

**LENAWEE COUNTY CLERK
ROXANN HOLLOWAY
425 N. Main Street
Adrian, MI 49221
517-264-4594**

**LENAWEE COUNTY BOARD OF COMMISSIONERS
WEDNESDAY, August 10, 2016 AT 1:30 PM
THE COMMISSIONERS ROOM, COURT HOUSE, ADRIAN, MICHIGAN**

CALL TO ORDER: Invocation – Pledge – Cell Phone Reminder

ROLL CALL:

APPROVAL OF MINUTES: July 13, 2016

AMENDMENTS TO THE AGENDA:

PETITIONS and COMMUNICATIONS:

INTRODUCTION OF SPECIAL GUESTS:

LIMITED PUBLIC COMMENT: [on any agenda item – 3 minute limit]

SPECIAL PRESENTATIONS:

Commemorative Vietnam Pinning- Sen. Dale Zorn

APPROVAL OF CONSENT AGENDA: (Roll Call Vote)

RESOLUTIONS/PROCLAMATIONS:

None

**INFORMATION TECHNOLOGY/EQUALIZATION-----Comm. Wittenbach
HUMAN SERVICES-----Comm. Driskill
RULES & APPOINTMENTS-----Comm. Bolton
CRIMINAL JUSTICE-----Comm. Collins
PHYSICAL RESOURCES-----Comm. Tillotson
PERSONNEL/WAYS & MEANS-----Comm. Tillotson
ACCOUNTS PAYABLE-----Comm. Tillotson**

LIAISON REPORTS

PARKS & RECREATION-----Comm. Wittenbach

ROAD COMMISSION-----Comm. Driskill
DEPT. OF HUMAN SERVICE-----Comm. Wittenbach
DEPT. ON AGING-----Comm. Lapham
SOLID WASTE-----Comm. Knoblauch
AIRPORT-----Comm. Driskill
MICHIGAN WORKS-----Comm. Bolton
MTA-----Comm. Driskill
SUBSTANCE ABUSE-----Comm. Tillotson
VETERANS AFFAIRS-----Comm. Knoblauch
AG COMMITTEE-----Comm. Wittenbach
EMERGENCY 9-1-1 DISTRICT BOARD-----Comm. Collins
HEALTH BOARD-----Comm. Wittenbach
MAC – HUMAN SERVICES-----Comm. Stimpson
MAC – ECONOMIC DEVELOPMENT-----Comm. Wittenbach

UNFINISHED BUSINESS:

NEW BUSINESS:

PUBLIC COMMENT: [on any topic- 3 minute limit]

ANNOUNCEMENTS:

ADJOURN/RECESS:

LENAWEE COUNTY BOARD OF COMMISSIONERS
WEDNESDAY, AUGUST 10, 2016 AT 1:30 P.M.
CONSENT AGENDA

Resolutions/Proclamations/Recognitions

- **PRO#2016-003** Third Quarterly Allotment of Allocations

Approval of Committee Actions

- Rules and Appointments
- Personnel/Ways & Means

APPROVAL OF COMMITTEE ACTIONS

1) STEPPING UP INITIATIVE TO REDUCE THE NUMBER OF PEOPLE WITH MENTAL ILLNESSES IN JAILS
PRO#2016-003

WHEREAS, counties routinely provide treatment services to the estimated 2 million people with serious mental illnesses booked into jail each year; and

WHEREAS, prevalence rates of serious mental illnesses in jails are three to six times higher than for the general population; and

WHEREAS, almost three-quarters of adults with serious mental illnesses in jails have co-occurring substance use disorders; and

WHEREAS, adults with mental illnesses tend to stay longer in jail and upon release are at a higher risk of recidivism than people without these disorders; and

WHEREAS, county jails spend two to three times more on adults with mental illnesses who require interventions compared to those without these treatment needs; and

WHEREAS, the cost of mental health staff to provide in-jail services, and the inability to obtain a psychiatric evaluation while the individual is incarcerated, hinders or precludes immediate assessment; and

WHEREAS, without the appropriate treatment and services, people with mental illnesses continue to cycle through the criminal justice system, often resulting in tragic outcomes for these individuals and their families; and

WHEREAS, Lenawee County, Michigan is committed to protecting and enhancing the health, welfare and safety of its residents in efficient and cost-effective ways; and

WHEREAS, Lenawee County 2A District Court has established an Enhanced Treatment Court, providing supportive probation with concurrent mental health services and community integration; and

WHEREAS, through *Stepping Up*, the National Association of Counties, the Council of State Governments Justice Center and the American Psychiatric Association Foundation are encouraging public, private and nonprofit partners to reduce the number of people with mental illnesses in jails;

NOW, THEREFORE BE IT RESOLVED, that the Lenawee County Board of Commissioners do hereby sign on to the Call to Action to reduce the number of people with mental illnesses in our county jail, commit to sharing lessons learned with other counties in my state and across the country to support a national initiative and encourage all county officials, employees and residents to participate in *Stepping Up*. We resolve to utilize the comprehensive resources available through *Stepping Up* to:

- Convene or draw on a diverse team of leaders and decision makers from multiple agencies committed to safely reducing the number of people with mental illnesses in jails.
- Collect and review prevalence numbers and assess individuals' needs to better identify adults entering jails with mental illnesses and their recidivism risk, and use that baseline information to guide decision making at the system, program, and case levels.
- Examine treatment and service capacity to determine which programs and services are available in the county for people with mental illnesses and co-occurring substance use disorders, and identify state and local policy and funding barriers to minimizing contact with the justice system and providing treatment and supports in the community.
- Develop a plan with measurable outcomes that draws on the jail assessment and prevalence data and the examination of available treatment and service capacity, while considering identified barriers.
- Implement research-based approaches that advance the plan.
- Create a process to track progress using data and information systems, and to report on successes.

APPROVAL OF COMMITTEE ACTIONS

Personnel/Ways & Means (08/09/16)

Health Department Reorganization: Martha Hall provided a history of personnel in the Health Department. She went on to explain that the current Environmental Health Director position has remained open for an extended period of time. The current staff consists of 1 vacant EH Director, 4.5 Sanitarians, and 1.5 Support Staff. Martha is proposing a reorganization to include 2 supervisors, 4 Sanitarians, and 2 Support Staff.

Motion by Bolton, seconded by Stimpson, to recommend authorizing the reorganization of the Environmental Division within the Health Department as presented. Discussion. Motion carried unanimously by roll call.

Marty explained that the change in the Health Department consists of 7 FTE positions to 8 FTE positions, and this has been incorporated into the Health Department budget. He added that the EH Director position has been vacant for an extended period of time and there has been an increase in activity. For these reasons, the Administrator supports and recommends this proposal. It was clarified that personnel issues for those county departments with an appointed official, flow through the Administrator's Office and on to the Board of Commissioners; any associated boards are responsible for the public policy aspects of those departments.

The second part of the re-organization request addresses personal health services. The current staff includes 3.7 Nurses, 1 Hearing/Vision Tech, 1.4 Clinic Technician. Martha proposed changes to include 4.2 Nurses, 1.23 Hearing/Vision Tech, 1.37 Clinic Technician. She would like to train a currently part-time clinic technician to perform hearing and vision screenings; and create a full time position. She would also like to change one part time public health nurse position into a full time position.

Motion by Stimpson, seconded by Driskill, to recommend authorizing the reorganization of the Personal Health Division of the Health Department as presented. Discussion. Motion carried.

Lenawee Department on Aging Reorganization: Cari Rebottaro submitted a request for additional personnel to meet the growing needs of the Department on Aging.

Motion by Stimpson, seconded by Lapham, to approve the personnel request as presented. Motion carried.

2015 Audit: Nate Balderman from Rehmann Robson reviewed the 2015 audit. He stated that it was a clean audit and gave thanks to County employees. The 2015 Audit Report is on file. As explained last year, the implementation of the new accounting GASB standards for Defined Benefit retirement plans were incorporated this year, the 2015 audit shows the defined benefit as 78.5% funded. Mr. Balderman also reviewed the Single Audit, any new requirements, and the submission process. The summary of the auditors' results can be found on page 12 of the Single Audit.

Motion by Bolton, seconded by Stimpson to accept the 2015 audit. Motion carried.

Finance Reports: Martin Marshall reviewed the financial report including recommended budget adjustments.

Motion by Collins, seconded by Lapham, to recommend approval of the budget adjustment as presented. Motion carried.

Stepping Up Initiative: The Criminal Justice Committee has referred the proclamation back to the Personnel/Ways & Means Committee.

Motion by Collins, seconded by Bolton, to recommend proclamation #2016-003 Stepping Up Initiative to Reduce the Number of People with Mental Illnesses in Jails". Motion carried.

Inmate Telephone contract: The Criminal Justice Committee recommends approval of Amendment #1; and designating David Stimpson as signatory.

Motion by Collins, seconded by Bolton, to recommend approval of, and designating the Board of Commissioners as signatory, for Amendment #1 Inmate Telephone Service Agreement. Motion carried.

Human Services Building Parking lot: The Physical Resources Committee has recommended the approval of the crack fill/seal/stripping/signage project for the Humans Services Building parking lot.

Motion by Lapham, seconded by Wittenbach, to recommend an amount not to exceed \$27,900 for work on the Human Services Parking lot [from 502-283-930 HSB Bldg Repairs & Maintenance]. Motion carried.

MINUTES

INFORMATION TECHNOLOGY/EQUALIZATION COMMITTEE THURSDAY, AUGUST 4, 2016 – 1:30 P.M. COMMISSIONER'S COMMITTEE ROOM

DRAFT

Present: Commissioners Wittenbach, Collins, and Stimpson

Absent: Commissioner Bales

Also Present: Matt Richardson, Troy Bevier, Marilyn Woods, Carolyn Bater, Martin Marshall,
Rebecca Borton, and Kim Murphy

I. Approval of Minutes

*Motion by Collins, to approve the minutes of the June 2, 2016 meeting, seconded by Stimpson.
Motion carried.*

II. Information Technology

1. **Department Reports & System Concerns:**

Work continues on initiating e-Recording in the Register of Deeds Office.
The Treasurer's Office lost a printer during the recent electrical storm.

2. **IT Report:** The IT report was available for review.

Troy noted that G2G Cloud, the over the counter payment option, is up and running in five departments and an online payment option is now available for District Court. Work continues to initiate the card payment options for other departments. He reminded the Committee that the convenience fee associated with the credit card payments covers the service.

ITech/Nexus Lexus does not provide service for online ticket payments. District Court is currently accepting online payments through the G2G system, but the G2G system is not an integrated system.

There was discussion on the law enforcement section of the New World software.

3. **Updates/Other IT Business:** There were no other updates or IT business.

III. Equalization Business

1. **Updates/Other Business:** Marty reported that the aerial imagery is now available.

He also provided an update on the valuation and appraisal process.

IV. Adjournment

Motion by Collins, supported by Stimpson, to adjourn the meeting at 2:10 p.m. Motion carried.

MINUTES

**HUMAN SERVICES COMMITTEE
WEDNESDAY, AUGUST 10, 2016 – 10:00 A.M.
COMMITTEE ROOM**

DRAFT

“To provide Lenawee County residents and tax-payers with a plan showing that county government is utilizing its fiscal and physical resources in an efficient, effective, and transparent manner with each department being held accountable to obtaining these objectives”

Present: Commissioners Driskill, Wittenbach, Bales, and Stimpson

Also Present: Jerry Cool (Veterans Affairs), Cari Rebottaro, Martin Marshall, and Kim Murphy

I. Approval of Minutes

Motion by Wittenbach, seconded by Bales, to approve the minutes of the July 13, 2016 meeting. Motion carried

II. Veterans Affairs

Jerry Cool reported that there were 7,299 veterans residing in Lenawee County last year. This is down from the 7,487 veterans reported in 2014. In 2015 Lenawee County veterans received \$45,700,000 in various VA expenditures. That is up slightly compared to 2014 when they received \$44,150,000. State of Michigan services 640,865 veterans and received \$3,856,572,000 in VA expenditures. The local VA office is raising money to purchase a van to transport veterans to the VA hospital. The current van goes to the hospital every day and is need of replacement. Jerry also stated that our local VA office is known throughout the State of Michigan for their excellent service and have developed an incredible reputation. They are also one of the few local VA offices that have staff trained to access the State VA website to track claims.

III. Legislative Dinner

The rooms at the Human Services Building have been reserved for September 29, 2016. Administrator Marshall will present the state of the County. The food vendor has been scheduled. The reservation form is being assembled and will be sent out in the near future.

IV. Updates and Other Business

Minutes were received from the Human Services Collaborative, and the Region 2 Area Agency on Aging. Kim Murphy stated that she attended the most recent Lenawee Human Services Collaborative meeting, indicating that she invited the various agencies in attendance to contact her if they would like to make a presentation at the Human Services Committee meeting.

V. Plan Objectives

No Plan objectives were discussed.

VI. Adjournment

Motion by Wittenbach, supported by Bales, to adjourn the meeting at 10:31 a.m. Motion carried.

MINUTES

**RULES AND APPOINTMENTS COMMITTEE
TUESDAY, AUGUST 9, 2016 – 10:00 A.M.
COMMISSION CHAMBER ROOM**

DRAFT

Present: Commissioners Bolton, Stimpson, Collins, Tillotson, Driskill, Knoblauch, Lapham, Wittenbach, and Bales

Also Present: Mike Ernst, Martha Hall, Kim Murphy, Cari Rebottaro, Captain Steenrod, Carolyn Bater, Erica Raymond, Jenny Escott, Martin Marshall, and Rebecca Borton

1) **Approve minutes**

Motion by Tillotson to approve the minutes of July 12, 2016 meeting, seconded by Knoblauch. Motion carried.

2) **Vacancies:**

Community Corrections Advisory Board: Two vacancies remain on the CCAB; one Media and one Business Community representative.

Solid Waste Coordinating Committee: The Township Official representative remains vacant.

Homeland Security & Local Emergency Planning Committee: Qualified applicants are being sought for the Local Chemical Facility seat.

3) **Community Events:** Commissioner Bolton distributed and highlighted a list of events.

4) **Other Business:** Martin Marshall reviewed the current status of the Airport Zoning Board of Appeals and noted that it may need to be addressed tomorrow.

Wittenbach expressed concern regarding the rule of per diems and the daily limit. He is concerned about two meetings being held in the morning when they are located at a distance.

5) **Adjournment**

Motion by Knoblauch, seconded by Tillotson, to adjourn at 10:06 a.m. Motion carried.

MINUTES

DRAFT

CRIMINAL JUSTICE COMMITTEE THURSDAY, AUGUST 4, 2016 – 10:00 A.M. COMMISSIONER'S CHAMBER ROOM

Present: Commissioners Collins, Bolton, Lapham, and Stimpson

Also Present: Commissioners Tillotson and Knoblauch; Charles Noe, Sheriff Welsh, Captain Steenrod, Curtis Parsons, Dr. Bader Cassin, Rebecca Borton, Martin Marshall, Kim Murphy, and Dawn VanDusen, Tim Mehan, David Panian (The Daily Telegram)

I Approval of Minutes

Motion by Lapham, supported by Stimpson, to approve the minutes of the June 2, 2016 meeting. Motion carried.

II Finance Reports

Administrator Marshall reviewed the finance reports including the collection data.

III Sheriff's Report

Sheriff's report was available for review.

Stock Kill Claim: Sheriff Welsh reviewed a supplement report to the stock kill claim that was submitted in June. The report confirms four (4) chickens, valued at \$5 each, were killed, no known suspected dog(s) involved. Coyotes have been spotted in the owner's yard since the attack.

The stock kill reimbursement provisions are part of the County's responsibility to control domestic dogs in the County. There are no requirements for the County to control wild animals. No motion was made.

Stepping Up Initiative: The Stepping Up Initiative proclamation has been reviewed by Sheriff Welsh, Community Mental Health, and the specialty court.

Motion by Lapham, seconded by Bolton, to refer the Stepping Up Initiative proclamation back to the Personnel/Ways and Means Committee and recommend approval. Motion carried.

Jail Population: There were 256 admissions in June; 200 males and 56 females. There were 252 admissions in July; 199 males and 53 females.

There were 20 MDOC inmates housed in June, with a total of 574 days, and 18 MDOC

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inmates housed in July with a total of 520 days.

There have been no early releases in 2016.

IV Inmate Telephone Service Agreement Amendment #1

Sheriff Welsh reminded the committee of FCC rulings on inter-state and intra-state charges.

Captain Steenrod reviewed the inmate telephone rates and revenues, and the interLata charges pre and post recent FCC mandates.

There was discussion regarding further court actions.

Motion by Lapham, seconded by Bolton, to refer the Inmate Telephone Service Agreement Amendment #1 to the Personnel/Ways and Means Committee, with a recommendation to designate David Stimpson, Board Chair, as signatory. Motion carried.

V Prosecuting Attorney's Report

The Prosecuting Attorney's report was available; Charles Noe was available to answer any questions.

Warrants: For the month of June there were 222 warrant and 18 juvenile petition requests; while 55 felony warrants, 87 misdemeanor warrants, and 15 juvenile petitions were authorized.

For the month of July there were 130 warrant and 29 juvenile petition requests; while 55 felony warrants, 69 misdemeanor warrants, and 19 juvenile petitions were authorized.

Economic Crimes Unit: The Economic Crimes Unit has 73 open/pending cases in diversion and 18 completed cases in June. A total of \$5,455.65 was collected in merchant fees/restitution and \$4,820.00 in diversion fees.

The Economic Crimes Unit has 75 open/pending cases in diversion and 14 completed cases in July. A total of \$4,662.07 was collected in merchant fees/restitution and \$5,717.50 in diversion fees.

VI Public Defender's Report

The Public Defender's Report was available; Dawn VanDusen was available to answer any questions.

For the month of July they have 51 new felony files, 56 new misdemeanor files with a total of 371 open files. She noted that they currently have 3 murders.

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She noted that Attorney Michael Dagher-Morgosian has received a training scholarship, and is currently out of state at a training conference. She also stated that they are attempting to work out some scheduling conflicts with the Courts.

VII Office of Emergency Management (OEM) Report

The Office of Emergency Management report was available.

Curtis provided highlights including Rover Pipeline communications and participating with the LISD TV program.

VIII Medical Examiner's Report

The Medical Examiner's report was available and Dr. Cassin highlighted trends in their workload.

IX Updates & Other Business

There were no updates or other business.

X Adjournment

Motion by Lapham to adjourn the meeting at 10:20 a.m., Bolton seconded. Motion carried.

MDM/rdb

MINUTES

PHYSICAL RESOURCES COMMITTEE MONDAY, AUGUST 4, 2016 – 10:21 A.M. OLD COURTHOUSE COMMITTEE ROOM

Present: Commissioners Tillotson, Knoblauch, and Stimpson

Absent: Commissioner Driskill

Also Present: Commissioner Lapham, Jenny Escott, Tim Mehan, Martin Marshall, David Panian (Daily Telegram), Kim Murphy, and Rebecca Borton

DRAFT

I. Approval of Minutes

Motion by Knoblauch, to approve the minutes of the July 11, 2016, meeting, seconded by Stimpson. Motion carried.

II. Finance Report

Administrator Martin Marshall reviewed the finance report. Project 1502:Cir/Dis Judge & Civil Div Furn/Remodel and Project 1514: Furniture-Public Defender have been completed and may be closed.

Motion by Knoblauch to close project BS 1502- Cir/Dis Judge & Civil Div Furn/Remodel, seconded by Stimpson. Motion carried.

Motion by Stimpson to close project BS 1514- Furniture-Public Defender, seconded by Knoblauch. Motion carried.

III. Maintenance Department Report

Tim Mehan reviewed the monthly Building and Grounds report.

As part of the Capital Improvement Plan projects, \$18,500.00 was budgeted to crack fill/seal/strip/signage the Human Services Building parking lot. Proposals have been received totaling \$27,900.00.

Motion by Stimpson, seconded by Knoblauch, to recommend approval of the proposals from KB & Insignia for HSB crack fill/seal/strip/signage, on to the Personnel/Ways & Means Committee. Motion carried.

V. Drain Commission

The Drain Commission report was submitted for review. Jenny Escott provided the Committee with an update on equipment, assessment rolls, and miscellaneous activities.

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Motion by Knoblauch, supported by Stimpson, to approve the purchase of a mower out of the Drain Equipment Revolving fund. Motion carried.

VI. Updates and Other Business

There were no updates or other business.

VII. Adjournment

Motion by Knoblauch, to adjourn the meeting at 10:44 a.m., seconded by Stimpson. Motion carried.

MDM/rdb

MINUTES

**PERSONNEL/WAYS AND MEANS COMMITTEE
TUESDAY, AUGUST 9, 2016 – 10:00 A.M.
COUNTY COMMISSION CHAMBERS**

DRAFT

Present: Commissioners Tillotson, Stimpson, Collins, Bolton, Driskill, Knoblauch, Lapham, Wittenbach, and Bales

Also Present: Mike Ernst, Martha Hall, Kim Murphy, Cari Rebottaro, Captain Steenrod, Carolyn Bater, Erica Raymond, Jenny Escott, Martin Marshall, Rebecca Borton, Bev Kampmueller, and Nate Balderman (Rehmann Robson)

APPROVAL OF THE MINUTES

Motion by Collins, seconded by Lapham, to approve the minutes of July 12, 2016. Motion carried.

PERSONNEL BUSINESS

- 1) **Employment Changes:** The monthly employment changes were presented for review.
- 2) **Health Department Reorganization:** Martha Hall provided a history of personnel in the Health Department. She went on to explain that the current Environmental Health Director position has remained open for an extended period of time. The current staff consists of 1 vacant EH Director, 4.5 Sanitarians, and 1.5 Support Staff. Martha is proposing a reorganization to include 2 supervisors, 4 Sanitarians, and 2 Support Staff.

Motion by Bolton, seconded by Stimpson, to recommend authorizing the reorganization of the Environmental Division within the Health Department as presented. Discussion. Motion carried unanimously by roll call.

Marty explained that the change in the Health Department consists of 7 FTE positions to 8 FTE positions, and this has been incorporated into the Health Department budget. He added that the EH Director position has been vacant for an extended period of time and there has been an increase in activity. For these reasons, the Administrator supports and recommends this proposal.

It was clarified that personnel issues for those county departments with an appointed official, flow through the Administrator's Office and on to the Board of Commissioners; any associated boards are responsible for the public policy aspects of those departments.

The second part of the re-organization request addresses personal health services. The current staff includes 3.7 Nurses, 1 Hearing/Vision Tech, 1.4 Clinic Technician. Martha proposed changes to include 4.2 Nurses, 1.23 Hearing/Vision Tech, 1.37 Clinic

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Personnel/Ways and Means Committee

August 9, 2016 - Page 2 of 3

Technician. She would like to train a currently part-time clinic technician to perform hearing and vision screenings; and create a full time position. She would also like to change one part time public health nurse position into a full time position.

Motion by Stimpson, seconded by Driskill, to recommend authorizing the reorganization of the Personal Health Division of the Health Department as presented. Discussion. Motion carried.

- 3) Lenawee Department on Aging Reorganization:** Cari Rebottaro submitted a request for additional personnel to meet the growing needs of the Department on Aging.

Motion by Stimpson, seconded by Lapham, to approve the personnel request as presented. Motion carried.

- 4) Other Personnel Business:** There was no other personnel business.

WAYS and MEANS BUSINESS

- 1) 2015 Audit:** Nate Balderman from Rehmann Robson reviewed the 2015 audit. He stated that it was a clean audit and gave thanks to County employees. The 2015 Audit Report is on file. As explained last year, the implementation of the new accounting GASB standards for Defined Benefit retirement plans were incorporated this year, the 2015 audit shows the defined benefit as 78.5% funded.

Mr. Balderman also reviewed the Single Audit, any new requirements, and the submission process. The summary of the auditors' results can be found on page 12 of the Single Audit.

Motion by Bolton, seconded by Stimpson to accept the 2015 audit. Motion carried.

- 2) Finance Reports:** Martin Marshall reviewed the financial report including recommended budget adjustments.

Motion by Collins, seconded by Lapham, to recommend approval of the budget adjustment as presented. Motion carried.

- 3) 2017-2018 Budget Workbook:** The 2017-2018 Budget Workbooks were distributed for review.

Martin Marshall touched on the highlights of the 2017 Administrator Draft and asked that commissioners review and bring back comments to the September Personnel/Ways and Means meeting. Commissioner Stimpson asked that time be scheduled to meeting with commissioners or groups of commissioners to further discuss the budget.

Minutes

Personnel/Ways and Means Committee

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- 4) **Insurance Renewal:** Martin Marshall explained that the County has renewed the general liability insurance with MMRMA. Overall, the liability, property, equipment, and auto insurance premium increased by \$6,314.

The County has received a distribution from MMRMA and has deposited the \$45,815 into the Stop Loss Fund to assist with deductible payments.

- 5) **Legislative Dinner:** The Board of Commissioners legislative dinner is set for September 29th and will be held at the Human Services Building.
- 6) **Committee Recommendations/Referrals:** The Criminal Justice Committee and the Physical Resources Committee submitted recommendations/referral(s).

Criminal Justice Committee

- a. **Stepping Up Initiative:** The Criminal Justice Committee has referred the proclamation back to the Personnel/Ways & Means Committee.

Motion by Collins, seconded by Bolton, to recommend proclamation #2016-003 Stepping Up Initiative to Reduce the Number of People with Mental Illnesses in Jails". Motion carried.

- b. **Inmate Telephone contract:** The Criminal Justice Committee recommends approval of Amendment #1; and designating David Stimpson as signator.

Motion by Collins, seconded by Bolton, to recommend approval of, and designating the Board of Commissioners as signatory, for Amendment #1 Inmate Telephone Service Agreement. Motion carried.

Physical Resources Committee

- a. **Human Services Building Parking lot:** The Physical Resources Committee has recommended the approval of the crack fill/seal/stip/signage project for the Humans Services Building parking lot.

Motion by Lapham, seconded by Wittenbach, to recommend an amount not to exceed \$27,900 for work on the Human Services Parking lot [from 502-283-930 HSB Bldg Repairs & Maintenance]. Motion carried.

- 7) **BOC Consent Agenda:** Actions taken by the Personnel/Ways and Means Committee will be included in the consent agenda.
- 8) **Other Business:** Commissioner Bolton announced that the MAC Conference is September 16 - 18, 2016.

- 9) **Adjournment**

Motion by Lapham, seconded by Stimpson, to adjourn at 11:35 a.m. Motion carried.

MINUTES

ACCOUNTS PAYABLE COMMITTEE
THURSDAY, JULY 21, 2016 – 1:30 P.M.
OLD COURTHOUSE – COMMITTEE ROOM

DRAFT

Present: Commissioners Tillotson and Stimpson, and Administrator Martin Marshall

Also Present: Roxann Holloway

I. Approval of Minutes

Motion by Stimpson, seconded by Marshall, to approve the minutes of the July 7, 2016 meeting. Motion carried.

II. Review and approve accounts payable vouchers

A listing of vouchers that were processed on July 14th and vouchers received for payment in the Clerk's Office through July 21st were reviewed.

Motion by Marshall, seconded by Stimpson, to approve total vouchers, for payment in the amount of \$1,684,573.97 with the general fund's portion being \$185,973.80. Motion carried.

III. Other Business

There was no other business.

IV. Adjournment

Motion by Stimpson, seconded by Marshall, to adjourn the meeting at 1:55 p.m. Motion carried.

MDM/rdb

MINUTES

ACCOUNTS PAYABLE COMMITTEE
THURSDAY, AUGUST 4, 2016 – 10:50 A.M.
OLD COURTHOUSE – COMMITTEE ROOM

DRAFT

Present: Commissioners Tillotson and Stimpson, and Administrator Martin Marshall

Also Present: Commissioners Lapham and Knoblauch, Stephanie Holloway, and David Panian (Daily Telegram)

I. Approval of Minutes

Motion by Stimpson, seconded by Marshall, to approve the minutes of the July 21, 2016 meeting. Motion carried.

II. Review and approve accounts payable vouchers

A listing of vouchers that were processed on July 28th and vouchers received for payment in the Clerk's Office through August 4th were reviewed.

Motion by Marshall, seconded by Stimpson, to approve total vouchers, for payment in the amount of \$1,313,886.62 with the general fund's portion being \$150,322.04. Motion carried.

III. Other Business

There was no other business.

IV. Adjournment

Motion by Marshall, seconded by Stimpson, to adjourn the meeting at 11:22 a.m. Motion carried.

MINUTES OF THE LENAWEЕ COUNTY PARKS COMMISSION
MEETING HELD JULY 18, 2016

DRAFT

The meeting was called to order at 11:00 A.M. Present were President Chris Wittenbach, Secretary Dan Bruggeman, Vice Present KZ Bolton, and John Lapham and Ralph Tillotson, together with Marty Marshall and Kim Murphy from the Administrator's Office, and Mike Sexton from County Maintenance.

Upon motion made and supported,

RESOLVED, The Minutes of the June 27, 2016 meeting be approved as presented.

In response to the Parks Commission's invitation, Ms. Renee Gilson, the advanced placement biology teacher from Clinton High School, was introduced to the meeting. Ms. Gilson explained that in addition to teaching biology at Clinton High School, she is also the advisor to the Clinton High School Earth Club. In addition, she is currently creating a new field biology course, and part of this course curriculum would involve long-range studies of birds, reptiles, woodland trees, forest plants, and the like. Ms. Gilson indicated that she felt this course would fit well into the Parks Commission's interest in establishing a long-range relationship with a school group concerning the development and use of the Taylor Road Park. The Parks Commission agreed with this assessment, and indicated a willingness to proceed forward and work with Ms. Gilson so that she and Clinton High School could develop a long-range plan for use and development of the park, it being understood the school's use would be nonexclusive to the public. Inasmuch as Jim Hazelman from U.S. Fish and Wildlife and Bill Daub from Pheasants Forever were planning to meet at Taylor Road Park soon concerning the development of a second pond and wetland, it was agreed that Ms. Gilson would be invited to that meeting when it is scheduled. Furthermore, the Parks Commission would look forward to working with Ms. Gilson on more detailed and specific plans and proposals concerning Clinton High School's development of an educational long-range program at the park, provided that it did not exclude the general public from ongoing enjoyment of the park.

Mike Sexton presented a park update. Specifically the parks are open and functioning, and cleaning and maintenance continues. At Gerber Park, the autumn olives are systematically being cut and treated with brush killer. The equipment previously authorized has been ordered. The planning to construct the toilet facility is underway. Drew Lathin at Sustainable Landscapes is continuing to work on the development of the wild flower planting at the pond area.

The next meeting of the Parks Commission was scheduled for **Monday, August 15, 2016, at 11:00 A.M.**

There being no further business, the meeting was adjourned at 11:35 A.M.

Respectfully submitted,

Dan R. Bruggeman, Secretary

LDA Advisory Board

Date: July 22, 2016

To: Board Members

From: Cari Rebottaro, Director

RE: July meeting notes

I am appreciate of those of you that were able to attend the meeting on Thursday, July 21st. I know that it was off schedule due to my annual vacation for the Lenawee County Fair. Unfortunately, we were unable to have a quorum for any voting responsibilities. The notes attached reflect the information that was shared and the conversations that ensued.

One of the main topics of discussion was the addition of two new positions to help the home services and home delivered meal program continue to meet the needs of the increasing population. Those in attendance were in support of the change to help move the agency forward. In speaking with Administrator, Martin Marshall, I have learned that I am able to move forward with this request from the commissioners at the August meeting. This will allow us to post the position, interview, and hopefully hire, to be ready for the October 1st start of the new fiscal year.

If you have questions about anything, please contact me in the office on or after August 2, when I will return from vacation.

Lenawee Department on Aging
1040 S. Winter Street Suite 3003
Adrian, MI 49221
517-264-5280 Fax 517-264-5299

LENAWEE COUNTY DEPARTMENT ON AGING
BOARD OF DIRECTOR'S MEETING
July 21, 2016

Call to Order: Art Liewert called the meeting to order.

Roll Call: Joyce Woerner, Art Liewert, Bob Oliver, Sandy Porter, Grace Hanke, Darwin Vandevener, Pat Raje, and staff person, Cari Rebottaro. Only 6 members were present. This was not a quorum for this meeting.

Minutes of June 23, 2016: The minutes were reviewed, but not approved.

Mission Driven Story: Blissfield participants are exercising and meeting new people by playing shuffle board in the park. The Wellness FAN Club has a supporter in Morenci that made sure each participant that completed the goal received a special Morenci T-shirt.

Center Updates:

Adrian – There has been some issues getting the air conditioning units and toilets in the women's bathroom repaired. All but one unit has been fixed, with parts for the last on order. A repair schedule for the toilets is still unknown, but the issue is being addressed.

Addison – Rental agreement is being finalized.

Blissfield – Renovations are taking place and the building is looking great.

Hudson – The rental agreement with the new rent has been approved by all parties.

Morenci – The participants continue to be active and involved, bringing in new activities all the time.

Tecumseh – Ragtime and Boogie Woogie Band was a great turn out and performance.

Daybreak – Working with the ASC for Purplicious. Tickets are available for purchase for the Pancake breakfast on August 19th, from 7 am to 10 am. Cost is \$7.

Office – Current staff positions are now filled. Sue Snyder has accepted the position of Assessor. She was a home care worker prior to this position. A staff member of the agency since 1998.

Director's Report:

The staff is busy working on the grant application from R2AAA for the three year grant.

Seniors: Safe, Sound, and Secure is also taking place on August 19th. This is a free event for older adults to learn about keeping themselves, money, and insurance safe. RSVP's are needed to Lenawee Department on Aging by August 5th.

August will be the month to review the 2019 renewals of board members.

New Positions were again reviewed. The proposal is for two part time positions to be added. One to assist the home services team with intakes and phone calls from clients. The second is a position to assist the home delivered meal program, assisting with intakes, cancellations, and serve as a secondary line for the Nutrition Director. The members present offered support for this suggestion knowing that the population continues to grow at a rate of 3 individuals per day turning 65 in Lenawee. The estimate for increased salaries and fringes is an affordable increase in the budget of the next fiscal year.

Meeting was called to a close by Chairperson, Art Liewert at 2:45 pm.



DRAFT

2651 Cadmus Road
Adrian, MI 49221

(517) 265-2827

MINUTES

LENAWEE COUNTY AIRPORT COMMISSION MONDAY, AUGUST 1, 2016 – 1:30 P.M. TERMINAL BUILDING

Present: Commissioners Driskill, Knoblauch, and Bales

Also Present: Joe Malak, Irv Shaw, Marty Lawrence, David Panian (Telegram) Martin Marshall, and Kim Murphy

I. Approval of Agenda

Motion by Bales, supported by Knoblauch, to approve the agenda as presented. Motion carried.

II. Approval of Minutes

Motion by Bales, supported by Knoblauch, to approve the minutes of the July 11, 2016 meeting. Motion carried.

III. Manager's Report: Joe presented the manager's report; the following items were reviewed.

Runway Joint Repairs: A date to make repairs to the run-way saw cuts and over banding is pending. MDOT Project Manager, Amanda Hopper, is preparing a pre-construction meeting at this time.

Equipment Maintenance Projects: The John Deere 4000 along with the brush hog and finish mower are having mechanical issues. Airport staff has been able to keep the equipment operating, but will have to soon start looking for replacement equipment.

Grounds: All taxi-way and run-way lights are back in operation and the fencing along Cadmus Road has been cleaned and painted. Work is required on signage lighting and vegetation control will be conducted again as soon as the new sprayer motor arrives.

Tall Structures: There is a tall structure violation located in Lenawee County near Forrester Road that is being addressed. After notification to MDOT and this office, it was found that the tower exceeds the limit by 13 feet. The application was not previously approved by the Airport or MDOT. The application has been denied by the Airport and forwarded the Region 2 Planning Commission for a hearing if necessary by the Lenawee County Airport Board of Appeals.

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Lenawee County Airport Commission
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Crop Dusting Aircraft: Crop Services has utilized the airfield three times and are expected to return for further crop spraying, and seating aircraft in the fall.

Airport MAP Meeting: This year's Adrian (Lenawee County Airport) MAP meeting will be held Wednesday, October 19 at 10:00 AM. The meeting will be held again at the Bureau of Aeronautics in Lansing, Michigan.

Upcoming events: The Michigan International Speedway NASCAR *Sprint Cup Pure Michigan 400* race is scheduled for August 26th through August 28th at Michigan International Speedway. Along with the two races this season, Michigan International Speedway will be hosting other events which we hope will attract aircraft to the Lenawee County Airport.

Other events that will be coming for the summer season at Lenawee County Airport are, the amateur radio clubs annual swap meet, which has been moved from the fairgrounds to the airport property.

Motion by Knoblauch, supported by Bales, to approve the Manager's Report and place it on file. Motion carried.

IV. **Finance Report:** Deputy Administrator Murphy presented the financial report. The current benchmark is 58%. Total revenues are at 50% and the expenses at 41%. Litigation matters are tracked separately and Phase II revenues are at (77%) and expenses are at 130.44%.

Motion by Knoblauch, supported by Bales, to approve the Finance Report and place it on file. Motion carried.

V. **Maple Lane Manor:** There was nothing to report.

VI. **New Business:** There was no new business to discuss.

VII. **Old Business:**

Equipment (Tractor Replacement): Joe is researching the possibilities of purchasing/leasing a new tractor that can be used in both the summer and the winter months. He would like to include a mower and a snow blade. If he can work something out that will work within the constraints of his budget, he will then sell two pieces of equipment that he will no longer need to help off-set the cost. Joe will be bringing this back to the next Airport Commission meeting for review.

Hangar Space – Corporate: Joe has been approached by someone who would like to house their large charter operation at the airport if we have hangar space. However, there is

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currently no hanger available that will work and the cost to build a new hanger is anticipated at approximately \$200,000. Based on the Airport's current financial condition, Joe cannot recommend building a new hangar, however he wanted to make the Commission aware of the interest that has been expressed.

- VIII. **Other Business / Public Comment:** Marty Lawrence expressed his appreciation and gratitude for everything that Joe does at the Airport. Mr. Lawrence stated that due to Joe's ability to repair equipment, paint, and do several other items commonly contracted out, he has saved the County a lot of money.

IX. **Adjournment**

Motion by Knoblauch, supported by Bales, to adjourn the meeting at 2:16 p.m. Motion carried.

MDM:klm

Lenawee County

Department of Veterans Affairs

1040 S. Winter St., Ste. 3017

Adrian, MI 49221-3868

(517) 264-5335

Fax: (517) 264-5334

Email: veterans.affairs@lenawee.mi.us

Tammy Sheldon

Veterans Service Officer

Kelley Elliott

Veterans Advocate II

Audricka Jacob

Veterans Relief Case Agent

Executive Committee

Gerald N. Cool

Leo V. Oswald

Michael Shadbolt

James C. Topps

EXECUTIVE COMMITTEE MEETING

August 5, 2016

10:00 a.m.

CALL TO ORDER: Chairman Cool called the meeting to order at 10:05 a.m.

ROLL CALL: Chairman- Cool, Secretary- Topps, Oswald and Shadbolt. Staff – Sheldon, Veterans Service Officer; Elliott, Veterans Advocate II and Jacob, VR Case Agent and Liaison Bob Knoblauch, County Commissioner.

APPROVAL OF AGENDA: Motion (Shadbolt/Oswald) to approve the agenda as presented. Motion carried.

APPROVAL OF MINUTES: Motion (Oswald/Topps) to approve the minutes of July 1, 2016 Executive Committee meeting minutes with no corrections noted. Motion carried.

APPROVAL OF BILLS: Motion (Topps/Shadbolt) to approve three (3) county burial applications totaling \$900.00 and one (1) county headstone placement application of \$75.00, the Executive Committee per-diem pay of \$160.00 and the department staff travel of \$51.16. Motion to approve expenses for month of August carried.

SERVICE OFFICER'S REPORT: VSO Sheldon reported on the department activities, expenditures, county burials and headstone placement applications.

DEPARTMENT BUSINESS RELATED MEETINGS AND OCCURRENCE REPORTS: VA Elliott reported that she attended the July 8 HSB Department Head meeting for VSO Sheldon because she had the week off work. VA Elliott gave a brief report on the topics of the speaker system, building updates, smoking outside of the building and department updates. VRCA Jacob reported that she attended the COC meeting on July 12 where homeless issues in Lenawee County were discussed. VSO Sheldon, VA Elliott and VRCA Jacob commented on the July 21 Region 9 VCat meeting that they attended in Brooklyn MI at Camp Liberty. VSO Sheldon commented that she attended the July 27 Management meeting at the Courthouse on where several county department heads gave a briefing of their department activities. VSO Sheldon and VA Elliott reported that they attended the July 27 Veteran's Day event at the county fair and provided resource information accompanied with April LaRock, Ann Arbor VAMC Public Affairs Specialist Outreach Coordinator. VRCA Jacob reported that on July 29 she attended a Renter's meeting at the Family Kitchen and then went over to the Salvation Army for the Pathway of Hope meeting. VSO Sheldon reported that the 2017 draft budgets for the department were submitted on the due date of July 29 and that Rebecca from the Admin office came over last week to provide some instructions on entering the adjustments directly into the Logos System. Printed budget reports were reviewed and discussed. VRCA Jacob also mentioned that she attended a MISDA meeting at Housing Help of Lenawee on August 3 regarding homeless veteran issues.

EXECUTIVE COMMITTEE MEETING CONT'D

Page -2-

August 5, 2016

OLD BUSINESS: No old business to report.

NEW BUSINESS: Motion (Topps/Shadbolt) to approve VSO Sheldon and VA Elliott to attend the MACVC Fall Conference in Frankenmuth, MI 9-22 thru 9-23 with travel on 9-21. Motion carried.

COMMISSIONER KNOBLAUCH COUNTY UPDATES: Commissioner Knoblauch brought the committee current with the happenings in our county.

VETERANS RELIEF FUND: The VRF log of requests for the August, 2016 meeting has been made a part of the minutes for reference. There were four (4) applications approved by the Authorized Agents for a total of \$4,097.30. The Veterans Relief Committee had three (3) applications deferred to them by the Authorized Agents; they approved one (1) totaling \$1,589.28 of the three (3) applications. Total requested was \$8,291.18 with \$2,604.60 being denied.

PUBLIC/PARTNER COMMENTS: Topps commented that the MVTF pilot committee has reviewed six (6) applications for the month. Due to it being a pilot program, they have found some concerns that need to be addressed to the State. Chairman Cool announced that the Poker Run sponsored by the AMVET Riders raised over \$3,500.00 for the new DAV Van fundraiser and we have now met the amount needed to apply for the grant for the remainder of the amount.

ADJOURNMENT: Motion (Oswald/Shadbolt) to adjourn meeting at 11:30 p.m.

Jim Topps, Secretary

Lenawee County VRF Log August 2016

DATE	App #	WAR	PURPOSE	\$ REQUEST	ACTION	AMOUNT
7/18/2016	16-020	Korean	Electric (920.300)	\$1,321.83	Approved/AA	\$1,321.83
7/18/2016	16-020	Korean	Gas (920.100)	\$148.04	Approved/AA	\$148.04
7/18/2016	16-020	Korean	Water (920.400)	\$131.62	Approved/AA	\$131.62
7/21/2016	16-021	Persian Gulf	Rent (940)	\$850.00	Approved/AA	\$850.00
7/21/2016	16-021	Persian Gulf	Food (764)	\$100.00	Approved/AA	\$100.00
7/21/2016	16-021	Persian Gulf	Motor Fuel (746)	\$50.00	Approved/AA	\$50.00
7/26/2016	16-022	Vietnam	Rent (940)	\$867.86	Denied/CC	\$0.00
7/26/2016	16-022	Vietnam	Electric (920.300)	\$837.74	Denied/CC	\$0.00
7/26/2016	16-022	Vietnam	Food (764)	\$150.00	Denied/CC	\$0.00
7/26/2016	16-022	Vietnam	Motor Fuel (746)	\$100.00	Denied/CC	\$0.00
7/27/2016	16-023	Vietnam	Mortgage (839)	\$1,252.94	Approved/CC	\$1,252.94
7/27/2016	16-023	Vietnam	Gas (920.100)	\$336.34	Approved/CC	\$336.34
8/1/2016	16-024	Vietnam	Rent (940)	\$1,000.00	Approved/AA	\$1,000.00
8/1/2016	16-024	Vietnam	Food (764)	\$100.00	Approved/AA	\$100.00
8/1/2016	16-024	Vietnam	Motor Fuel (746)	\$50.00	Approved/AA	\$50.00
8/2/2016	16-025	Persian Gulf	Rent (940)	\$649.00	Denied/CC	\$0.00
8/3/2016	16-026	Vietnam	Auto Insurance (829.090)	\$71.65	Approved/AA	\$71.65
8/3/2016	16-026	Vietnam	Electric (920.300)	\$85.16	Approved/AA	\$85.16
8/3/2016	16-026	Vietnam	Food (764)	\$100.00	Approved/AA	\$100.00
8/3/2016	16-026	Vietnam	Motor Fuel (746)	\$50.00	Approved/AA	\$50.00
8/3/2016	16-026	Vietnam	Transportation (860)	\$39.00	Approved/AA	\$39.00
			Total Inquires	13		
			Total Requested	\$8,291.18		
			Total Approved/AA	\$4,097.30		
			Total Approved/CC	\$1,589.28		
			Total Denied/CC	\$2,604.60		

REPORT OF ACTIVITIES FOR THE DEPARTMENT OF VETERANS AFFAIRS

For the Month of: July, 2016

CONTACTS, REFERRALS AND INQUIRIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEAR TO DATE
Public Contacts	711	691	719	753	748	751	740						
Telephone Contacts (Incoming Calls)	665	673	676	689	682	687	679						
Outgoing Calls	631	640	652	668	661	660	662						
Incoming Mail	502	511	515	521	509	517	493						
Outgoing Mail	323	333	349	353	366	372	368						
VAMC Trans Assistance	189	121	133	156	167	147	164						
DAV Van Transportation Network	54	48	56	65	67	59	54						
New Veteran Inquiring on Benefits	8	11	11	12	11	12	12						
VAMC Medical & Dental	98	84	92	87	90	94	93						
S/C Disability Compensation	86	88	88	91	91	93	92						
NS/C Disability Pension	23	21	22	22	21	23	23						
Widow's S/C Death DIC	2	4	3	3	3	3	3						
Widow's NS/C Death Pension	23	21	22	22	20	24	24						
Burial Benefits	17	16	16	17	18	17	18						
Education and Training Referrals	7	7	7	6	6	6	7						
Employment Referrals	5	4	6	6	6	3	3						
V.A. Home Loan Referrals	2	2	2	2	3	3	3						
Property Tax Exemption	26	39	19	13	11	7	14						
Insurance	3	3	3	4	3	3	3						
Annual VA Report Assistance/EVR	1	8	3	1	1	1	0						
Annual Tax Credit Assistance	2	5	1	1	0	0	2						
Financial Assistance Referrals	45	50	36	48	37	49	51						
Notice of Disagreement Assistance	3	3	1	2	3	1	3						
Waiver of Over Payment	1	1	0	0	0	0	1						
Apportionment	0	1	0	0	0	0	1						
Verification of Income	19	20	12	11	11	10	11						
Volunteer Information	1	1	2	0	1	1	2						
Change of Address	3	7	2	6	3	7	4						
Direct Deposit	12	16	12	11	15	16	11						

HS & LEPC

Meeting minutes from 7/22/16

The Chair called the meeting to order at 9:30 AM

Roll call by the secretary

Members present;

Jack Welsh

Matt Richardson

JoAnn Dennis

Curtis Parsons

Martha Hall

Denise Kapnick

Larry VanAlstine III

Jason Schnadt

David Aungst

Ryan Rank

Also present were;

Kim Murphy

Craig Tanis

Absent were;

Terry Collins

William McGill

Call to the public – none

Special guests

Mr. Robert Sauer and Mr. Nathan Schmidt from the U.S. Department of Homeland Security, NPPD, chemical facility compliance inspectors. Both gave a brief introduction of themselves and the roles that they play in keeping our chemical facilities secure. They offered to meet at both the county fire Chief and police chiefs associations if there were interest.

Minutes from the previous meeting -3/18/16

The minutes from March were provided to members several weeks ahead of the meeting. On motion by Richardson with support from Aungst the minutes were approved as presented.

Financial report- The secretary reviewed the current grant fund balance. He told everyone that he was not certain when the new grant would be rolled out however, he thought it would be the first of September. The financial report was approved on motion by Aungst with support by Rank.

Health subcommittee- a report was submitted by Susie Dice the day before the scheduled meeting but no copy was available for review. The report will be provided to the members after the meeting.

Emergency Manager's report – The Emergency Coordinator provided a few highlights of activities which included the June 22ed health department SNS point of dispersion exercise, receipt of all SARA Title III, tier II reports which will be posted within the new HAZ MAT suite purchased by the county and gave some examples of programs he attended while attending the 2016 Chemical Facilities Security Summit in Washington DC. One person has responded to fill the open position as the chemical facility representative, however, he stated that the individual does not have a background in EHSS or tier II reporting. The EMC asked if the group wanted to leave the position open until several opening of EHSS personnel are filled and solicit other candidates, the group agreed to hold it open for the time being.

E-911 updates -Lt. Aungst provided the committee updates on the 911 dispatch center phone upgrades made possible by the passage of the surcharge increase.

Old Business – none

New Business - none

Call to the Public- none

Having no further business the meeting was adjourned at 9.50 AM. The next committee meeting will take place on Friday, September 16th at 9:30 AM.

Respectfully Submitted,

Curtis Parsons

Secretary