COUNTY OF OSCEOLA
BOARD OF COMMISSIONERS
COMMITTEE OF THE WHOLE
AGENDA
Tuesday, August 18, 2015
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 August 4, 2015.

6. Consider Payment of Claims.

7. Old Business:
   A. Discuss Sheriff Sale of Vehicles – Justin Halladay.
   B. Update on White Pine Trail Surfacing – Susan Vander Pol.
   C. Update on Veterans Services Adhoc Committee Meeting – Susan Vander Pol.
   D. Discuss County Classification & Compensation Study – Susan Vander Pol.
   E. Update on 2016 County Budget – Susan Vander Pol.
   F. Consider Other Budget Amendments, Cash Transfers, and Journal Register Reports from Treasurer.
   G. Discuss E.M.S. Northwest Quadrant / Tustin Station.
   H. Discuss Sheriff Office Renovation and Addition.
   I. Discuss C.O.A. Marion Building.

8. New Business:
   A. Discuss Community Corrections Program – Pete Carlson.
   B. Discuss Medical Examiner Administrative Assistant Travel – Susan Vander Pol.
   C. Discuss FOIA Forms Revisions – Susan Vander Pol.

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 concerns. 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.
OSCEOLA COUNTY
COMMITTEE OF THE WHOLE
MINUTES
August 4, 2015

Meeting was called to order at 9:34 a.m. by Chairman Emig.


Also present: Jeremy Beebe-E.M.S. Director, Tyler Thompson-Prosecutor, Michelle Kuz-Animal Control Director, Susan Vander Pol-County Coordinator, Karen Bluhm-County Clerk, and a few members of the public.

Motion by Commissioner Nehmer, supported by Commissioner Elkins, to approve the agenda as presented. Motion carried.

Brief Public Comment: None.
Employee Comment: None.

Moved by Commissioner Tiedt, supported by Commissioner Halladay, to approve the minutes of July 21, 2015. Motion carried.

Recommended by Commissioner Tiedt, supported by Commissioner Gregory, to approve the current claims of the County in the amount of $ 29,282.80. Recommendation was unanimously supported.

Animal Control Policies
Michelle Kuz, Animal Control Director, asked that the Board approve a new form for Stock Claims. The form was presented to Commissioners at a prior meeting.

Recommended by Commissioner Nehmer, supported by Commissioner Halladay, to approve the Animal Control form for Stock Claims. Recommendation was unanimously supported.

Discussion was then held regarding a Healthy Guideline Policy presented to Board members by Animal Control Director, Michelle Kuz.

Recommended by Commissioner Tiedt, supported by Commissioner Gregory, to approve the Animal Control policy “Guide to Definitions” as presented. Recommendation was unanimously supported.

Michelle then updated Commissioners on the housing of some animals within the garage area as needed. Heating and cooling issues related to that building were also discussed.

Child Support Enforcement Grant
Tyler Thompson, Prosecuting Attorney, explained the Child Support Enforcement Grant and how the process works within his office. He reported that the program is entirely grant funded and is asking for the annual grant to be approved.

Recommended by Commissioner Nehmer, supported by Commissioner Wayne, to approve the Child Support Enforcement Grant and authorize the Chairman to sign. Recommendation was unanimously supported.
Crime Victim Rights Contract Renewal
Prosecutor, Tyler Thompson, explained the victims advocate position within his department and noted this grant applies to that program. He noted the funding is divided between felonies and misdemeanors, but ultimately funds one (1) full-time employee.

Recommended by Commissioner Tiedt, supported by Commissioner Nehmer, to approve the Crime Victim Rights Contract Renewal and authorize the Chairman to sign. Recommendation was unanimously supported.

Northwest Quadrant Update
Jeremy Beebe, EMS Director, updated Board members on the progress at the Tustin base location. He reported the project is moving along on schedule and they are looking at an October completion.

E.M.S. Ambulance Purchase
Jeremy Beebe, E.M.S. Director, shared information regarding a 2011 demo ambulance with low mileage from Emergency Vehicles Plus in Holland, Michigan. He shared information on the current fleet, and explained to Board members why he would like to make this purchase. Discussion was held.

Recommended by Commissioner Tiedt, supported by Commissioner Nehmer, to approve the trade in of the 2003 International Ambulance, the purchase a 2011 Wheeled Coach Ambulance from Emergency Vehicles Plus in the amount of $97,345 with payment from the 210 Fund and authorize the Clerk to sign off on the title. Recommendation was unanimously supported.

E.M.S. Occupational Health Services
Jeremy Beebe, E.M.S. Director, shared information from Occupational Health Services along with some research information he has found on the advantages and disadvantages of doing back x-rays as a part of the pre-employment physical process. Director Beebe reminded Commissioners that they already have agility testing in place. Discussion followed.

Recommended by Commissioner Gregory, supported by Commissioner Nehmer, to discontinue the requirement of a back x-ray and implement a comprehensive back evaluation as part of the pre-employment physical process for jobs requiring this evaluation. Recommendation was unanimously supported.

Retiree Supplemental Health Care Plan
Karen Bluhm, County Clerk, shared information from 44North regarding an insurance policy for Medicare eligible retirees from The Hartford. Karen spoke about why 44North is recommending the County sponsor this group insurance for retirees, even though there is no cost to the County. She also explained how retirees are currently allowed to participate in the County's current health care plan at their own expense. Discussion was held.

Recommended by Commissioner Elkins, supported by Commissioner Tiedt, to offer County retirees the option to take the County’s health insurance plan at 100% employee paid until Medicare age eligible, and after Medicare age eligible the supplemental health insurance plan offered at 100% employee paid. Recommendation was unanimously supported.
Treasurer Accepting Payments Using Point & Pay Online
County Treasurer, Lori Leudeman, explained the online payment process for paying property taxes. After some research she is recommending the County use Point & Pay as our Vendor for these services. A brief discussion followed.

Recommended by Commissioner Wayne, supported by Commissioner Gregory, to approve the agreement for accepting payments using Point & Pay Online for the Treasurer’s office and authorize the Chairman to sign. Recommendation was unanimously supported.

2016 County Budget
Susan Vander Pol, County Coordinator, said this topic will be on committee agenda until the 2016 budget is adopted by the Board. Updates and ideas for the 2016 budget may be addressed at this time on each agenda.

Budget Amendments & Cash Transfer
Commissioner Tiedt reviewed the budget amendments along with a cash transfer.

Recommended by Commissioner Tiedt, supported by Commissioner Wayne, to approve the budget amendments and cash transfer as presented. Recommendation was unanimously supported.

Sheriff Office Renovation & Addition
Susan Vander Pol, County Coordinator, updated Board members on the progress of renovations at the Sheriff’s Department.

Hager Consulting LLC Contract
Susan Vander Pol, County Coordinator, asked for the Board to approve the Third Party Administrator Contract with Hager Consulting LLC for the administration of the Community Development Block Grant.

Recommended by Commissioner Tiedt, supported by Commissioner Nehmer, to approve the contract with Hager Consulting LLC for administration of the Community Development Block Grant and authorize the Chairman to sign. Recommendation was unanimously supported.

F.O.C. Cooperative Reimbursement Agreement/Contract
Susan Vander Pol, County Coordinator, explained the F.O.C. Cooperative Reimbursement Agreement before the Board for approval. She noted it is just like the contract previously presented by the Prosecutor, only this one applies to the Friend of the Court. It is an annual contract.

Recommended by Commissioner Gregory, supported by Commissioner Halladay, to approve the Friend of the Court Cooperative Reimbursement Agreement/Contract and authorize the Chairman to sign. Recommendation was unanimously supported.

Appointment to Mid-State Health Network SUDOPB
Chairman Emig advised Board members that his appointment on the newly formed Mid-State Health Network (SUDOPB) formerly NEMSES group is expiring and asked to be re-appointed for a three (3) year term.
Recommended by Commissioner Nehmer, supported by Commissioner Wayne, to approve the appointment of Larry Emig to the Mid-State Health Network SUDOPB for a three-year term expiring 08/31/18. Recommendation was unanimously supported.

Employee/Board Comments: None.

Extended Public Comment: None.

Moved by Commissioner Nehmer, supported by Commissioner Gregory, to adjourn at 10:29 a.m.

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Karen Bluhm, County Clerk               Larry Emig, Chairman
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Signature of Bid Opener

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Signature of Bid Opener ___________________________  Witness Signature ___________________________
Hi Sue,

I want to provide you with an update on our plans for the White Pine Trail. Our previous effort to complete the 40 miles of undeveloped trail with limestone surfacing on the White Pine Trail have been halted and will not be occurring as originally planned. The DNR is moving forward, however, with a new plan to pave with asphalt the White Pine Trail from LeRoy to Reed City. We have applied for a new MDOT grant and hope to begin construction next year. We are now in the process of gathering public support for the project. Can you please pass along these templates to your board for approval? I would like these back to me by the end of August if possible. Thank you for your help!

Matt Lincoln, LA
Grants Coordinator/Planning Analyst
Parks and Recreation Division
Department of Natural Resources
525 West Allegan
Lansing, MI 48933 or
PO Box 30257
Lansing, MI 48909
Office - 517-284-6111
Fax - 517.373.8588
lincolnm@michigan.gov
Where can $11 take you? Find out here: www.michigan.gov/recreationpassport.
RESOLUTION 2015-0008
DEPARTMENT OF NATURAL RESOURCES
ASPHALT SURFACING OF FRED MEIJER WHITE PINE TRAIL

WHEREAS, the Board of Commissioners of Osceola County supports the Department of Natural Resources’ (DNR) efforts to complete asphalt surfacing of the Fred Meijer White Pine Trail from LeRoy to Reed City; and,

WHEREAS, the location of the proposed project is within the jurisdiction of Osceola County; and,

WHEREAS, with this resolution of support it is acknowledged that Osceola County is not committing to any obligations; financial or otherwise.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of Osceola County hereby supports the Department of Natural Resources in developing the White Pine Trail with asphalt surfacing from LeRoy to Reed City.

Motion by Commissioner __________, supported by Commissioner __________, to adopt the above resolution. Motion carried with _________ (___) yes votes and _________ (___) no votes at a regular Board of Commissioners meeting held on August 18, 2015 in Reed City, Michigan. Absent: __________________________.

STATE OF MICHIGAN )
)ss.
COUNTY OF OSCEOLA )

I, the undersigned, the duly qualified and acting Clerk of the County of Osceola, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Osceola County Board of Commissioners at a regular meeting on the 18th day of August, 2015, the original of which is on file in my office.

IN WITNESS WHEREOF, I have hereto affixed by official signature on this 18th day of August, 2015, A.D.

______________________________
Karen J. Bluhm, Osceola County Clerk
August 18, 2015

Mr. Matt Lincoln
Parks and Recreation Division
Michigan Department of Natural Resources
P.O. Box 30257
Lansing, MI 48909

RE: Fred Meijer White Pine Trail Construction: LeRoy to Reed City

Dear Mr. Lincoln:

The Board of Commissioners of Osceola County supports the Michigan Department of Natural Resources (DNR) Parks and Recreation Division’s efforts to develop 11.8 miles of the Fred Meijer White Pine Trail from LeRoy to Reed City using asphalt for the surface.

Attached is a copy of the resolution supporting the asphalt surfacing of the Fred Meijer White Pine Trail. We look forward to the recreational benefits this project will provide to visitors of the region.

Please contact me if you have any questions regarding this letter.

Sincerely,

Larry E. Emig
Chairman

LEE/jkw

Enclosure
Veterans Adhoc Committee Summary of Recommendations for the Director of Veterans’ Services position

- Recommended by Commissioner Nehmer, supported by Scott Schryer, to not accept the State of Michigan Veterans Affairs Agency one-time grant of $20,000. Recommendation was unanimously supported. (06/09/2015)

- Recommended by Paul Griffith, supported by Commissioner Jack Nehmer to create a part-time County position of Osceola County Veterans' Services Director. Recommendation was unanimously supported. (06/30/2015)

- Recommended by Commissioner Jack Nehmer, supported by Sara Youngs to approve the Director of Veterans’ Services job description and submit it for consideration to the Board of Commissioners. Recommendation was unanimously supported. (08/06/2015)
COUNTY OF OSCEOLA
BOARD OF COMMISSIONERS

Veterans Services Adhoc Committee

MINUTES

Thursday, August 6, 2015

Meeting Called to Order by Chairperson Emig at 10:37 a.m.

Members Present: Commissioner Larry Emig, Commissioner Jack Nehmer, Scott Schryer – Commission on Aging (C.O.A.) Director, Sara Youngs – Chief Deputy County Clerk, Mike Wyman – Michigan Works SWC, Russ Nehmer – Veteran (Public) and Susan Vander Pol – County Coordinator.

Member Absent: Dan Massy (excused), Paul Griffith (excused).

Public Comments: None.

Additions or Deletions to the Agenda: None.

Agenda Approval: Motion by Commissioner Jack Nehmer, supported by Scott Schryer to approve the agenda. Motion was unanimously approved.

Committee Member Comments: None.

Minutes Approval: Motion by Commissioner Jack Nehmer, supported by Scott Schryer to approve the Minutes of June 30, 2015. Motion was unanimously approved.

Veterans’ Services Job Description: Discussion was held on the job description, duties, compliance with the Fair Labor Standards Act, potential schedules and other sites the position may visit to meet and service veterans. The members felt the job description looked complete with the expectations for the position, at this time. The title was changed to “Director of Veterans’ Services” and the following was recommended:

Recommended by Commissioner Jack Nehmer, supported by Sara Youngs to approve the Director of Veterans’ Services job description and submit it for consideration to the Board of Commissioners. Recommendation was unanimously supported.

Committee Member Comments: The members provided additional information on the position approval and budget process, scheduling for the position and the hiring process. Susan will provide information on the classification and proposed wage as well as a budget for consideration by the Board of Commissioners. She also mentioned she had received an email from the State on August 5th regarding the grant. Notification will be provided to the State if the County establishes the position without the formation of a Veterans’ Affairs Committee.

Extended Public Comments: None.

Motion by Commissioner Jack Nehmer, supported by Scott Schryer to adjourn at 11:40 a.m.

Respectfully submitted,

Susan M. Vander Pol
Osceola County Coordinator
OSCEOLA COUNTY
JOB DESCRIPTION

DIRECTOR OF VETERANS’ SERVICES

Supervised By: County Coordinator

Supervises: N/A

Position Summary:
Under the general direction of the County Coordinator, is responsible for the overall management of the Veteran’s Services office. Assumes responsibility for all activities, functions, and policies related to Veterans Affairs. Advises and assists veterans, their dependents and/or survivors in obtaining educational, financial and social services, and other benefits available through federal, state and/or local laws including Michigan General Laws and through Veterans’ Administration programs. Reviews legislation, regulations, precedents, medical reports and service history to determine validity of claims. Submits claims to appropriate agencies or organizations. Researches changes in veteran’s laws, regulations, court decisions and VA procedures then implements appropriate changes in operations as part of day to day operations. Develops new guidelines and techniques establishing criteria or developing new information where guidelines may not exist for some situations. In addition, considerable independent judgment, personal discretion, and resourcefulness are needed to interpret circumstances, and to make decisions in many areas. This position requires irregular hours and on call availability 24 hours a day. This position may require travel by the employee in the employee’s own vehicle.

Essential Job Functions:
An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Interviews and advises veterans, their dependents and/or survivors to determine eligibility for benefits and services such as education, financial and social services and other benefits.
2. Assists veterans, their dependents and/or survivors in the completion of applications for pensions, compensation, dental and medical care including outpatient services, burial allowances, housing, education, insurance benefits, emergency services and other necessary forms and applications.
3. Refers veterans, their dependents and/or survivors to various agencies for further assistance.
4. Contacts various agencies to obtain additional information, forms, documents and other required papers to properly submit claims.
5. Reviews legislation, regulation precedents, medical reports and service history to determine the validity of claims.
6. Participates in civic functions to inform the public of services rendered and rights and benefits of veterans and their dependents.
7. May assist veteran’s organizations when they organize community events to honor veterans and participates in veterans and community organizations to coordinate veterans programs.
8. Makes public presentations, speeches and conducts education classes as needed.
9. Plans, organizes, and directs all aspects of departmental operations including, budgeting, planning, and general administration. Develops and implements departmental policies, procedures, and regulations upon approval.
10. Prepares and presents annual budget requests, administers departmental budget, and ensures that the authorized budgetary and purchasing procedures are properly used.
11. Assesses department operations, staffing levels, facilities, and equipment. Analyzes budgetary and resource needs, makes recommendations for improvements, and implements changes. Monitors operational costs and makes recommendations for increasing efficiency.
12. Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues through continued education and professional growth in order to properly advise veterans and their dependents regarding benefits and services and perform other essential functions of the position. Attends conferences, workshops, and seminars as appropriate and to maintain accreditation.
13. Maintains and organizes the function of a safe and healthy work environment.
14. Directs and manages daily operation of Veterans Affairs programs, prioritizing work load.
15. Directly responsible for preparing and submitting grants and funding.
16. Assures compliance with state and federal policies.
17. Acts as liaison for several veterans organizations.
18. Assists federal and state legislators and veterans’ organizations in developing related laws, rules, and regulations.
19. May serve on various committees throughout the state concerning VA affairs and represents the County on same.
20. Maintains effective positive public relations.
21. Organizes and plans local monthly committee meetings.
22. Properly records all supplies for inventory control.
23. Completes required monthly reports per requirement of the VA and the Disabled American Veterans Van Network.
24. Accurately completes all required forms for daily, weekly and monthly reporting.
25. Maintains confidential records in accordance with all data privacy laws and HIPAA.
26. Attending meetings and trainings as required by Veterans Administration and/or the County.
27. Practices strict rules of confidentiality as they relate to client/county information.
28. Performs other duties and functions as directed.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**
The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Associates Degree in Human Services or a related field from an accredited college, a Bachelor’s degree in human relations, social work is preferred. Two years of active military duty.
- Minimum one year prior experience counseling and/or working with veterans benefits and filing claims.
- Must be a Veteran of the United States Armed Forces and have been discharged under honorable conditions from the last period of service.
- Must possess or obtain Certification and Accreditation as a Veteran’s Services Officer.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Michigan Vehicle Operator’s License.
• Operates an automobile while performing assigned duties.
• Physical capacity to perform duties without excessive absence.
• Knowledge of local veterans' groups, community agencies and resources.
• Thorough knowledge of the professional public management techniques involved in budgeting, personnel administration and resource management and the ability to identify and implement new best practices for Veteran's Services.
• Skill in organizing, assembling and analyzing data, preparing comprehensive and accurate detailed reports and formulating policy and service recommendations.
• Skill in effectively communicating ideas and concepts orally and in writing, and making presentations in public forums.
• Skill in the use of office equipment and technology, including Microsoft Suite applications, and the ability to master veteran’s services software and new technologies.
• Ability to organize and manage office operations and files and prioritize projects and work load.
• Ability to understand the problems and needs of veterans and willingness to represent their interests.
• Ability to establish effective working relationships and use good judgment, positive effective management skills, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials and the public.
• Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
• Ability to make decisions in accordance with laws, rules, regulations and established policies.
• Ability to attend meetings scheduled at times other than normal business hours.
• Ability to respond to emergencies or service needs on a 24-hour basis.

**Physical Demands and Work Environment:**
The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works both in an office and in the field. While in the office, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile both in an office setting and in the field with the ability to stand, sit, bend, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 25 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

While performing the duties of this job, the employee regularly works both in the office and at other work sites and regularly travels between work sites using a motor vehicle. Though applicable safety procedures are documented and utilized, the incumbent may be exposed to unsanitary or unhygienic materials, individuals and situations in the course of performing required duties. The noise level in the work environment varies from quiet to moderate.
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<td><strong>0.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>29,947.00</strong></td>
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| Net of Revenues & Appropriations: | Net of Revenues & Appropriations: | 0.00 | 0.00 | 0.00 | (29,147.00) |
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 ( ) 245 Capital ( ) Special Revenue (X)
Debt Service ( ) Other ( )

REVENUE:

<table>
<thead>
<tr>
<th>ACCT. NAME</th>
<th>ACCOUNT NUMBER</th>
<th>DECREASE</th>
<th>INCREASE</th>
</tr>
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<tbody>
<tr>
<td></td>
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<td>$(______)</td>
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<tr>
<td>App Fund Balance</td>
<td>210,000.00</td>
<td>$(______)</td>
<td>$(97,345)</td>
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</table>

EXPENSES:

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<tr>
<th>ACCT. NAME</th>
<th>ACCOUNT NUMBER</th>
<th>INCREASE</th>
<th>DECREASE</th>
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</thead>
<tbody>
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<td>Capital - Vehicles</td>
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<td></td>
<td>$(______)</td>
<td>$(______)</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>$(97,345)</td>
<td>$(______)</td>
</tr>
</tbody>
</table>

EMS

Department

Board of Commissioners/Representative

Recorded ( ) Motion/Resolution No.

Budget Amendment No. __________

Department Head Signature

8-6-15 Date

EXPLANATION:

Ambulance purchase approved by Board motion on 8-4-15
County of Osceola
BUDGET AMENDMENT

To: County Treasurer

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:

<table>
<thead>
<tr>
<th>Fund</th>
<th>General ( )</th>
<th>245 Capital ( )</th>
<th>Special Revenue ( )</th>
<th>Debt Service ( )</th>
<th>Other Parks ( x )</th>
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</thead>
</table>

**Revenue:**

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Acct Name</th>
<th>Decrease</th>
<th>Increase</th>
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</thead>
<tbody>
<tr>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
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</table>

**Expenses:**

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Acct Name</th>
<th>Increase</th>
<th>Decrease</th>
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</thead>
<tbody>
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<td>508.000.860.000</td>
<td>Travel Exp</td>
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<tr>
<td>508.000.934.000</td>
<td>Maint Exp</td>
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<tr>
<td>508.000.721.000</td>
<td>Health Ins</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>$4000.00</td>
<td>$4000.00</td>
</tr>
</tbody>
</table>

Budget Amendment # 2

Julie Homan

08/04/15

Park Administrator/Bookkeeper

Date Signed

Park Commissioner/Date

County Commission Approval/Date
### JOURNAL REGISTER FOR OSCEOLA COUNTY

Posted and Unposted Journal Entries

<table>
<thead>
<tr>
<th>Journal Number</th>
<th>Date</th>
<th>Description</th>
<th>User</th>
<th>GL Number</th>
<th>Description</th>
<th>DR</th>
<th>CR</th>
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</thead>
<tbody>
<tr>
<td>6297</td>
<td>07/06/2015</td>
<td>BA PER DEPT</td>
<td>LORI</td>
<td>200.00</td>
<td>RENTAL INCOME</td>
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<td>07/06/2015</td>
<td>BA PER DEPT</td>
<td>LORI</td>
<td>1,000.00</td>
<td>DONATIONS FOR TREATMENT OF ANIMALS</td>
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<tr>
<td>6314</td>
<td>07/10/2015</td>
<td>BA MERS ACCRUED LIABILITY</td>
<td>SUES</td>
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<td>UNRESERVED FUND BALANCE</td>
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<td>LORI</td>
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<td>PREP/SUMMER TAX BILLS</td>
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<td>MISC SUPPLIES</td>
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<tr>
<td>6324</td>
<td>07/17/2015</td>
<td>BA TABLET FOR FRC POSTINGS PHOTOS</td>
<td>LORI</td>
<td>100.00</td>
<td>MISC SUPPLIES</td>
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<tr>
<td></td>
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<td></td>
<td>100.00</td>
<td>TRAVEL EXPENSES</td>
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<td>100.00</td>
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<tr>
<td>6325</td>
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<td>LORI</td>
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<td>CONTRACTED SERVICES</td>
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<td></td>
<td>650.00</td>
<td>MIS.</td>
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<td>BA PER DEPT</td>
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<td>LIQUID REIMBURSEMENT (COA)</td>
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<td>LORI</td>
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<td>GAS &amp; OIL</td>
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<td>VEHICLE MAINTENANCE</td>
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### Journal Register for Osceola County

#### Journal Number | Date | Description | User | GL Number | Description | JNL | Date | Journal Number | Description | User | DR | CR
---|---|---|---|---|---|---|---|---|---|---|---|---|---
6329 | 07/21/2015 | BA | PURCHASE SCENT DET EQ FOR CANINE | LORI | 101-965-695.025 | APPROPRIATED K-9 FUND BAL | | | | | 200.00 | 200.00
| | | | | | 245-120-695.000 | TRANSFER IN | | | | | 1,030.00 | 1,030.00
| | | | | | 101-965-999.028 | PUBLIC IMPROVEMENT TRANSFER OUT | | | | | 1,030.00 | 1,030.00
| | | | | | 245-903-971.005 | SHERIFF DEPARTMENT | | | | | 1,030.00 | 1,030.00

6330 | 07/21/2015 | BA | ADDITIONAL FUNDS FOR JUROR EXPENSES | LORI | 101-131-808.031 | VISITING JUDGE | | | | | 2,060.00 | 2,060.00
| | | | | | 101-131-809.001 | JURY/FEES | | | | | 3,200.00 | 3,200.00
| | | | | | 101-131-809.003 | JURY/MILEAGE | | | | | 8,000.00 | 8,000.00
| | | | | | 101-890-999.001 | TRANSFER - JUDICAL | | | | | 3,500.00 | 3,500.00

6331 | 07/21/2015 | BA | PURCHASE COMPUTER FOR EQ | LORI | 245-120-695.000 | TRANSFER IN | | | | | 14,700.00 | 14,700.00
| | | | | | 101-257-727.000 | OFFICE SUPPLIES | | | | | 14,700.00 | 14,700.00
| | | | | | 245-902-971.030 | EQUALIZATION | | | | | 14,700.00 | 14,700.00
| | | | | | 101-965-999.028 | PUBLIC IMPROVEMENT TRANSFER OUT | | | | | 14,700.00 | 14,700.00
| | | | | | 52.00 | OFFICE SUPPLIES | | | | | 14,700.00 | 14,700.00

6340 | 07/24/2015 | BA | PER DEPT | LORI | 101-728-860.000 | TRAVEL EXPENSES | | | | | 52.00 | 52.00
| | | | | | 101-728-727.000 | OFFICE SUPPLIES | | | | | 52.00 | 52.00
| | | | | | 245-902-971.030 | EQUALIZATION | | | | | 52.00 | 52.00
| | | | | | 101-965-999.028 | PUBLIC IMPROVEMENT TRANSFER OUT | | | | | 52.00 | 52.00

6341 | 07/29/2015 | BA | PER DEPT | SUES | 282-120-721.001 | HEALTH INSURANCE | | | | | 250.00 | 250.00
| | | | | | 282-135-723.000 | UNEMPLOYMENT | | | | | 250.00 | 250.00

6344 | 07/29/2015 | BA | TO REVERSE MANUAL JOURNAL ENTRY: 6344 | SUES | 282-120-721.001 | HEALTH INSURANCE | | | | | 799.00 | 799.00
| | | | | | 282-135-723.000 | UNEMPLOYMENT | | | | | 799.00 | 799.00

---

Total: 42,612.00 | 42,612.00
To: Osceola County Board of Commissioners  
From: Pete Carlson, Community Corrections  
Date: 11 August 2015  
Subj: COMMUNITY CORRECTIONS FUNDING

As you are all aware, our Program has been denied funding by the State Office of Community Corrections for 2016 (and likely beyond).

I have attached the information I provided the Osceola County Community Corrections Advisory Board that met on 8-7-2015. I did make a correction on the information provided (and requested a correction be made in the Pioneer article from 8-8-2015 as well): I informed the Board that we have an average of around 20 prison commitments annually, but I wrote 10. **We have approximately 20.**

While there are no easy fixes, the ultimate decision as to Community Corrections' future is yours. The bottom line is that there will be a nearly $30,000.00 shortfall (depending largely on our tether use). We do hope to expand this to GPS tethers, as well.

Thank you in advance.

If you have any questions or problems, you may contact this office Monday through Thursday 8:00am to 4:00pm.

Respectfully submitted,

Pete Carlson  
Osceola County Community Corrections

Pc: file
Osceola County Community Corrections
410 W. Upton Street, Reed City, Michigan 49677
231.832.6163/231.832.9190 (fax)
Pete Carlson, Director

Osceola County
Community Corrections Advisory Board Meeting
8-7-2015

- As you are aware, OCC has denied funding for our Program for 2016.
  - ‘Jail Utilization’ is no longer a State priority, which is basically the
    backbone of our program – our program has kept over 10 jail beds
    available every day for the past 17.25 years (65,010 saved or 3769
    annually).
  - The States priorities have shifted to ‘prison commitment rates’ and
    ‘recidivism’ exclusively.
    - We average approximately 40 prison commitments annually, which
      amounts to less than 2/10ths of 1% of Michigan’s yearly
      commitments (40 of 11,000). So, we cannot really affect the State’s
      Prison Commitments in substantive way.

- The State’s reduction will mean $48,204 from our current program.
  - Our budget for 2016 will be approximately $96,530.
  - The County contributed $44,735 to our Program in 2015 (plus $15000 for a
    new van).
  - If we run our new tether program at 80% capacity we should be able to
    generate around $17,000.
  - We should also be generating approximately $5000 in Admin Fees.
  - This leaves a deficit of $29795.

- If we shut down the Jail Work Crew, but continue to run the Weekend Work
  Crew and Community Service we should be able to save around $28,000:
  $21,000 in Supervisor wages and a reduction in gas and equipment. The
  Jail Work Crew, however, completes an incredible amount of work for the
  community – work the community has come to depend on the past 16
  years: prepares 14 cemeteries for Memorial Day, sets up/tears down the
  Rose Lake Youth Camp, prepares the Marion Fairgrounds of their fair,
  completes trash runs for the Dulcimer Fest and Evart Fairs,
  rakes/mows/trims at around 100 Commission on Aging clients and
  numerous other projects throughout the County.
  - If I shorten the season from 4-1 to 11-15 to 4-15 to 10-15 and cut the
    days worked to six instead of seven, this would only amount to a
    savings of around $5000 to $6000.
- Our programs have completed an average of 15,585 hours of work annually.

- Our SCRAM tether program has had three (3) enrollments since we started in July – Judge Jaklevec has set up bond requirements for SCRAM and will be sentencing alcohol related offenses to SCRAM as well.
  - As this program grows, which I believe it will as it is a very effective law enforcement tool, I would like the ability to expand (we do have around $14,000 in our fund balance and I do not have to buy 10 units at a time anymore).

- Additionally, we hope to add GPS tethers as well and this will add income to our Program as this progresses.

- At this point, what would you like me to present to the County Commission on 8-18-2015?

Respectfully Submitted,

Pete Carlson
Community Corrections
REQUEST FOR CONTINUING EDUCATION

Date Aug 12, 2015
From: Lisa Kaspriak, Medical Examiner’s Office
To: County Commission
Via: Administrator’s Office

Subj: REQUEST FOR APPROVAL TO ATTEND CONTINUING EDUCATION

Ref: 101-648-951.000
Training Line $2,500.00 Balance $790.00 Request

Encl: (1) All pertinent information, Letter of Support from Dr. Cohle, MD Pathology

1. Background: The field of pathological medicine and death investigation science never stops moving forward. This accredited CME addresses every Medical Examiner specialty, covering the full range of topics important to properly determining Cause and Manner of Death while reducing liability of a “Case Gone Wrong”. The advanced training of the Trainer will allow the Trainees to gain confidence, alongside the Doctor, to further reduce the number of autopsies ordered at $2,700 ea. Reserving even one autopsy per year results in Education Money Well Spent.

a. Title: National Association of Medical Examiner’s Annual Conference
b. Location. Charlotte, NC
c. October 2-6, 2015 (not including travel).
d. Cut-off date for registration Sept 1, 2015.
e. Sponsor of course or meeting. Dr. Stephen Cohle, MD, Forensic Pathologist, GR
f. Course or meeting fees $635.00
g. Estimated travel cost:
   (1) Travel is requested from (TVC, MI) to (Charlotte, NC) and return to (TVC, MI). $394
   (2) Hotel Conference Special Rate Westin Charlotte Oct 1-Oct 6
       $1089.11
   (3) Meal Allowance (not to exceed approved county rate maximum)
       $180.00
   (4) Transportation from/to Airport HTTP://WWW.SHUTTLEFARE.COM ROUNDTRIP
       $70.00
h. Cost $2,368.11 Divided by 3 counties $789.37 TOTAL each

I regret that I cannot attend the commission meeting in person as I am in the U.P. with my son in college orientation. Thank You for your understanding. I look forward to any questions or concerns that you may have. Your support is appreciated.

Sincerely,
Lisa Kaspriak
Medical Examiner’s Office
August 6, 2015

To whom it may concern,

I am writing this letter to recommend Lisa Kaspriak for membership in NAME. She has been a medical examiner administrator for the past 20 years. In that position I have known to be very capable and of the highest character. I can attest to the accuracy of her application. I full support her for membership in NAME.

Sincerely,

[Signature]

Stephen D. Cohle
Forensic Pathologist
Chief Medical Examiner, Kent County MI
Registration Form
National Association of Medical Examiners (NAME)
2015 NAME Annual Meeting & Exhibits, October 2-6, 2015
The Westin Charlotte, Charlotte, NC, USA

MEETING REGISTRATION

*Note: All dollar amounts are in US Dollars

Early (Reduced) Registration Deadline – September 1, 2015

- NAME Member - $695
- Resident NAME Member - $555
- Fellow in Training NAME Member - $555
- Affiliate NAME Member - $635
- Non-Member - $995
- Spouse/Guest - $435

Daily Registration Fee - $300
Please check day(s) which you will attend:
☐ Saturday ☐ Sunday ☐ Monday ☐ Tuesday

Registration After September 1, 2015

- NAME Member - $845
- Resident NAME Member - $705
- Fellow in Training NAME Member - $705
- Affiliate NAME Member - $785
- Non-Member - $1,145
- Spouse/Guest - $585
- Daily Registration Fee - $450

Please check day(s) which you will attend:
☐ Saturday ☐ Sunday ☐ Monday ☐ Tuesday

CME FEES

- NAME Member Early Fee - $100
- NAME Member Late Fee - $150
- Non-Member Early Fee - $150
- Non-Member Late Fee - $200

SAM FEES

- NAME Member Early Fee - $100
- NAME Member Late Fee - $150
- Non-Member Early Fee - $150
- Non-Member Late Fee - $200

OPTIONAL MEETINGS/ACTIVITIES

- Inspection and Accreditation Training (10/2) ☐ (#) FREE
- Welcome Reception/Dinner (10/2) (non-registered) ☐ (#) $80
- NASCAR Hall of Fame Private Reception (10/3) ☐ (#) $100 (SPACE LIMITED)
- Scientific Field Trip (NASCAR Hall of Fame) (10/4) (non-registered) ☐ (#) $45 (SPACE LIMITED)
- 18th Annual Rigor Run/Walk (10/4) ☐ (#) $20
- 21st Annual Cadaver Open Golf Tournament (10/4) ☐ (#) $80 (SPACE LIMITED)
- Chief’s Breakfast Workshop (10/5) ☐ (#) FREE
- Femme Fatale Luncheon (10/5) ☐ (#) $95
- NAME Luncheon (10/6) (non-registered) ☐ (#) $60

☐ Donate to NAME Foundation $________ (Please indicate amount in US Dollars)

Denise D. McNally
Executive Director
National Association of Medical Examiners
31479 Arrow Lane, Marceline, MO 64658
Tel: 860-734-1891
Email: name@thename.org • Web: www.thename.org

Registration Information

NAME 2015 Hotel Information

The Westin Charlotte
601 South College Street
Charlotte, NC 28202
USA
Toll-Free: 877-272-3483
T (704) 375-2600
Website: www.thename.org

The Westin Charlotte is offering a reduced group rate of $189US ($single/double) that is now available. Hotel Rooms can now be booked at the reduced rate for the NAME 2015 Annual Meeting. To book your reservations, please click on the link below. The reduced group rate is available until September 9. After this date you may reserve rooms at the standard hotel rate only and based on availability.

To begin the process, click here to book your reservation today.
PRIVATECAR

Economy Car

$70.00 *
Round-Trip Rate

OR

Economy Kia Rio or similar**Unlimited miles
1. Counter in airport; Shuttle to car
   - x 4
   - x 1
   - x 1
   - $39.33
   - $ 17.99 per day
   - $140.76 total

2. Self Parking; $20 per day + tax
TERMS & DETAILS

The Westin Charlotte
601 South College Street Charlotte NC 28202 United States
Phone:(704) 375-2600 Fax:(704) 375-2623

Check-in Oct 1, 2015 Check-out Oct 6, 2015 1 room(s), 1 adult(s)
Rate plan: Description: NAME

<table>
<thead>
<tr>
<th>Average est. room total per night**</th>
<th>Estimated total for your stay*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room rate: 189.00</td>
<td>USD 945.00</td>
</tr>
<tr>
<td>Room rate excludes the following:</td>
<td></td>
</tr>
<tr>
<td>LODGING TAX: USD 15.12</td>
<td>USD 75.60</td>
</tr>
<tr>
<td>STATE SALES TAX: USD 13.70</td>
<td>USD 68.51</td>
</tr>
<tr>
<td>Estimated total*: USD 217.82</td>
<td>USD 1089.11</td>
</tr>
</tbody>
</table>

The displayed totals are estimates only and do not include any additional charges that may be incurred at the hotel. The actual total will be calculated by the hotel in its local currency, based on the local taxes and currency exchange rate (if applicable) in effect at the time charging occurs.

Additional charges:
Room Extra Person Rate: USD 20.00

Additional charges
Please note that in addition to the room rate, certain Westin Hotels & Resorts properties may impose additional charges for requested services. Please contact the property directly for specific information regarding any additional charges.

Rate Plan Features:
NAME

Room description:
K Or 2 Dbl Rqst Unconfirmed

Room amenities:
PM ASSIGNED AT CHECK-IN. WESTIN NON SMOKING. HEAVENLY BED AND BATH, 37 INCH FLAT PANEL HDTV, IPOD CLOCK RADIO

Stay Requirements:
1 Day(s) Minimum
90 Day(s) Maximum

Cancellation policy: If you cancel between 06-Aug-2015 and 6:00 PM hotel time on 28-Sep-2015, there will be no forfeiture amount. If you cancel after 6:00 PM hotel time on 28-Sep-2015, the forfeiture amount will be a 1 night stay.

GTP/Deposit policy:
Please note that any change in your reservation may change the rate and/or require payment of cancellation fees. For reservations guaranteed with a form of payment at time of booking, rooms are held until hotel check-out time the day following arrival. For reservations not guaranteed with a form of payment at time of booking, rooms are held until set cancellation time per the rules of the reservation. In the event more guests arrive than can be accommodated due to hotel overbooking or an unforeseen circumstance, and hotel is
Osceola County FOIA Coordinator 301 West Upton Avenue, Reed City, Michigan 49677
Phone: 231-832-6196 / Fax: 231-832-6197

Notice of Denial of FOIA Request

<table>
<thead>
<tr>
<th>Request No.</th>
<th>Date Received</th>
<th>Check if received via: Email</th>
<th>Fax</th>
<th>Other Electronic Method</th>
<th>Date delivered to junk/spam folder</th>
<th>Date discovered in junk/spam folder</th>
</tr>
</thead>
</table>

(Please Print or Type)
Request for: Copy | Certified copy | Record inspection | Subscription to record issued on regular basis

Name
Phone

Firm/Organization
Fax

Street
Email

City
State
Zip

Delivery Method: Will pick up | Will make own copies onsite | Mail to address above | Email to address above | Deliver on digital media provided by the County: ____________________________

Record(s) You Requested: (Listed here or see attached copy of original request)

☐ All OR ☐ Part of your request for records has been denied. Please refer to this form for an explanation. If you have any questions regarding this denial, contact ____________________________ at ____________________________

Reason for Denial:
☐ 1. Exempt from Disclosure: This item is exempt from disclosure under FOIA Section 13, Subsection _______ (insert number), because: ___________________________________________

☐ 2. Record Does Not Exist: It is hereby certified, pursuant to Section 5(5)(b) of the FOIA, that your FOIA request is denied because, to the best of my knowledge, information and belief, no public records exist as of _____________, 20___, under the name(s) set forth in your request, nor under another name reasonably known to the County. If you believe this record does exist, provide a description that will enable us to locate the record: ___________________________________________

☐ 3. Redaction: A portion of the requested record had to be separated or deleted (redacted) as it is exempt under FOIA Section 13, Subsection _______ (insert number), because: ___________________________________________

A brief description of the information that had to be separated or deleted: ___________________________________________

Notice of Requestor’s Right to Seek Judicial Review
You are entitled under Section 10 of the Michigan Freedom of Information Act, MCL 15.240, to appeal this denial to the County Board of Commissioners or to commence an action in the Circuit Court to compel disclosure of the requested records if you believe they were wrongfully withheld from disclosure. If, after judicial review, the Court determines that the County has not complied with MCL 15.235 in making this denial and orders disclosure of all or a portion of a public record, you have the right to receive attorneys’ fees and damages as provided in MCL 15.240. (See back of this form for additional information on your rights.) *Public Summary available at www.osceola-county.org.

Signature of FOIA Coordinator: ____________________________ Date: ____________________________

(Form created by MTA, MAMA and CS&T, PC)
FREEDOM OF INFORMATION ACT (EXCERPT)
Act 442 of 1976

15.240.amended Options by requesting person; appeal; actions by public body; receipt of written appeal; judicial review; civil action; venue; de novo proceeding; burden of proof; private view of public record; contempt; assignment of action or appeal for hearing, trial, or argument; attorneys' fees, costs, and disbursements; assessment of award; damages.
Sec. 10.
(1) If a public body makes a final determination to deny all or a portion of a request, the requesting person may do 1 of the following at his or her option:
   (a) Submit to the head of the public body a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial.
   (b) Commence a civil action in the circuit court, or if the decision of a state public body is at issue, the court of claims, to compel the public body's disclosure of the public records within 180 days after a public body's final determination to deny a request.

(2) Within 10 business days after receiving a written appeal pursuant to subsection (1)(a), the head of a public body shall do 1 of the following:
   (a) Reverse the disclosure denial.
   (b) Issue a written notice to the requesting person upholding the disclosure denial.
   (c) Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part.
   (d) Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the head of the public body shall respond to the written appeal. The head of a public body shall not issue more than 1 notice of extension for a particular written appeal.

(3) A board or commission that is the head of a public body is not considered to have received a written appeal under subsection (2) until the first regularly scheduled meeting of that board or commission following submission of the written appeal under subsection (1)(a). If the head of the public body fails to respond to a written appeal pursuant to subsection (2), or if the head of the public body upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action under subsection (1)(b).

(4) In an action commenced under subsection (1)(b), a court that determines a public record is not exempt from disclosure shall order the public body to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Venue for an action against a local public body is proper in the circuit court for the county in which the public record or an office of the public body is located has venue over the action. The court shall determine the matter de novo and the burden is on the public body to sustain its denial. The court, on its own motion, may view the public record in controversy in private before reaching a decision. Failure to comply with an order of the court may be punished as contempt of court.

(5) An action commenced under this section and an appeal from an action commenced under this section shall be assigned for hearing and trial or for argument at the earliest practicable date and expedited in every way.

(6) If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in an action commenced under this section, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or public body prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages under subsection (7).

(7) If the court determines in an action commenced under this section that the public body has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the public body to pay a civil fine of $1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of $1,000.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.