COUNTY OF OSCEOLA
BOARD OF COMMISSIONERS
COMMITTEE OF THE WHOLE
AGENDA
Tuesday, March 17, 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.


6. Consider Payment of Claims.

7. Old Business:
   A. Discuss C.O.A. Building Purchase Funding – Susan Vander Pol.
   B. Discuss C.O.A. Reed City Senior Center Update – Scott Schryer.
   C. Consider Other Budget Amendments, Cash Transfers, and Journal Register Reports from Treasurer.
   D. Discuss E.M.S. Northwest Quadrant.
   E. Discuss Sheriff Renovation and Addition.

8. New Business:
   B. Discuss Circuit Court Parole/Probation Xerox Copier Lease – Jon-Thomas Burgess.

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


Also present: Donald LaBrenz II-Building Inspector, Mark Watkins-E.M.D. Director, Scott Schryer-C.O.A. Director, Susan Vander Pol-County Coordinator, Karen Bluhm-County Clerk and a few members of the public.

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

Brief public comment: None.

Moved by Commissioner Nehmer, supported by Commissioner Halladay, to approve the minutes of February 17, 2015. Motion carried.

Recommended by Commissioner Tiedt, supported by Commissioner Wayne, to approve the current claims of the County in the amount of $35,816.12. Recommendation was unanimously supported.

Sheriff Renovation & Addition Bid Results
Susan Vander Pol, County Coordinator, reported the bids for the renovation at the Sheriff's Department came in higher than anticipated. Landmark is currently reviewing the two (2) lowest bids and will be at the Board's next meeting to go over them with the Board. Discussion was held on how to proceed.

Recommended by Commissioner Nehmer, supported by Commissioner Tiedt, to move forward with the Sheriff's Department building project and review the contractors for an award of the bid. Recommendation was unanimously supported.

Updated Policies & Procedures
Susan Vander Pol, County Coordinator, spoke about the updated policies before the Board. Two of the policies are new while the others have just been updated. Discussion was held.

Recommended by Commissioner Elkins, supported by Commissioner Tiedt, to approve the policies for Unemployment Compensation, Wage Deduction, Hours of Work, Termination of Employment/Service, Record of Hours and Leave, Property of Osceola County Identification and Fixed Asset Capitalization and Disposal with changes as presented. Recommendation was unanimously supported.

Budget Amendment & January Journal Report
Commissioner Tiedt reviewed the budget amendment presented and the January Journal Report from the County Treasurer.
Recommended by Commissioner Tiedt, supported by Commissioner Nehmer, to approve the budget amendment and Treasurer’s January Journal Entry Report as presented. Recommendation was unanimously supported.

**E.M.S. Northwest Quadrant Update**
Susan Vander Pol, County Coordinator, reported no deed has been received from the Village of Tustin yet.

**Discuss C.O.A. Marion and Reed City Meal Sites**
C.O.A. Director, Scott Schryer, brought information to the Board regarding a building in Marion he would like to purchase. He spoke about the location as well as the many improvements which would need to be done to make it function well for possible uses by the Commission on Aging. A lengthy discussion was held regarding the Marion site. Scott then spoke about a better location for the Reed City community as well. He reported he has been in contact with the Reed City Senior Center and has a meeting scheduled for this Friday to look at possible options. However, he is concerned that they have already advised him they would want $420/month to house our meal site. He also highlighted some possible conflicts with their programs as well as renovations that would be required to serve food at that location. Discussion was held.

**Appointments to County Building Board of Appeals**
Donald LaBrenz II, Building Inspector, was present to ask that the individuals listed on his request for appointment to the Building Board of Appeals be approved.

Recommended by Commissioner Wayne, supported by Commissioner Tiedt, to approve the reappointment of Herbert Phelps, George Hollingshead, Sidney King, Kevin Miller, Jim Peterson, Keith Holmes and Terrance Gerber to the Building Department Board of Appeals for 2 years terms expiring on 03-15-17. Recommendation was unanimously supported.

**Land Bank Authority Annual Report**
Dan Massy, Community Developer, reported the Land Bank Authority annual report needs to be submitted. He then explained how the Land Bank Authority works.

**E.M.D. WMSRDC 2014 Intergovernmental Agreement**
Mark Watkins, E.M.D. Director, asked to submit the WMSRDC 2014 Intergovernmental Agreement with our judiciary.

Recommended by Commissioner Gregory, supported by Commissioner Nehmer, to approve the WMSRDC 2014 Intergovernmental Agreement as presented and authorize the Chairman to sign. Recommendation was unanimously supported.
Mark Watkins, E.M.D. Director, then gave a departmental update.

Employee/Board Comments: None.

Extended Public Comments: None.

Moved by Commissioner Elkins, supported by Commissioner Wayne, to adjourn at 11:06 a.m. Motion carried.

Karen J. Bluhm, County Clerk

Larry Emig, Chairman
Osceola County Commission on Aging

Date: March 9, 2015

To: Osceola County Board of Commissioners & Susan Vander Pol, County Coordinator

From Scott Schryer, COA Director

Re: Reed City Senior Center

Dear Board and Susan,

On 6 March 2015 I met with the Reed City Senior Center Executive Board. The purpose of the meeting was to discuss the advantages and disadvantages of our two groups working together to better the services to the seniors. This memo is to convey the tentative agreement we came to. It involves planning for their building located at 219 East Todd Street, Reed City Michigan, as well as both the COA advisory board and their 501c3 board. At that meeting they voted to approve these terms and to have me take these recommendations to you for approval. If you agree to what we have outlined, they will hold a meeting with their entire group for a final vote to move forward.

The goals that we agreed on for this project to be successful are as follows:

1. Getting the Reed City Senior Center to a point where they are be able to stop running fund raisers, charging members annual dues and daily activities charges.
2. To grow the current Reed City group allowing them to focus on enjoying the services rather than how to pay the bills.
3. To keep the current 501c3 active and infuse new members onto the board from the COA Advisory board.
4. To have an active member of the Reed City Senior Center board join the COA Advisory board.
5. To move the Reed City congregate meal site to the Todd St. location.
6. To increase the number of seniors served by the Meals Program.
7. To leave the current activities in place.
8. To offer new activities, educational seminars, and after hours events for the south west corner of the county.
9. To utilize the 501c3 to find and write grants to improve all the COA buildings in the county.

Next we defined how we intend this merger to work, along with the responsibility of both parties.

The Reed City Senior Center will be responsible for the following:

1. Keeping the 501c3 in place and up to date.
2. Allow the 501c3 to write grants to improve all COA buildings in the county.
3. Be open to both new members joining the 501c3 board, and getting trained on when, where, and how to find and write grants.
4. Donate the building located on 219 East Todd Street to the Osceola County Commission on Aging for senior services.
5. Place a member of the 501c3 board on the COA advisory board.

Osceola County thru the Commission on Aging will have be responsible for the following:

1. Allow a member from the 501c3 board to join our COA advisory board.
2. Make upgrades to the building located on 219 East Todd Street to ensure compliance with County, State, and Federal standards.
3. In the event the county chooses to stop using the building for senior services, it will donate the building back to the 501c3 group, as long as it is still in existence. If the structure is closed or dissolved, this requirement becomes void.
4. Move the Reed City Meals Site to the location at 219 East Todd Street, as its intended permanent location.
5. Leave the current activities in place, and add new activities as appropriate.
6. Allow seniors from the 501c3 to become volunteers for the COA as requested and upon passing of background checks.

At this time I am submitting this request to you for your approval. In the event you approve the terms listed above, the agreement will still be contingent on a vote of the Reed City Senior Centers full membership. I thank you for your time and consideration in this matter.

Sincerely,

Scott Schryer
COA Director
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 ( )
Debt Service ( ) Other _________ ( )

REVENUE:

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<tr>
<th>ACCT. NAME</th>
<th>ACCOUNT NUMBER</th>
<th>DECREASE</th>
<th>INCREASE</th>
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<tr>
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EXPENSES:

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<th>INCREASE</th>
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Register of Deeds

Nancy Crawford
Department Head Signature

Date: 3-5-15

Board of Commissioners/Representative
Recorded ( ) Motion/Resolution No. __
Budget Amendment No. ________________
### Revenue Sources

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<tr>
<th>Source</th>
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<td>Federal</td>
<td>18.20%</td>
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<td>State</td>
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<tr>
<td>Millage</td>
<td>58.68%</td>
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<tr>
<td>Program Income</td>
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<tr>
<td>V.A.</td>
<td>1.07%</td>
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### Staffing

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<th>2014</th>
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<td>Administration (Director, Administrative Assistant, Fiscal Manager, Maintenance)</td>
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<td>4</td>
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<tr>
<td>Nutrition Program</td>
<td>10</td>
<td>10</td>
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<tr>
<td>In Home Services</td>
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<td>16</td>
</tr>
<tr>
<td>Transportation</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Volunteers (For all programs)</td>
<td>38</td>
<td>34</td>
</tr>
<tr>
<td>Social Services</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

Senior Service Programs are funded in part through grant funding provided by Region VIII Area Agency on Aging, Office of Services to the Aging, DHS, VA, and United Way.

*Medical Transportation Provided by COA Staff and Van 10,763 Miles of Service*

### Program Details

1. **Congregate Program**: Located at 4 meal sites providing a hot meal three days a week. Activities also take place promoting socialization and health education.
   - **6,765 Meals Served**
   - Change from 2013: 346 Increase

2. **Home Delivered Meals**: We provide hot meals four days a week with a Wednesday and weekend frozen meal to homebound seniors.
   - **22,788 Meals Served**
   - Change from 2013: 1,196 Increase

3. **Case Coordination and Support Services**: Registered Nurses meet one on one with each senior in their home to discuss available in-home and nutrition services.
   - **1532.67 Hours of Service**
   - Change from 2013: 231.32 Increase

4. **Personal Care**: Provides in-home assistance with bathing and other personal hygiene needs.
   - **1400.25 Hours of Service**
   - Change from 2013: 368.75 Increase

5. **Homemaking**: Provides assistance with light housekeeping duties such as vacuuming and dusting.
   - **2782 Hours of Service**
   - Change from 2013: 332 Increase

6. **Medicaid Waiver**: In-home services to older adults and individuals with disabilities who are eligible for nursing home care.
   - **3052 Hours of Service**
   - Change from 2013: 3,071.75 Decrease

7. **Respite Care**: Provides temporary relief for the primary caregiver of chronically ill clients who cannot or should not be left alone.
   - **3412 Hours of Service**
   - Change from 2013: 525 Increase

8. **Evidenced Based Health Promotion**: Provides educational information through the Matter of Balance and Path Diabetes programs.
   - **53 Clients Served**
   - Change from 2013: 18 Increase

9. **Project Fresh / Senior Green**: Nutrition programs assisting seniors in getting fresh fruits and vegetables.
   - **2230 Coupons w/91.5% Redemption**
   - Change from 2013: Unknown

10. **Medical Transportation**: Provides transportation to and from medical appointments by volunteer drivers.
    - **52,083 Miles of Service**
    - Change from 2013: 13,059 Decrease
Osceola County Commission on Aging

2014 Annual Report

These are notes to accompany the charts describing the services rendered by the COA in 2014.

1. Congregate Program – Increase in this service is mainly due to the opening of the Marion site on Tuesdays and Thursdays
2. Home Delivered Meals – Increase in this service was due to increase demand.
3. Case Coordination and Support Services – This increase is on the support services side as our Medicare and Medicaid services has been growing consistently for the past three years.
4. Personal Care – Increase in this service was due to increase demand.
5. Homemaking – Increase in this service was due to increase demand.
6. Medicaid Waiver – There was a large decrease in this service due to the level of care required. As this is a service that is reimbursement after completion this does not affect our budget. This service is NOT part of our AAA contracts.
7. Respite Care - Increase in this service was due to increase demand.
8. Evidence Based Health Promotions: This increase is due to us running three classes in 2014 compared to two classes in 2013.
9. Project Fresh / Senior Green – There is no way of checking the difference to 2013 as MSU Extension had the Project Fresh program in 2013 and we started Senior Green in July of 2014.
10. Medical Transportation – The decrease in this service is due to the COA using a staff member for the longer trips. Although we went down 13,059 in volunteer miles we picked 10,763 of them up with a staff member. The saving of doing that allowed us to increase the program from 2 trips a month to 3 in December of 2014.

- The 2014 budget was 995,206.26 which was up from 2013 by 15,894.65, but still down by (80,413.46) from 2011 which was 1,075,619.72.
- Staffing increased by 1, a maintenance position.
- Under revenue sources a new piece of the pie has been realize at 1.07%, VA. We projected a revenue of $4,875 and realized $10,611.
- Average age for in-home services 79.4 with 196 clients.
- Average age for nutrition services 78.1 with 247 clients.
- Average age for transportation services 75.9 with 60 clients.
- Turnover for 2014 – 11 of 33 positions or 33%, all part time staff. In exit interviews all fell under one of the following categories: Moved out of area 2, Retired 2, Personal Reasons 2, Went to Full-Time 3, Unhappy with position 2, Fired 0. In comparison 2013 had 12, 2012 had 11, all part time but 1.
**Lease Agreement**

Customer: CORRECTIONS, MICHIGAN DEPARTMENT OF

Billing: OSCEOLA COUNTY CIRCUIT COURT
410 W UPTON AVE
REED CITY, MI 49677-1191

Install: OSCEOLA COUNTY CIRCUIT COURT
PAROLE/PROBATION
410 W UPTON AVE
REED CITY, MI 49677-1191

State or Local Government Negotiated Contract: 072412900

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### Solution

<table>
<thead>
<tr>
<th>Item</th>
<th>Product Description</th>
<th>Agreement Information</th>
<th>Trade Information</th>
<th>Requested Install Date</th>
</tr>
</thead>
</table>
| 1. WC3615DN (WORKCENTRE 3615DN) | · Customer Ed            | Lease Term: 60 months | · Sharp Ar 164 Imager  
· Sharp Ar 507 Imager        | 3/18/2015                |
|                             |                           | Purchase Option: FMV  | Trade-In to Xerox  |

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### Monthly Pricing

<table>
<thead>
<tr>
<th>Item</th>
<th>Lease Minimum Payment</th>
<th>Print Charges</th>
<th>Maintenance Plan Features</th>
</tr>
</thead>
</table>
| 1. WC3615DN | $29.96                | 1: BW                 | · Consumable Supplies Included for all prints  
· Pricing Fixed for Term |
|           |                       | 1 - 800               |                                                                 |
|           |                       | 801+                  |                                                                 |
|           |                       | Included              |                                                                 |
|           |                       | $0.0100               |                                                                 |

Total: $29.96 Minimum Payments (Excluding Applicable Taxes)

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**Authorized Signature**

Customer acknowledges receipt of the terms of this agreement which consists of 2 pages including this fact page:

Signer: ____________________________ Phone: (231)832-6162

Signature: ________________________ Date: __________________

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Thank You for your business!
This Agreement is proudly presented by Xerox and

John Kilian  
(231)796-9989

For information on your Xerox Account, go to www.xerox.com/AccountManagement

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WS WS1121 03/06/2015 16:18:19 Confidential - Copyright © 2008 XEROX CORPORATION. All rights reserved.
Lease Agreement

INTRODUCTION:
1. NEGOTIATED CONTRACT. The Products are subject solely to the terms in the Negotiated Contract identified on the face of this Agreement, and, for any option you have selected that is not addressed in the Negotiated Contract, the then-current standard Xerox terms for such option.

GOVERNMENT TERMS:
2. REPRESENTATIONS & WARRANTIES. This provision is applicable to governmental entities only. You represent and warrant, as of the date of this Agreement, that: (1) you are a State or a fully constituted political subdivision or agency of the State in which you are located and are authorized to enter into and carry out your obligations under this Agreement and any other documents required to be delivered in connection with this Agreement (collectively, the "Documents"); (2) the Documents have been duly authorized, executed and delivered by you in accordance with all applicable laws, rules, ordinances and regulations (including all applicable laws governing open meetings, public bidding and appropriations required in connection with this Agreement and the acquisition of the Products) and are valid, legal, binding agreements, enforceable in accordance with their terms; (3) the person(s) signing the Documents have the authority to do so, are acting with the full authorization of your governing body and hold the offices indicated below their signatures, each of which are genuine; (4) the Products are essential to the immediate performance of a governmental or proprietary function by you within the scope of your authority and will be used during the Term only by you and only to perform such function, and (5) your payment obligations under this Agreement constitute a current expense and not a debt under applicable state law and no provision of this Agreement constitutes a pledge of your tax or general revenues, and any provision that is so construed by a court of competent jurisdiction is void from the inception of this Agreement.

3. FUNDING. This provision is applicable to governmental entities only. You represent and warrant that all payments due and to become due during your current fiscal year are within the fiscal budget of such year and are included within an unrestricted and unencumbered appropriation currently available for the purchase/maintenance of the Products, and it is your intent to use the Products for the entire term and to make all payments required under this Agreement. If (1) through no action initiated by you, your legislative body does not appropriate funds for the continuation of this Agreement for any fiscal year after the first fiscal year and has no funds to do so from other sources, and (2) you have made a reasonable but unsuccessful effort to find a creditworthy assignee acceptable to Xerox in its sole discretion within your general organization who can continue this Agreement, this Agreement may be terminated. To effect this termination, you must, at least 30 days prior to the beginning of the fiscal year for which your legislative body does not appropriate funds, notify Xerox in writing that your legislative body failed to appropriate funds and that you have made the required effort to find an assignee. Your notice must be accompanied by payment of all sums then owed through the current year under this Agreement and must certify that the canceled Equipment is not being replaced by equipment performing similar functions during the ensuing fiscal year. You will return the Equipment, at your expense, to a location designated by Xerox and, when returned, the Equipment will be in good condition and free of all liens and encumbrances. You will then be released from any further payment obligations beyond those payments due for the current fiscal year (with Xerox retaining all sums paid to date).

PRICING PLAN/OFFERING SELECTED:
4. FIXED PRICING. If "Pricing Fixed for Term" is identified in Maintenance Plan Features, the maintenance component of the Minimum Payment and Print Charges will not increase during the initial Term of this Agreement.

GENERAL TERMS & CONDITIONS:
5. REMOTE SERVICES. Certain models of Equipment are supported and serviced using data that is automatically collected by Xerox or transmitted to or from Xerox by the Equipment connected to Customer’s network ("Remote Data") via electronic transmission to a secure off-site location ("Remote Data Access"). Remote Data Access also enables Xerox to transmit Customer Releases for Software and to remotely diagnose and modify Equipment to repair and correct malfunctions. Examples of Remote Data include product registration, meter read, supply level, Equipment configuration and settings, software version, and problem/fault code data. Remote Data may be used by Xerox for billing, report generation, supplies replenishment, support services, recommending additional products and services, and product improvement/development purposes. Remote Data will be transmitted to and from Customer in a secure manner specified by Xerox. Remote Data Access will not allow Xerox to read, view or download the content of any Customer documents or other information residing on or passing through the Equipment or Customer’s information management systems. Customer grants the right to Xerox, without charge, to conduct Remote Data Access for the purposes described above. Upon Xerox’s request, Customer will provide contact information for Equipment such as name and address of Customer contact and IP and physical addresses/locations of Equipment. Customer will enable Remote Data Access via a method prescribed by Xerox, and Customer will provide reasonable assistance to allow Xerox to provide Remote Data Access. Unless Xerox deems Equipment incapable of Remote Data Access, Customer will ensure that Remote Data Access is maintained at all times. Maintenance Services are being performed.