COUNTY OF OSCEOLA  
BOARD OF COMMISSIONERS’  
COMMITTEE OF THE WHOLE  
AGENDA  
Tuesday, April 16, 2019  
301 West Upton Ave., Reed City, Michigan  
2nd Floor, Board of Commissioners’ Room, 9:30 a.m.  

NOTE: Claims will be available for review from 9:00 – 9:30 a.m.

1. Meeting Called to Order by Chairperson.

2. Additions or Deletions to the Agenda – Approval of the Agenda.


4. Employee/Board Comments.

5. Consider Approval of the Minutes of April 2, 2019.

6. Consider Payment of Claims.

7. Old Business:
   A. Closed Session regarding Pending Litigation.
   B. Closed Session regarding Attorney-Client Privilege Legal Opinion.
   C. Consider Other Budget Amendments, Cash Transfers, and Journal Register Reports from Treasurer.

8. New Business:
   B. Discuss Sheriff Deputy Wage – Justin Halladay.
   C. Discuss Appointment to Parks Commission – Carl Baumgras.
   D. Discuss C.O.A. Items – Susan Vander Pol:
      1. Senior Holiday Luncheon.
      2. Update of Transportation Policy and Volunteer Description.

9. Other Business:

10. Employee/Board Comments.

11. Extended Public Comments (Six Minute Limit).


Note: A quorum of the Board of Commissioners may be present at the Committee meetings.

PUBLIC COMMENT
The Committee welcomes public comment. We appreciate your attendance and look forward to hearing any concerns you may have. We request that the following rules of procedure be followed: At the beginning and at the end of each Committee meeting, there is time to receive public comment from the audience. If you wish to address the Committee, we ask that you stand, give your name and present your concern. If you wish to speak while the Committee is addressing a specific issue, you are asked to make arrangements ahead of time with the Committee Chairperson. No comments or questions will be taken at any other time.

If you should require special assistance in order to attend the meeting, please notify the County Coordinator at (231) 832-6196, twenty-four (24) hours before the posted meeting time, for arrangements to be made.
The Committee meeting was called to order at 9:32 a.m. by Chairman Nehmer.


Also present: Jeremy Beebe-E.M.S. Director, Shane Helmer-E.M.S. Assistant Director, Mark Watkins-E.M.D. Director, Rosie McKinstry-Equalization Director, Susan Vander Pol-County Coordinator, Karen Bluhm-County Clerk and several members of the public.

Motion by Commissioner Gregory, seconded by Commissioner Michell, to approve the agenda as amended. Motion carried.

Brief Public Comment: None.

Employee/Board Comment: See below.

Sean Duffy, E.M.S. Paramedic for Osceola County, read a statement regarding E.M.S. Director Jeremy Beebe and a report made public from a consultant regarding the E.M.S. Department after an uncompleted investigation.

Chairman Nehmer read a statement addressing a list of recommendations made by the consultant Mr. William Jetter apologizing for the adverse effects for a report he was not authorized to provide. He noted the Board will not be acting on any of Mr. Jetter’s recommendations.

Geoff DePew, E.M.S. Lieutenant, read a statement regarding his disappointment in the whole investigation of E.M.S. and how it has affected morale within the department.

Billie Jean Patton, E.M.S. Lieutenant, spoke regarding the recommendations from Mr. Jetter and believes staff morale is better since a former employee has left.

David Eastman, E.M.S. Paramedic, spoke about his time with our E.M.S. and compared what a top notch service we provide compared to outside agencies he has worked with.

Shane Helmer, E.M.S. Assistant Director, addressed allegations in Mr. Jetter’s recommendations concerning the connection between him and the Evart Fire Department. He also commented on chain of command within the department.

Jeremy Beebe, E.M.S. Director, spoke as to the recent E.M.S. consultant review and his understanding of the scope of that review as it was originally intended.

Chairman Nehmer briefly spoke regarding the Personnel and Administration Committee held on March 14, 2019.

Sandy Szeliga, C.O.A. Social Services Coordinator, spoke on behalf of the seniors and explained some of her concerns regarding the “user friendliness” of the Evart meal site. She also read a memo the meal sites have received regarding bringing in outside food to the meal sites.

Robin Fuerneisen, C.O.A. Nutrition Coordinator, addressed Area Agency on Aging policies and Health Department regulations regarding our meal sites.
Moved by Commissioner Elkins, seconded by Commissioner Halladay, to approve the minutes of March 19, 2019 as presented. Motion carried.

Recommended by Commissioner Halladay, seconded by Commissioner Custer, to approve the claims in the amount of $46,701.12(after deducting $1,679.23 WAJ & Associate) for the County. Recommendation was unanimously supported.

Board recessed at 11:00 a.m. for employee recognition ceremony.

Board reconvened at 11:30 a.m.

**Drug Free Workplace Policy**
Susan Vander Pol, County Coordinator, asked Board members to adopt the updated Drug Free Workplace Policy as previously per the recommendations of MMRMA.

**Recommended by Commissioner Emig, seconded by Commissioner Elkins, to approve the updated Drug Free Workplace Policy as presented. Recommendation was unanimously supported.**

**Budget Amendments, Cash Transfers and Journal Register Report**
Commissioner Halladay reviewed the one budget amendment received. There were no cash transfers or a journal register report to approve at this time.

**Recommended by Commissioner Halladay, seconded by Commissioner Gregory, to approve the budget amendment as presented. Recommendation was unanimously supported.**

**County Planning Commission Appointment**
Dan Massy, Community Developer, asked Board members to appoint applicant Pamela Shinn to a vacancy on the County Planning Commission.

**Recommended by Commissioner Gregory, seconded by Commissioner Elkins, to appoint Pamela Shinn to the County Planning Commission for a term expiring 12/31/2021. Recommendation was unanimously supported.**

**Discharge of Mortgage**
Dan Massy, Community Developer, explained an administrative error requiring a need to redo the mortgage discharge. A brief discussion was held.

**Recommended by Commissioner Elkins, seconded by Commissioner Emig, to approve the Discharge of Mortgage for Reedy and authorize the Chairman to sign. Recommendation was unanimously supported.**

**MVAA Training Grant Application**
Susan Vander Pol, County Coordinator, explained the grant application is for funding to send our Veteran’s Service Office staff to conference for more training. A brief discussion was held.

**Recommended by Commissioner Michell, seconded by Commissioner Gregory, to approve the Application to the Michigan Veterans Affairs Agency’s for County Training Reimbursement. Recommendation was unanimously supported.**

Moved by Commissioner Custer, seconded by Commissioner Gregory, to go into closed session concerning complaints regarding E.M.S. Director Jeremy Beebe. Motion carried with seven (7) yes votes.
Moved by Commissioner Gregory, seconded by Commissioner Elkins, to go back into open session at 12:25 p.m. Motion carried with seven (7) yes votes.

Moved by Commissioner Gregory, seconded by Commissioner Custer, to approve the minutes from closed session as read by the Clerk in closed session. Motion carried.

Employee/Board Comments: None.

Extended Public Comment: None.

Moved by Commissioner Custer, seconded by Commissioner Elkins, to adjourn at 11:45 a.m. Motion carried unanimously.

Karen J. Bluhm, County Clerk  
Jack Nehmer, Chairman
County of Osceola

BUDGET AMENDMENT

TO: County Treasurer and County Clerk

As provided in the Uniform Budgeting and Accounting Act of 1978, as amended, and as approved by the direction of the Board of Commissioners or as established by policy, it is hereby authorized to record the following adjustments to the budget:

FUND: General (X) 245 Capital ( ) Special Revenue ( )
Debt Service ( ) Other ( )

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Equalization ____________________________
Department

[Signature]

Department Head Signature ____________________________
4-8-19 Date

Board of Commissioners/Representative

Recorded ( ) Motion/Resolution No.

Budget Amendment No. __________

EXPLANATION: Purchase Laser Distance Meter
Salary amendment to reduce budgeted amount reflected for accuracy.
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MESSAGE FROM THE DISTRICT DIRECTOR

I’m delighted to share the results of another successful year of partnership between Osceola County and Michigan State University (MSU) Extension. Because of your continued support, we’ve been able to make a difference in the lives of youth, families, businesses and communities.

MSU Extension offers a broad range of research-based educational services to county residents. Over this past year, we’ve empowered families and individuals to live healthier lives, supported new and local businesses, created opportunities for youth leadership development and career exploration, helped farmers with business management and mental health, and much more. Our staff live and work alongside county residents, are rooted in community relationships and are responsive to community needs.

We’re passionate about serving Osceola County and are looking forward to a new year. Thank you for your continued support of MSU Extension.

Shari Spoelman, District Director

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BY THE NUMBERS

- Over 2,600 Osceola County adults and youth participated in MSU Extension programs
- Almost 2,000 youth participated in 4-H and school enrichment programs
- More than 1,500 residents participated in health, wellness and development programs
- Almost 250 residents participated in agricultural services and gardening programs
- MSU Extension has served Osceola County over 100 years
- MSU disbursed more than $214,500 in financial aid for Osceola County students
- MSU spent more than $320,000 with local businesses in Osceola County

Numbers Served = 2,657

- Agriculture (208)
- Adult leaders for youth (67)
- Youth (1943)
- Health & Nutrition Adults (300)
- Gardening (37)
- Comm, Econ Dev & Nat'l Res (80)
- Early Childhood & Fam Dev (22)
Budgeting assistance helps residents understand their limited resources and provide skills to help with homeownership.

MSU Extension’s team of knowledgeable financial pros demystify common money and homeownership best practices with university-backed, research-based programs and resources to help Michigan residents navigate through whatever fiscal challenges life throws their way. In 2018, the team provided homeownership education, foreclosure triage, and foreclosure counseling assistance to residents of Osceola County.

The most popular 4-H project, raising animals to show and sell at the fair teaches youth responsibility and entrepreneurial skills.

4-H is the largest youth development organization in Michigan. Connected at the national level, MSU’s program promotes the traditional 4-H clubs, as well as many other leadership and life-skills development opportunities for youth like financial literacy, career exploration, and science. 4-H provides experiential learning opportunities that allow youth to explore new interests and discover their passion. In 2018 Osceola County had 39 4-H clubs with 67 adult volunteers. The total number of youth served in Osceola county was 1,943.

One of the many plant disease samples brought into the Extension office for identification.

Homeowners often have insect infestations or plant diseases that they are unfamiliar with and need help addressing. MSU Extension provides soil testing, plant and insect identification, disease identification and treatment, Smart Gardening resources, and a toll-free Lawn and Garden hotline. The Osceola County MSU Extension office assists many customers with basic home gardening concerns.
AGRICULTURE

During the past year in Osceola County, MSU Extension provided farm support and education through individual consultations, workshops, field tours, and research opportunities. Topics included grass-fed beef production, quality assurance, forages, multi-species cover crops, soil health, restricted use pesticide review, farm financial management, and farm stress. MSU Extension provided support for a number of beginning farmers, helping them to establish and grow their farming dream.

NUTRITION EDUCATION

MSU Extension’s Supplemental Nutrition Assistance Program provides basic nutrition education and hands-on activities for all ages. Core curricula are designed to help low-income families stretch their food dollars while maintaining good nutrition. Some instruction includes physical activity and cooking techniques that help instill life-long skills. It is estimated that every $1 spent on nutrition education saves as much as $10 in long-term health costs.

DISEASE PREVENTION

Chronic diseases—such as diabetes—can be difficult to manage. We offer disease management workshops that introduce participants to skills they can use to manage their health and lives. Disease management participants report improvements in breathing, depression, pain, stress, and sleeplessness. We also offer prevention workshops related to physical falls and diabetes.
Powerful Tools

Preparation adults and youth to better face what life sends their way is a goal of the MSU Extension.

Powerful Tools for Caregivers

Research studies find high rates of depression and anxiety among caregivers and increased vulnerability to health problems. Caregivers frequently cite restriction of personal activities and social life as problems. They often feel they have no control over events, and that feeling of powerlessness has a significant negative impact on caregivers' physical and emotional health.

Classes help caregivers take better care of themselves while caring for a friend or relative. This series of classes helps reduce stress, improve self-confidence, manage time, set goals, solve problems, better communicate feelings, locate helpful resources and make tough decisions. A local participant read an article advertising “Powerful Tools for Caregivers” and told MSU Extension facilitators, “I was reading about myself in that article and that’s why I’m here.”

Communicating With Farmers Under Stress

The “Communicating With Farmers Under Stress” workshop is geared for agricultural professionals who work with farmers and their families. Building awareness of stress triggers, signs of stress, and helpful techniques for responding to stress are a focus of this workshop. Techniques for identifying, approaching and working with farmers who may not cope with stress effectively and learning what community resources are available to farm families rounds out this training.

Weathering the Storm: How to Cultivate a Productive Mindset

The “Weathering the Storm: How to Cultivate a Productive Mindset” workshop is specifically for farming families to help build skills in identifying stress signs and symptoms, strategies for managing stress, finding out where to access community resources and making an action plan for managing stress.

MSU Extension is helping to make a difference in Osceola County by teaching skills for better self care and care for others.
Name = Name: Michael Tribley
Address = Address: [Redacted]
City = City: [Redacted]
Zip Code = Zip Code: [Redacted]
Township = Township: [Redacted]
Phone #1 = Contact Phone: [Redacted]
Home-1 = true
Contact Phone #2 = Contact Phone: [Redacted]
Occupation = Occupation: Retired
Place of Employment = Place of Employment:
High School = High School: Morrice Area Schools
Years Completed = Years Completed: 12
College = College: Lansing Community College
Degree = Degree: 
Community Involvement = 
Parks Commission = true
Comments = I have worked in the parks department for 5 years as a manager and know both parks. I enjoy the parks and the people I have met during that time. I miss the park and would like to be able to still be a part of it. With the experience that I have I believe I could be a help to the parks department.
Client IP = 75.5.224.250
OSCEOLA COUNTY COMMISSION ON AGING
TRANSPORTATION
PROGRAM POLICY

GOAL

To assist Osceola County Older Adults aged sixty (60) and older through volunteer transportation to and from non-emergency medical and community facilities.

SERVICE PROVIDERS

Utilizing volunteer drivers with reimbursement at the IRS approved rate per mile from and back to the driver’s home. Volunteer drivers will be reimbursed .20 per mile for medical transportation only of family members. If a driver is away from home more than four (4) hours, an additional reimbursement of up to $5.00 for a meal will be reimbursed. The COA maintenance/van driver will utilize the COA vehicles for longer trips.

OBJECTIVE

Centrally organized services for transportation of older persons to and from non-emergency and community facilities in order to receive services, reduce isolation, and otherwise promote independent living.

ELIGIBLE TRANSPORTATION

A. To and from non-emergency and community facilities, grocery shopping, and to congregate meal sites.

B. Cancer treatment (radiation/chemotherapy). Maximum three (3) times per week. *(See General Guidelines).

C. Kidney dialysis. Maximum three (3) times per week.
   *(See General Guidelines).

D. Specialized surgeries, including pre/post operation care, person must be accompanied by a friend or family member.

E. Hospital Admission/Discharge: person must be accompanied by family member or friend.

F. Short term Physical Therapy. (6–8 weeks)
Osceola County Commission on Aging
Transportation Program Policy
Page 2

GENERAL GUIDELINES

The Transportation Coordinator will assist clients with help finding transportation alternatives or funding sources.

All VA clients who are eligible for mileage reimbursement must surrender their reimbursement to the COA.

No volunteer driver will lift clients. No volunteer driver will operate Hoyer Lifts.

Any emergency exceptions must receive prior approval from the Commission on Aging Director and/or his designee.

Any other exceptions will be reviewed by the Director for final decision.

INELIGIBLE TRANSPORTATION

1. Support group meetings.
2. NO transportation to & from the Emergency Room.
3. NO transportation to any Walk-in-Clinics.
4. NO transportation TO any AFC, Nursing homes or Assisted Living Facilities.
   *We will transport a person home from an AFC, Nursing Home or an Assisted Living Facility only if they are accompanied by a family member or friend.
5. VA clients who are eligible for mileage reimbursement and fail to surrender their entire check shall be ineligible for all VA transportation appointments.

These guidelines have been approved by the Osceola County Commission on Aging Director and the Osceola County Board of Commissioners.

Any questions regarding these policies may be directed to the Osceola County Commission on Aging at 231-734-5559.

Revised 4/09/19
POSITION DESCRIPTION & GUIDELINES
VOLUNTEER TRANSPORTERS

1. Program Guidelines
   

2. Volunteers
   
a. Each program utilizing volunteers shall have a written procedure governing the recruiting, training, and supervision of volunteers. Volunteers shall receive a written position description, orientation training, and a yearly performance evaluation, if appropriate. Volunteers will be supervised by qualified supervisory personnel and have the opportunity for in-service training periodically.

3. Orientation
   
a. The purpose of the Osceola County Commission on Aging services is to allow the “Older Adult” to remain in an independent living arrangement for as long as possible.

b. Osceola County Commission on Aging would appreciate your advocacy on behalf of the “Older American” of Osceola County. Osceola County Commission on Aging has business cards and a list of services available to you during your orientation.

c. A personal interview, by Osceola County Commission on Aging Director or Transportation Coordinator, will occur prior to being enrolled as a medical Transporter.

d. Volunteers are required to show proof of insurance, possess a valid Michigan driver license with a good driving record, and pass a physical with a drug screen. Seat belt usage is mandatory for the driver and each passenger. (Compliance with P.A. 1 of 1985)

e. All information pertaining to clients is strictly confidential.

f. It is very important that you inform the Osceola County Commission on Aging Transportation Coordinator or Director, if you cannot complete your assignment.

g. You are a volunteer, thus, should you have plans, such as an appointment of your own, on the day we call with a request, please advise us, and we will locate another volunteer. Also, let us know if you are leaving town for a length of time, i.e. vacation, etc.

h. Osceola County Commission on Aging will furnish a name tag to each volunteer for identification purposes. You are also allowed to utilize a Handicapper Parking Permit for transporting Osceola County Commission on Aging older adults only.

i. The usual days you are asked to transport a client are Monday through Friday.

j. The hours for transportation are usually 9:00 a.m. to 5:00 p.m. There may be a circumstance beyond our control, that you may be asked to transport a client earlier, or you may arrive home later than 5:00 p.m.
k. Mileage reimbursement is .58 cents per mile, or the IRS established rate. Please start documenting your mileage from your home, and end your documenting when you return home. (A form and a payroll data sheet will be furnished by the Osceola County Commission on Aging.)

l. If a medical emergency should arise while you are transporting a client, pull over and call 911. Notify the Osceola County Commission on Aging as soon as safely possible.

m. If you have any problems, concerns, or suggestions, please notify the Osceola County Commission on Aging office.

4. Supervision

a. The Osceola County Commission on Aging will provide orientation, and supervision for Volunteer Drivers. The Osceola County Commission on Aging representative(s) who will be responsible for arranging this are listed below:

   Shelly Lloyd..........................Transportation Coordinator
   (Phone 231-734-5559)

5. Training

a. All volunteer drivers are requested to participate in training in-services through the Osceola County Commission on Aging.

6. Position Description

a. Unique volunteers to provide transportation to and from appointments, activities and community facilities. Clients should be able to get in and out of vehicles without assistance. Volunteer drivers should inform the OCCOA if there is an issue. A volunteer will be notified if there is any unusual problem, or special equipment the client may have: i.e., walker, wheelchair, etc. If the volunteer feels he/she may not be able to assist the client, or his/her vehicle cannot accommodate the client’s “specialized equipment”, the volunteer should notify the Osceola County Commission on Aging office. Should the volunteer have any physical limitations, please advise the office, and every effort will be made to accommodate both the client and the volunteer.

   Your position within the Osceola County Commission on Aging is invaluable. Please feel free to assist us and the “Older Americans” we serve.

7. Recruiting

a. Volunteer recruitment occurs in various ways; through newspaper features, visiting meal sites, case workers, public service announcements, church groups, and by word of mouth. Your cooperation with continuing recruitment of volunteers will be really appreciated.