

WEDNESDAY, SEPTEMBER 13, 2023

PRESENT: Comm. Van Doren, Bales, Bolton, Collins, Jenkins-Arno, Krasny, Martis, Stimpson, and Tillotson

ALSO PRESENT: Audricka Jacob, Erica Behm, Don Behm, Gail Dunway, Judi Gilmore, Julie Wetherby, Nichole Baker, Tammy Sheldon, Tim Ruple, Margie Deo, Kim Murphy, John Gillooly, Shannon Elliott, Jennifer Ambrose, Ian Wendt (WLEN), Mary Lowe (Daily Telegram), Wendy Chekovich, Jackie Bradley, Matt Turgeon, Francine Zysk and Roxann Holloway.

The meeting was opened with an invocation and the Pledge of Allegiance.

Comm. Bolton moved to approve the minutes from the August 9th meeting, Comm. Martis seconded, Motion CARRIED.

Comm. Collins moved to approve the minutes from the August 29th meeting, Comm. Bales, seconded. Motion CARRIED.

Comm. Tillotson moved to approve the agenda as presented, Comm. Martis seconded. Motion CARRIED.

Communications were received.

Special Guests were introduced.

There was no Limited Public Comment for any agenda item.

Comm. Bolton moved to approve the following proclamation, Comm. Collins seconded.

OVERDOSE AWARENESS DAY AND RECOVERY MONTH **PRO#2023-14**

WHEREAS, Overdose Awareness Day is recognized internationally on Aug. 31 annually to raise awareness of drug overdose, the stigma associated with overdose deaths, and to acknowledge grief experienced by families and friends remembering those lost and injured as a result of drug overdose; and

WHEREAS, Recovery Month is recognized nationally throughout the month of September to promote new evidence-based treatment and recovery practices, the strength and resilience of the recovery community, and highlight the providers and communities that support recovery from substance use disorders; and

WHEREAS, in 2021, Michigan experienced a loss of over 3,000 lives due to overdoses, including 23 fatalities in Lenawee County. The toll continued into 2022, with 28 more lives lost.; and

WHEREAS, there were approximately 31,000 non-fatal emergency department visits in Michigan due to overdose in 2021; and

WHEREAS, substance use disorder and co-occurring substance use disorders and mental health conditions have wide-ranging adverse effects on individuals, families and communities; and

WHEREAS, behavioral health is a critical part of overall health and wellness; and

WHEREAS, We encourage family and friends of people who use drugs to implement preventative measures, recognize the signs of drug overdose, and support accessing support services, as recovery is possible.

NOW THEREFORE, the Lenawee County Board of Commissioners hereby proclaims Aug. 31, 2023, as **International Overdose Awareness Day** and September 2023 as **National Recovery Month** and calls upon our community to observe these occasions.

Motion carried by a unanimous roll call vote.

Comm. Collins moved to approve the following proclamation, Comm. Bolton seconded.

VETERANS SUICIDE PREVENTION AWARENESS MONTH

PRO#2023-15

WHEREAS, our nation's veterans have bravely served and sacrificed to protect the freedoms and values that we hold dear; and

WHEREAS, the mental health and well-being of our veterans is of utmost importance, and we recognize the challenges they may face as a result of their service; and

WHEREAS, it is essential that we raise awareness about the alarming rates of veteran suicides and the impact it has on families, communities, and the nation as a whole; and

WHEREAS, every life lost to suicide is a tragedy that can and should be prevented through increased awareness, access to mental health care, and supportive resources; and

WHEREAS, by working together as a society, we can create an environment that promotes understanding, empathy, and early intervention for veterans struggling with mental health issues; and

WHEREAS, we must acknowledge the unique experiences of veterans and actively work to reduce the stigma surrounding mental health challenges, encouraging veterans to seek help without fear of judgment; and

WHEREAS, communities, organizations, and government agencies should collaborate to provide comprehensive support networks for veterans, ensuring they have access to the care, resources, and assistance they need; and

WHEREAS, this proclamation aims to honor the memory of those veterans who have tragically lost their lives to suicide, to express gratitude for the service of our living veterans, and to pledge our commitment to preventing further loss of life;

NOW, THEREFORE, the Lenawee County Board of Commissioners hereby proclaims September as Veterans Suicide Prevention Awareness Month and we urge all citizens, community organizations, government agencies, and businesses to join in this effort by:

1. Raising awareness about the importance of mental health among veterans and the signs of suicidal behavior.
2. Promoting the availability of mental health resources, including counseling, support groups, and crisis hotlines, specifically tailored to veterans.
3. Encouraging open and honest conversations about mental health to reduce the stigma surrounding seeking help.
4. Supporting initiatives and programs that aim to provide veterans with the necessary tools to cope with mental health challenges.
5. Fostering a culture of inclusivity, empathy, and understanding that recognizes the unique experiences of veterans.

By working together, we can honor the sacrifices of our veterans by ensuring they receive the care and support they deserve. Let us remember those we have lost and stand united in our commitment to preventing future tragedies.

Motion carried by a unanimous roll call vote.

Julie Wetherby, CEO of WellWise Services, presented their annual report.

Comm. Tillotson move to approve the report, Comm. Martis seconded, Motion CARRIED.

Comm. Bolton moved to approve the following consent agenda items, Comm. Stimpson seconded.

Board Appointments: The resignation of Keeley Couture from the Solid Waste Coordinating Committee is ACCEPTED.

The following appointments are CONFIRMED.

Economic Development Corporation / Brownfield / Hospital Authorities

Thomas Boldt, District #6	9/28
David Maxwell, District #9	9/28
Kimberly Murphy, At Large	9/28

Lenawee Department on Aging

Jeannine Johns, Adrian, Comm. District #4	9/26
Art Liewert, Palmyra, Comm. District #7	9/26
Joyce Woerner, Morenci, Comm. District #3	9/26
Burt Fenby, Senior Network, Adrian	9/26

Jury Board

Ron Wimple, Tecumseh	4/29
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Substance Use Disorder Oversight Policy Board (CMHPSM)

Ralph Tillotson, At Large	9/26
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Solid Waste Coordinating Committee

Brooke Bollwahn, Conservation Group	12/24
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Budget Adjustments: The budget adjustments as presented are APPROVED (on file).

Quarterly Allotment

RESOLUTION ENACTING FOURTH QUARTERLY ALLOTMENT OF ALLOCATIONS RES#2023-015

WHEREAS, the 2023 General Appropriations Act provided for the allotment of appropriations on a periodic basis when financial circumstances warrant; and

WHEREAS, the Lenawee County Board of Commissioners deems that financial circumstances exist whereby the quarterly allotment of appropriations contained in the 2023 General Fund Budget is deemed desirable; and

WHEREAS, the financial circumstances dictate that other steps also be taken to contain expenditures during the fiscal year.

THEREFORE BE IT RESOLVED by the Lenawee County Board of Commissioners, that the expenditure of the 2023 appropriations as contained in the 2023 General Fund Budget be established for the period beginning January 1, 2023, and ending December 31, 2023, and that the elected and appointed officials

responsible for appropriations be so notified, and;

BE IT RESOLVED that said County officials shall not cause obligations to be incurred against, nor shall payment be made from appropriations in excess of the amount provided in the schedule.

RES#2023-015 is ADOPTED, schedule on file.

Community Action Agency CDBG agreement: The renewal of the Administrative Service Agreement between Community Action Agency and Lenawee County is APPROVED and the County Administrator is AUTHORIZED to sign such agreement.

Tower Agreement: The T-Mobile amendment is APPROVED and the Chair is AUTHORIZED to execute the amendment.

Judicial Building Needs Assessment: The bid from ABONMARCHE BYCE for the Facilities Condition / Needs Assessment work associated with the Rex B Martin Judicial Building renovation project in the amount of \$62,000.00 is APPROVED.

Histology Services: The histology services agreement is APPROVED.

Vehicle Purchase: The Department on Aging's vehicle purchase in the amount of \$29,995 out of fund 296.673.601-981 (LDA Admin Vehicle) is APPROVED.

DHHS Renovations: The renovation proposal for the DHHS Office suite for a total cost of up to \$781,186.00 pending the approval of same from the Michigan Department of Technology, Management & Budget is APPROVED.

Settlement Agreement: The proposed Settlement Agreement and Mutual Release between Lenawee County vs. Eicher, et al. and designate the Health Officer as signatory on said Agreement is APPROVED.

Motion to approve the consent agenda CARRIED by a Unanimous Roll Call Vote.

Comm. Collins reported from the Accounts Payable Committee.

August 10, 2023: Total vouchers: \$ 4,068,433.45; general fund's portion: \$ 291,753.59.

August 24, 2023: Total vouchers: \$ 2,903,503.31; general fund's portion: \$ 559,039.55.

September 7, 2023: Total vouchers: \$ 3,204,993.76; general fund's portion: \$ 144,978.39.

Comm. Collins moved to approve the total vouchers as presented, Comm. Tillotson seconded. Motion CARRIED.

Comm. Collins reported from the Criminal Justice Committee.

Comm. Bolton reported from the Human Services Committee.

Comm. Krasny reported from the Information Technology/Equalization Committee.

Comm. Collins reported from the Personnel/Ways and Means Committee.

Comm. Krasny moved to submit a 90-day notice of non-renewal to ZenCity, Comm. Martis seconded, discussion followed. Motion CARRIED by the following Roll Call Vote: YEAS (5) Comm. Jenkins-Arno, Krasny, Martis, Tillotson and Van Doren. NAYS (4) Comm. Bales, Bolton, Collins and Stimpson.

Comm. Jenkins-Arno reported from the Policy and Procedures Committee.

Comm. Jenkins-Arno moved to approve the following amended policy, Comm. Bolton seconded.

Lenawee County Cash Handling Policy

POL#2023-007

Purpose and Scope

This policy governs the handling of County Cash, as directed by MCLA 48.35 et seq. empowering the County Treasurer to be responsible for County funds and MCLA 46.11 empowering the County Board of Commissioners to establish rules and regulations in reference to the management of the interest and business of the county. The term "County Cash" applies to currency, coins, checks, credit card payments, electronic payment media, and other negotiable instruments payable in money to the County. All moneys which come into the hands of any County Officer or employee pursuant to this policy are public moneys and steps shall be taken to ensure its safekeeping. MCL 750.490.

Authority in County Treasurer

The County Treasurer is authorized to promulgate rules, subject to approval by the Board of Commissioners and prior written notification to the County Clerk and Finance Officer, for establishing the following procedures:

- Receipt, handling, and deposit of county cash by Elected Officials and employees to the County Treasurer;
- Method of documentation on all such transactions;
- Regular reporting by departments to the County Treasurer;
- Certifying and rescinding qualification by the County Treasurer of all County employees who are authorized to receive or handle County moneys in the regular course of their employment or departmental activities;
- Inspection of departmental cash records, including overages or shortages; and
- Inspection of departmental practices and procedures in handling County Cash.

The County Treasurer may enforce these rules through on-site inspections; by rescinding the qualification of any employee who fails to comply with the Rules as adopted and, in the event of noncompliance by a department or employee, requiring that payments be authorized by the County Treasurer, or deposited at his/her office.

Duties of County Personnel

Any County officer or employee who receives County Cash in the normal scope and course of his/her duties:

- A. County cash shall be balanced, deposited, and delivered to the County Treasurer or designated courier drop-off location on a daily basis.
- B. County cash shall be kept separate and apart from the individual's own money and shall not be commingled with the individual's own money, nor with the money of any other person, firm or corporation, pursuant to MCL 750.490.
- C. Comply with rules promulgated by the County Board of Commissioners for handling and processing of County Cash and for documentation and dissemination of records and with departmental internal procedures.
- D. Minimize manual paper transactions and recording/reporting. Increase electronic payment mechanisms such as wire transfers, credit and debit card payments, and recording/ reporting.
- E. Notify the employee's supervisor, County Financial Officer, and County Treasurer of any loss or theft of County money immediately upon discovery. Written notice shall be given to them no later than twenty-four (24) hours after discovery.

- F. Be subject to disciplinary action (determined by the appropriate Elected Official or Department Head) up to and including termination for failure to comply with departmental policies, adopted Board rules, collective bargaining agreements, and/or duties described in this policy. Misappropriation of funds may result in criminal prosecution.

Qualification of Receivers and Cashiers

Only persons who are qualified shall receive and handle County Cash on a regular basis in the scope and course of their employment. Department Heads shall, in the first instance, designate and train employees in their department as to proper cash handling practices consistent with this policy. As a condition to qualification, the County Treasurer may require that the employee complete a course of instruction or training and/or pass an examination on the secure processing of money, consistent with the County Board adopted rules, procedures and applicable departmental rules.

Department Directors shall comply with the following procedures

- A. Assign the receiving of County Cash only to those persons who are qualified to perform those functions.
- B. Maintain a system of procedures, documentation and reporting on receipt handling and deposit of County funds consistent with the County Board of Commissioners' policy.
- C. Notify the County Financial Officer and County Treasurer of any continuing pattern of loss in excess of twenty dollars (\$20.00), or theft of County Cash immediately upon discovery. In the event of potential theft or other recurring type of irregularity, the County Prosecutor's Office shall be notified. Written notice shall be given no later than twenty-four hours after discovery.
- D. Allow the Treasurer or his/her designee to make on-site inspections and observe the processing of County Cash, and to make inspections of departmental collection records when it appears County policy may not be adhered to.

Startup Cash / Petty Cash

Departments that take payments from the public are in need of startup cash for their cash drawers. Start-up cash is cash approved by the Board of Commissioners on a case-by-case basis for use as start-up funds in cash drawers for making change for customers. No expenses should come out of this cash and the amount approved should always be the amount in the drawer after balancing at the end of each day. To obtain or increase start-up cash, the County Treasurer must be notified, and the department must prepare a resolution and cover letter stating the need and reasons for the request. The disbursement issuing the cash is set up as an asset in the County's books and tracked. It is the responsibility of the County Treasurer to annually confirm the start-up cash with the departments. The County Treasurer has the authority to do onsite audits of the startup cash at any time.

Departments may need Petty Cash to make incidental purchases. While this practice is discouraged the County realizes there are extenuating circumstances that warrant this process. Petty Cash is cash approved by the Board of Commissioners on a case-by-case basis for use to make incidental purchases where there is an immediate need and the purchase cannot be charged at the point of service. The total of the receipts in the drawer, plus the cash in the drawer, must always equal the total authorized Petty Cash Fund. To obtain or increase Petty Cash, the department must notify the County Treasurer, and prepare a resolution and cover letter stating the need and reasons for the request. The expenditures cannot exceed the amount approved for the Petty Cash Fund. The expenditures cannot cause the budgeted line items to be exceeded. It is the responsibility of the County Treasurer to annually confirm the Petty Cash with the departments. The County Treasurer has the authority to do onsite audits of the Petty Cash at any time.

A list of Departments with Start Up Drawer/Petty Cash is attached.

POL#2023-007 is ADOPTED.

Comm. Jenkins-Arno moved to acknowledge the following policy, Comm. Martis seconded.

INSURANCE SETTLEMENT POLICY

POL#2023-008

When a lawsuit is being handled by an insurance company, and the exposure of the county is limited to the deductible under the insurance policy, the commission authorizes the County Administrator, or designee, and the appropriate legal counsel to approve negotiations or a settlement if they are unanimous in their decision.

In the event that the County Administrator's Office is involved in the lawsuit, then the Chair of the Board of Commissioners, or designee, and the appropriate legal counsel shall have the authority to negotiate and/or approve a settlement.

POL#2023-008 is ADOPTED.

Comm. Krasny reported from the Physical Resources Committee.

Comm. Martis reported from the Rules & Appointments Committee.

Comm. Bales reported from the Airport Commission.

Comm. Stimpson reported from the Community Action Agency.

Comm. Stimpson reported from the Community Mental Health Authority.

Comm. Bolton reported from the County Planning Commission.

Comm. Bolton reported from the Department on Aging.

Comm. Collins reported from the Health Board.

Comm. Collins moved to adopt the amended Board of Health Bylaws (on file), Comm. Martis seconded, discussion followed. Motion CARRIED.

Comm. Collins reported from the Homeland Security & Local Emergency Planning.

Administrator Murphy reported from the Land Bank Authority.

Comm. Tillotson reported from the Lenawee Public Transportation Authority.

MAC – General Government does not meet through the summer.

Comm. Collins reported from the Maurice Spear Campus.

Comm. Tillotson reported from the Parks Commission.

Comm. Stimpson reported from the Solid Waste Coordinating Committee.

Comm. Bolton reported from the Triad.

Comm. Martis reported from the Road Commission.

Comm. Collins reported from the Veterans Affairs Board.

Other Liaison Reports: None

Unfinished Business: None

New Business: None

Public Comment: None

Commissioner Comments: Comm. Collins inquired about the October 2023 meeting calendar that was distributed to the commissioners. Administrator Murphy confirmed that this was the current October 2023 meeting calendar, at this time.

Clerk Holloway announced that donations were needed for the Commissioner's Flower Fund.

Comm. Tillotson, moved to adjourn at 3:05 P.M., Comm. Martis seconded. Motion CARRIED.

Roxann Holloway, County Clerk

James E. Van Doren, Chair