COUNTY OF OSCEOLA
BOARD OF COMMISSIONERS
COMMITTEE OF THE WHOLE
AGENDA
Tuesday, June 20, 2017
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. Update on Drain at Rose Lake Park – Susan Vander Pol.
   B. Update from Health, Safety & Grounds Committee – Roger Elkins.
   C. Consider Other Budget Amendments, Cash Transfers, and Journal Register Reports from Treasurer.
   D. Update on C.O.A. Marion Renovation.
   E. Update on VoIP Telephone Installation with Jive Communications.

8. New Business:
   A. Discuss C.O.A. Items – Scott Schryer:
      1. Termination of Building Use Agreement with Marion Eagles.
      2. Conduct Guardianship Reviews.
   B. Discuss Prosecutor Victim Rights Grant Application – Dani Taylor.
   C. Discuss E.M.S. Bad Debt Report – Jeremy Beebe.
   D. Discuss Treasurer Land Sale Proceeds Report – Lori Leudeman.
   F. Discuss Items – Susan Vander Pol:
      1. MVAA – MI Veterans Trust Fund Changes.
      2. 2018 County Budget Time Lines
      3. County Picnic.

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 9:40 a.m. by Chairman Emig.


Also present: Shane Helmer-E.M.S. Assistant Director, Scott Schryer-C.O.A. Director, Justin Halladay-Undersheriff, Susan Vander Pol-County Coordinator, Karen Bluhm-County Clerk, and other members of the public.

Motion by Commissioner Elkins, seconded by Commissioner Nehmer, to approve the agenda as amended. Motion carried.

Brief Public Comment: Art Robell, 14239 Lake Street, LeRoy, inquired about the situation with the Rose Lake Drain.

Employee/Board Comment: None.

Motion by Commissioner Nehmer, seconded by Commissioner Halladay, to approve the minutes from May 16, 2017. Motion carried.

Recommended by Commissioner Tiedt, seconded by Commissioner Wayne, to approve the current claims of the County in the amount of $84,242.70. Recommendation was unanimously supported.

Health, Safety & Grounds Committee
Commissioner Nehmer advised the committee has met with the Judges to go over some of the proposed building improvements for better security. They will continue to review the drawings and look at other suggestions made during that meeting.

Budget Amendment
Commissioner Tiedt reviewed the budget amendment presented.

Recommended by Commissioner Tiedt, seconded by Commissioner Wayne to approve the budget amendment as submitted. Recommendation was unanimously supported.

C.O.A. Marion Renovation
Scott Schryer, C.O.A. Director, reported they received their occupancy permit last Friday after all final inspections were completed. A final walk through and punch list will be done soon and then the facility in Marion should be ready to go. Discussion held on holding an upcoming Board meeting in the facility followed by an open house for the public.

VoIP Telephone Installation with Jive Communications
Susan Vander Pol, County Coordinator, reported that staff from Jive Communications will be on site beginning tomorrow, to work with Jon-Thomas Burgess, Technology Coordinator, as the project continues to progress.
Committee Minutes
June 6, 2017

E.M.S. Rescue Task Force Equipment Grants/Funding
Shane Helmer, E.M.S. Assistant Director, spoke to the Board regarding a lack of equipment should they be called to an active assailant incident requiring a Rescue Task Force. He explained some of the equipment they would like to acquire and asked for approval to apply for grant funding from various areas. Discussion was held.

Recommended by Commissioner Tiedt, supported by Commissioner Halladay, to approve the E.M.S. department submitting grant applications to the Osceola County Community Foundation, TransCanada, MMRMA-Rap Grant, Ice Mountain, General Mills, Ventra Operations, USDA or other entities and seek funding to purchase equipment for a Rescue Task Force within the E.M.S. department. Recommendation was unanimously supported.

Sale of Vehicles/Sheriff Department
Undersheriff Justin Halladay spoke to the Board about selling three departmental vehicles. He explained the history of buying departmental vehicles and the increase in cost over the years. He then spoke to the Board about possibly purchasing a K-9 unit, which has already been equipped, from a dealer in Mt. Pleasant for between $35,000 to $37,000. The dealership has contacted him offering to sell the vehicle at a substantially discounted price. If the Board approves the purchase of this vehicle, he would sell a fourth departmental vehicle to offset the cost. Discussion was held. Susan Vander Pol, County Coordinator, asked that the Board also consider selling the County’s General Services vehicle at the same time as selling the Sheriff’s Department vehicles.

Recommended by Commissioner Nehmer, seconded by Commissioner Tiedt, to approve the sale of the Sheriff’s Department and General Services vehicles. Recommendation was unanimously supported.

Recommended by Commissioner Tiedt, seconded by Commissioner Nehmer, to authorize the purchase of a new K-9 Unit for the Sheriff’s Department. Recommendation was unanimously supported.

WMSRDC Transfer of Ownership Agreement
Undersheriff Justin Halladay asked the Board to approve the WMSRDC transfer of ownership agreement for an EOTech X320 Thermal Image Camera, Serial #IR089659. A brief discussion was held.

Recommended by Commissioner Tiedt, seconded by Commissioner Wayne, to approve the WMSRDC Transfer of Ownership Agreement for the infrared equipment. Recommendation was unanimously supported.

The Board took a recess at 10:36 a.m.

The Board reconvened at 10:50 a.m.

Community Mental Health Appointment
Commissioner Elkins reported Kerry Green’s appointment to Community Mental Health has expired and he requested she be re-appointed.
Recommended by Commissioner Elkins, seconded by Commissioner Halladay, to approve the re-appointment of Kerry Green to the Community Mental Health Central Michigan for a three-year term expiring June 19, 2020. Recommendation was unanimously supported.

**Mecosta & Osceola-Lake Conservation Districts Services Agreement**

Susan Vander Pol, County Coordinator, explained the agreement received from the Mecosta & Osceola-Lake Conservation District regarding the Household Hazardous Waste Collection held yearly. A brief discussion was held.

Recommended by Commissioner Tiedt, seconded by Commissioner Wayne, to approve the Mecosta & Osceola-Lake Conservation Districts Services Agreement as presented with $2,500 appropriated. Recommendation was unanimously supported.

**Michigan Indigent Defense Commission**

Susan Vander Pol, County Coordinator, spoke to Board members about setting up a work group joint with several counties to develop a plan to comply with the Michigan Indigent Defense Commission. Discussion was held.

Recommended by Commissioner Elkins, seconded by Commissioner Tiedt, to allow the County Coordinator to set up a work group and work with other counties and courts in developing the required Michigan Indigent Defense Commission Plan. Recommendation was unanimously supported.

**Public Comment:** Karen Bluhm, County Clerk, advised Commissioners that the new County Identification Badges are now available. A brief discussion was held.

**Extended Public Comments:** None.

Motion to adjourn by Commissioner Nehmer, seconded by Commissioner Wayne at 11:03 a.m. Motion carried.

Karen J. Bluhm, County Clerk

Larry Emig, Chairman
DATE: June 13, 2017

TO: Board of Commissioners

FROM: Susan M. Vander Pol

RE: Drain in Rose Lake Park

The Board of Commissioners asked for some historical research to be conducted into the history of the drain located in Rose Lake Park by the boat launch and who is responsible for maintaining the drain. In summary, the drain was part of the 1992 agreement with the State of Michigan (Department of Natural Resources) wherein the County acquired 11.7 acres, which included the upgraded boat launch and the drain to combine with the then existing 22 acres of Rose Lake Park. The drain has been considered part of the park/county since its acquisition.

A little history:

1990 – Osceola County purchased the 22 original acres of Rose Lake Park in 1941. The DNR agreed that if the county would provide public access, they would and did purchase 11 adjacent acres. In 1990, a joint County/State project to improve the boat launch and drain was undertaken. In April of 1990, the Board of Commissioners committed up to $25,000 to improve the boat launch and drain in the park with the State paying the other half. By July, the State had negated their funding share and in August the Board of Commissioners approved doing the boat launch and drain enhancement with $50,000 from the Public Improvement fund with a two year payback from park revenues. The DNR reviewed the drain work in June of 1991, making some recommended changes. The work was completed in early 1992 with documentation provided regarding the slope, length and elevation levels of the drain.

1992 – June - The deed was received from the State of Michigan DNR for the 11 acres in Rose Lake Park designating the property for a boat launch and park facilities to be open to all residents of the State. The deed is restricted and states the "property shall be open to all residents of the state on the same terms, fees, and conditions; and that upon termination of that use or upon use of any other purpose, title to the property shall revert immediately to the state," with the state assuming no liability for any improvements made by the County of Osceola or by any other party.

1992 – December – The Board created a Park’s Commission to operate the parks.

2011 – October – Received a Michigan DNR Waterways matching grant for $40,000 which contained the terms of “appoint the Osceola County Parks Commission to regulate the use of the facilities constructed under this Agreement to assure the use thereof by the public on equal and reasonable terms.”

2012 – Drawings and cleanup of drain to improve flow.

* The 2011 Michigan DNR Waterways grant was not utilized and lapsed. This may affect any future application requests for funding of the boat launch or drain.
Meeting Called to Order by Vice-Chairperson Elkins at 12:15 p.m.

Members Present: Commissioners Roger Elkins and Jack Nehmer.
Members Absent: Commissioner Gregory


Additions or Deletions: Employee Name Badges and Policy was added to the agenda.

Motion by Commissioner Elkins, seconded by Commissioner Nehmer to approve the agenda. Motion was unanimously supported.

Public Comments - None.

Employee Comments – None.

Motion by Commissioner Nehmer, seconded by Commissioner Elkins to approve the minutes of May 22, 2017. Motion was unanimously supported.

Old Business:

Building Security Enhancements
Bob VanPutten presented revised sketches of the proposed building changes for the Annex Building. Discussion was held with the commissioners and others in attendance on changes, flow of employees, public and an enhanced entrance for inmates.

New Business – Employee Name Badges and Policy
Discussion on employee name tags, use policies and forms was held. The following recommendation was made:

Recommended by Commissioner Elkins, seconded by Commissioner Nehmer that the wearing of County issued name tags be mandatory for all County employees with the policies and procedures addressing the same will be forthcoming. Recommendation was unanimously supported.

Board Comments – Commissioner Elkins expressed appreciation to Mr. VanPutten of Landmark Design for the ideas and information he brings to the Committee members.

Extended Public Comments (Six Minute Limit) - None.

The meeting adjourned at 12:59 p.m.

Respectfully submitted,

Susan M. Vander Pol
Osceola County Coordinator
OSCEOLA COUNTY
PERSONNEL AND OPERATIONS POLICY MANUAL

POLICY NUMBER: 1018

POLICY TITLE: Employee Identification Badges

Authorized by: Board of Commissioners

Date Implemented: Date Amended:

POLICY:

A. Identification Badge Policy for Osceola County Employees

As a vital part of the County’s commitment and strategy to ensuring the safety and security of all employees and public users at our facilities, an Osceola County identification badge containing the name, photo and department will be issued.

All non-public safety and nonunion employees will normally receive their badge on the first day of employment. Non-public safety elected officials will receive their badge on their first working day of their term of office.

All nonunion employees and non-public safety elected officials are required to wear an ID badge in plain view while on Osceola County property. Public safety employees (including Sheriff’s, Emergency Medical Services and Animal Control departments) and the elected Prosecuting Attorney shall wear identification as determined to be part of their uniform or within public safety guidelines.

If your identification badge is lost or stolen, you must obtain a replacement. Lost or stolen cards should be reported to the County Clerk’s office as soon as possible. Failure to wear your ID badge or excessive loss or damage to cards can lead to disciplinary action. The charge for a lost or stolen identification card will be $5.00, with the fee for a first occurrence waived.

If your identification badge needs to be replaced due to a name change, transfer to another County department or a request by the County, no charge will be assessed.

Upon termination, employees will be required to return ID badges to the County Clerk’s office.

B. Contractors and Temporary Staff

Contractors and temporary staff with assignments of twelve (12) or more weeks will be issued a photo ID badge. Those with a shorter assignment may be issued an Osceola County ID badge without a photo. Access to additional secured areas will be addressed on a case by case basis. Contractors and Temporary ID badges must be worn on the issued lanyard around the neck at all times while on Osceola County property. Temporary and contractor staffs are required to return ID badges to the County Clerk’s office on the last day of the assignment.
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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Treasurer

DEPARTMENT HEAD SIGNATURE DATE 6/8/17

BOARD OF COMMISSIONERS/REPRESENTATIVE

RECORDED ( ) MOTION/RESOLUTION NO

BUDGET AMENDMENT NO. ______________________

EXPLANATION: Disability Short
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:

<table>
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<th>FUND</th>
<th>General ( )</th>
<th>245 Capital ( )</th>
<th>Special Revenue ( )</th>
<th>Debt Service ( )</th>
<th>Other ( )</th>
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**REVENUE:**

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**EXPENSES:**

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**TOTAL**

$(35,400) $(35,400)

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Department: [Signature]

Board of Commissioners/Representative: [Signature]

Recorded ( ) Motion/Resolution No.: __________

Budget Amendment No.: __________

**EXPLANATION:** $15,000 originally budget for jail software replacement. Project moved to 2018. $15,000 in 245 Fund is from a "transfer in" from the 295 Fund. Budget adjustments for purchase of K-9 Vehicles.

Date: June 13, 2017
COUNTY OF OSCEOLA

AUTHORIZATION TO TRANSFER FUNDS

The County Treasurer is hereby directed to transfer funds in the following manner:

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<td>FROM:</td>
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<td>TO:</td>
<td>245 Fund</td>
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COMMENTS:

The above transfer has been appropriated by the Board of Commissioners by previous resolution and may be less than the full amount appropriated in the source fund. The appropriating action was by:

- Appropriation Act
- Budget Resolution
- Transfer Resolution

The County Treasurer is to complete the transfer within three business days following the date of this authorization order. A copy of the executed transfer is to be issued to the County Clerk. Should the County Treasurer be unable to complete the transfer, in whole or in part, within the time prescribed, a statement will be sent to the authorizing party within the same time limit, giving reason why the transfer can not be completed.

- By direction of the Board
- By direction of the Finance Committee

Date: June 20, 2017

Chairman

Finance Chairperson
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**Total:** 48,932.00  48,932.00
COMMUNITY SPACE AGREEMENT

MARION EAGLES 4087

AND

OSCEOLA COUNTY FOR

OSCEOLA COUNTY COMMISSION ON AGING

MEALS ON WHEELS PROGRAM

This agreement is made by and between the Marion Eagles 4087 and Osceola County through its Commission on Aging, for its Meals on Wheels Program which is located in the County of Osceola, State of Michigan.

Whereas, the Marion Eagles 4087 and Osceola County desire to enter into a contract as designated in the following terms and conditions:

The Osceola County Commission on Aging shall have the use of the Marion Eagle Building on Monday, Tuesday, Wednesday, and Thursday between 10:00 a.m. and 2:00 p.m. weekly. Whenever a program or activity is planned outside of these times by the Osceola County Commission on Aging or meal site coordinator, the Marion Eagles 4087 or their designee must give prior approval.

The programs to be conducted by the County are enumerated as follows: Congregate Senior Dining and Senior Education Programs and Activities. Any additional services performed by the Osceola County Commission on Aging must first receive the approval of the Marion Eagles 4087 before implementation.

The Marion Eagles 4087 contracts with the County of Osceola for the Commission on Aging Meals on Wheels Program the following spaces: Kitchen, Dining Room/Hall, and Restroom facilities in the Marion Eagles Building. In addition, the Marion Eagles 4087 agree to provide Osceola County with a copy of their Insurance Policy yearly.

Osceola County for the Commission on Aging Meals on Wheels Program agrees to be responsible for the following items:

1. Daily cleaning of all space used by Commission on Aging Meals on Wheels.

2. Obtaining a Health Department License yearly.

3. Insurance coverage for items belonging to Osceola County is to be guaranteed under a County Blanket Insurance and provided to the Marion Eagles 4087 yearly.

4. Inform the Marion Eagles 4087 of needed repairs/maintenance required or damage done to the property.

5. Osceola County is responsible for providing its own telephone service and all costs incurred for maintenance of the telephone service.
6. Osceola County through its Commission on Aging agrees to pay the sum of two hundred dollars, $200.00, per month rent.

7. Osceola County shall reimburse the Marion Eagles 4087 for any costs incurred due to remodeling that is requested by the County and/or repairs or damages to the Community Building's physical structure caused by the County.

It is hereby agreed between the parties that this agreement shall be for a term of one (1) year, with an automatic annual renewal. This contract may be terminated upon thirty (30) days written notice by either party. The Meals on Wheels program also agrees to close or relocate when the building has or will have prior engagements. The Marion Eagles 4087 agree to give 30 days' notice to the meals program if at all possible of all engagements. It is hereby further agreed that Osceola County shall fully and wholly hold harmless and indemnify the Marion Eagles 4087 for any and all liability out of events the Commission on Aging sponsors or conducts.

Dated this 18 day of October, 2016.

[Signature]
Osceola County Board of Commissioners / Date
Chair Person

[Signature]
Marion Eagle 4087 Trustee / Date

[Signature]
Marion Eagle 4087 Trustee / Date
June 8, 2017

Scott Schryer, Director
Osceola County Commission on Aging
PO Box 594
Evart MI 49631

RE: Guardian Reviews

Dear Mr. Schryer,

The Probate court is proposing that the Commission on Aging be appointed, via court order, to conduct guardianship reviews as the need arises.

Pursuant to MCL 700.5309, and MCR 5.408, the Court is required to review adult guardianships every 3 years. Attached is a copy of the form order that the Court would issue for each review (PC 635). In each case, we propose that a qualified case worker from your agency visit with the ward and provide the court with a written report (PC 636) on the status of the guardianship. The report should contain information regarding the ward's current circumstances, the performance of the guardian and a recommendation whether the guardianship should be continued, terminated or modified.

The court proposes to pay $45.00 for each guardianship review. If our proposal is accepted, the agreement would continue indefinitely until modified by mutual consent or terminated by either party upon a 30 days' notice.

Please indicate your acceptance by signing and dating below and returning an executed, duplicate original to the Court.

Date: 6-12-17

Signed: __________________________
Tyler Thompson, Osceola Probate Court Judge

Accepted: __________________________
Scott Schryer, Director of Osceola Commission on Aging

Approved: __________________________
Larry Emig, Osceola County Board Chairperson
Fiscal Agent Information

1. Fiscal Agent Information
   a. Fiscal Agent Name: Osceola County of Prosecutor
   b. Organizational Unit: 410 W. Upton
   c. Address: Courthouse Annex
   d. Address 2: Reed City
   e. City: State MI Zip 49677-1191
   f. Federal ID Number: 38-6004880 Reference No. 072578016
   g. Fiscal Agent fiscal year (beginning month and day): October-01
   h. Agency Type
      ☐ Private, Non-Profit   ☑ Public

1. Select the appropriate radio button to indicate the agency method of accounting.
   ☑ Accrual
   ☐ Cash
   ☐ Modified Accrual

2. Program Information
   a. Program Name: Victim Rights Prosecutor-2018
   b. Is implementing agency same as Fiscal Agent: Yes
   c. Implementing Agency Name:   
   d. Project Start Date: Oct-01-2017 End Date: Sep-30-2018
   e. Amount of Funds Allocated: $44,861.00 Project Cost: $44,861.00
3. Certification / Contacts Information

a. Project Director
   Name: Danielle Taylor  
   Title: Project Coordinator  
   Mailing Address: 410 W Upton Ave  
   City: Reed City  
   State: MI  
   Zip: 49677  
   Telephone: (231) 832-3226  
   E-mail Address: advocate@osceolacounty.mi.com  
   Fax: (231) 832-6147

b. Authorized Official
   Name: Larry Emig  
   Title: County Commissioner  
   Mailing Address: 301 W Upton  
   City: Reed City  
   State: MI  
   Zip: 49677  
   Telephone: (231) 832-6196  
   E-mail Address: leemig@charter.net  
   Fax: (231) 832-6197

c. Financial Officer
   Name: Lori Leudemman  
   Title: Financial Director  
   Mailing Address: 301 W Upton  
   City: Reed City  
   State: MI  
   Zip: 49677  
   Telephone: (231) 832-6110  
   E-mail Address: treasurer@osceolacounty.mi.com  
   Fax: (231) 832-6112
5. Program Synopsis

Provide victims with information outlining charges, their rights and the name of the person in the prosecutor's office with information relative to their case.

6. Program Target Area

Counties

Counties project will serve (check all that apply):

- Alcona
- Alger
- Allegan
- Alpena
- Antrim
- Arenac
- Baraga
- Barry
- Bay
- Benzie
- Berrien
- Branch
- Calhoun
- Cass
- Charlevoix
- Cheboygan
- Chippewa
- Clare
- Clinton
- Crawford
- Delta
- Dickinson
- Eaton
- Emmet
- Genesee
- Gladwin
- Gogebic
- Grand Traverse
- Gratiot
- Hillsdale
- Houghton
- Huron
- Ingham
- Ionia
- Iosco
- Iron
- Isabella
- Jackson
- Kalamazoo
- Kalkaska
- Kent
- Keweenaw
- Lake
- Lapeer
- Leelanau
- Lenawee
- Livingston
- Luce
- Mackinac
- Macomb
- Manistee
- Marquette
- Mason
- Mecosta
- Menominee
- Midland
- Missaukee
- Monroe
- Montcalm
- Montmorency
- Muskegon
- Newaygo
- Oakland
- Oceana
- Ogemaw
- Ontonagon
- Osceola
- Oscoda
- Otsego
- Ottawa
- Presque Isle
- Roscommon
- Saginaw
- St. Clair
- St. Joseph
- Sanilac
- Schoolcraft
- Shiawassee
- Tuscola
- Van Buren
- Washtenaw
- Wayne
- Wexford
- Out Wayne

U.S. Congressional, State and House Districts

U.S. Congressional Districts
- US Congress District 4

State Senate District
- State Senate District 34

State House Districts
7. Mission Statement

To provide and protect the victims rights detailed in the CVRA. To advocate and guide victims through the criminal process without further victimizing them as the judicial system can be cold and confusing.

8. Project Resources

Provide a general description of staff needed to implement Victims Rights in your county. Identify the most critical activities that you perform when providing victim rights.

Our county has two victim advocates state funded as two half time (60%-40%). The advocates meet with victims when necessary but for the most part our communication is through phone calls and letters. They also provide limited information regarding resources in our area. They explain the process of CVR compensation fund when appropriate and assist with the applications if necessary. The felony end of VR is overwhelmed with restitution determining problems. Our county (and surrounding counties) deal with many cases that have multiple co-defendants victimizing multiple victims. There is not enough time and personnel to work on the letters and phones while determining restitution for multiple victims of multiple co-defendants. Plus the extra complication of insurance companies and banks involved that refuse to disclose information even if it is for their own reimbursement....

If you utilize the services of volunteers in the provision of Victim Rights, please explain how this is accomplished.

We do not utilize volunteers. Our prosecutors believe the information in our office is very highly confidential because we have a lot of CSC child victims and under cover officers are used through TNTS quite often.

9. Michigan Victim Information and Notification Everyday (MI-VINE)

Does your agency participate in MI-VINE?

☐ Yes ☐ No

Provide the number of victims registered to use MI-VINE in your county for court events during the past calendar year.

To obtain statistics for number of Victims Registered with MI-VINE visit the website https://www.vinewatch.com/vinewatch/

Please describe your programs efforts to utilize MI-VINE.

We still utilize letter notifications. We would like to move more toward vinelink but every new process we add to our day takes away from what we already do. Hard to find that balance.

10. Community Coordination

1. Community Coordination Activity 1 - Describe any community activities, projects, or coordination councils that your office is involved in to promote Victim Rights and services.

Our office has not been involved in any of these.

2. Community Coordination Activity 2 - Describe any community activities, projects, or coordination councils that your office is involved in to promote Victim Rights and services.

3. Community Coordination Activity 3 - Describe any community activities, projects, or coordination councils that your office is involved in to promote Victim Rights and services.
11. Work Plan

<table>
<thead>
<tr>
<th>Objective</th>
<th>Implement the requirements of the William Van Regenmorter, Crime Victim Rights Act, P.A. 87 of 1985</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity</td>
<td>Provide victims with information outlining charges, their rights and the name of the person in the Prosecutor's Office with information relative to their case.</td>
</tr>
<tr>
<td>Responsible Staff</td>
<td>Victim Advocate</td>
</tr>
<tr>
<td>Date Range</td>
<td>10/01/2017 - 09/30/2018</td>
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<tr>
<td>Expected Outcome</td>
<td>Victims will be notified of their rights.</td>
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<tr>
<td>Measurement</td>
<td>ACT/JCT</td>
</tr>
<tr>
<td>Activity</td>
<td>Provide the victim with information relative to the Victim Impact Statement process</td>
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<tr>
<td>Responsible Staff</td>
<td>Victim Advocate</td>
</tr>
<tr>
<td>Date Range</td>
<td>10/01/2017 - 09/30/2018</td>
</tr>
<tr>
<td>Expected Outcome</td>
<td>Victims given opportunity for written expression of impact of crime</td>
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<td>Measurement</td>
<td>ACT/JCT</td>
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<tr>
<td>Activity</td>
<td>Provide victims with compensation information</td>
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<td>Responsible Staff</td>
<td>Victim Advocate</td>
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<tr>
<td>Date Range</td>
<td>10/01/2017 - 09/30/2018</td>
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<tr>
<td>Expected Outcome</td>
<td>Assault victim can apply for reimbursement of out-of-pocket costs.</td>
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<td>ACT/JCT</td>
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<tr>
<td>Activity</td>
<td>Attendance at PAAM training</td>
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<td>Responsible Staff</td>
<td>Victim Advocate</td>
</tr>
<tr>
<td>Date Range</td>
<td>10/01/2017 - 09/30/2018</td>
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<tr>
<td>Expected Outcome</td>
<td>VR staff development, increase awareness, empathy &amp; self care</td>
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<tr>
<td>Measurement</td>
<td>Evaluation for increase retention, higher morale, increase satisfaction</td>
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<tr>
<td>Activity</td>
<td>The grantee will fulfill reporting requirements of the Victim Rights Contract</td>
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<tr>
<td>Responsible Staff</td>
<td>Program mgr, financial mgr, Victim Advocate</td>
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<tr>
<td>Date Range</td>
<td>10/01/2017 - 09/30/2018</td>
</tr>
<tr>
<td>Expected Outcome</td>
<td>All budget reports are entered correctly and on a timely basis</td>
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<td>Dionne Hopkins</td>
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<td>7 Other Expense</td>
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Budget Detail for Victim Rights Prosecutor-2018  
Agency: Osceola County of Prosecutor  
Application: Victim Rights Prosecutor-2018  

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**Source of Funds**

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<td><strong>44,861.00</strong></td>
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</table>
June 1, 2017

Osceola County EMS

The attached report includes outstanding accounts for Jan through May 2017. We have exhausted all effort to collect on these accounts. These accounts have been written off as bad debt and have been turned over to our collections company.

Thank you,

Jamie Cornelius
Billing Specialist

Jeremy Beebe
EMS Director
<table>
<thead>
<tr>
<th>MONTH</th>
<th>W/O AMT</th>
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<th>RECEIVED FROM COLLECTION AGENCY</th>
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<tr>
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$16583.48 43 $3275.63
ANNUAL REPORT OF BALANCE IN LAND SALE PROCEEDS ACCOUNTS

In accordance with MCL 211.78m (8) (h), this written report is presented to the Board of Commissioners no later than June 30, the second calendar year after foreclosure.

Net Balance in Land Sale Proceeds Account

<table>
<thead>
<tr>
<th>Year</th>
<th>Foreclosed in Year</th>
<th>Amount</th>
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<tbody>
<tr>
<td>2007</td>
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<td>$ 37,711.53</td>
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<td>2009</td>
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<td>$ 75,613.95</td>
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<td>2010</td>
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<td>2012</td>
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<td>$ 42,688.11</td>
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Contingent Liabilities

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<tr>
<th>Year</th>
<th>Amount</th>
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<td>2011</td>
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<td>2012</td>
<td>$0.00</td>
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General reserve against potential claims, currently unknown. ($100,000)

Subtotal Liabilities

Available for transfer to General Fund $ 197,573.15

This report is prepared by Lori Leudeman, Osceola County Treasurer.
Provided to the Osceola County Board of Commissioners June 20, 2017
May 23, 2017

From: Director, Michigan Veterans Trust Fund (MVTF)

To: MVTF County Committees  
    County Veteran Service Offices  
    Coalition of Veteran Service Organizations

RE: LETTER OF INSTRUCTION FOR MVTF CHANGES

Background: The Board of Trustees conducted a Regional/District Model Pilot in 19 counties comprising Prosperity Regions 4 and 9 from July 1-December 31, 2016. The goals of the pilot were to test technological, procedural and structural changes to the Emergency Grant Program (EGP) designed to 1) increase accessibility of veterans to the EGP, 2) reduce administrative costs, 3) modernize for the future, and 4) improve the standardization of policy application by MVTF committees.

After consideration of the results from the pilot, the Board voted at meetings held in March and April 2017 to implement the following four changes:

1. Incrementally Expand the “Regional/District Model” by Request and Referral  
2. MVTF State office staff will complete all disbursements for grants and other expenditures  
3. Eliminate or Reduce Service Agreements  
4. Transition to Electronic EGP Applications

Purpose: This letter provides detailed instructions related to implementation of these changes and supercedes all previous instruction provided by the Board of Trustees or MVTF State office staff whether written or verbal.

Implementation:

1) Incrementally Expand the “Regional/District Model” by Request and Referral

The Regional/District Model showed promise to be able to address the challenges facing the EGP in the future as our veteran population ages and becomes less available to fill vacancies on county MVTF committees. By leveraging technology, fewer committee members are able to review applications from several counties which constitute a region/district. The Board of Trustees voted to allow counties to elect to be part of a region/district or to retain their county committees.

The Board of Trustees also allowed for a county to be drafted into a region/district if the county is unable to adequately man its MVTF committee to a minimum level (three) or if the MVTF committee is found to routinely disregard Board policies. In this event, the MVTF Director will refer the county to the Board of Trustees for a decision. The county will be notified and given the opportunity to present their case to the Board at a monthly meeting of the Board of Trustees.

Charles Kosai, Chairperson, Robert Williams, Barry Wood,  
Shawn Wilson, Brandi McBride, James J. Tighe
County committees and/or county veterans affairs directors should confer and come to a consensus for which EGP model their county will elect to operate under.

A. **Regional/District Model:** Counties that wish to be joined to a MVTF region/district committee should make this request to the MVTF State office in writing. Submission of the request does not constitute admission into the Regional/District Model. The MVTF State office will coordinate with the county and the Michigan Veterans Resource Service Center (MVRSC) to determine what date the county will shift to the Regional/District Model. Until then, the county is responsible for accepting and processing EGP applications.

1. Upon receipt of request, the MVTF State office shall forward the request and the nominee(s), if available, to the Board of Trustees for approval and appointment.

   I. If possible, the county should nominate a veteran to represent their county on the region/district committee that meets the following criteria

      i. eligible for the MVTF
      ii. resides in the county
      iii. possesses basic computer skills and has access to the internet
      iv. member of a VSO with an active post/chapter in the county (not required)

   II. If necessary, the MVTF State office will solicit for a veteran to serve as a county representative which meets the specified criteria

2. The MVTF State office will contact the nominee to schedule training for the newly-appointed region/district committee member. Upon completion of this training, the new committee member will begin to review cases.

3. When approved by the MVTF State office, the county may begin to refer veterans seeking assistance from the MVTF to contact the MVRSC by telephone (800) MICH VET or by visiting the website [www.michiganveterans.com](http://www.michiganveterans.com) to request emergency financial assistance.

   *Note 1: In the course of the pilot, many counties expressed concern that they would not be able to assist veterans who came to their office seeking assistance from the EGP. The Board of Trustees supports this desire to help veterans and encourages counties that elect to be joined to a region/district to continue to assist veterans in filling out EGP applications when there are no county resources available to assist. These applications should be forwarded to the MVTF State office along with supporting documents for processing through the region/district committees.*

B. **County Model:** Counties that wish to maintain their local MVTF county committee need not respond in writing. However, they must maintain the ability for eligible veterans to apply in person for an emergency grant and to sustain the operations of the MVTF county committee; which shall include

1. at least one sufficiently trained person available a minimum of 4 hours per week to assist veterans applying for an emergency grant

2. a meeting place (normally, a county building) for conducting interviews with veterans and for meetings of the MVTF county committee

3. a sufficiently manned MVTF county committee consisting of at least 3 (but no more than 5) active committee members
4. a person (may be a committee member) to take minutes and to forward these minutes to the MVTF State office along with the applications

- See Enclosure (1) for a copy of the meeting minutes template

2) MVTF State office staff will complete all disbursements for grants and other expenditures

The Pilot confirmed the ability of the MVTF State office staff to make EGP grant payments in a timely manner. As a result, the Board of Trustees approved the transfer of all fiscal accountability and management responsibilities for the EGP from the counties to the MVTF State office. This will relieve the counties of a significant task load and improve the fiscal accounting for the entire MVTF by streamlining the grant disbursement process.

Previous guidance of March 27, 2017 notified authorized agents and committee members that all payments associated with the EGP and the MVTF will be made through the MVTF State office effective April 1, 2017. Additionally, the MVTF State office has begun to contact the offices of the county treasurers to reconcile their MVTF accounts and to begin closing them out. The steps outlined below supercede all previous guidance for processing payments of an approved application and will be reflected in the soon to be released updated policies.

A. County Model: Approved applications received from an MVTF county committee:

1. County should fax or mail (see Note 2) the complete application (see Note 3) to the MVTF state office as soon as possible after the committee has made its decision.

FAX: (517)284-5297 (see Note 4)

MAIL: Michigan Veterans Trust Fund
        P.O. Box 30104
        Lansing, MI 48909

Note 2: Attaching the application to an email is not considered secure for the purposes of transmitting the Personally Identifiable Information (PII) contained in the application and supporting documents. Therefore, please do not email an application unless it has been encrypted in a manner to ensure security of the PII and coordination for conveying the associated passwords to the MVTF State office has been made.

Note 3: A complete application consists of page 1, 2, 3, veteran's statement, DD214, death certificate (if applicable), marriage license (if applicable), notice of decision, and bills approved by committee to be paid.

Note 4: When the completed application is faxed, the original application does not need to be mailed.

2. It is not the intent of the Board of Trustees for the MVTF State office staff to "correct" or second-guess the decision of the committees. However, grants will not be paid when:

   I. The application is in direct violation of policies
   II. The applicant is ineligible
   III. The bills do not contain the veteran's/applicant's name, address or account numbers (i.e. not a "complete application")
IV. Accounts are under investigation for fraud, etc.
V. There is an arrest warrant for the veteran or applicant
VI. Estimates or bills are outdated
VII. If vendor is unwilling to comply with registration requirements of the State of Michigan for payment to be processed

B. Regional/District Model: Payments are addressed in MVTF State office internal procedures.

3) **Eliminate or Reduce Service Agreements**

The Board of Trustees believes that the EGP should be seen as a short-term emergency complement to the long-term benefits (VA healthcare, disability compensation, pension, etc.) which county veteran services counselors typically help veterans to access. By removing the most burdensome administrative aspects of the EGP, it becomes less of a program for counties to manage and more of a resource with local control that is available for county veteran services counselors to access when meeting with a veteran in need of short-term emergency financial assistance.

The Board of Trustees' decision to transfer the fiscal accountability and management responsibilities from the counties to the MVTF State office relieved the counties of the majority of the workload that had been contracted via service agreements or stipend payments under the County Model. This workload reduction makes payments for service agreements and stipends difficult to justify when contemplating the fiscal realities facing the MVTF; in particular, now that a viable alternative exists for veterans to access the EGP (the Regional/District Model).

Therefore, the Board of Trustees is exercising its option to terminate the current service agreements and stipend payments effective June 30, 2017, the end of the third fiscal quarter of FY 2017. Counties with an outstanding service agreement payment due them for the third quarter may request payment through the MVTF State office.

4) **Transition to Electronic EGP Applications**

The decision to fully adopt the Customer Relations Management (CRM) platform tested in the pilot will allow the MVTF State office to recover man-hours currently dedicated to managing and maintaining an inefficient 30 year-old paper-based system. The MVTF State office is currently developing a user-friendly electronic application that will be made available for use by the counties and other authorized representatives assisting veterans with their application. When this becomes available in the fall, counties will be able to utilize this electronic application while interviewing a veteran and then either print out the application for their own county committee, if operating under the County Model, or forward the application to the MVTF State office to be uploaded into the CRM platform for processing according to the Regional/District Model procedures.

**Administration**

Instructions related to administrative requirements of the MVTF are detailed below. If you require clarification or have questions regarding anything not covered here, call the MVTF State office at (517) 284-5299.

1) **Regional/District Model**

A. **Mileage Payments for Committee Members**

1. Mileage payments will be paid to reimburse committee members for travel to/from training
2. Committee members shall coordinate with the MVTF State office to submit travel reimbursement forms
3. In order to receive payment, committee members must register with the State (see Enclosure 3)
B. Re-establish County Committees: Counties which are currently in the Pilot but wish to return to a County Model will have 90 days from the publication of these instructions to petition the Board of Trustees to be removed from the Regional/District Model and be allowed to re-establish a MVTF county committee. The petition should include, at a minimum, the following items:

1. The names, contact information, organization represented (if applicable), and the date of term expiration for the currently assigned MVTF county committee members
2. The names, contact information, and nominating organization of any additional members that may be needed for the committee to be at the minimum Manning level (three)
3. The estimated annual administrative costs for the committee (total of mileage reimbursement payments and any other expenses required to maintain the county committee)
4. The address where appointments with veterans will take place
5. The hours available for taking applications each week
6. A stated commitment to attend annual MVTF training
7. A stated commitment to adhere to the policies established by the Board of Trustees

2) County Model

C. Mileage Payments for Committee Members

1. A county committee member holding office hours to take applications from veterans, may not claim mileage for that trip
2. All committee members attending a meeting are eligible to receive mileage payment when there is at least one application to review (all applications reviewed should be listed by last name on the “Committee Member Mileage” form (see Enclosure 2))
3. Mileage payments will not be issued until the reimbursement amount is a minimum of $20
4. “Committee Member Mileage” forms should be signed and submitted as soon as the reimbursement amount reaches $20 or more
5. In order to receive payment, committee members must register with the State (see Enclosure 3)

D. County Committee Meeting Minutes

1. Minutes may be taken by a committee member
2. Do not include names of applicants in meeting minutes
3. Submit immediately after meeting along with completed applications
4. A minimum of one meeting per fiscal year is required to select a committee chairman

If you have questions or concerns, please contact me at (517) 284-5299 or holml1@michigan.gov.

[Signature]

L. L. Holm
COMMITTEE MINUTES

County: ____________________________

Location: __________________________

Convened: __________________________

Quorum present: Yes ☐ No ☐

Adjourned: __________________________

Committee Members Present

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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________________________________________________________________________

Minutes taken by: __________________________

________________________________________________________________________

Signature

Record of application decisions made from last meeting date: to
(Include: case, dollar amount requested, purposes, and reasons for grant or denial)

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<th>$ AMOUNT</th>
<th>PURPOSE</th>
<th>GRANT OR DENIAL REASON</th>
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Record of application decisions made at this meeting:

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<th>PURPOSE</th>
<th>GRANT OR DENIAL REASON</th>
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Administrative expense paid since last meeting to

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Administrative expense approved at this meeting:

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Review of correspondence:

New Business this meeting:
COMMITTEE MEMBER
MILEAGE

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<td>.36 per mile</td>
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<td>ADDRESS:</td>
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<td>COMMITTEE MEMBER</td>
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<th>APPLICANT NAME</th>
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Vendor Registration Request

The following is a message from the Office of Financial Management.

Effective February 1, 2016 paper registrations for vendors and payees have been phased out. Vendors and payees are now required to enroll through the Contract & Payment Express (C&PE) website at 

https://mainfacsp.dmb.state.mi.us/payee/servlet/us.mi.state.eft.WelcomeServlet?mode=entry

Online registration offers greater efficiency and security of personal identifying and banking information. You should transition at this time and have vendors and payees register electronically.

Using the website, vendors and payees can register immediately and thereafter access their information at any time.

Through C&PE, vendors and payees can submit an electronic W9, enter banking information, receive email notifications, and view EFT payment details. They also have the ability to update their information as needed.

To register online, vendors and payees will need to have a valid email address. DHHS payees who do not have a computer can access the C&PE website through their county office kiosks.

To familiarize yourself with the process, we suggest you review the Pre-Registration Overview on the web site.

For assistance, vendors and payees can contact the OFM Help Desk at (888)734-9749 or (517) 241-7710 when registering electronically.

Vendor Registration
State of Michigan
Office of Financial Management (OFM)
P.O. Box 30026
Lansing, MI 48909
DATE: June 20, 2017
TO: Board of Commissioners
FROM: Susan M. Vander Pol, County Coordinator
RE: 2018 Budget Time Lines

Per the Uniform Accounting and Budgeting Act, I have drafted a time line for you for the budget process. These are goals and the process may take a little longer, but the budget should be adopted by your annual meeting.

June 20th – Review of proposed time line.

July 5th, 18th and August 1st – Committee meeting agenda topic to discuss overall budget projects and goals for 2018.

August 2nd - Tentative day for budget packets to go out to department heads via e-mail. (They will have 3 weeks to complete.)

August 23rd– Budgets are due from departments to allow time to review requests and put budget summaries together for committee. Meetings will be held with department heads if there are questions on their budgets or to discuss programs.

October 3rd – Budget summaries will be available for distribution at the committee meeting for County Commissioners. Additional discussion can be held on the budget and funding options during the next couple weeks. The Board would recommend setting the Public Hearing on the 2018 budget for October 17th.

The budget could be adopted after the public hearing on October 17th or at the Board’s November 7th meeting.

Thank you.