES: 2018

NAME:
ADDRESS:

PHONE:
TERM EXPIRES: 2019

NAME: Laura Linebaugh
ADDRESS: 6751 Gibbs Road
Portland, MI 48875
PHONE: 517-526-1041 (c)
TERM EXPIRES: 2018

NAME: Melvin Haga
ADDRESS: 1824 Nickleplate Rd.
Ionia, MI 48846
PHONE: 616-527-0619
TERM EXPIRES: 2019

NAME: William Roeser
ADDRESS: P.O. Box 561
Portland, MI 48875
PHONE: 517-490-8999
TERM EXPIRES: 2018

COMMISSIONER LIAISON

NAME: Larry Tiejema
ADDRESS: 1187 Hawley Hwy.
Saranac, MI 48881
PHONE: 616-642-0384

IONIA COUNTY

Application for Committee or Board Position

Name: Cheryl Irish

Address: 1660 Dick Rd., Ionia, MI 48846

Telephone Number: 616-522-9428 (home) 616-902-1834 (cell)

Email: irishc50@gmail.com

Board, Council, or Committee Position Desired: Commission on Aging Board

Please give a brief resume of your qualifications for the desired position.

I have a great affection for and interest in the senior population. I was employed by the Department of Human Services (Ionia Montcalm Counties) for 26 years of my employment with the State of Michigan as secretary to the director. I became very familiar with the issues and need for resources for this often vulnerable population.

I am familiar with many of the resources available through the Commission on Aging through interaction between Ionia Montcalm DHS and the COA. I was the recording secretary at the monthly DHS Board meetings. Information about COA issues and initiatives was often shared by Lynette Seiler, former COA director, and Mel Haga, DHS Board member.

My mom, who is 86 years of age, has been attending the Thursday night Country Jam Session since its inception. Since my dad passed eight years ago, she has also been enjoying the Thursday night suppers, as well as other events at the COA. I know how important this agency is in providing her with a place to meet with her friends and peers.

My first recollection of my interest in the senior population was as a 5th grader. I would visit a nursing home in our neighborhood and spend time with the patients on a weekly basis.

Thank you for considering my application for the position as Board member for the Commission on Aging.

Signature

Please mail completed application to:

Ionia County Administration Office
3rd Floor – Courthouse
100 Main Street
Ionia, MI 48846

Fax: 616.527.5380

Email: soverton@ioniacounty.org

LAND BANK AUTHORITY

Length of Term: 3 years

Appointments made in April

NAME: Clare Colwell
ADDRESS: 146 Meadowlark Dr.
Ionia, MI 48846
PHONE: 616-581-0142
TERM EXPIRES: 2019

NAME:
ADDRESS:

PHONE:
TERM EXPIRES: 2017

NAME: Ron Possehn
ADDRESS: 320 Johnson Road
Saranac, MI 48881
PHONE: 616-291-1413
TERM EXPIRES: 2018

NAME: Brett Patterson
ADDRESS: 679 W. Tuttle Rd.
Ionia, MI 48846
PHONE: 616-902-4196
TERM EXPIRES: 2018
(City or Township Representative)

NAME: Judy Clark
ADDRESS: Ionia County Treasurer
100 W. Main St.
Ionia, MI 48846
PHONE: 616-527-5329
This position is mandatory and is in
effect as long as she is Treasurer.

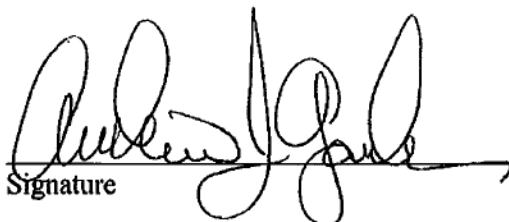
IONIA COUNTY

Application for Committee or Board Position

Name: Andrew Gardner
Address: 721 W. Washington Ionia
Telephone Number: 616 819 8951
Email: agardner@cbwmh.com
Board, Council, or Committee Position Desired: Land Bank Authority

Please give a brief resume of your qualifications for the desired position.

- Current licensed Realtor
- 4 years experience marketing properties
- 3.75 years at Citifinancial managing a mortgage portfolio of \$90MM


Signature

Please mail completed application to:

Ionia County Administration Office
3rd Floor – Courthouse
100 Main Street
Ionia, MI 48846

Fax: 616.527.5380

Email: soverton@ioniacounty.org

Andrew Jackson Gardner 616.819.8951 apmatchmaking@gmail.com

Experience:

Coldwell Banker Weir Manuel Hoppough – 2014 to present

Realtor

Residential/commercial property management and real estate sales.

CitiFinancial 2008 to 2011

Senior Account Executive

Sales, underwriting, and closing of personal, and mortgage loans. Servicing of over \$90,000,000 in high risk mortgage portfolio throughout the State of Michigan. I was one of the leaders of CitiFinancial's largest servicing branch. Our team was Nationally ranked consistently, and averaged a portfolio that was under half of the National mortgage delinquency rate.

Kramer International 2007 to 2008

Tour Agent

Kramer Int is a Nationwide tour agency that works with thousands of colleges, high schools, and businesses for learning, and entertainment. I was contracted by Hendrick Motorsports, and Chip Ganassi Racing to tour NASCAR training simulators, show cars, and driver appearances. I worked with car dealerships, powersports dealerships, corporations, casinos, sports teams, and festivals/fairs to book, and promote these appearances as consumer draw events or entertainment.

Notary Courier Service (North Carolina Courier Service, Nations Courier Service, National Courier Service) 2006 to 2007

Operations Manager

NCS was a multi State notary, courier, and loan closing service company. We started this company in Lowell, MI and worked with 5 Ameriquest Mortgage branches in Ohio. NCS grew rapidly within 3 months to over 30 branches in 5 States. I managed the hiring of 115+ couriers/closers, payroll, billing, customer relations, and dispatch of an average of 3000 miles billed per day, and hundreds of loans closed monthly.

Ameriquest Mortgage Company 2003 to 2005

Account Executive

Sales, and underwriting of single family mortgage loans. I assisted the branch manager with monthly, and quarterly reports of a branch that was Nationally ranked within the company. My average monthly loan volume was \$1.4 million.

Education

Butler University 1999 to 2000 International Business Administration major

Ionia High School 1996 to 1999 Business Department award, 3.65 GPA, 31 ACT score, academic scholarship to Butler U., MEAP award, 3 year varsity athlete in football, and basketball.

Skills

Executive mindset - Expert relationship building - Sales and leadership - Marketing strategy and implementation
Business development - Advertising - Team building - Computer and online proficiency - Creative writing -
Social networking - Consumer and commercial finance at every level