BENZIE COUNTY
BOARD OF COMMISSIONERS

448 COURT PLACE – BEULAH, MI 49617 – (231) 882-9671
www.benzieco.net

MEETING AGENDA
June 14, 2016
Commissioners Room, Governmental Center, Beulah, Michigan

PLEASE TURN OFF ALL ELECTRONIC DEVICES

9:00 a.m. CALL TO ORDER
ROLL CALL
INVOCATION AND PLEDGE OF ALLEGIANCE
APPROVAL OF AGENDA
APPROVAL OF MINUTES – 5/24/16 (open & closed)
PUBLIC INPUT
PUBLIC HEARING – SUMMER TAX RATE – L4029
ELECTED OFFICIALS & DEPT HEAD COMMENTS
COMMISSIONER REPORTS
COUNTY ADMINISTRATOR'S REPORT –
FINANCE – Approval of Bills
HR and PERSONNEL – Consent Calendar
COMMITTEE APPOINTMENTS – EMS
ACTION ITEMS – 2016-017 Enbridge Line 5; 2016-018 AAA Multi-Year Plan; Amended Child Care Fund Budget; NMCAA Housing Contract for Services; 2% Grant Apps – 8 total; FOIA Appeal
PRESENTATION OF CORRESPONDENCE
NEW BUSINESS –

10:00
10:15
10:30

PUBLIC COMMENT
ADJOURNMENT

Times Subject to Change

THE COUNTY OF BENZIE WILL PROVIDE NECESSARY REASONABLE AUXILIARY AIDS AND SERVICES, SUCH AS SIGNERS FOR THE HEARING IMPAIRED AND AUDIO TAPES OF PRINTED MATERIALS BEING CONSIDERED AT THE MEETING, TO INDIVIDUALS WITH DISABILITIES AT THE MEETING OR HEARING UPON THIRTY (30) DAYS NOTICE TO THE COUNTY OF BENZIE. INDIVIDUALS WITH DISABILITIES REQUIRING AUXILIARY AIDS OR SERVICES SHOULD CONTACT THE COUNTY BY WRITING OR CALLING THE FOLLOWING:

BENZIE COUNTY CLERK
448 COURT PLACE
BEULAH MI 49617
(231) 882-9671

This notice was posted by Dawn Olney, Benzie County Clerk, on the bulletin board in the main entrance of the Benzie County Governmental Center, Beulah, Michigan, at least 18 hours prior to the start of the meeting. This notice is to comply with Sections 4 and 5 of the Michigan Open Meetings Act (PA 267 of 1976).

PUBLIC INPUT

Purpose: The Benzie County Board of Commissioners is a public policy setting body and subject to the Open Meetings Act (PA 267 of 1976). The Board also operates under a set of "Benzie County Board Rules (section 7.3)" which provides for public input during their meetings. It continually strives to receive input from the residents of the county and reserves two opportunities during the monthly scheduled meeting for you the public to voice opinions, concerns and sharing of any other items of common interest. There are however, in concert with meeting conduct certain rules to follow.

Speaking Time: Agenda items may be added or removed by the board but initially at least two times are devoted to Public Input. Generally, however, attendees wishing to speak will be informed how long they may speak by the chairman. All speakers are asked to give their name, residence and topic they wish to address. This and the statements/comments will be entered into the public record (minutes of the meeting). Should there be a number of speakers wishing to voice similar opinions, an option for a longer presentation may be more appropriate for the group and one or more speakers may talk within that time frame.

Group Presentations – 15 minutes
Individual Presentations – 3 minutes

Board Response: Generally, as this is an "Input" option, the board will not comment or respond to presenters. Silence or non-response from the board should not be interpreted as disinterest or disagreement by the board. However, should the board individually or collectively wish to address the comments of the speaker(s) at the approval of the Chair and within a time frame previously established, responses may be made by the board. Additionally, the presenter may be in need of a more lengthy understanding of an issue or topic and may be referred to a committee appropriate to address those issues.

Public Input is very important in public policy settings and is only one means for an interchange of information or dialogue. Each commissioner represents a district within the county and he/she may be individually contacted should greater depth or understanding of an issue be sought. Personal contact is encouraged and helpful to both residents and the board.

Commissioner Contacts:

District I -- Lisa Tucker (Almira East of Reynolds Road).....
District II -- Vance Bates (Almira Twp West of Reynolds Road, Platte and Lake Townships).....
District III - Roger Griner (Crystal Lake, Frankfort).....651-0757
District IV - Coury Carland (Benzonia).....231-930-7560
District V - Frank Walterhouse (Homestead).....325-2964
District VI - Evan Warsecke (Colfax, Inland).....640-2319
District VII – Gary Sauer (Blaine, Gilmore, Joyfield, Weldon).....651-0647

THE BENZIE COUNTY BOARD OF COMMISSIONERS
May 24, 2016

The Benzie County Board of Commissioners met in a regular meeting on Tuesday, May 24, 2016, 448 Court Place, Government Center, Beulah, Michigan.

The meeting was called to order by Vice Chair Frank Walterhouse at 9:00 a.m.

Present were: Commissioners Bates, Carland, Sauer, Walterhouse and Warsecke
Excused: Commissioners Griner and Tucker

The invocation was given by Commissioner Bates followed by the pledge of allegiance.

Agenda:
Motion by Bates, seconded by Warsecke, to approve the agenda as presented. Ayes: Bates, Carland, Sauer, Walterhouse and Warsecke Nays: None Exc: Griner and Tucker Motion carried.

Minutes:
Motion by Sauer, seconded by Bates, to approve the regular session minutes of May 10, 2016 as presented. Ayes: Bates, Carland, Sauer, Walterhouse and Warsecke Nays: None Exc: Griner and Tucker Motion carried.

9:02 a.m. Public Input
Eric VanDussen discussed his litigation and suggests that during closed session the attorney is asked why committees aren't public bodies and subject to the OMA.
9:05 a.m. Public Input Closed

ELECTED OFFICIALS & DEPT HEAD COMMENTS:
Doug Durand, Council on Aging, provided his reports for the board and spoke regarding the starting of Project Fresh this week; May 11 was Older Michiganian's Day; the Lawn Chore program is off and running; they ended the month of April with a surplus; the merger with Benzie Home Health Care is moving forward with an October 1, 2016 effective date – the seniors will have a much stronger agency to represent them.
Comm Carland inquired if a senior program has been held regarding use of the internet.
Sheriff Schendel asks about education regarding scams.

Craig Johnson, EMS, talked about a Community Paramedic Program that would be follow-up with individuals that have recently been released from the hospital or have chronic health issues; they do not know how it would be funded yet; POMH may be able to do it as an outreach program; the call volume is up for the summer.
Comm Sauer stated that he likes some of what you are saying, but we can't get too large and need to hire more staff.
Craig said that it would only be 9 a.m. – 5 p.m. and they would only see 2 – 3 patients per week; they won't need more staff.

David Schaffer, Recycling Coordinator, reported to the board that we have a signed tire grant back from the State so we are good to go with the first date of June 25 in Frankfort; he will write a press release next week; they are looking to schedule two more dates – hopefully in Honor and Thompsonville.

Benzie Transportation Authority financial report for April 2016 received.

Benzie Home Health Care April 2016 monthly services statistics report received.

COMMISSIONER REPORTS

Comm Carland stated that he attended a meeting yesterday in Bear Lake regarding internet; they will do a broadband survey which will be distributed later this summer.

Comm Bates stated that it has been quiet.

Comm Warsecke reported that he had one meeting and it was cancelled – Conservation District.

Comm Sauer reminded everyone of the Memorial Day Service at 12:00 noon on May 30 at the Veteran's Memorial in Benzonia; Road Commission final bids are in on the Lindy Road project which will start this summer; culvert replacement on Red Creek; will start the bridge work on Nostwick Road; Village of Elberta hired a code enforcement officer and Zoning Administrator – Don Tanner.

Comm Walterhouse reported that Maple City Highway is being black topped.

COUNTY ADMINISTRATOR'S REPORT – Mitch Deisch

- Once Chairman Griner returns he will get with him to get the assignments for the AES board.
- There is a new Governor-signed law regarding how to classify salary employees.
- Will be meeting with Dr. Lois _____, Medical Examiner for Manistee County.

Buildings & Grounds Consent Calendar: Motion by Bates, seconded by Warsecke, to approve the May 11, 2016 Buildings & Grounds Consent Calendar items 1 and 2 as presented. Roll Call. Ayes: Bates, Carland, Sauer, Walterhouse and Warsecke Nays: None Exc: Griner and Tucker Motion carried.

AES/Village of Beulah Resolution: Motion by Bates, seconded by Carland, to adopt Resolution 2016-016 Submission on Community Development Infrastructure Capacity Enhancement Grant Application for Village of Beulah as presented, authorizing the chairman to sign. Roll Call. Ayes: Bates, Carland, Sauer, Walterhouse and Warsecke Nays: None Exc: Griner and Tucker Motion carried.

NMCA Dues: Motion by Bates, seconded by Sauer, to authorize payment to Northern Michigan Counties Association from line 101-101-955.10 in the amount of $75.00 for 2016 dues. Roll call. Ayes: Bates, Carland, Sauer, Walterhouse and Warsecke Nays: None Exc: Griner and Tucker Motion carried.

FINANCE

Bills: Motion by Carland, seconded by Sauer, to approve payment of the bills from May 10, 2016 to May 19, 2016 in the amount of $202,764.77, as presented. Roll call. Ayes: Bates, Carland, Sauer, Walterhouse and Warsecke Nays: None Exc: Griner and Tucker Motion carried.

Michelle Thompson, County Treasurer, reported that the tax collection delinquency rates are down this year so the forfeitures and foreclosures are as well; Land Bank is considering projects from the Excess Land listing in Joyfield Township, Village of Honor and Village of Thompsonville. She also reported that she has been selected as the treasurer for the Michigan Association of Land Banks; she and Amy Bissell will be attending a Land Bank Summit in Marquette next month.

Remonumentation Contract: Motion by Sauer, seconded by Bates, to adopt the Remonumentation Contract as presented, authorizing the vice chair to sign. Roll call. Ayes: Bates, Carland, Sauer, Walterhouse and Warsecke Nays: None Exc: Griner and Tucker Motion carried.

Finance Consent Calendar: Motion by Bates, seconded by Warsecke, to approve the May 10, 2016 Finance Committee Consent Calendar item 1 as presented. Roll call. Ayes: Bates, Carland, Sauer, Walterhouse and Warsecke Nays: None Exc: Griner and Tucker Motion carried.

HR AND PERSONNEL – None

COMMITTEE APPOINTMENTS
Solid Waste Advisory Committee: Motion by Bates, seconded by Carland, to appoint Marlene Wood, to the Solid Waste Advisory Committee to fill a vacancy with a term expiring December 31, 2017. Ayes: Bates, Carland, Sauer, Walterhouse and Warsecke Nays: None Exc: Griner and Tucker Motion carried.

Betsie Valley Trail: Motion by Sauer, seconded by Bates, to accept the recommendation of the Village of Elberta for the appointment of Jennifer Whiting as the representative to the Betsie Valley Trail Committee with Bill O'Dwyer to serve as the alternate, with a term ending August 1, 2019. Ayes: Bates, Carland, Sauer, Walterhouse and Warsecke Nays: None Exc: Griner and Tucker Motion carried.

ACTION ITEMS
Remonumentation Contract: Handled under Finance.

CORRESPONDENCE
- Veterans Affairs minutes of April 4, 2016 received.
- Frankfort City County Airport Authority minutes of May 5, 2016 received.
- Bay County resolution regarding Clean Water Act received.
- Road Commission minutes of April 28, 2016 received.

NEW BUSINESS – None

Benchmarking Part C: Benefits – Mitch Deisch
Mitch covered and discussed Retirements Benefits and Health Insurance with comparisons to surrounding counties.

Comm Warsecke inquired regarding the committee appointments which were made earlier in the meeting – if the policy is being followed.

Closed Session: Motion by Bates, seconded by Carland, to go into closed session to consult with our attorney regarding trial strategy in connection with the cases of Evans vs Benzie County and Benzie County Planning Commission, File No. 15-10285-CZ and VanDussen vs Benzie County Board of Commissioners and Benzie County Sheriff Ted Schendel, File No. 16-10329-CZ, pending in the Circuit Court for the County of Benzie pursuant to Section 8(e) of the Open Meetings Act since discussion in an open meeting will have a detrimental financial effect on the litigating position of the County. Roll call. Ayes: Bates, Carland, Sauer, Walterhouse and Warsecke Nays: None Exc: Griner and Tucker

11:01 a.m. Re-Enter Open Session

Motion by Bates, seconded by Sauer, that we have received an update from our attorney on two cases, 15-10285-CZ and 16-10329-CZ, Evans vs Benzie County and VanDussen vs Benzie County, and based on those discussions and the update from our attorney, we authorize our attorney to proceed as discussed in closed session. Roll call. Ayes: Bates, Carland, Sauer, Walterhouse and Warsecke Nays: None Exc: Griner and Tucker Motion carried.

11:03 a.m. Public Input
Mary Lee Orr, League of Women Voters, requests this board adopt a resolution to shut down the Enbridge Line 5.

Eric VanDussen asks did you have discussions regarding conflict of interest in closed session; why is the HR not a legislative body – did your attorney explain that.
11:11 a.m. Public Input Closed

Motion by Bates, seconded by Carland, to adjourn until the June 14, 2016 Regular meeting or the call of the chair. Ayes: Bates, Carland, Sauer, Walterhouse and Warsecke Nays: None Exc: Griner and Tucker Nays: None Motion carried

Frank E. Walterhouse – Vice Chair Dawn Olney, Benzie County Clerk

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1. Approved the agenda as presented.
2. Approved the regular session minutes of May 10, 2016 as presented.
3. Approved the May 11, 2016 Buildings & Grounds Consent Calendar as presented.
4. Adopted Resolution 2016-016 Submission on Community Development Infrastructure Capacity Enhancement Grant Application for Village of Beulah as presented.
5. Authorized payment to Northern Michigan Counties Association from line 101-101-955.10 in the amount of $75.00 for 2016 dues.
6. Approved payment of the bills from May 10, 2016 to May 19, 2016 in the amount of $202,764.77, as presented.
7. Adopted the Remonumentation Contract as presented, authorizing the vice chair to sign.

8. Approved the May 10, 2016 Finance Committee Consent Calendar item 1 as presented.
9. Appointed Marlene Wood, to the Solid Waste Advisory Committee to fill a vacancy with a term expiring December 31, 2017.
10. Accepted the recommendation of the Village of Elberta for the appointment of Jennifer Whiting as the representative to the Betsie Valley Trail Committee with Bill O'Dwyer to serve as the alternate, with a term ending August 1, 2019.
11. Entered closed session.
12. Authorized our attorney to proceed as discussed in closed session.

Motion by Bates seconded by Warsecke, to approve the Buildings and Grounds Consent Calendar as follows:

1. To include the expense for duct cleaning in the 2016-17 budget.

2. To have Mitch pursue discussions with the Village of Beulah for a water tower.

Motion by Bates, seconded by Warsecke, to approve the Finance Consent Calendar items as follows:

1. To establish a Letter of Understanding to standardize contractual employment with Benzie County.

DAWN OLNEY
BENZIE COUNTY CLERK
448 COURT PLACE
BEULAH, MICHIGAN 49617

Destroy Date: _____

Closed Session

May 24, 2016

Evans vs Benzie County and
Benzie County Planning Commission

VanDussen vs Benzie County Bd of Commissioners and
Benzie County Sheriff Ted Schendel

BENZIE COUNTY
BOARD OF COMMISSIONERS

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2016 TAX RATES
AGENDA
June 10, 2016
Government Center, 448 Court Place, Beulah, Michigan

9:00 a.m. Tom Longanbach, Equalization explains millage rate

Open Public Hearing / Public Input

Close Public Hearing

Motion to adopt/reject L-4029

Close Tax Hearing

THE COUNTY OF BENZIE WILL PROVIDE NECESSARY REASONABLE AUXILIARY AIDS AND SERVICES, SUCH AS SIGNERS FOR THE HEARING IMPAIRED AND AUDIO TAPES OF PRINTED MATERIALS BEING CONSIDERED AT THE MEETING, TO INDIVIDUALS WITH DISABILITIES AT THE MEETING OR HEARING UPON THIRTY (30) DAYS NOTICE TO THE COUNTY OF BENZIE. INDIVIDUALS WITH DISABILITIES REQUIRING AUXILIARY AIDS OR SERVICES SHOULD CONTACT THE COUNTY BY WRITING OR CALLING THE FOLLOWING:

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BENZIE COUNTY

NOTICE TO THE PUBLIC

A PUBLIC HEARING WILL BE HELD ON THE COUNTY'S RESOLUTION IMPOSING 2016 SUMMER PROPERTY TAX LEVY AS IT APPLIES TO THE 2017 FISCAL YEAR BUDGET AT THE GOVERNMENT CENTER IN BEULAH, BEGINNING AT:

9:00 a.m. Tuesday, June 14, 2016

AS REQUIRED BY THE TRUTH IN TAXATION ACT, THE COUNTY GENERAL OPERATING MILLAGE RATE PROPOSED TO BE LEVIED WILL BE A SUBJECT OF THIS HEARING.

Benzie County will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities upon twenty-four (24) hours notice to Benzie County. Individuals with disabilities requiring auxiliary aids or services should contact the Benzie County Clerk by calling as follows:

Dawn Olney
Benzie County Clerk
(231) 882-9671

Posting Date: 6-1-2016

Posting Time: 2:45 pm

Truth in Taxation only applies to the General Operating Millage, not the Maples, Jail, ALS, etc.

The operating millage the county levied last year will be the same or less this year, due to Headlee millage reduction.

The state limits each taxing authority to the revenue that was generated in the prior year, without a public hearing.

For the County, convention and cigarette tax revenue must be deducted from the tax revenue collected the year before.

That Adjusted Revenue is the maximum allowable without a tax hearing.

The purpose of this meeting is to notify the public of the County's intent to levy the maximum allowable under Headlee.

2015 Tax Value (T.V.)	**1,147,594,711**
2016 Losses	**5,316,491**
2016 Additions	**17,284,432**
2016 Taxable Value (T.V.)	**1,170,367,636**

Prev Yr Tax Rate	**T.V.**		**Mills**		**Tax**	**Revenue Limit without tax hearing**
County (TV-LOSSES+ADDS)	1,159,562,652	x	3.5144	=	$4,075,166.98	**$4,075,166.98**
Property Owner	50,000	x	3.5144	=	$175.72	**2015 Property Tax**

Base Tax Rate	**T.V.**		**Mills**		**Tax**	**2016 Tax Bill Decrease**
County	1,170,367,636	x	3.4813	=	$4,074,400.85	
Property Owner	50,000	x	3.4813	=	$174.07	-$1.66

Adj Base Tax Rate	**T.V.**		**Mills**		**Tax**	**2016 Tax Bill Decrease**
County	1,170,367,636	x	3.3987	=	$3,977,728.48	
			Convention Facilities Tax Revenue:		$96,680.00	
			Cigarette Tax Revenue:		$0.00	
					$4,074,408.48	
Property Owner	50,000	x	3.3987	=	$169.94	-$4.13

Headlee Tax Rate	**T.V.**		**Mills**		**Tax**	**2016 Tax Bill**
County	1,170,367,636	x	3.4919	=	$4,086,806.75	
			Convention Facilities Tax Revenue:		$96,680.00	
			Cigarette Tax Revenue:		$0.00	
					$4,183,486.75	
Property Owner	50,000	x	3.4919	=	$174.60	No Impact

Revenue from Adj Base Tax Rate:	$4,074,408.48
Revenue from Headlee Tax Rate:	$4,183,486.75
Lost Revenue:	-$109,078.26
Prev Yr Tax Rate Revenue Adjusted for Losses & Additions:	$4,075,166.98
Base Tax Rate Revenue:	$4,074,400.85
	-$766.13

Prev Yr Revenue	1,147,594,711	x	3.5144	=	$4,033,106.85
Current Yr Revenue	1,170,367,636	x	3.5144	=	$4,113,140.02
				Taxable Value Revenue:	$80,033.17
				Convention Facilities Tax Revenue:	$96,680.00
				Cigarette Tax Revenue:	$0.00
				Net increase in revenue:	$176,713.17

2016 Millage Reduction Fraction Calculations Worksheet

Including millage Reduction Fraction Calculations Not Specifically Assigned to the County Equalization Director by Law

NON-RENAISSANCE ZONE

County	Taxing Jurisdiction
BENZIE	**BENZIE COUNTY**

2015 Total Taxable Value	**1,147,594,711**
Losses	**5,316,491**
Additions	**17,284,432**
2016 Total Taxable Value Based on SEV	**1,170,367,636**
2016 Total Taxable Value Based on Assessed Value (A.V.)	**1,170,347,124**
2016 Total Taxable Value Based on CEV	**1,170,367,636**

NOTE: The last two items above are only needed when it is necessary to calculate a Truth in Assessing or Truth in County Equalization Rollback Fraction.

1. Section 211.34d, MCL, "Headlee" (for each unit of local government)

$$\frac{\text{(2015 Total Taxable Value - Losses) X Inflation Rate of 1.003}}{\text{(2016 Total Taxable Value Based on SEV - Additions}} = \underline{\mathbf{0.9936}}$$

2016 Millage Reduction Fraction (Headlee). Round to 4 decimal places in the conventional manner. If number exceeds 1.0000, line through and enter 1.0000

See State Tax Commisssion Bulletins No. 3 of 1995 and 19 of 2002 regarding the calculation of losses and additions. See also the Supplements to STC Bulletin No. 3 of 1995 contained in STC Bulletin No. 3 of 1997.

2a. Section 211.34, MCL, 'Truth in Assessing:' (for cities and townships if S.E.V. exceeds A.V. for 2016 only)

$$\frac{\text{2016 Total Taxable Value Based on Assessed Value for all Classes}}{\text{2016 Total Taxable Value Based on SEV for all Classes}} = \underline{\mathbf{1.0000}}$$

2016 Rollback Fraction (Truth in Assessing) Round to 4 decimal places in the conventional manner.

See State Tax Commission Bulletin No. 3 of 2016 for more information regarding this calculation.

2b. Section 211.34, MCL, "Truth in County Equalizatin" (for villages, counties and authorities if S.E.V. exceeds C.E.V. for 2016 only)

$$\frac{\text{2016 Total Taxable Value based on CEV for all Classes}}{\text{2016 Total Taxable Value based on SEV for all Classes}} = \underline{\mathbf{1.0000}}$$

2016 Rollback Fraction (Truth in County Equalization) Round to 4 decimal places in the conventional manner.

See State Tax Commission Bulletin No. 3 of 2016 for more information regarding this calculation.

3. Section 211.24e, MCL, "Truth in Taxation" (for each taxing jurisdiction that levied more than 1 mill for operating purposes in 2015 only).

$$\frac{\text{(2015 Total Taxable Value - Losses)}}{\text{(2016 Total Taxable Value Based on SEV - Additions)}} = \underline{\mathbf{0.9906}}$$

2016 Base Tax Rate Fraction (Truth in Taxation) Round to 4 decimal places in the conventional manner.

Use the same amounts for additions and losses as were used for the 211.34d ("Headlee") rollback.

NOTE: The truth in taxation BTRF is independent from the cumulative millage reductions provided by sections 211.34d and 211.34. The Base Tax Rate equals the BTRF X 2015 Operating Rate levied.

TAXING JURISDITION	2015 T.V.	2015 Maximum Allowable Millage	2015 Estimated Maximum Revenue	Millage Levied	2016 T.V.	2016 Maximum Allowable Millage	2016 Estimated Maximum Revenue	Difference	EXPIRES
BENZIE COUNTY VILLAGES									
BENZONIA	16,600,558	9.4513	156,897	GEN OP	16,975,695	9.4513	160,442	3,546	
		3.7801	62,752	GEN OP Streets		3.7801	64,170	1,418	
	Unlimited	0.5000	8,300	TWR DEBT		0.5000	8,488	188	
	Unlimited	1.0000	16,601	WTRLNDB		1.0000	16,976	375	
BEULAH	31,153,810	8.5640	266,801	GEN OP	31,867,215	8.5091	271,161	4,360	
		2.0000	62,308	DEBT		2.0000	63,734	1,427	3/2018
ELBERTA	8,844,862	8.3369	73,739	GEN OP	9,201,302	8.0225	73,817	79	
		3.3344	29,492	STREETS		3.2086	29,523	31	
		4.1700	36,883	DEBT		4.1700	38,369	1,486	10/2029
HONOR	9,551,361	7.5389	72,007	GEN OP	9,834,137	7.4778	73,538	1,531	
LAKE ANN	12,478,295	1.5182	18,945	GEN OP	12,971,962	1.4844	19,256	311	
THOMPSONVILLE	5,562,070	7.2665	40,417	GEN OP	5,757,931	7.2185	41,564	1,147	
BENZIE COUNTY TOWNSHIPS									
ALMIRA	137,155,780	0.7556	103,635	GEN OP	142,444,998	0.7483	106,592	2,957	
		0.2740	205,034	Pk/Rec		0.2713	210,890	5,856	12/2015
		1.4949	37,581	Op, Fire-EMS		1.4805	38,645	1,065	12/2020
		0.4983	37,581	Fire-EMS Eq		0.4935	210,890	173,309	
BENZONIA	202,310,744	0.8111	164,094	GEN OP	206,141,212	0.8052	165,985	1,891	
		1.0000	202,311	Fire Op		0.9928	204,657	2,346	12/2017
		0.6000	121,386	LIBRARY		0.6000	123,685	2,298	12/2016
BLAINE	38,594,820	0.7717	29,784	GEN OP	39,432,026	0.7651	30,169	386	
COLFAX	23,685,363	0.9108	21,573	GEN OP	24,013,419	0.9108	21,871	299	
		0.9130	21,625	Fire		0.9130	21,924	300	11/2015
CRYSTAL LAKE	158,086,618	0.7012	110,850	GEN OP	159,450,699	0.7012	111,807	957	
		0.5000	79,043	FIRE SPEC ASM'T		0.5000	79,725	682	
GILMORE	41,246,046				40,961,130				
Less Renaissance Zone	10,952,170				9,858,875				
Non Renaissance Zone	30,293,876	0.8546	25,889	GEN OP	31,102,255	0.8348	25,964	75	
		0.4470	13,541	Road		0.4366	13,579	38	12/2015
		1.4992	45,417	FIRE/RESP		1.4645	45,549	133	12/2018
HOMESTEAD	64,001,752	0.9295	59,490	GEN OP	65,627,518	0.9202	60,390	901	
		1.0000	64,002	Fire Op		0.9996	65,601	1,600	12/2017
		0.5000	32,001	Fire Equip		0.4998	32,801	800	12/2017
INLAND	58,793,497	0.7966	46,835	GEN OP	60,590,915	0.7878	47,734	899	
		1.5000	88,190	Fire Op		1.4835	89,887	1,696	12/2017
		1.5000	88,190	Fire Equip		1.4835	89,887	1,696	12/2018
JOYFIELD	27,025,870	0.9889	26,726	GEN OP	27,574,405	0.9889	27,268	542	
LAKE	230,240,965	0.5729	131,905	GEN OP	233,862,684	0.5700	133,302	1,397	
		0.3635	83,693	Fire Op		0.3617	84,588	896	12/2019
PLATTE	17,001,583	0.8772	14,914	GEN OP	17,719,359	0.8581	15,205	291	
		1.0000	17,002	Fire Op		0.9783	17,335	333	12/2015
		0.5000	8,501	Fire Equip		0.4891	8,667	166	12/2015
WELDON	77,003,549	0.7487	57,653	GEN OP	78,164,265	0.7408	57,904	252	
		0.9547	73,515	Fire Op		0.9446	73,834	319	12/2015
BENZIE COUNTY CITIES									
FRANKFORT	83,400,294	13.0734	1,090,325	GEN OP	84,243,881	12.9060	1,087,252	-3,074	CHARTER
		0.9894	82,516	GEN OP	0	0.9767	83,351	835	12/2018
		1.5000	55,962	W/S DEBT		1.5000	56,528	566	06/2018
	Unlimited	1.3790	115,009	CITY HALL		1.3790	116,172	1,163	06/2034
BENZIE COUNTY	1,158,546,881				1,180,226,511				
Less Renaissance Zone	10,952,170				9,858,875				
Non Renaissance Zone	1,147,594,711	3.5144	4,033,107	GEN OP	1,170,367,636	3.4919	4,086,807	53,700	INDEFINITE
		0.5795	665,031	ALS		0.5757	673,781	8,750	12/2015
		0.0982	112,694	Anml.Op		0.0975	114,111	1,417	12/2016
		0.6600	757,413	COA		0.6557	767,410	9,998	12/2016
		0.1000	114,759	Consv Dist		0.0993	116,218	1,458	12/2017
		0.9000	1,032,835	Jail		0.8942	1,046,543	13,708	12/2020
		0.3650	418,872	MCF		0.3626	424,375	5,503	12/2016
		0.6350	728,723	MCF Bond		0.6350	743,183	14,461	12/2029
		0.1000	114,759	TNT Op		0.0993	116,218	1,458	12/2017
		1.0000	1,147,595	Road Improv		0.9936	1,162,877	15,283	12/2017
		0.0600	68,856	VETS		0.1000	117,037	48,181	12/2015
	Totals	7.9521	9,125,788	Exc Vets	Totals	7.9048	9,251,522	125,734	Exc Vets
OTHER TAXING DISTRICTS									
BENZIE SHORES DIST. LIBRARY	428,171,472	0.7447	318,859	OPER	434,424,921	0.7403	321,605	2,745	INDEFINITE
BETSIE VALLEY DIST. LIBRARY	166,570,136	0.3499	35,241	OPER	168,356,394	0.3499	58,908	23,667	12/31/2018
BENZIE TRANSIT AUTH	1,147,594,711	0.5000	573,797	OPER	1,170,367,636	0.4968	581,439	7,641	12/2015

Estimates only!! Final Revenue is subject to rounding at the parcel level and will be less than these estimates.

Michigan Department of Treasury
614 (Rev. 04-16)

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory: Penalty applies.

ORIGINAL TO: County Clerk(s)
COPY TO: Equalization Departments(s)
COPY TO: Each township of city clerk

L-4029

2016 Tax Rate Request (This form must be completed and submitted on or before September 30, 2016)

PLEASE READ THE INSTRUCTIONS ON THE REVERSE SIDE CAREFULLY.

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

County	2016 Taxable Value of ALL Properties in the Unit as of 5-23-16	*Non Renaissance Zone*
BENZIE	1,180,226,511	*1,170,367,636*
Local Government Unit: BENZIE COUNTY	For LOCAL School Districts: 2016 Taxable Value of Non-Homestead and Non-Qualified Agricultural Properties if a millage is Levied Against Them	

You must complete this form for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec. 211.119.
The following tax rates have been authorized for levy on the 2016 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election, Charter, etc.	(5)** 2015 Millage Rate Permanently Reduced by MCL 211.34d 'Headlee'	(6) 2016 Current Year 'Headlee' Millage Reduction Fraction	(7) 2016 Millage Rate Permanently Reduced by MCL 211.34d 'Headlee'	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
FIXED	OPER	8/1982	5.2900	3.5144	0.9936	3.4919	1.0000	3.4919	3.4919		INDEFINITE

Prepared by	Telephone Number	Title of Preparer	Date
Thomas N. Longanbach	231-882-0014	Equalization Director	June 14, 2016

As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

	Signature	Type Name	Date
[X] Clerk [ ] Secretary		Dawn Olney	June 14, 2016
[X] Chairperson [ ] President		Roger Griner	June 14, 2016

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column9.

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 3 of 2016 for instructions on completing this section.

	Rate
Total school District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	
For Commercial	

Truth in Taxation:
MCL 211.24e provides that a local taxing unit can approve the levy of a millage rate for operationg purposes in excess of the Base Tax Rate (BTR) after **one** of the following ;

Providing a notice of public hearing in a newspaper, establishing the proposed additional millage rate by a resolution, holding the public hearing and approving the levy of the additional millage rate.

Your unit's meeting was held

Date:_____ Time:_____
Signature of Clerk

Or by compliing with Section 16 of the Uniform Budgeting and Accounting Act (MCL 141.436)

If your unit complies with Section 16.
Signature of Clerk

Date

If neither of the following have been complied with and your unit levies more than one mill of operating the following formula applies.

Prior Year Operating Millage	3.5144
Base Tax Rate Fraction	0.9906
Base Tax Rate	3.4814

From Treasury letter | For Public meeting notice

Summer Levy

Base Tax Rate adjusted for Convention & Cigarette Revenue

Counties BTR

3.5144	x	0.9906	=	3.4813

- Convention Facilities Tax Revenue / current year Taxable Value x 1000

96680	/	1,170,367,636	=	0.0826

- cigarette tax revenue / current year Taxable Value x 1000

0	/	1,170,367,636	=	0.0000

Adjusted BTR 3.3987

96680

Section 1.)

Millage the Unit Propose to Levy in 2016	3.4919	
- Adjusted Base Tax Rate	3.3987	
Proposed Increase	0.0932	Millage

Section 2.)

Proposed Increase in Millage / Adjusted Base Tax Rate	0.0932 / 3.3987	x	100	=	2.74%	% increase in Millage Rate

Section 3.)

Adjusted BTR x Current Years TV	3.3987	x	1,170,367,636	=	$3,977,728.48
Prior Yr Op Millage x Prior Yr TV	3.5144	x	1,147,594,711	=	$4,033,106.85
					-$55,378.37

Difference / Prior Yr Revenue	-$55,378.37 / $4,033,106.85	=	-1.37%	% increase/decrease in operating revenue

Current Yr Rev Est.	$4,086,807	1.33%

Elected Officials and Department Head Comments

Animal Control Report				
5/1/2016 - 5/31/2016				
	Dogs	Cats	Cal YTD Dogs	Cal YTD Cats
Admitted	18	27	75	61
Released	8	0	33	0
Euthanized	0	0	2	4
Adopted	6	7	45	41
Rescue/Foster	0	1	2	5
Animal in shelter	6	21		
Other animals admitted	0			
Calls for Service			29	
Total Number of After Hours Calls			6	
Total Number of Miles Driven			673	675
Total Gallons of Gas			51	19.15
Current Truck Mileage			33,120	2,975
Phone Calls			181	
Visitors			157	
Cleaning Time			152.5	

Report Written by: Jaime Croel
Please call (231) 882-9505 or stop by if you have any questions

Benzie County Office of Emergency Management

Emergency Management Activities

April 2016

Below are outlined many of the activities I have been involved in for the month of April 2016.

1.	**Meeting at Frankfort City Hall Regarding Coast Guard** On Tuesday April 5th, 2016 I attended the public meeting regarding the moving the Frankfort Coast Guard Station from a year round station to a seasonal station. The staffing of the station would begin near the first of May and the station would close down the end of September. Personnel would be moved to and from the Manistee Station that would effectively operate from Pentwater to the south to Leland to the north.
2.	**Region 7 Homeland Security Planning Board** On Thursday April 7th, 2016 I attended the R7HSPB meeting in Grayling.
3.	**Benzie County Fire Chief's Meeting** On Tuesday April 7th, 2016 I attended the Benzie County Fire Chief's meeting that was held at the Thompsonville Village Hall. There was discussion on the formulation of the Benzie County Firefighter/EMS Association and how it would work.
4.	**Benzie County CERT Meeting** On Wednesday April 13th, 2016 we had a monthly meeting/training of the CERT Program.
5.	**Active Shooter Exercise Design Meeting** On Thursday April 14th, 2016 we had a meeting of the Exercise Design Team to finalize some of the Active Shooter Full Scale Exercise that we will be holding on Saturday May 14th, 2016. We will be sending out a survey to the to all the emergency first responder agencies who we hope will be participating in the exercise.
6.	**Table Top Exercise with the Grand Traverse Band of Ottawa and Chippewa Indians** On Wednesday April 20th, 2016 I went to the Medicine Lodge of the GT Band of Ottawa and Chippewa Indians where they held a Table Top Exercise involving a bus accident with several injuries and how they were prepared to deal with it. The exercise was facilitated by James Reardon of the Benzie-Leelanau Health Department and included approximately 25 individuals from the Tribe, Leelanau and Benzie Counties.
7.	**Meeting with the Benzie County Firefighter/EMS Association Executive Committee** On Thursday April 21st, 2016 I met with the Executive Committee of the newly formed Benzie County Firefighter/EMS Association to discuss the by-laws and some procedural issues for meetings.
8.	**Basic and Advanced CERT Weekend Training Program** On Friday April 22nd through Sunday April 24th, 2016 I participated as an instructor for the Basic and advanced Citizen's Emergency Response Team training that occurred at Camp Grayling. For the Advanced Program I instructed Crowd Management, Traffic Management and Search and Rescue Management. There were approximately 100 in attendance for both Basic CERT Academy and Advanced Training.
9.	**Attendance at a Functional Exercise at the Leelanau County Government Center** On Wednesday April 27th, 2016 Director Ron Berns and I attended a "Functional Exercise"

regarding a shooting at the Leelanau County Government Center. The exercise involved a Law Enforcement and Medical coordinated evacuation of the injured from the building. There were approximately 30 law enforcement, 20 EMS/Fire personnel and around 10 evaluators.

10. Meeting of the Local Emergency Planning Committee (LEPC)/Local Planning Team (LPT)

On April 28th, 2016 we held our LEPC/LPT meeting in the EOC. We have been discussing moving the LEPC to a different time and date from the LPT Meeting. I proposed it to the committees because having both makes for an extremely long meeting and we need to have chemical users, transporters and manufacturers in attendance that we do not currently have. Representing the emergency response services will be;

- County Emergency Management
- County Emergency Medical Services
- County Central Dispatch
- County Law Enforcement
- Fire Service represented by Chief Hanmer (Benzonia) and Chief Thompson (Frankfort)
- Industry representatives from Graceland Fruit Forrester Rd. and Main St. Plants, Smeltzer Orchards, Magna Int.

11. Upcoming Events

I have scheduled the following for the next two months;

May 2nd through May 5th – Great Lakes Homeland Security Conference-Grand Rapids
May 7th – Hazardous Materials Operations Class-Arcadia
May 11th – CERT Monthly Meeting and Training
May 12th – R7HSPB Meeting-Grayling
May 14th – Benzie County Active Shooter Exercise-Benzie County Government Center
May 25th – After Action Meeting-Government Center Exercise
May 16th – LEPC Meeting in the EOC
May 26th –LPT Meeting in the EOC
May 31st – Clandestine Lab Awareness Class-Benzonia Township Fire Department
June 2nd – R7HSPB Meeting-Grayling
June 8th – CERT Monthly Meeting and Training
June 20th – LEPC Meeting in the EOC
June 23rd –LPT Meeting in the EOC

Benzie County Office of Emergency Management

Emergency Management Activities

May 2016

Below are outlined many of the activities I have been involved in for the month of May 2016.

1. 2016 Great Lakes Homeland Security Conference

From Monday May 2nd through Thursday May 5th Sheriff Schendel, EMS Director Craig Johnson and I attended the 2016 Great Lakes Homeland Security Conference at the Amway Grand Plaza in Grand Rapids. Some of the training I attended included Grant Fiduciary Training, SARA Title III LEPC Training, EMPG Workgroup Training. There were also several workshop I attended during the course of the conference, including:

- Sandy Hook School Shooting
- Community Recovery from a Tornado
- The role of the Courts in Public Health Emergencies
- Volunteer Reception Centers

Both the Sheriff and Director Craig Johnson attended sever of the other workshops that were offered.

2. Sandbag Delivery and Storage

On May 5th, 2016 two (2) crates of sand bags (each crate holds approximately 10,000 empty bags) and 25 rolls of poly sheathing were delivered to a storage barn operated by the Sleeping Bear Dunes National Lakeshore. I have been working with the US Army Corps of Engineers over the past year to get sandbags staged closer to Benzie County. These bags are available to us and the counties of northwest Lower Michigan in the event of flooding. Prior to the staging of the sandbags here, the closest location to get sandbags was Cheboygan with a turnaround time of nearly 7 hours. Our cache of bags are located in a barn just off M-22 just south of Empire. Special thanks to the Sleeping Bear Dunes National Lakeshore-Law Enforcement Division for working with us to make this possible. In the case of a declared disaster, there is no cost for the bags we would use. If we use bags and no disaster is declared, we would have to pay $0.12 per bag. This is a very small amount compared to what we can buy the bags for.

3. Active Shooter Exercise Design Meeting

On Wednesday May 11th, 2016 we had the final meeting of the Exercise Design Team to cover any details for the Active Shooter Full Scale Exercise that we will be holding on Saturday May 14th, 2016.

4. Benzie County CERT Meeting

On Wednesday May 11th, 2016 we had a monthly meeting/training of the CERT Program.

5. Region 7 Homeland Security Planning Board

On Thursday May 12th, 2016 I attended the R7HSPB meeting in Grayling. This was postponed one week because of the 2016 Great Lakes Homeland Security Conference.

6. Benzie County Active Shooter Exercise

On Saturday May 14th, 2016 we held our Active Shooter Exercise in the Government Center. We had 100 persons participate as evaluators, actors and players. I will have a separate presentation regarding the exercise and the "After Action Review/Improvement Plan".

7.	**Meeting Regarding the Upcoming Independence Day Actives in the City of Frankfort** On Monday May 16th, 2016 we held a meeting of all the emergency first responders, city officials and activity organizers for the upcoming Frankfort Independence Day activities. The goal of the meeting was to complete the development of an Incident Action Plan for emergency first responders regarding any emergency response during these activities. Last year there were between 11,000 and 13,000 on the beach at the fireworks display and it was determined that more planning was required to assure the safety of the persons attending the Independence Day Activities.
8.	**After Action Meeting for the Active Shooter Exercise** On Thursday May 26th, 2016 the Active Shooter Exercise Design Team meet and discussed the "After Action Review/Improvement Plan". The final information was compiled and will be presented to the Benzie County Board of Commissioners separate from this report.
9.	**Meeting of the Local Emergency Planning Committee (LEPC)/Local Planning Team (LPT)** On Thursday May 26th, 2016 we held our LEPC/LPT meeting in the EOC. We discussed at length the Active Shooter Exercise and the lessons learned from it. We also discussed and voted on several projects that we would be presenting to the Benzie County Board of Commissioners for their approval to seek funding from the Grand Traverse Band of Ottawa and Chippewa Indians 2% Revenue Sharing Grants.
10.	**Upcoming Events** I have scheduled the following for the next two months; June 2nd – R7HSPB Meeting-Grayling June 8th – CERT Monthly Meeting and Training June 20th – LEPC Meeting in the EOC June 23rd –LPT Meeting in the EOC July 4th – City of Frankfort Independence Day Activities July 7th – R7HSPB Meeting-Grayling July 13th – CERT Monthly Meeting and Training July 18th – LEPC Meeting in the EOC July 28th –LPT Meeting in the EOC

Benzie County
Office Of Emergency Management
7th Region 7 Homeland Security

Memorandum

To: Roger Griner, Chairman of the Benzie County Board of Commissioners
From: Frank Post, Emergency Management Coordinator
Date: May 28th, 2016
Subject: Grand Traverse Band of Ottawa & Chippewa Indians Revenue Sharing Grant Applications

Attached are five (5) requests for grant funding for various groups affiliated with Benzie County Emergency Management. Also included is one application for Benzie County Emergency Medical Services that was included for Local Planning Team consideration. We include Local Planning Team's in all of these type of projects because all of the emergency first responder organizations for Benzie County are a part of this group and have an opportunity to review the project and how it fits into the overall improvement of emergency response in the county.

The proposed applications will be submitted to the Grand Traverse Band of Ottawa and Chippewa Indians for the grant cycle ending July 1st, 2016.

POWERED AMBULANCE COTS
Benzie County Emergency Medical Services is requesting a total of $29,660.00 to purchase two (2) powered ambulance cots for ambulances operated by Benzie County EMS to make it safer for medical personnel and patients.

EOC CENTRAL DISPATCH RADIO POSITION
Benzie County Office of Emergency Management is requesting a total of $37,112.00 to add a fully functional Central Dispatch position in the Emergency Operations Center to communicate and respond to all emergency services personnel in large scale emergencies.

FLASHOVER TRAINING FOR COUNTY FIRE DEPARTMENTS
Benzie County Emergency Management is requesting a total of $10,050.00 to provide a 3 day training for all firefighters in Benzie County on recognizing and preventing "Flashover" conditions during structural firefighting. We are proposing to contract with Oakland Community College for 3 days of training. They will provide training for 100 firefighters in and around Benzie County at the agreed upon price. The training will consist of 8 hours of lecture and several sessions of practical training in a "Flashover Trailer" where students are taken in and actually experience a "Flashover Event".

LUCAS UNITS FOR EMS UNITS
Benzie County Office of Emergency Management is sponsoring a request to purchase seven (7) **L**und **U**niversity **C**ardiopulmonary **A**ssist **S**ystem or **LUCAS** manual chest compression machines that will be supplied to all of the emergency first responder non-transport and two of the transport services in Benzie County. While the LUCAS units cost $13,550.00 each, we are proposing to deploy them to the first responder units that may reach individuals in "cardiac arrest" prior to an

ambulances arrival and can begin the manual chest compressions. The total request for this application is $102,129.

FIRE EXTINGUISHER TRAINING EQUIPMENT
Benzie County Emergency Management is requesting a total of $9,900.00 to purchase a fire extinguisher training system that will be used by the Office of Emergency Management, Citizens Emergency Response Team (CERT) and the six (6) Benzie County Fire Departments to train their personnel as well as the citizens in their community on the proper use of fire extinguishers.

APPROVAL OF THE LOCAL PLANNING TEAM
This application was presented to the Benzie County Local Emergency Planning Committee/Local Planning Team, whom develop the emergency response strategies for identified hazards in Benzie County. All of the projects were reviewed and endorsed these requests with a unanimous vote of all members present at their May 26th, 2016 meeting. Because of the number applications the Local Planning Team also chose to rank the project in an order of importance;

1. Benzie County EMS Power Cots ($29,660)
2. Benzie County Emergency Management Alternate Dispatch Position ($37,112)
3. Benzie County Emergency Management Firefighter Flashover Training ($10,050)
4. Benzie County Emergency Management – LUCAS Units ($102,129)
5. Benzie County Emergency Management – Fire Extinguisher Trainer ($9,900)

RECOMMENDATION
I recommend the Benzie County Board of Commissioners approve;

1. $29,660.00 to purchase two (2) powered ambulance cots for ambulances operated by Benzie County EMS.
2. $37,112.00 to add a fully functional Central Dispatch position in the Emergency Operations Center.
3. $10,050.00 to provide a 3 day training for all firefighters in Benzie County on recognizing and preventing "Flashover" conditions.
4. $102,109.00 to purchase seven (7) **LUCAS** manual chest compression machines that will be supplied to all of the emergency first responder systems in the county.
5. $9,900.00 to purchase a fire extinguisher training system.

That these application be forwarded to the Grand Traverse Band of Ottawa & Chippewa Indians Tribal 2% Grant Application and authorize the Chair of the Benzie County Board of Commissioners to sign on behalf of the county.

Benzie County

Office Of Emergency Management

7th Region 7 Homeland Security

Benzie County
Active Shooter Response Exercise

After Action Report Improvement Plan

May 14th, 2016

The After-Action Report/Improvement Plan (AAR/IP) aligns exercise objectives with preparedness doctrine to include the National Preparedness Goal and related frameworks and guidance. Exercise information required for preparedness reporting and trend analysis is included; users are encouraged to add additional sections as needed to support their own organizational needs.

EXERCISE OVERVIEW

Exercise Name	Benzie County Active Shooter Response Exercise
Exercise Dates	May 14th, 2016
Scope	This exercise was an active shooting event in the Benzie County Government Center at 448 Court Place in Beulah, MI. We ran 3 exercises lasting 45 minutes each. Exercise play was limited to a suspect search, patient care, building clearing and perimeter security in a defined area where there was an organized effort to locate an active shooter, establishing a perimeter and treating is injured. We had 61 responders, 17 evaluators and 22 actors. We conducted three (3) scenario's that allowed different participants and change up the response to a certain degree.
Mission Area(s)	Response
Core Capabilities	**OPERATIONAL COORDINATION** Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities. **MASS SEARCH AND RESCUE OPERATIONS** A response to an Active Shooting event and test their ability to locate and isolate a shooting suspect in an effort to minimize injuries to others. Deliver traditional and atypical emergency medical capabilities, including personnel, services, animals, and assets to survivors in need, with the goal of saving the greatest number of endangered lives in the shortest time possible. **OPERATIONAL COMMUNICATIONS** Provide essential public and private services and resources to the affected population and surrounding communities, to include emergency power to critical facilities, fuel support for emergency responders, and access to community staples (e.g., grocery stores, pharmacies, and banks) and fire and other first response services.
Objectives	**OPERATIONAL COORDINATION** 1. Execute operations with functional and integrated communications among appropriate entities to prevent initial or follow-on in accordance with established protocols. 2. Establish and maintain partnership structures among protection elements to support networking, planning, and coordination. 3. Mobilize all critical resources and establish command, control, and coordination structures within the affected community and other coordinating bodies in surrounding communities and maintain as needed throughout the duration of an incident. 4. Enhance and maintain National Incident Management System (NIMS)-compliant command, control, and coordination structures to meet basic human needs, stabilize the incident, and transition to recovery. 6. Mobilize all critical resources and establish command, control, and coordination structures within the affected community and other coordinating bodies in surrounding communities and maintain as needed throughout the duration of an incident.

MASS SEARCH AND RESCUE OPERATIONS

1. Conduct search and rescue operations to locate and rescue persons in distress, based on the requirements of state and local authorities.
2. Ensure the synchronized deployment of local teams to reinforce ongoing search and rescue efforts and transition to recovery.

OPERATIONAL COMMUNICATIONS

1. Ensure the capacity to communicate with both the emergency response community and the affected populations and establish interoperable voice and data communications between state, and local first responders.
2. Re-establish sufficient communications infrastructure within the affected areas to support ongoing life-sustaining activities, provide basic human needs, and transition to recovery

Threat or Hazard

1. Active Shooting Event in progress.
2. Trapped and injured individuals requiring rescue and medical response.
3. Identifying threats and separating them from victims and/or suspects.

Scenario

There was a simulated call to Benzie County Central Dispatch that will communicate an active shooting in the Benzie County Government Center. The simulation will require an immediate response from law enforcement, EMS and fire service for support. Because of varying response capability, emergency responders will be released to respond at different time intervals.

An active shooter has shot and killed at least 2 and wounded at least 10 with varying degrees of injuries and will require medical care. The simulated victims and other building occupants will require evacuation to a defined location for interview and debriefing.

Sponsor

Benzie County Office of Emergency Management

Participating Organizations

- Sleeping Bear Dunes National Lakeshore Park Rangers
- Bear Lake CERT
- Benzie County CERT
- Benzie County Central Dispatch
- Benzie County Emergency Medical Services
- Benzie County Office of Emergency Management
- Benzonia Township Fire Department
- Homestead Township Fire Department
- Benzie County Sheriff's Office
- Frankfort Fire Department
- Frankfort Police Department
- Michigan Department of Natural Resources
- Michigan State Police
- Michigan Department of Corrections
- Benzie County Administrator's Office
- United States Coast Guard-Frankfort Station

Point of Contact

Frank Post, Emergency Management Coordinator
Benzie County Office Of Emergency Management
448 Court Place, Beulah, MI 49617
(231) 882-0567
fpost@benzieco.net

ANALYSIS OF CORE CAPABILITIES

Aligning exercise objectives and core capabilities provides a consistent taxonomy for evaluation that transcends individual exercises to support preparedness reporting and trend analysis. Table 1 includes the exercise objectives, aligned core capabilities, and performance ratings for each core capability as observed during the exercise and determined by the evaluation team.

Objective	Core Capability	Performed without Challenges (P)	Performed with Some Challenges (S)	Performed with Major Challenges (M)	Unable to be Performed (U)
OPERATIONAL COORDINATION • Execute operations with functional and integrated communications. • Establish and maintain partnership structures. • Establish protocols between agencies. • Mobilize all critical resources and establish command, control, and coordination structures.	**CORE CAPABILITY 1** • Establish and maintain a unified and coordinated operational structure		S		
MASS SEARCH AND RESCUE OPERATIONS • Coordinate and conduct search and isolation of the shooting suspect. • Coordinate and conduct search and rescue operations to locate and rescue persons in that have been injured or otherwise in distress. • Isolate and establish a perimeter around the location which is sufficient to keep bystanders safe from gunfire. • Ensure the synchronized deployment of local, rescue efforts and transition to recovery.	**CORE CAPABILITY 2** • Conduct traditional search and rescue capabilities. • Establish a safe and secure environment in an affected area. • Provide and maintain on scene security and meet the protection needs of the affected population over a geographically dispersed area while eliminating or mitigating the risk of further damage to persons, property, and the environment.	P	S S		
OPERATIONAL COMMUNICATION • Ensure the capacity to communicate. • Assure sufficient communications infrastructure within the affected areas exists.	**CORE CAPABILITY 3** • Test functional and integrated communications		S		

Ratings Definitions:

- Performed without Challenges (P): The targets and critical tasks associated with the core capability were completed in a manner that achieved the objective(s) and did not negatively impact the performance of other activities. Performance of this activity did not contribute to additional health and/or safety risks for the public or for emergency workers, and it was conducted in accordance with applicable plans, policies, procedures, regulations, and laws.
- Performed with Some Challenges (S): The targets and critical tasks associated with the core capability were completed in a manner that achieved the objective(s) and did not negatively impact the performance of other activities. Performance of this activity did not contribute to additional health and/or safety risks for the public or for emergency workers, and it was conducted in accordance with applicable plans, policies, procedures, regulations, and laws. However, opportunities to enhance effectiveness and/or efficiency were identified.
- Performed with Major Challenges (M): The targets and critical tasks associated with the core capability were completed in a manner that achieved the objective(s), but some or all of the following were observed: demonstrated performance had a negative impact on the performance of other activities; contributed to additional health and/or safety risks for the public or for emergency workers; and/or was not conducted in accordance with applicable plans, policies, procedures, regulations, and laws.
- Unable to be Performed (U): The targets and critical tasks associated with the core capability were not performed in a manner that achieved the objective(s).

Table 1. Summary of Core Capability Performance

The following sections provide an overview of the performance related to each exercise objective and associated core capability, highlighting strengths and areas for improvement.

OPERATIONAL COORDINATION

Execute operations with functional and integrated communications.

Execute operations with functional and integrated communications among appropriate entities to prevent initial or follow-on in accordance with established protocols.

Strengths

The full capability level can be attributed to the following strengths:

Strength 1: Demonstrated the ability to work around incapable radio platforms.
Strength 2: Better use of Communications as we did more scenarios.
Strength 3: Relied more on face to face communications to minimize communications.

Areas for Improvement

The following areas require improvement to achieve the full capability level:

Area for Improvement 1: Begin a migration of fire and EMS to a single communications platform with law enforcement.

Analysis: Law Enforcement communicates on the MPSCS 800MHz digital network; fire and EMS work on a VHF communications network. The US Coast Guard who participated generally work on Marine Band VHF frequencies. Need to improve radio interoperability by migrating all communications to a single communications platform.

Area for Improvement 2: Establish policies for large scale events that are defined and scalable to the size of the response.

Analysis: Tried to get fire and EMS commands together with Law Enforcement. Took a while for dispatch to get to them. Once this was established they were able to receive communication from dispatch together.

Communicated they had injured to get out, needed to contact EMS. Had to wait for 3-4 people to stop their transmission before we could let dispatch know. There was only 2 people at a time, they were left upstairs wondering where their help was

Establish and maintain partnership structures.

Establish and maintain partnership structures among protection elements to support networking, planning, and coordination.

Strengths

The full capability level can be attributed to the following strengths:

Strength 1: Disciplines started working together after the first exercise.
Strength 2: As scenario's unfolded, saw personnel get a better understanding
Strength 3: Personnel who did not know the facility utilized and worked with personnel that did know the facility.

Areas for Improvement

The following areas require improvement to achieve the full capability level:

Area for Improvement 1: Establishment of a Unified Command System for large Scale or Multi Discipline events to assure a coordinated response.

Analysis: They recommend to stop using radios. Talk together. Fire/Ems spread out, Coast Guard was milling about. Fire/EMS were not all staging in one corner. Even when told to get back to your trucks, everyone went back to all their trucks. You should have gone to one truck at the furthest

corner, stay behind this truck where safety is. Law enforcement will provide the perimeter. EMS/Fire assumed law enforcement on scene all is safe. Still need to go to safest point.

Mobilize all critical resources and establish command, control, and coordination structures.

Mobilize all critical resources and establish command, control, and coordination structures within the affected community and other coordinating bodies in surrounding communities and maintain as needed throughout the duration of an incident.

Strengths

The full capability level can be attributed to the following strengths:

Strength 1: Unified Command went very well after learning from the first exercises.
Strength 2: Started using a command structure by the third exercise.
Strength 3: Clearly started identifying roles for personnel and using ICS titles.

Areas for Improvement

The following areas require improvement to achieve the full capability level:

Area for Improvement 1: Establishment of a Unified Command System for large Scale or Multi Discipline events to assure a coordinated response. Promote ICS 300 and ICS 400 training for all mid and upper level personnel.

Analysis: Command and Unified Command need to come together. There was a disconnect between Law, Fire and EMS.

Area for Improvement 2: Development of consistent procedures and policies regarding emergency first responders staging. Development of a coordinated system that identifies "Warm" , "Cold" and "Hot" zones and who is authorized to work in which.

Analysis: Incident Command thought EMS and Fire had been released to soon into hot zone. Did not realize that EMS command coordinator and Fire command coordinator were not in the first vehicles and when they did get released they left. He was by himself. They were talking amongst themselves but he was not a part of that conversation.

Once they reunited things went better. Obviously thought I had control of my men but very hard to control the other two parts. Not a unified command.

Enhance and Maintain NIMS

Enhance and maintain National Incident Management System (NIMS)-compliant command, control, and coordination structures to meet basic human needs, stabilize the incident, and transition to recovery.

Strengths

The full capability level can be attributed to the following strengths:

Strength 1: Clearly started identifying roles for personnel and using ICS titles.
Strength 2: Started to utilize Task Forces to effectively deal with rescue/protection of Medical Responders.
Strength 3: Triage and medical become more organized and effective in subsequent scenarios.

Areas for Improvement

The following areas require improvement to achieve the full capability level:

Area for Improvement 1: Develop policies beginning with Central Dispatch identifying radio protocols and procedures.

Analysis: Radio communications should use incident command terms / positions instead of radio numbers. The incident commander should be called IC or Command. Other possible position titles include law enforcement group supervisor, medical group supervisor, treatment unit leader, triage unit leader, fire group supervisor, perimeter group supervisor, etc.

Area for Improvement 2: Promote ICS 300 and ICS 400 training for all mid and upper level personnel.

Analysis: There is not a fire command and EMS command and LE command. Even if unified command is established, there is one IC (even if many individuals provide them input). Working for IC or for operations section chief are fire group supervisor, EMS or medical group supervisor, and LE group supervisor. Once LE, fire and EMS are grouped into a rescue task force, they should be identified as such. Rescue task force lower level, rescue task force 1, etc.

Mobilize all Critical Resources

Mobilize all critical resources and establish command, control, and coordination structures within the affected community and other coordinating bodies in surrounding communities and maintain as needed throughout the duration of an incident.

Strengths

The partial capability level can be attributed to the following strengths:

Strength 1: Utilized all responding emergency first responders.
Strength 2: Utilized personnel in non-traditional roles to facilitate lifesaving efforts.
Strength 3: Utilized media, signage, other community resources to help inform and organized the events.

Areas for Improvement

The following areas require improvement to achieve the full capability level:

Area for Improvement 1: Undetermined because of the structure of the exercise.

Analysis: This was difficult to test or evaluate, all participating agencies were invited and participated at some level. There was no decision-making required by on-scene personnel as to who to request.

MASS SEARCH AND RESCUE OPERATIONS

Conduct Search and Rescue Operations

Conduct search and rescue operations to locate and rescue persons in distress, based on the requirements of state and local authorities.

Strengths

Test functional and integrated communications

The full capability level can be attributed to the following strengths:

Strength 1: Effective deployment of resources.
Strength 2: As scenario's unfolded, saw personnel get a better understanding
Strength 3: Started to utilize Task Forces to effectively deal with rescue/protection of Medical Responders.

Areas for Improvement

The following areas require improvement to achieve the full capability level:

Area for Improvement 1: Develop policy, procedure and training in the area of the Rescue Task Force.

Analysis: More practice and better understanding of the rescue task force concept. The group needs to stay closer together and communicate more. Realize this is a mixed interagency interdisciplinary group that does not necessarily know what the other disciplines are doing. Communicate and slow down. The RTF should be entering areas that have already been cleared, but they need to maintain front and rear control of the hallway and possibly send one officer into the room with the unarmed taskforce members. EMS announcing when they are coming back into the hallway is a good idea so as not to surprise the LE providing cover. Do NOT take all armed personnel into a room to cover while EMS provides care, who knows what is happening outside the door to that room?

RTF can consider asking some LE members to help carry if needed. LE can handle a weapon one handed and carry with the other. Not ideal but often times necessary.

LE members on RTF need to remember that victims could still be threats. Clear the hands and give solid commands before EMS approaches.

Ensure Synchronized Deployment

Ensure the synchronized deployment of local teams to reinforce ongoing search and rescue efforts and transition to recovery.

Strengths

The full capability level can be attributed to the following strengths:

Strength 1: Adapted to changings conditions.]
Strength 2: Effective deployment of resources.
Strength 3: Secured areas and then deployed medical resources to the areas that had been secured.

Areas for Improvement

The following areas require improvement to achieve the full capability level:

Area for Improvement 1: Need to identify a system to set up building personnel accountability. Need to also have a system of responding accountability. Need to number doors of the facility to assist personnel in they respond.

Analysis: No Personnel accountability of employees in the building and no accountability of responding personnel.

OPERATIONAL COMMUNICATIONS

Ensure the capacity to communicate.

Ensure the capacity to communicate with both the emergency response community and the affected populations and establish interoperable voice and data communications between state, and local first responders.

Strengths

Test functional and integrated communications

The full capability level can be attributed to the following strengths:

Strength 1: Demonstrated the ability to work around incapable radio platforms.
Strength 2: On the 2nd and 3rd exercise, group supervisors went face to face and relied less on radio communications.

Areas for Improvement

The following areas require improvement to achieve the full capability level:

Area for Improvement 1: Begin a migration of fire and EMS to a single communications platform with law enforcement.

Analysis: Law Enforcement communicates on the MPSCS 800MHz digital network; fire and EMS work on a VHF communications network. The US Coast Guard who participated generally work on Marine Band VHF frequencies. Need to improve radio interoperability by migrating all communications to a single communications platform.

Re-establish sufficient communications infrastructure

Re-establish sufficient communications infrastructure within the affected areas to support ongoing life-sustaining activities, provide basic human needs, and transition to recovery

Strengths

The partial capability level can be attributed to the following strengths:

Strength 1: First responders had a difficult task to deal with this because of the artificialities of the exercise.

Areas for Improvement

The following areas require improvement to achieve the full capability level:

Area for Improvement 1: Incident Command needs to utilize ICS terminology in communications.

Analysis: Radio transmissions need to identify which group you are – Law/Fire/EMS and not use numbers. This may be less confusing as other disciplines from other areas may use the same identifying numbers.

APPENDIX A: IMPROVEMENT PLAN

This IP has been developed specifically for Benzie County as a result of Active Shooter Exercise conducted on May 14th, 2016.

Core Capability	Issue/Area for Improvement	Corrective Action	Capability Element[1]	Primary Responsible Organization	Organization POC	Start Date	Completion Date
1. Operational Coordination	1. Execute operations with functional and integrated communications.	Migrate all emergency first responders to a single communications platform.	**Equipment and Systems**	Emergency Management and Central Dispatch	Frank Post Ronald Berns	AFG Grant Application of 1/2016	Depending on AFG Grant Approval
		Develop policies for communications at large scale incidents.	**Planning**	Central Dispatch	Ronald Berns	7/1/16	10/1/16
	2. Establish and maintain partnership structures.	Utilize Unified Command System for multidiscipline incidents	**Planning, Training and Exercise**	Emergency Management	Frank Post	9/15/16	12/31/16
	3. Mobilize all critical resources and establish command, control and coordination.	Utilize Unified Command System for multidiscipline incidents	**Organization**	Law Enforcement, Fire and EMS	Department Leadership	10/15/16	2/28/17
		Development of policies with regard to coordinated response.	**Planning**	Law Enforcement, Fire and EMS	Department Leadership	10/15/16	2/28/17
	4. Enhance and Maintain NIMS	Develop policies identifying radio policies and procedures.	**Planning**	Central Dispatch	Ronald Berns	7/1/16	10/1/16
		Promote ICS 300 and ICS 400 training for all agency leaders.	**Training**	Emergency Management	Frank Post	9/15/16	4/30/17
	5. Mobilize all Critical Resources	Undetermined	**Undetermined**				

[1] Capability Elements are: Planning, Organization, Equipment, Training, or Exercise.

Core Capability	Issue/Area for Improvement	Corrective Action	Capability Element[2]	Primary Responsible Organization	Organization POC	Start Date	Completion Date
2. Mass Search and Rescue Operations	1. Conduct Search and Rescue Operations.	Development of Rescue Task Force	**Planning, Training and Exercise**	Law Enforcement, Fire and EMS	Department Leadership	10/15/16	2/28/17
	2. Ensure Synchronized Deployment.	Identify a system of accountability for people in the building.	**Organization and Planning**	Law Enforcement, Fire and EMS	Department Leadership	10/15/16	2/28/17
		Identify a system of accountability for emergency first responders	**Organization and Planning**	Law Enforcement, Fire and EMS	Department Leadership	10/15/16	2/28/17
3. Operational Communications	1. Ensure the capacity to communicate.	Migrate all emergency first responders to a single communications platform.	**Equipment and Systems**	Emergency Management and Central Dispatch	Frank Post Ronald Berns	AFG Grant Application of 1/2016	Depending on AFG Grant Approval
	2. Re-establish sufficient communications infrastructure.	Utilize ICS terminology	**Training**	Emergency Management	Frank Post	9/15/16	4/30/17

[2] Capability Elements are: Planning, Organization, Equipment, Training, or Exercise.

APPENDIX B: EXERCISE PARTICIPANTS

Participating Organizations
Local and Municipal Participants
Benzonia Township Fire Department Homestead Township Fire Department Frankfort Fire Department Frankfort Police Department
County Participants
Benzie County Central Dispatch Benzie County Emergency Medical Services Benzie County Office of Emergency Management Benzie County Sheriff's Office Benzie County Administrator's Office
State Participants
Michigan Department of Natural Resources – Law Enforcement Division Michigan State Police Michigan Department of Corrections-Probation and Parole Agents
Federal Participants
Sleeping Bear Dunes National Lakeshore Park Rangers United States Coast Guard- Station Frankfort
Volunteer Organizations
Benzie County CERT Bear Lake CERT Traverse Bay Area Intermediate School District - Career Technical Center

Benzie County
Office Of Emergency Management
7th Region 7 Homeland Security

Memorandum

To: Roger Griner, Chair
Benzie County Board of Commissioners
From: Frank Post, Emergency Management Coordinator
Date: May 28th, 2016
Subject: Application to the FEMA National Emergency Management Advanced Academy

I am requesting permission from the Board of Commissioners to attend the FEMA National Emergency Management Advanced Academy that will occur in the upcoming fiscal year (after October 1st, 2016). The process for acceptance into the program is competitive and requires an application, peer review and based on qualifications, acceptance into the program.

The academy is designed for Emergency Management Coordinators with a minimum of three (3) years-experience in an Emergency Management position wanting to advance their skillsets. The academy covers duties critical to performing emergency management responsibilities, such as: program management and oversight, effective communication at all levels, integrated collaboration, and strategic thinking, along with completing a Research Project one month prior to attending the final course.

The Advanced Academy program series consists of four (4) resident courses, each five (5) days in duration and completed during the current federal fiscal year (October 1 through September 30). Attendance at each course is required and must be attended in sequential order listed below. The courses are not offered individually and participants are selected by an annual selection board in June with the first of four classes starting during the first quarter (October, November and/or December) of FY17. A list of the courses and the quarter delivered are:

- E0451 Advanced I – A Survey of Advanced Concepts in Emergency Management (delivered 1st Quarter FY17 – October, November and/or December)
- E0452 Advanced II – Assessment and Application of Professional Style in Emergency Management (delivered 2nd Quarter FY17 – January, February and/or March)
- E0453 Advanced III – Advanced Concepts and Issues in the Emergency Management Organization (delivered 3rd Quarter FY17 – April, May and/or June)
- E0454 Advanced IV - Advanced Concepts and Issues in the Emergency Management Community and Profession (delivered 4th Quarter FY17 – July, August and/or September)

SELECTION PROCESS

The application window for the Advanced Academy in FY17 was March 1 – May 31, 2016. A formal selection board will convene in June 2016 to review the application packages with an announcement in July 2016. Because of the May 31st deadline, I have submitted an application, however, if the Board of Commissioners chooses not to allow my participation, I can contact the FEMA Emergency Management Institute and withdraw the application.

LOCATION OF TRAINING

The Advanced Academy program series consists of four (4) resident courses, each five (5) days in duration. This will require travel to the FEMA Emergency Management Institute located in Emmitsburg Maryland.

COST OF THE TRAINING

There is no cost for the National Emergency Management Advanced Academy registration. Travel and lodging are also reimbursed by the Emergency Management Institute. The only cost to Benzie County is my time away from the county as well as meals while attending the training. EMI requires the purchase of a meal ticket that is around $120 to $130 per week. Travel is typically air fare or, if driving, mileage reimbursement based on round trip and a direct route.

RECOMMENDATION

I recommend that the Board of Commissioners authorize my attendance to the FEMA Emergency Management Institute National Emergency Management Advanced Academy.

Commissioner Report

County Administrator's Report

FINANCE REPORT

Human Resources (HR) Report

HR Committee
Meeting Notes
May 24, 2016

The meeting was called to order by Commissioner Evan Warsecke at 1:00 pm

Present:	Evan Warsecke, Coury Carland and Gary Sauer
Others Present:	Mitch Deisch, Maridee Cutler, Dawn Olney, Frank Walterhouse, Ted Schendel, Kyle Rosa, Dan Smith, Shelley Thompson
Public:	Eric VanDussen

The pledge of allegiance was given.

Agenda: Motion by Sauer, seconded by Carland, to approve the agenda as amended, adding 12A – Committee sizes – Brownfield & Planning Commission; 12B – Committee Appointment Policy; and 12C – MERS Actuarial. Ayes: All Nays: None Motion carried.

Minutes: Motion by Carland, seconded by Sauer, to approve the April 26, 2016 minutes as presented. Ayes: All Nays: None Motion carried.

1:04 p.m. Public Input
Eric VanDussen – opinion handed out this morning, your attorney says the HR committee is not a public body under OMA; you need a second opinion.
1:07 p.m. Public Input Closed

Jade Adams – Grievance: Mitch updated the board that he had a meeting with Ms. Adams and her union representative and made a settlement offer which she accepted at the meeting – then she chose not to sign the offer to settle the grievance; she informed us that she is unable to come back to work and is afraid of the inmate; Mitch stated that we will wait to see what next steps they choose to move this forward; May 19 a letter went to her that her health insurance has been terminated.

Candice – New Position: Mitch updated the committee that she has now transferred to the Friend of the Court, there is now an opening in the prosecuting Attorney and County Administrator's office. Ms. Swanson says she will fill the 16 hour per week position; the County Administrator has posted the position in the building with no one signing the posting and the county administrator has advertised – two applicants now.

Commissioner from HR Committee to serve on Contract Negotiations: **Motion by Sauer, seconded by Warsecke, to recommend to the Board of Commissioners to appoint Coury Carland to sit in with the union negotiations as the HR representative. Ayes: All Nays: None Motion carried.**

Wage and Hour Division Decision: There is a new state law which identifies a larger salary amount to be classified as a salaried employee; we have four employees that this may effect.

County Administrator 6-month evaluation: Mitch will wait until Roger returns to determine how and when this will be handled.

Other:
Committee sizes: Gary stated regarding Brownfield that they would like to maintain at 7 but have a hard time getting 5 to show up; talked about connecting with EDC; they are talking with Frankfort and Elberta Brownfield to see if they would send a representative then they could stay at 7.
Planning commission: went through the ordinances and they are required to meet no less than 4 times per year; master plan done June 30; the only other thing major after that is the Capital Improvement and that is being done at the villages and townships; the Planning Commission would step in as an assistance type role; not necessary for them to meet 12 times per year, but they could call special meetings. Want a P/C that is active and not agenda oriented.
Evan says that each township has their own and the county has no authority or teeth, only recommendation; things are rehashed month after month; we need to revamp the entire committee.
Shelley Thompson says she likes the idea to bring together a member of each of those planning commissions is good for continuity.
Put on the July HR agenda.

Committee Appointment Policy: Evan stated he feels that if someone has been serving on a board and no one else applies, they shouldn't have to re-interview.
Gary asked if we should change the policy.
Coury would like to think about it for a while.
Evan asks that this issue be placed on the June HR agenda.

MERS Actuarial: Mitch stated that he will have a conversation with MERS regarding this; MERS rules say you can't make any enhancements; what are the costs associates with this; the cost of the actuarial; Comm Bates asked him to get an actuarial cost to move all MERS divisions to 55/25 (55 years of age and 25 years of service). He asks this committee if they want him to pursue this. Mitch believes this is the wrong direction we are need to be going. All members say no.

Public Input:
Eric VanDusssen states his current lawsuit has several allegations; one is that a quorum of the board attended HR committee meetings and deliberated policy; you have engage this entire board through this entire meeting and you let it happen – that is flat wrong; an intentional violation of the OAM is actually criminal; this needs to stop; is this committee subject to OMA.
Public Input Closed

Motion by Carland, seconded by Sauer, to adjourn at 1:59 p.m. Ayes: Carland, Sauer and Warsecke Nays: None Motion carried.

Dawn Olney
Benzie County Clerk

Motion by _____, seconded by _____, to adopt the HR Consent Calendar are follows:

1. To appoint Coury Carland to sit in with the union negotiations.

Committee Appointments

Committee Name		Date Appointed	Date term Expires	
1-Airport Authority 4yr term -- 1st Thursday @ 9:30 a.m.				
Coury Carland	(Commissioner)	01/26/16	12/31/16	
Pat Storrer	(Frankfort Appointee)	06/17/14	06/17/17	
Kenneth J. Laurence		02/18/15	03/01/19	
1-Benzie-Leelanau Health Department -- Last Thursday of Odd Months @ 3:30				
Gary Sauer	(Commissioner)	01/27/15	12/31/16	
Dr. George Ryckman	**2/18/14**	**02/18/14**	**12/31/16**	
Roger Griner	(Commissioner)	01/27/15	12/31/16	
1-Benzie-Leelanau Health Dept Bd of Appeals - 2year terms; 1 BOC & 2 Citizens				
Gary Sauer	Commissioner	01/26/16	12/31/16	
Donna Clarke		**05/26/15**	**12/31/16**	
Mary Pitcher	**02/01/11**	**05/26/15**	**12/31/16**	
1-Benzie Transportation Authority -- formed 4/18/2006 -- 1st Thursday @ Noon				
Eugene Allen	06/17/14	05/10/16	04/30/19	
Amy Herczak	02/18/14	04/15/14	04/30/17	
Nicholas Olson	5/10/16	05/10/16	04/30/19	
John Nuske	9/7/2010	04/15/14	04/30/17	
		04/16/13	**04/30/15**	**Vacant**
Irene Nugent	4/15/2014	04/15/14	04/30/17	
Susan Kirkpatrick		04/28/15	04/30/18	
Eric VanDussen	04/15/2014	04/15/14	04/30/17	
Joshua Stoltz	4/17/12	04/14/15	04/30/18	
Lisa Tucker -- Liaison		01/27/15	12/31/16	
1-BVTMC Board 3yr terms 6 member -- 1st Monday @ 4 p.m.				
Gary Pallin (Beulah)		**01/21/14**	**04/15/16**	
Robert Bishop Alt (CLPRA)	**12/16/97**	**04/15/11**	**04/15/14**	***
Paul Bare (CLPRA)	3/18/14	03/18/14	04/15/17	
Dan Schoonmaker (CLPRA)	4/15/11	03/18/14	04/15/17	
Janet (Jen) Whiting	Elberta	05/24/16	08/01/19	
Frank Walterhouse	(Comm/P& R Rep)	01/21/14	12/31/16	
Charles Kehr	(Alt for Co Reps)	06/19/07		deceased
Ed Butt	**(FBVT Rep)**	**01/21/14**	**04/15/16**	
Michael Foust (Thompsonville)	**6/19/07**	**04/02/13**	**04/20/16**	
William R. Olsen		02/09/16	04/15/19	
2-Board of Canvassers 4yr terms -- Day After Each Election @ 1:00 p.m.				
Donna Clarke (REP)		10/01/15	11/01/17	
Jane Purkis (DEM)	11/01/12	11/01/12	11/01/17	
Janice Mick (REP)		10/13/15	11/01/19	
Ronald Dykstra (DEM)		10/20/15	11/01/19	
2-Brownfield Authority - Est 6/19/2012 - 7 members - 3 years; No BOC appointment				
Ron Evitts		**04/02/13**	**04/01/16**	
Michelle Thompson		**04/02/13**	**04/01/16**	**Resigned**
Bill Merry		07/14/15	12/31/18	
Art Jeannot		02/18/15	04/01/18	

Marcia Stobie		04/01/14	04/01/17
Don Tanner		04/15/14	04/01/17
Edward Kowalski	11/18/14	02/18/15	04/01/18
Nina Bonderenko, Alt if Statute Allows		04/02/13	

1-Building Authority 3yr Term 4 member -- As Needed

Marcia Stobie	08/20/13	02/18/15	12/31/17
Norm Campbell	11/19/02	02/18/15	12/31/17
Tom Longanbach	6/5/2012	02/18/15	12/31/17
Michelle Thompson - by statute	06/01/12	01/17/12	
Dawn Olney - by statute	01/01/00	01/17/12	

1-CDBG/Community Development Block Grant 5yr Term -- 4th Thursday @ 10:30 a.m.

Jean Bowers	01/18/00	02/18/15	12/31/19
Carol Dye		08/12/14	02/01/19
Dawn Olney	01/18/00	02/18/15	12/31/19
Frank Walterhouse	(Commissioner)	01/26/16	12/31/16
Amy Bissell	8/18/09	02/18/15	12/31/19

1-Construction Board of Appeals 2 yr term

Roger Papineau	5/26/15	05/26/15	12/31/16
Randy Olsen	1/16/07	04/14/15	12/31/16
Rodney Moore	1/16/07	04/14/15	12/31/16
Caleb Luibrand	1/16/07	04/14/15	12/31/16
Richard Krupp	1/16/07	04/14/15	12/31/16

County Library Board 5yr term -- Dissolved 8/21/2007

1-Economic Develpment Corp 6yr term -- Alt Mondays @ 10:30 a.m.

Karen Roberts	2/15/11	02/07/12	01/31/18
Roger Griner	(Commissioner)	01/26/16	12/31/16
Coury Carland	(Commissioner)	01/26/16	12/31/16
Courtney Gillison		03/08/16	12/31/22
William Merry	9/8/2015	02/09/16	01/31/22
Mike Worden	03/17/09	06/18/13	01/31/19
Mary Carroll	11/1/11	03/04/14	01/31/20
Ed Kowalski		03/08/16	01/31/22
Blake Brooks	12//21/10	01/22/11	01/31/17
Ron Harrison	9/8/2015	02/09/16	01/31/22
Alt for Special Projects			

2-EMS -- renamed from ALS 7/2006 -- Monthly; 3/19/08 Reduced to 7 members
8/21/2012 -- Increased to 9 members -- 3 Years

Gaylord Jowett - At Large	**09/24/13**	**01/21/14**	**12/31/16**	
Martha Bates - Almira		**11/18/14**	**12/31/16**	
Jim Franke - Tville		12/16/14	12/31/17	
Vance Bates -- voting member	**11/14/05**	**01/27/15**	**12/31/16**	
Charlie Thompson -- Fire Chief Rep		**03/24/15**	**12/31/16**	
Neal Nye - At Large	01/04/05	05/26/15	12/31/17	
Rory Heckman - At Large		**11/18/14**	**12/31/17**	**Resigned 6/:**
Mike Mead - ALS - Non Voting	**8/21/12**	**08/21/12**	**12/31/15**	
Sam Miller - Paramedic - Non Voting		**04/14/15**	**12/31/18**	**Resigned 4/:**

Michelle Thompson -- Ex Officio		09/21/12	
Ted Schendel -- Ex Officio		01/15/13	
Undersheriff (?) -- Ex Officio		01/15/13	

2-Fee Committe 3 yr term -- As Needed

Frank Walterhouse	(Commissioner)	01/12/16	12/31/16
Tom Longanbach, Equalization Director		01/12/16	
All Commissioners			

1-Human Services (was FIA) 3yr term -- Monthly

Tom Hart	State Appointment	11/01/12	10/31/18	
Darleen Hoffert	**10/21/14**	**10/21/14**	**10/31/17**	Resigned
Jean Bowers	**12/2013**	**11/08/13**	**10/31/16**	
Roger Griner	(Commissioner)	01/27/15	12/31/16	

FOC Citizens Advisory Committee 3yr term -- Dissolved 10/18/05

2-Jury Board 6yr term -- quarterly

Nancy J. VanderLinde	5/17/2011	05/01/11	05/01/17
Jean Bowers	05/01/01	04/02/13	05/01/19
Gail Nugent	02/18/03	04/28/15	05/01/21

1-Land Bank Authority - 3 year term

County Treasurer		04/05/11	No Expiration
Frank Walterhouse - Co Comm Liaison		01/21/14	12/31/16
Mark E. Roper	4/5/11	03/24/15	04/05/18
Terry Money	4/5/11	03/24/15	04/05/18
Amy Bissell	4/5/11	03/26/13	04/05/18
Tom Longanbach	4/5/11	05/10/16	04/05/19

Medical Examiner 5yr Term

Dr. Nicole Fliss	10/21/14	10/21/14	None

1-Manistee-Benzie CMH - 3yr term -- 2nd Thursday @ 10:00

Donald C. Smeltzer (B)	1/2007	04/26/16	03/31/19
Donald R. Tanner (B)	5/12/2016	05/12/16	03/31/18
Coury Carland (B)	(Commissioner)	01/26/16	12/31/16
Frank Walterhouse (B)	(Commissioner)	01/26/16	12/31/16
Mary O'Connor Heitjan (B)		05/26/15	03/31/18

1-Parks and Recreation Commission 3yr term -- Alt Months As Needed

Tad Peacock	**02/18/14**	**02/18/14**	**12/31/16**
Sean Duperron	**01/2011**	**02/18/13**	**12/31/16**
Barbara K. Skurdall	**4/17/07**	**03/04/14**	**12/31/16**
Marjorie Pearsall-Groenwald		12/22/15	12/31/18
Ann E. Bourne		12/22/15	12/31/18
Cathy Demitroff	02/20/07	12/22/15	12/31/18
Walter Roch von Rochsburg	(Planning Rep)	01/01/15	09/15/17
Christy Anderson	(Drain Commissioner)	01/01/13	No Expiration Date
Frank Walterhouse	(Commissioner)	01/27/15	No Expiration Date
Ted Mick	(Road Commission Rep)	01/01/13	No Expiration Date

1-Planning Commission 3yr term -- 1st Wed 10th person reduced to 9 -- 5/17/05; back to 11 mem 5/20/08 back to 9 members; 11 with new ordinance 5/2009; 7 new ord 2/2011

Nina Bondarenko	**Busi/Econ Dev 12/21/10**	**11/05/13**	**09/30/16**
Coury Carland	Ex Officio -- BOC	01/27/15	12/31/16
Evan Warsecke	Exc Officio -- BOC		12/13/16
Lori Cota	**Educ (School Rep)**	**02/05/13**	**09/15/15**
Margaret (Peg) Minster	**9/15/09**	**01/15/13**	**09/15/15**
Walter Roch von Rochsburg - Citizen @ Large		09/16/14	09/15/17
Susan Zenker - Ag & Land Use	**2/7/12**	**09/18/12**	**09/15/15**

Public Safety Committee 3yr term -- Dissolved 7/18/2006

Remonumentation Peer Group -- Appted by BOC 9/2/2014

Christy Andersen	09/02/14
John Korr, Jr.	09/02/14
Craig McVean	09/02/14
Pat Bentley	09/02/14
Wendy Papineau	09/02/14

Road Commission 6yr term -- 2 Times per Month - Elected Positions beginning 2010

2 -Technology Committee -- 2 years -- meet quarterly

Evan Warsecke	01/27/15	12/31/16
Coury Carland	01/26/16	12/31/16
Lisa Tucker	01/26/16	12/31/16

2-Veterans Affairs Committee (8/21/12) 5 members; 3yr term -- Appted by BOC formerly Soldiers & Sailors Relief

Dale Ginzel		12/22/15	12/31/18
Lawrence "Camp" Bailey	**01/21/14**	**01/21/14**	**12/31/16**
Arthur Melendez	9/4/2012	12/16/14	12/31/17
Robert Roelofs	9/4/2012	12/01/15	12/31/18
Kirt A. Giddis	2/19/2013	12/16/14	12/31/17

2-Solid Waste Advisory ~~3yr term -- increased to 11members 12/19/06 -- Qtly 1st Wed @ 5 p.m. 2009 reduced to 10 members;~~ 2015 reduced to 7 members 2 year terms

Todd Warren	3/21/06	04/14/15	12/31/18
Dennis Fischgrabe	2/19/13	12/16/14	12/31/17
Evan Warsecke	Commissioner	01/27/15	12/31/16
Brianne L. Lindsay	11/18/14	11/18/14	12/31/17
Jane Schultz	**12/21/2004**	**02/18/14**	**12/31/16**
Lindsay Withrow		**02/19/13**	**12/31/15**
Marlene Wood		05/24/16	12/31/17

2-Veterans Trust Fund 3yr term -- State appointed

Robert Roelofs, DAV	**2/4/14**	**02/04/14**	**12/31/16**
William J. Huhnke, Sr. Unaff	4/6/2010	03/03/15	12/31/17
Art Melendez -	8/1/2012	08/01/12	
Chuck Lerchen	(Agent)	No Expiration Date	

2-Workforce Development Board 2yr term -- COG POB 506, TC 49685-0506

Art Jeannot	01/20/09	01/26/16	12/31/17

Betty Workman	12/18/2012	02/01/15	12/31/16

Zoning Board of Appeals; Dissolved 5/4/2010
Zoning Terminated 3/31/2010

Updated 5/24/2016

19/April/2016

I would like to express an interest in serving on the ALS committee.
Have been fulling the EMT position for the last three years. Have retired from the county
I would like to fill the spot left by Mr Hackner which expires on Dec 2017
Thank you
Michael C. Mead EMT/FF

RECEIVED
APR 19 2016
DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

BENZIE COUNTY
BOARD OF COMMISSIONERS

GOVERNMENT CENTER • 448 COURT PLACE • • BEULAH, MICHIGAN 49617 • (231) 882-9671 • FAX (231) 882-5941

APPOINTMENT TO BOARD, COMMISSIONS AND AGENCIES

APPLICATION

DATE: 4-19-16

Name: Michael C Mead

Address (including PO Box): 2241 Valley RD PO BOX 41 Honor MI 49640

County District: 85 Home Telephone: 231 383 5127

Occupation: Retired Business Telephone: _____

Please list the Board, Commission or Agency you are applying for:

1. ALS Advisory

Please state your interest, experience and/or education that would relate to your serving on the above-named organizations.

Homestead Fire Rescue 1988 - current Medical Director

Retired from Benzie County EMS over 40 years 25 years as Director

37 years Respority Therapy

Life Long Rec. Benzie County

Vet US Army

PLEASE ATTACH A CURRENT OR UPDATED RESUME OR LETTER OF INTEREST

This application with resume' attached must be returned to:

BENZIE COUNTY CLERK
448 COURT PLACE
BEULAH, MI 49617

ACTION ITEMS

2016 - 017
BENZIE COUNTY, MICHIGAN

Resolution to Support the Closing of Enbridge Line 5 Under The Straits of Mackinac

WHEREAS, Line 5 is a set of twin, 62-year old pipelines owned by Enbridge that carry light crude oil and natural gas under the Straits of Mackinac; and

WHEREAS, the currents in the Straits of Mackinac at peak volumetric transport can be more than 10 times greater than the flow of Niagara Falls and switch bi-directionally from east to west every few days, and according to a 2014 University of Michigan study are the "worst possible place" for an oil spill in the Great Lakes; and

WHEREAS, the Great Lakes contain 20 percent of the world's fresh, available surface water and are a drinking water source for over 35 million people; and

WHEREAS, one out of every five jobs in Michigan is linked to the high quality and quantity of fresh water in the Great Lakes; and

WHEREAS, tourism is one of Michigan's largest income industries bringing in billions of travelers dollars spent each year; and

WHEREAS, agriculture, fisheries, shipping and industry depend on the health of the Great Lakes; and

WHEREAS, in 2009 the Great Lakes were linked to over 1.5 million jobs, with Michigan accounting for 35 percent of those jobs; and

WHEREAS, Enbridge has a shaking track record that includes 1,244 reportable spills, leaks and releases from 1996 to 2013; and

WHEREAS, Enbridge was in violation for their spacing requirements of its 1953 Easement for Line 5 in 2014 and were responsible for a pinhole leak in a section of the pipeline north of the Straits in December 2014; and

WHEREAS, Enbridge was responsible for one of the worst and most expensive oil spills in U.S. history when Line 6b ruptured near Kalamazoo in 2010 allowing almost 1 million gallons of tar sands oil to leak for 17 hours before shutting down the line; and

WHEREAS, corrosion is the number one reason that pipelines fail; and

WHEREAS, Line 5 was built before the Great Lakes Submerged Lands Act was adopted so it didn't have to obtain a permit and ensure that the pipeline wouldn't pose a threat to the waters or the public's use of the waters; and

WHEREAS, Michigan's Attorney General Bill Schuette has stated in regards to Line 5) that the "pipeline wouldn't be built today" and that "the pipeline's days are numbered"; and

WHEREAS, the Coast Guard Commandant testified before congress in 2015 that the Coast Guard would be unable to respond effectively to an open water oil spill in the heart of the Great Lakes; and

WHEREAS, there is no plan for how to recover oil if there was a leak during the winter when the lakes are covered with ice; and

WHEREAS, as Michiganders we have a responsibility to be wise stewards of the waters of our state for generations to come; and

WHEREAS, protection of Michigan's water supplies and resources is better accomplished by prevention of contamination and environmental degradation, rather than attempting to clean up contamination and restore degraded environments after the fact.

NOW, THEREFORE, BE IT RESOLVED, that the Benzie County Board of Commissioners hereby supports stopping the transportation of oil under the Great Lakes; and

BE IT FURTHER RESOLVED, that the County of Benzie supports shutting down Line 5 and the flow of oil under the Great Lakes; and

BE IT FURTHER RESOLVED, that the County of Benzie supports H.R. 182 and C.R. 15 introduced by State Representatives Sarah Roberts and Jeff Irwin calling on Governor Rick Snyder and Attorney General Bill Schuette to shut down Line 5; and

BE IT FURTHER RESOLVED that the County of Benzie will send this resolution to Governor Rick Snyder, Attorney General Bill Schuette, State Representative Ray A. Franz and State Senator Darwin L. Booher, U.S. Senators Debbie Stabenow and Gary Peters and U.S. Representative Dan Benishek calling on them to take swift action to shut down Line 5.

Dated: _____

_____
Roger L. Griner, Chair

I, Dawn Olney, Clerk to the Benzie County Board of Commissioners, hereby do certify that the above resolution was adopted by the Benzie County Board of Commissioners on the _____ day of June, 2016.

_____
Dawn Olney, Benzie County Clerk

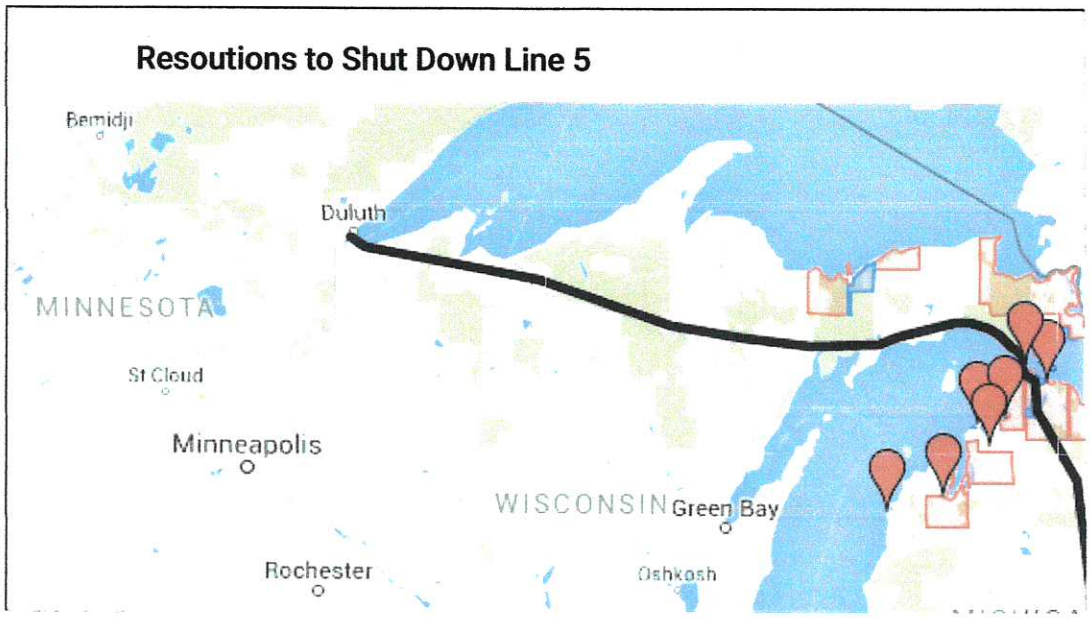
LOCAL GOVERNMENT SUPPORTERS

ACT NOW

1 Supporters 2 Partners 3 Businesses
4 Citizens 5 Local Governments 6 Organizations
7 Tribes

Local governments are issuing resolutions calling for the shutdown of the flow of oil in Line 5 at the Straits of Mackinac.

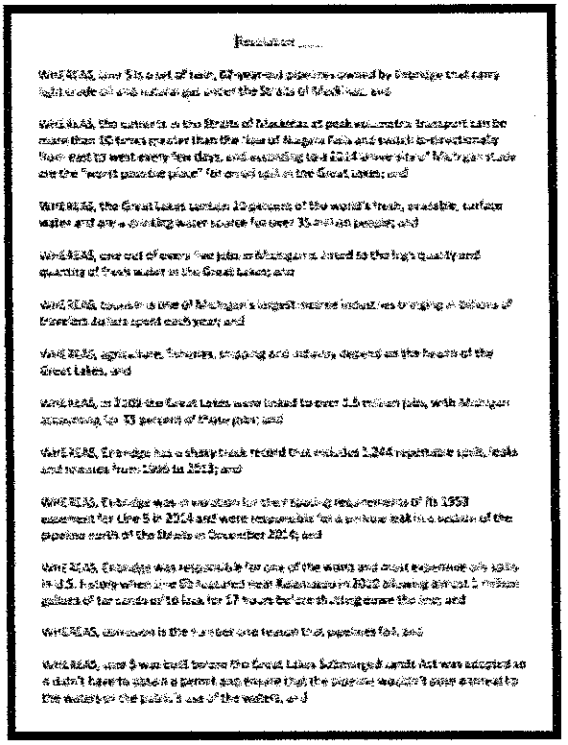
Encourage *your* county, township, or city to issue a resolution - Contact Us today!



mary lee Orr
1304 Taquacka
Ffort 49635

These local governments & municipalities understand the risk posed by Enbridge Line 5 and have issued resolutions calling for the shutdown of the flow of oil in Line 5.

View the resolution for each of these local governments and municipalities:



Resolution ____

WHEREAS, Line 5 is a set of twin, 64-year-old pipelines owned by Enbridge that carry light crude oil and natural gas under the Straits of Mackinac; and

WHEREAS, the current in the Straits of Mackinac at peak volumetric transport can be more than 10 times greater than the flow of Niagara Falls and switch unpredictably from east to west every few days, and according to a 2014 survey by the Michigan Sea Grant the "worst possible place" for an oil spill in the Great Lakes; and

WHEREAS, the Great Lakes contain 20 percent of the world's fresh, available, surface water and are a drinking water source for over 35 million people; and

WHEREAS, one out of every five jobs in Michigan is tied to the high quality and quantity of fresh water in the Great Lakes; and

WHEREAS, tourism is one of Michigan's largest revenue industries, bringing in billions of travelers dollars spent each year; and

WHEREAS, agriculture, forestry, shipping and industry depend on the health of the Great Lakes; and

WHEREAS, in 2009 the Great Lakes were linked to over 1.5 million jobs, with Michigan accounting for 33 percent of those jobs; and

WHEREAS, Enbridge has a sharp track record that included 1,244 reportable spills, leaks and releases from 1999 to 2013; and

WHEREAS, Enbridge was a [illegible] for the [illegible] requirements of its 1953 easement for Line 5 in 2014 and were responsible for a pinhole leak in a section of the pipeline north of the Straits in December 2014; and

WHEREAS, Enbridge was responsible for one of the worst and most expensive oil spills in U.S. history when Line 6B ruptured near Kalamazoo in 2010 allowing almost 1 million gallons of tar sands oil to leak for 17 hours before shutting down the line; and

WHEREAS, corrosion is the number one reason for pipeline fail; and

WHEREAS, Line 5 was built before the Great Lakes Submerged Lands Act was adopted so it didn't have to obtain a permit and ensure that the pipeline wouldn't cause harm to the waters or the public's use of the waters; and

Download Sample Resolution Language

Alcona County, MI

Alger County, MI

Alpena (City of), MI

Alpena Township, MI

Antrim County, MI

Beaugrand Township, MI

Bois Blanc Island Township, MI

Charlevoix (City of), MI

Charlevoix Township, MI

Cheboygan (City of), MI

Cheboygan County, MI

Chippewa County, MI

Clark Township, MI
Crystal Lake Township
East Jordan (City of), MI

Emmet County, MI

Frankfort (City of), MI

Genesee County, MI

Grand Traverse County, MI

Hayes Township, MI

Ingham County, MI

Iosco County, MI

Krakow Township, MI

Mackinaw City (Village of), MI

Mackinac Island (City of), MI

Mentor Township, MI

Moran Township, MI

Munising Township, MI

Petoskey (City of), MI

Presque Isle County, MI

Presque Isle Township, MI

Rogers City (City of), MI

Traverse City (City of), MI

Tuscarora Township, MI

Warren (City of), MI

Wayne County, MI

West Bloomfield Township, MI

Download sample resolution language here (Word document).

City of Frankfort

412 Main Street • P.O. Box 351
Frankfort, Michigan 49635-0351
Phone: (231) 352-7117• Fax: (231) 352-7100

OFFICE OF THE CITY CLERK/TREASURER

Resolution to Support the Closing of Enbridge Line 5 Under the Straits of Mackinac
Resolution #04-2016

WHEREAS, Line 5 is a set of twin, 62-year-old pipelines owned by Enbridge that carry light crude oil and natural gas under the Straits of Mackinac; and

WHEREAS, the currents in the Straits of Mackinac at peak volumetric transport can be more than 10 times greater than the flow of Niagara Falls and switch bi -directionally from east to west every few days, and according to a 2014 University of Michigan study are the "worst possible place": for an oil spill in the Great Lakes; and

WHEREAS, the Great Lakes contain 20 percent of the world's fresh, available, surface water and are a drinking water source for over 35 million people; and

WHEREAS, one out of every five jobs in Michigan is linked to the high quality and quantity of fresh water in the Great Lakes; and

WHEREAS, tourism is one of Michigan's largest income industries bringing in billions of travelers dollars spent each year; and

WHEREAS, agriculture, fisheries, shipping and industry depend on the health of the Great Lakes; and

WHEREAS, in 2009 the Great Lakes were linked to over 1.5 million jobs, with Michigan accounting for 35 percent of those jobs, and

WHEREAS, Enbridge has a shaking track record that includes 1,244 reportable spills, leaks and releases from 1996 to 2013; and

WHEREAS, Enbridge was in violation for their spacing requirements of its 1953 Easement for Line 5 in 2014 and were responsible for a pinhole leak in a section of the pipeline north of the Straits in December 2014; and

WHEREAS, Enbridge was responsible for one of the worst and most expensive oils spills in U.S. history when Line 6b ruptured near Kalamazoo in 2010 allowing almost 1 million gallons of tar sands oil to leak for 17 hours before shutting down the line; and

WHEREAS, corrosion is the number one reason that pipelines fail; and

WHEREAS, Line 5 was built before the Great Lakes Submerged Lands Act was adopted so it didn't have to obtain a permit and ensure that the pipeline wouldn't pose a threat to the waters or the public's use of the waters; and

WHEREAS, Michigan's Attorney General Bill Schuette has stated (in regards to Line 5) that the "pipeline wouldn't be built today" and that "the pipeline's days are numbered";and

WHEREAS, the Coast Guard Commandant testified before congress in 2015 that the Coast Guard would be unable to respond effectively to an open water oil spill in the heart of the Great Lakes; and
WHEREAS, there is no plan for how to recover oil if there was a leak during the winter when the lakes are covered with ice; and

WHEREAS, as Michiganders we have a responsibility to be wise stewards of the waters of our state for generations to come; and

WHEREAS, protection of Michigan's water supplies and resources is better accomplished by prevention of contamination and environmental degradation, rather than attempting to clean up contamination and restore degraded environments after the fact;

NOW, THEREFORE, BE IT RESOLVED, that on the 20th day of April 2016, The City of Frankfort supports stopping the transportation of oil under the Great Lakes; and

BE IT FURTHER RESOLVED, that the City of Frankfort supports shutting down Line 5 and the flow of oil under the Great Lakes, and

BE IT FURTHER RESOLVED, that the City of Frankfort supports H.R. 182 and C.R. 15 introduced by State Representatives Sarah Roberts and Jeff Irwin calling on Governor Rick Snyder and Attorney General Bill Schuette to shut down Line 5, and

BE IT FURTHER RESOLVED that the City of Frankfort will send a letter to Governor Rick Snyder, Attorney General Bill Schuette, State Representative Ray A. Franz and State Senator Darwin L. Booher, U.S. Senators Debbie Stabenow and Gary Peters and U.S. Representative Dan Benishek calling on them to take swift action to shut down Line 5.

PASSED, APPROVED, AND EFFECTIVE on this 20th day of April 2016

ATTEST:

R. J. Johnson
Robert J. Johnson, Mayor

Kimberly K. Kidder
Kimberly K. Kidder, Clerk

Dawn Olney

From: Heidi Gustine <GustineH@aaanm.org>
Sent: Monday, June 06, 2016 2:03 PM
To: Antrim County Clerk (clerk@antrimcounty.org); Charlevoix County Clerk (clerk@charlevoixcounty.org); Dawn Olney; Grand Traverse County Clerk (gtcclerk@co.grand-traverse.mi.us); jwallin@emmetcounty.org; Kalkaska County Clerk - Kalkaska County (dhill@kalkaskacourt.org); Leelanau County Administrator (cjanik@co.leelanau.mi.us); Manistee County Clerk (clerk@manisteecountymi.gov); Missaukee County Clerk (clerk@missaukee.org); Wexford County Clerk (clerk@wexfordcounty.org)
Cc: Bob Schlueter; Denise Plakmeyer; Michelle Cronin; Darcia Brewer
Subject: FY2017-2019 Multi Year Plan (MYP) for Area Agency on Aging of Northwest Michigan
Attachments: Summary to Commissioners 06-06-16.docx; County_Commissions_Plan_Resolution.doc; FinalDraft_FY2017-2019Plan.pdf

County Clerk,

The Area Agency on Aging of Northwest Michigan (AAANM) is seeking approval of their Fiscal Year 2017-2019 Multi Year Plan (MYP), which, once approved by the State, will go into effect on October 1, 2016. As part of the preparation of this document, the State requires that all Area Agencies on Aging (AAA) must request approval of the MYP from each County Board of Commissioners within their respective planning and service area.

Pursuant to State requirements and in order to respond to the Michigan Aging and Adult Services Agency (AASA) in a timely manner, **AAANM requests your county's written or e-mail (gustineh@aaanm.org) response no later than August 1, 2016**. In that light, we have provided a copy of a resolution that can be used for convenience in responding to this request. We appreciate your efforts in this regard.

Hard copies of the following attachments are being mailed today:

1) Summary letter
2) FY 2017-2019 MYP
3) Resolution form

Please let me know if you have any questions!

Thank you,

Heidi

Heidi Gustine, MPA
Planner – Community Liaison
Area Agency on Aging of Northwest Michigan
1609 Park Drive
Traverse City, MI 49686
231-947-8920
gustineh@aaanm.org
www.aaanm.org

2016-018
RESOLUTION

At the _____ meeting of the _____

Date County Name

County Board of Commissioners, the Board of Commissioners gave consent to the following action:

"**Be it resolved** that the Benzie County Board of Commissioners have reviewed the Fiscal Year 2017-2019 Multi Year Plan of the Area Agency on Aging of Northwest Michigan and believe that the plan addresses the needs of the aging population in Region 10.

Be it further resolved that the Benzie County Board of Commissioners approves the Fiscal Year 2017-2019 Multi Year Plan of the Area Agency on Aging of Northwest Michigan."

Dated: _____ _____

Roger L. Griner, Chair

I, Dawn Olney, Clerk to the Benzie County Board of Commissioners, hereby do certify that the above resolution was adopted by the Benzie County Board of Commissioners on the _____ day of June, 2016.

_____

AREA AGENCY ON AGING
of Northwest Michigan

June 7, 2016

County Board of Commissioners:

The Area Agency on Aging of Northwest Michigan (AAANM) is seeking approval of their Fiscal Year 2017-2019 Multi Year Plan (MYP), which, once approved by the State, will go into effect on October 1, 2016. As part of the preparation of this document, the State requires that all Area Agencies on Aging (AAA) must request approval of the MYP from each County Board of Commissioners within their respective planning and service area.

Enclosed is a complete copy of the FY 2017-2019 MYP for you to review and comment upon. AAANM has also summarized some of the major content of the MYP as it impacts the counties in the AAANM service area.

Pursuant to State requirements and in order to respond to the Michigan Aging and Adult Services Agency (AASA) in a timely manner, **AAANM requests your county's written or e-mail (gustineh@aaanm.org) response no later than August 1, 2016**. In that light, we have provided a copy of a resolution that can be used for convenience in responding to this request. We appreciate your efforts in this regard.

Thank you for taking the time to review the FY 2017-2019 MYP. We welcome your comments. If you have questions, please contact me. A representative of AAANM will be made available to answer any questions you or other members of the Board might have.

Sincerely,

Robert C. Schlueter, Executive Director
Area Agency on Aging of Northwest Michigan

RECEIVED
JUN 07 2016
DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

1609 PARK DRIVE • BOX 5946 • TRAVERSE CITY, MI 49696-5946 • (231) 947-8920 • (800) 442-1713 • FAX (231) 947-6401
Web: www.aaanm.org

Area Agency on Aging of Northwest Michigan
MYP Overview and Summary

Who We Are

Part of an Aging Network:

- Federal: The Administration on Aging (AoA) awards funds for nutrition and supportive home and community-based services to 56 State Units on Aging based primarily on the number of persons 60 years of age and over in the state.
- State: The State Units on Aging (SUAs) award funds to 629 Area Agencies on Aging.
- Local: The Area Agencies on Aging (AAAs) determine the needs of older persons locally and work to address those needs through the funding of local services and through advocacy. AAAs are required to prioritize funding for those with greatest social and/or economic need with particular attention to low-income minority individuals.

The Area Agency on Aging of Northwest Michigan (AAANM):

- A private, nonprofit agency
- Designated as an Area Agency on Aging in 1974 by the SUA, Michigan Office of Services to the Aging (OSA), now known as the Aging and Adults Services Agency (AASA)
- One of 16 AAAs in Michigan
- Serves ten counties located in Northwest Lower Michigan: Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, and Wexford counties (Region 10).
- Operates under the framework of the Federal Older Americans Act and the State Older Michiganians Act.

The mission of AAANM is to serve and advocate for older persons, adults with disabilities and caregivers by supporting their independence, dignity and quality of life.

What We Do

Provide Services Directly: AAANM has a staff of 35, consisting of an Executive and Deputy Director, Information Specialists, Registered Nurses, Social Workers, Transition Specialists, a Housing Coordinator, Office Administration, Accounting, Data Entry, Long-Term Care Ombudsman, and Medicare/Medicaid Assistance Program Coordinator. AAANM provides the following services directly with its staff:

- Information and Assistance
- Options Counseling
- Caregiver Support and Education
  - Tailored Caregiver Assessment & Referral Program
  - Creating Confident Caregivers Program
- Care Management Program
- Caregiver Respite Program
- MI Choice Waiver Program
- Nursing Facility Transition Program
- Veteran's Directed Home and Community-Based Services
- Medicare/Medicaid Assistance Program (MMAP)
- Long-Term Care Ombudsman
- Elder Abuse Awareness and Prevention
- Healthy aging / Evidence-Based Disease Prevention Programs
  - Personal Action Toward Health (PATH)
  - A Matter of Balance: Managing Concerns about Falls

Fund Local Agencies: AAANM also develops contracts and/or purchase of service agreements with local agencies (County Commissions/Councils on Aging, In-Home Health Care Providers, and more) that provide home and community-based services such as:

- Adult Day Care
- Congregate Meals
- Home Delivered Meals
- Homemaking
- Personal Care
- In-home Respite Care
- Medication Management
- Legal Assistance
- Transportation
- Kinship Caregiver Support Programs

All ten counties in the Region have approved senior millages. These resources help stretch state and federal funding to meet the service needs identified in the Plan, as well as sustain additional services that are not funded under the Plan (senior centers, information and assistance, Medicare/Medicaid assistance, tax preparation, Senior Project FRESH, transportation, home chore/repair and more).

Demographic and Environmental (Need) Analyses

As part of the MYP development process, AAANM evaluated demographic trends and gathered input about the preferences, characteristics, trends and needs of older adults, caregivers and disabled persons. This information was used to identify funding priorities and develop program objectives for the FY2017-2019 MYP.

Growing 60+ population: Region 10 comprises the counties of Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee and Wexford. According to the 2014 estimate from the American Community Survey, there are 85,285 people 60 years of age or older in the area, or 28% of the total population. A comparison to the 2010 census indicates that the 60+ population has increased by 16% over the last four years or is increasing at a rate between 3% and 4% per year. The FY2017-2019 MYP for AAANM contemplates that the 60+ population segment will continue to increase at this rate each year.

While all age segments in the 60+ population are increasing, the greatest increase stems from those in the sixties and seventies decades (growth 17% and 19% respectively between 2010 and 2014). Those in the 80+ decade comprise the smallest population segment or 15,525 individuals, with an increase of 1,106 individuals or 6% (2% per year) between 2010 and 2014. The 2017-2019 MYP for AAANM contemplates that the 80+ population will continue to increase at approximately 2% per year, with accelerated growth in the FY2020-2023 planning cycle.

The table below compares the 2010 census with the 2014 American Community Survey population estimate.

Age Group	2010 Census	Age Group as % of 2010 Census	2014 Estimated Population	Age group as % of 2014 population	Change 2010-2014
0-19	72,076	24%	68,255	23%	-5%
20-29	30,152	10%	32,406	11%	7%
30-39	31,693	11%	32,143	11%	1%
40-49	41,811	14%	36,213	12%	-13%
50-59	48,361	16%	48,243	16%	0%
60-69	37,464	13%	44,011	15%	17%
70-79	21,936	7%	26,022	9%	19%
80+	14,419	5%	15,252	5%	6%
Total	297,912		302,545		
Total 60+ population	**73,819**	**25%**	**85,285**	**28%**	**16%**

Minority population: The 60+ population in Region 10 is primarily Caucasian in composition. Based on the 2009-2013 American Community Survey, Special Tabulation on Aging, 3% of the population or 2,171 individuals identify as a minority (primarily Native American). There are an additional estimated 378 people in the region that are of Hispanic origin and 60+ years of age.

Income/economic trends: Based on the 2009-2013 American Community Survey, Special Tabulation on Aging, 9% (or an estimated 7,211 individuals) of the 60+ population in the region lives at or below the rate of poverty, with variation among the ten counties ranging from 7% to 10%. Of those living at or below the poverty status in the ten county region, 3% (or an estimated 229 persons) are of minority status, primarily Native American.

Due to survey data constraints at the county level, it is difficult to ascertain how this number has changed since the last MYP. Conversations in local communities suggest that needs among the aging and disabled population to meet basic living and health requirements have increased; there is particular unmet need among older adults who live just above income thresholds to qualify for assistance programs and yet do not have the financial means to self-pay for long term care supports.

Other population notes: Analysis of the population considered to be of working age (individuals between 20 and 59 years of age) indicates that there has been a -2% (or -3,012) change comparing the 2010 census data and the 2014 American Community Survey estimate (reference chart above). This is concerning because community input sessions and survey data in preparation for the MYP, client satisfaction data and every day experience coordinating care for clients consistently identify a shortage of people to fill direct care roles. A continued decline in available workforce age population will exacerbate this shortage.

A review of unemployment data in the region indicates that a tight labor market compounds this demographic issue. Based on December 2015 data from Networks Northwest, the rate of unemployment in Region 10 is only 5%. Projections by Economic Modeling Specialists, Inc. (February 2016) predicts that the need for personal care aides will grow 26% (288 jobs) and home health aides will increase 29% (214 jobs) between 2015 and 2025.

Input sessions and survey findings: As part of the MYP development process, AAANM sought input about the needs, conditions, and preferences of older adults, caregivers and individuals with disabilities in Region 10. Fifteen input sessions were conducted totaling 100+ people including individuals over 60+ years of age, caregivers, AAANM clients, leadership from county aging units, and direct care workers. Additionally, a survey was administered electronically to agencies and service providers in the region. There were 40 responses including home care agencies, adult foster care and assisted living facilities, the Department of Health and Human Services, non-profit and for-profit agencies, and healthcare providers. A description of the service population and needs was developed based on this input.

Descriptors, characteristics and preferences of the aging population, caregivers and disabled individuals:

1) There is growing interest in healthy living including access to fresh foods. Social activities, venues for community engagement and educational programming provide mechanisms for older adults and disabled individuals to pursue healthy lifestyles.

2) Fear of losing independence is a primary concern for older adults and persons with a disability. Individuals are often unprepared for the life changes that accompany the aging process or living long-term with a disability.

3) Social and geographic isolation are significant issues for older adults and individuals with disabilities in Region 10. This isolation impacts quality of life, well-being and health status.

4) Caregivers become physically and emotionally overwhelmed with their responsibilities. Often they are unaware of community resources available to assist with care or the importance of self-care.

5) There are an increasing number of people living with multiple chronic conditions; medication management and navigation of healthcare providers were frequently indicated as challenges for older adults and individuals with disabilities. Dementia and other cognitive impairments were also cited as frequent conditions experienced by older adults.

6) Many older adults and disabled individuals struggle with financial insecurity. Having enough money to pay for food, housing, transportation, healthcare costs, and long term care support (be it in the home or facility-based) is a prevalent challenge.

7) Older adults, family members and caregivers are often unaware of resources available to support quality of life and living independently. Navigating programs and services was also cited as a concern, particularly services that have complicated application or qualification processes.

8) Elder abuse including financial scams, physical/psychological harm, and neglect is a regional concern for older adults and persons with disabilities.

Regional Needs:

Older adults, persons with disabilities and caregivers have a variety of needs to maintain quality of life and independence. There is no one size fits all program or service to meet needs. Each county has a unique array of programs and services available (or not available). Some of the regional needs and gaps identified during input sessions and on the provider survey are (not an inclusive list):

1) Support services to remain independent at home need to be maintained and/or increased including (but not limited to) home delivered meals, personal care, medication management, respite, caregiver support, home chore, home modification and social engagement opportunities.

2) Educational and social opportunities are important for the health and well-being of older adults, disabled individuals and caregivers. Specific needs identified include exercise/activity programs, how to use technology to maintain connection with family and friends, and how to plan for aging needs (i.e. financial, real-estate, difficult family conversations, understanding health conditions, how to be a caregiver, advanced care planning, and maintaining independence at home).

3) Information and referral to assist caregivers and education about caregiving is a need throughout the region.

4) Public awareness of long term care services and supports or awareness of where to call for information and assistance is a regional need. This includes and emphasizes assessment capabilities, resources and services for those with dementia.

5) Agencies, older adults and disabled individuals identified a need for better coordination of care among organizations including healthcare providers and human service agencies (i.e. medical care and long term care support services).

6) Housing (affordable and/or accessible) was consistently identified as a regional need. This includes maintenance of existing homes (home chore, home safety and home modifications), supportive senior housing communities, and communities that encourage aging in place.

7) Consistent with other recent studies in Region 10, affordable transportation including non-emergency medical and transportation for quality of life (i.e. shopping, socialization) was indicated as a regional need that impacts health and well-being.

8) Several counties cited a need for increased availability of Department of Health and Human Services - Adult Protect Services to respond to situations involving abuse or neglect of vulnerable adults.

9) Gaps in affordable programs and services to live independently and maintain quality of life were consistently identified for 1) low-to-moderate income disabled individuals under the age of 60, and 2) older adults who are above low-income program thresholds yet do not have the financial resources to privately pay for long term care supports.

Priorities and Significant Changes Proposed for the FY 2017-2019 MYP

In addition to the core services funded by AAANM, the following are proposed as program development objectives for the FY2017-2019 MYP.

Goal 1: More communities in Region 10 will conduct an aging-friendly community assessment and apply for recognition to Aging and Adult Services Agency (AASA) as a Community for a Lifetime (CFL).

CFL centers on creating linkage and synergy between the aging network, public, municipal and private partnerships to assess the aging-friendliness of communities. Two communities within Region 10 have received CFL distinction. AAANM is aware of at least one additional community contemplating what it means to be an aging-friendly community. Technical support will be provided by AAANM to these efforts as requested.

Objectives	Expected Outcomes
One new community in Region 10 will receive recognition as a CFL by 9/30/19.	Through the CFL assessment process, at least one additional community within Region 10 will be identified as an area that is aging-friendly, promoting quality living across the lifespan.

Goal 2: Identify and implement strategies to ease the shortage of direct care workers within Region 10.

Northwest Michigan currently faces an acute and chronic shortage of direct care workers. This is a community issue. The shortage of available direct care workers was identified throughout MYP input sessions and in the survey results. Without direct care workers, in-home agencies are unable to provide care that enables older adults and disabled individuals to remain independent at home. There are many reasons for the shortage that speak not only to demographics, but also to the many challenges of the work. AAANM will continue existing partnerships and build new relationships that help address the direct care workforce shortage.

Objectives	Expected Outcomes
Champion skill building and training opportunities for direct care workers.	A well-trained direct care workforce will be easier to retain and will provide higher quality of care.
Promote professionalization of direct care work and economic stability for the direct care workforce.	In-home providers will maintain or increase recruitment/retention of direct care workers.

Goal 3: Continue to build relationships between the aging network and the medical community.

Several input sessions for the MYP as well as survey results highlighted a need for increased coordination of care and services between healthcare providers, and between healthcare providers and long term care support services. Additionally, initiatives stemming from the Affordable Care Act emphasize value for healthcare and increased coordination with community services. Resources and programs available through the aging network help to address social determinates of health, increasing the well-being of older adults and disabled individuals. During the FY2017-2019 MYP, AAANM will increase awareness of the aging network within the medical community and partner in evolving healthcare delivery models.

Objectives	Expected Outcomes
Increase awareness in the medical community of the aging network and programs/services available to support patients that are older or disabled.	The medical community will increase appropriate referrals to long term care support services offered through the aging network.
Remain abreast of changes in local healthcare delivery models and identify opportunities to more closely align healthcare and the provision of long term care supports and services.	Coordination and provision of care between healthcare providers and long term care support services providers will increase.

Goal 4: Maintain a "no wrong door" approach to the provision of Information and Assistance and Options Counseling services in Region 10.

Feedback during input sessions and survey responses for the MYP development highlighted that older adults, disabled individuals, families and caregivers are often unaware of supports and resources available for health and long term care needs. Over the last five years, AAANM and Disability Network Northern Michigan have co-led the development of the Aging and Disability Resource Collaborative (ADRC). The ADRC embraces a "No Wrong Door" system/philosophy. This work will continue during the FY2017-2019 MYP via two strategies: 1) providing a forum for collaboration, information sharing and training for organizations that serve older adults and disabled individuals; and 2) promoting and supporting the geo-routed ADRC telephone line for those individuals that do not know where to call.

Objectives	Expected Outcomes
Continue leadership in the Aging and Disability Resource Collaborative (ADRC) as a mechanism to enhance a coordinated system of information and assistance and a strong partnership between aging and disability service organizations.	Consumers in Region 10 will be better able to identify health and long term care supports and services through the community.

Goal 5: Strengthen regional capacity to identify, assess and support individuals with dementia and other cognitive impairments and their caregivers.

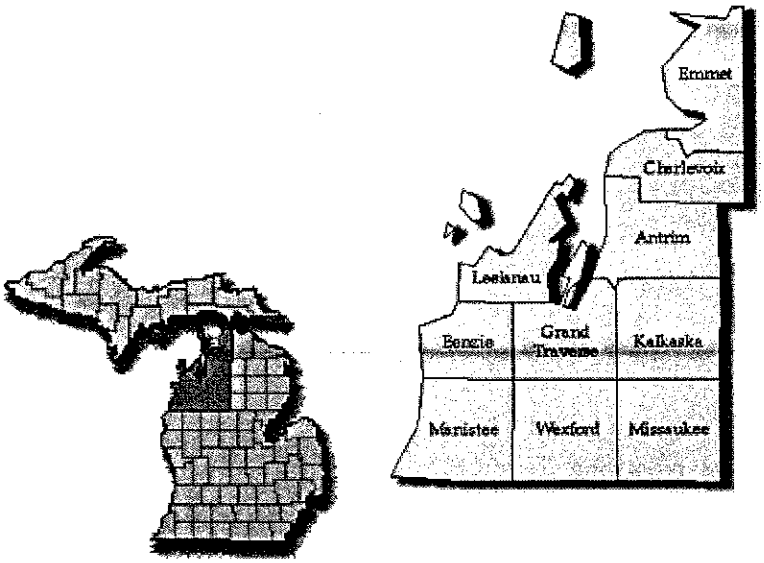
MYP development input identified a need to strengthen programs and resources for those who have dementia or other cognitive impairments and caregiver support. Focused emphasis on assessment and identification of those with dementia and the availability of resources for caregivers will support the aging network's capability to provide quality service, care coordination and support for these individuals and their caregivers.

Objectives	Expected Outcomes
Ensure consistent identification and assessment of dementia and other cognitive impairments.	Clients with dementia or other cognitive impairments will be consistently identified and resources will be offered to caregivers.
Expand training opportunities for AAANM and ADRC partner organization staff as well as the direct care workforce on dementia and dementia care.	Professionals, providers of direct care services and caregivers will have increased opportunities to learn about dementia and other cognitive impairments.
Increase awareness and access to dementia specific services and supports.	Access to dementia specific services and supports will be highly visible in our communities.

FY 2017 - 2019

MULTI-YEAR & ANNUAL IMPLEMENTATION PLAN

AREA AGENCY ON AGING OF NORTHWEST MICHIGAN, INC. 10



Planning and Service Area
Antrim, Benzie, Charlevoix, Emmet,
Grand Traverse, Kalkaska, Leelanau,
Manistee, Missaukee, Wexford

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County/Local Unit of Govt. Review

The Area Agency on Aging must send a letter, with delivery and signature confirmation, requesting approval of the final Multi-Year Plan (MYP) by no later than June 30, 2016, to the chairperson of each County Board of Commissioners within the PSA requesting their approval by August 1, 2016. For a PSA comprised of a single county or portion of the county, approval of the MYP is to be requested from each local unit of government within the PSA. If the area agency does not receive a response from the county or local unit of government by August 3, 2016, the MYP is deemed passively approved. The area agency must notify their AASA field representative by August 7, 2016, whether their counties or local units of government formally approved, passively approved, or disapproved the MYP. The area agency may use electronic communication, including e-mail and website based documents, as an option for acquiring local government review and approval of the Multi-Year Plan. To employ this option the area agency must:

1. Send a letter through the US Mail, with delivery and signature confirmation, to the chief elected official of each appropriate local government advising them of the availability of the final draft MYP on the area agency's website. Instructions for how to view and print the document must be included.
2. Offer to provide a printed copy of the MYP via US Mail or an electronic copy via e-mail if requested.
3. Be available to discuss the MYP with local government officials, if requested.
4. Request email notification from the local unit of government of their approval of the MYP, or their related concerns.

Describe the efforts made to distribute the MYP to, and gain support from, the appropriate county and/or local units of government.

The Region 10 planning and service area (PSA) served by the Area Agency on Aging of Northwest Michigan (AAANM) is comprised of ten counties: Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, and Wexford. Annually, AAANM sends a formal written request to each of the ten County Boards of Comissioners for their review and approval of the AAANM Annual Implementation Plan and/or Multi-Year Plan. The AAANM Executive Director attends each County Board of Comissioners Meeting to provide an overview of AAANM, including an Annual Report, and answers questions the Comissioners may have about the agency or the Plan, as requested.

Plan Highlights

The purpose of the Plan Highlights is to provide a succinct description of the priorities set by the area agency for the use of Older Americans Act and State funding during FY 2017-2019. Please note there are separate text boxes for the responses to each item. The Plan Highlights must include the following:

1. A brief history of the area agency and respective PSA that provides a context for the MYP. It is appropriate to include the area agency's vision and/or mission statements in this section.
2. A summary of the area agency's service population evaluation from the Scope of Services section.
3. A summary of services to be provided under the plan, which includes identification of the five service categories receiving the most funds, and the five service categories with the greatest number of anticipated participants.
4. Highlights of planned program development objectives.
5. A description of planned special projects and partnerships.
6. A description of specific management initiatives the area agency plans to undertake to achieve increased efficiency in service delivery, including any relevant certifications or accreditations the area agency has received or is pursuing.
7. A description of how the area agency's strategy for developing non-formula resources, including utilization of volunteers, will support implementation of the MYP and help address the increased service demand.
8. Highlights of strategic planning activities.

1. A brief history of the area agency and respective PSA that provides a context for the MYP. It is appropriate to include the area agency's vision and/or mission statements in this section.
The Area Agency on Aging of Northwest Michigan (AAANM) is a private, nonprofit agency designated as an area agency on aging in 1974 by the Aging and Adult Services Agency (AASA), formerly Michigan Office of Services to the Aging (OSA). As part of the Aging Services Network, AAANM works regionally to promote the development of a comprehensive, coordinated, and cost-effective system of home and community-based long-term care that is responsive to the needs and preferences of older adults and their family caregivers. AAANM covers a planning and service area (PSA) of ten counties located in Northwest Lower Michigan: Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, and Wexford counties (Region 10).

The mission of AAANM is to serve and advocate for older persons, adults with disabilities and caregivers by supporting their independence, dignity and quality of life.

2. A summary of the area agency's service population evaluation from the Scope of Services section.
Region 10 comprises the counties of Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee and Wexford. According to the 2014 estimate from the American Community Survey, there are 85,285 people 60 years of age or older in the area, or 28% of the total population. A comparison to the 2010 census indicates that the 60+ population has increased by 16% over the last four years or is increasing at a rate between 3% and 4% per year. The 2017-2019 MYP for AAANM contemplates that the 60+ population segment will continue to increase at this rate each year.

While all age segments in the 60+ population are increasing, the greatest increase stems from those in the sixties and seventies decades (growth 17% and 19% respectively between 2010 and 2014). Those in the 80+ decade comprise the smallest population segment or 15,525 individuals, with an increase of 1,106 individuals or 6% (2% per year) between 2010 and 2014. The 2017-2019 MYP for AAANM comtemplates that the 80+ population will continue to increase approximately 2% per year, with accelerated growth in the 2020-2023 planning cycle.

AAANM conducted 15 input sessions across ten counties that included individuals 60+ years of age, caregivers, AAANM clients, leadership from county aging units, and direct care workers. Additionally an electronic survey was administered with 40 responses from a variety of organizations including home care agencies, adult foster care and assisted living facilities, the Department of Health and Human Services, non-profit and for-profit agencies, and healthcare providers.

Regional needs identified through these input mechanisms included (but are not limited to):

1) Support services to remain independent at home need to be maintained and/or increased including (but not limited to) home delivered meals, personal care, medication management, respite, caregiver support, home chore, home modification and social engagement opportunities.
2) Educational and social opportunities are important for the health and well-being of older adults, disabled individuals and caregivers. Specific needs identified include exercise/activity programs, how to use technology to maintain connection with family and friends, and how to plan for aging needs (i.e. financial, real-estate, difficult family conversations, understanding health conditions, how to be a caregiver, advanced care planning, and maintaining independence at home).
3) Information and referral to assist caregivers and education about caregiving is a need throughout the region.
4) Public awareness of long term care services and supports or awareness of where to call for information and assistance is a regional need. This includes and emphasizes assessment capabilities, resources and services for those with dementia.
5) Agencies, older adults and disabled individuals identified a need for better coordination of care among organizations including healthcare providers and human service agencies (i.e. medical care and long term care support services).
6) Housing (affordable and/or accessible) was consistently identified as a regional need. This includes maintenance of existing homes (home chore, home safety and home modifications), supportive senior housing communities, and communities that encourage aging in place.
7) Consistent with other recent studies in Region 10, affordable transportation including non-emergency medical and transportation for quality of life (i.e. shopping, socialization) was indicated as a regional need that impacts health and well-being.
8) Several counties cited a need for increased availability of Department of Health and Human Services - Adult Protect Services to respond to situations involving abuse or neglect of vulnerable adults.
9) Gaps in affordable programs and services to live independently and maintain quality of life were consistently identified for 1) low-to-moderate income disabled individuals under the age of 60, and 2) older adults who are above low-income program thresholds yet do not have the financial resources to privately pay for long term care supports.

3. A summary of services to be provided under the plan which includes identification of the five service categories receiving the most funds and the five service categories with the greatest number of anticipated participants.

AAANM provides the following services directly:
-- Information & Assistance (including Options Counseling)
-- Care Management Program (inculding Tailored Caregiver Assessment & Referral Program)
-- Long-Term Care Ombudsman/Elder Abuse Awareness and Prevention
-- Evidence-Based Disease Prevention Programs: PATH (Personal Action Toward Health) Program for Chronic Disease, Chronic Pain, and Diabetes; A Matter of Balance: Managing Concerns About Falls Program; and Creating Confident Caregivers (CCC) Program

AAANM develops contracts and/or purchase of service agreements with local agencies that provide home and community-based services such as:
Adult Day Care
Congregate Meals
Home Delivered Meals
Homemaking
Personal care
In-Home Respite Care
Medication Management
Legal Assistance
Transportation
Kinship Caregiver Support Programs

Of the service array planned, Older Americans and Older Michiganians Act funding is most significant for the following programs:
Congregate and Home Delivered Meals
Care Management
Respite Care
Personal Care
Homemaking

The following programs serve the greatest number of participants:
Congregate and Home Delivered Meals
Information & Assistance
Care Management (including services purchased on behalf of Care Management participants - Respite Care, Personal Care and Homemaking)
Legal Assistance
Long-Term Care Ombudsman

4. Highlights of planned Program Development Objectives.

AAANM has 5 program development objectives for FY2017-2019.

Goal 1: More communities in Region 10 will conduct an aging-friendly community assessment and

apply for recognition to Aging and Adult Services Agency (AASA) as a Community for a Lifetime (CFL).

CFL centers on creating linkage and synergy between the aging network, public, municipal and private partnerships to assess the aging-friendliness of communities. Two communities within Region 10 have received CFL distinction. AAANM is aware of at least one additional community contemplating what it means to be an aging-friendly community. Technical support will be provided by AAANM to these efforts as requested.

Objective: One new community in Region 10 will receive recognition as a CFL by 9/30/19.

Expected Outcome: Through the CFL assessment process, at least one additional community within Region 10 will be identified as an area that is aging-friendly, promoting quality living across the lifespan.

Goal 2: Identify and implement strategies to ease the shortage of direct care workers within Region 10.

Northwest Michigan currently faces an acute and chronic shortage of direct care workers. This is a community issue. The shortage of available direct care workers was identified throughout MYP input sessions and in the survey results. Without direct care workers, in-home agencies are unable to provide care that enables older adults and disabled individuals to remain independent at home. There are many reasons for the shortage that speak not only to demographics, but also to the many challenges of the work. AAANM will continue existing partnerships and build new relationships that help address the direct care workforce shortage.

Objective: Champion skill building and training opportunities for direct care workers.

Expected Outcome: A well-trained direct care workforce will be easier to retain and will provide higher quality of care.

Objective: Promote professionalization of direct care work and economic stability for the direct care workforce.

Expected Outcome: In-home providers will maintain or increase recruitment/retention of direct care workers.

Goal 3: Continue to build relationships between the aging network and the medical community.

Several input sessions for the MYP as well as survey results highlighted a need for increased coordination of care and services between healthcare providers, and between healthcare providers and long term care support services. Additionally, initiatives stemming from the Affordable Care Act emphasize value for healthcare and increased coordination with community services. Resources and programs available through the aging network help to address social determinates of health, increasing the well-being of older adults and disabled individuals. During the FY2017-2019 MYP, AAANM will increase awareness of the aging network within the medical community and partner in evolving healthcare delivery models.

Objective: Increase awareness in the medical community of the aging network and programs/services available to support patients that are older or disabled.

Expected Outcome: The medical community will increase appropriate referrals to long term care support services offered through the aging network.

Objective: Remain abreast of changes in local healthcare delivery models and identify opportunities to more closely align healthcare and the provision of long term care supports and services.

Expected Outcome: Coordination and provision of care between healthcare providers and long term care support services providers will increase.

Goal 4: Maintain a "no wrong door" approach to the provision of Information and Assistance and Options Counseling services in Region 10.

Feedback during input sessions and survey responses for the MYP development highlighted that older adults, disabled individuals, families and caregivers are often unaware of supports and resources available for health and long term care needs. Over the last five years, AAANM and Disability Network Northern Michigan have co-led the development of the Aging and Disability Resource Collaborative (ADRC). The ADRC embraces a "No Wrong Door" system/philosophy. This work will continue during the FY2017-2019 MYP via two strategies: 1) providing a forum for collaboration, information sharing and training for organizations that serve older adults and disabled individuals; and 2) promoting and supporting the geo-routed ADRC telephone line for those individuals that do not know where to call.

Objective: Continue leadership in the Aging and Disability Resource Collaborative (ADRC) as a mechanism to enhance a coordinated system of information and assistance and a strong partnership between aging and disability service organizations.

Expected Outcome: Consumers in Region 10 will be better able to identify health and long term care supports and services through the community.

Goal 5: Strengthen regional capacity to identify, assess and support individuals with dementia and other cognitive impairments and their caregivers.

MYP development input identified a need to strengthen programs and resources for those who have dementia or other cognitive impairments and caregiver support. Focused emphasis on assessment and identification of those with dementia and the availability of resources for caregivers will support the aging network's capability to provide quality service, care coordination and support for these individuals and their caregivers.

Objective: Ensure consistent identification and assessment of dementia and other cognitive impairments.

Expected Outcome: Clients with dementia or other cognitive impairments will be consistently identified and resources will be offered to caregivers.

Objective: Expand training opportunities for AAANM and ADRC partner organization staff as well as the direct care workforce on dementia and dementia care.

Expected Outcome: Professionals, providers of direct care services and caregivers will have increased opportunities to learn about dementia and other cognitive impairments.

Objective: Increase awareness and access to dementia specific services and supports.

Expected Outcome: Access to dementia specific services and supports will be highly visible in our communities.

5. A description of planned special projects and partnerships.
AAANM will be engaging in the following special projects and partnerships during the MYP 2017-2019 cycle:

1) It takes a network of organizations to meet needs of aging and disabled individuals to remain independent in the community as long as possible. AAANM is committed to building and supporting partnerships with county aging units - Commissions and Councils on Aging. In addition to day-to-day interactions, AAANM hosts a quarterly regional meeting for the Commissions and Councils on Aging to discuss issues and concerns in the region. An emphasis on relationship building and partnership will continue during the 2017-2019 MYP cycle.

2) AAANM, in conjunction with Disability Network Northern Michigan (DNNM), has taken a leadership role for the Aging and Disability Resource Collaborative (ADRC). The ADRC embraces a "No Wrong Door" philosphy and will a) continue to convene partners in ways that increase awareness of programs and resouces available in the community for older adults, disabled individuals and caregivers, and b) identify and offer education opportunities for Information and Assistance and Options Counseling staff and others that help navigate individuals to community services.

3) Understanding changing healthcare delivery models within northwest Michigan will help AAANM to provide effective programs and services. To this end, AAANM actively participates with the Northern Michigan Health Coalition. The coalition brings together providers of services for acute care, primary care, public health, behavioral health, substance abuse, aging services and community planning to promote delivery of service in a more cohesive manner. AAANM also actively participates on the Advisory Board for the Northern Michigan Health Network, a Medicare Shared-Savings Accountable Care Organization. Projects and communication through this network focus on improvement of health outcomes and coordination of care, emphasizing the development of shared electronic health information. The Northern Michigan Public Health Alliance (consisting of multiple health departments, hospital leadership, MSU Extension and other health entities) is about to launch a Chronic Disease Coordinating Network. AAANM will be an Advisory Council member.

4) A shortage of direct care workers impacts and will continue to impact the region's ability to support aging adults and disabled individuals with services. AAANM has partnered with Northwest Michigan Works!, Community Services Network and area in-home providers that are interested to identify potential strategies to increase recruitment, retention and training of direct care workers. This work will continue during the 2017-2019 MYP cycle.

6. A description of specific management initiatives the area agency plans to undertake to achieve increased efficiency in service delivery, including any relevant certifications or accreditations the area agency has received or is pursuing.
Management initiatives underway to impact efficiency and quality for the delivery of service include:

1) Achievement of CARF (Commission on Accreditation of Rehabilitation Facilities) accreditation in Aging Services in order to promote quality, value and optimal outcome of services being delivered to older adults in our region.

2) In March 2016, AAANM became accredited by the American Association of Diabetes Educators (AADE) as a provider of Diabetes Self-Management Education/Training (DSME/T). This accreditation status recognizes AAANM as a provider of quality DSME/T and offers the community another option for diabetes education that complements the clinical DSME/T model offered through local hospitals.

7. A description of how the area agency's strategy for developing non-formula resources (including utilization of volunteers) will support implementation of the MYP and help address the increased service demand.
Non-formula resources are vital to sustaining a comprehensive system of aging services in Region 10. All ten counties in the Region have approved senior millages. These resources help stretch state and federal funding to meet the service needs identified in the Plan, as well as sustain additional services that are not funded under the Plan (senior centers, information and assistance, Medicare/Medicaid assistance, tax preparation, Senior Project FRESH, transportation, home chore/repair, and more). In addition, senior millages allow Commissions and Councils on Aging to meet the early service needs of individuals who are on the verge of losing their independence, allowing these service recipients to maintain or even improve health, delaying their need to utilize more costly resources, and sustaining them until they can be served by AAANM Care Management.

The Aging and Disability Resource Collaborative (ADRC) and Options Counseling links consumers who can afford long term care services with private pay service providers, allowing more economically and socially frail individuals to utilize publicly funded services. Additionally, AAANM participates in a variety of collaboratives across the region to effectively target those most in need of service and to create linkage with other community resources.

Area Agencies on Aging in the State of Michigan have received grant funding through the Michigan Health Endowment Fund to implement a sustainability plan for the provision of the evidence-based disease prevention program Personal Action Toward Health - Diabetes. As part of this work, AAANM became a certified Medicare provider for Diabetes Self-Management Education/Training (DSME/T) and Medical Nutrition Therapy (MNT) - October 2015. This opens the door for AAANM to bill for diabetes education and create a new funding stream. AAANM anticipates establishing contracts with a variety of health plans for these services.

8. Highlights of strategic planning activities.
AAANM considered the strategic planning questions set forth in the MYP instructions. In summary:
1) AAANM's greatest strengths are the people working for the organization and the significant value the organization places on collaboration, community citizenship and provision of excellent service.

1.2) Due to reliance upon governmental funding sources, AAANM must continually adjust programming and services to accommodate changes in federal and state budgets and priorities. This impacts AAANMs ability to meet community needs. AAANM is beginning to explore revenue diversification strategies.

3) Delivery models for healthcare and long term care are evolving as a result of the Affordable Care Act. This will have implications for how AAANM does business in the future.

4) Demographic changes will increase demands for services to help individuals live independently as long as possible.

5) The transforming external environment affords AAANM an opportunity to reflect upon its mission, vision and service offerings. This includes strategies to build collaboration and partnership, diversify revenue, contemplate an expanded role under the new Integrated Care model, and/or contingency plans for governmental funding decreases.

6) AAANM continues to have a focus on efficient operations, effective service delivery and quality improvement. Efforts during the MYP 2017-2019 period include achievement of accreditation from the Commission on Accreditation of Rehabilitation Facilities (CARF) and continued implementation of technologies that increase efficiency and quality.

Public Hearings

The area agency must employ a strategy for gaining MYP input directly from the following: the planned service population of older adults, caregivers and persons with disabilities, elected officials, partners, providers and the general public. The strategy should involve multiple methods and may include a series of input sessions, use of social media, online surveys, etc.

At least two public hearings on the FY 2017-2019 MYP must be held in the PSA. The hearings must be held in an accessible facility. Persons need not be present at the hearings in order to provide testimony: e-mail and written testimony must be accepted for at least a thirty (30) day period beginning when the summary of the MYP is made available.

The area agency must post a notice of the public hearing(s) in a manner that can reasonably be expected to inform the general public about the hearing(s). Acceptable posting methods include, but are not limited to: paid notice in at least one newspaper or newsletter with broad circulation throughout the PSA; presentation on the area agency's website, along with communication via e-mail and social media referring to the notice; press releases and public service announcements; and a mailed notice to area agency partners, service provider agencies, Native American organizations, older adult organizations and local units of government. The public hearing notice should be available at least thirty (30) days in advance of the scheduled hearing. This notice must indicate the availability of a summary of the MYP at least fifteen (15) days prior to the hearing, and information on how to obtain the summary. All components of the MYP should be available for the public hearings.

Complete the chart below regarding your public hearings. Include the date, time, number of attendees and the location and accessibility of each public hearing. Please scan any written testimony (including e-mails received) as a PDF and upload on this tab. A narrative description of the public input strategy and hearings is also required. Please describe the strategy/approach employed to encourage public attendance and testimony on the MYP. Describe all methods used to gain public input and the resultant impact on the MYP.

Date	Location	Time	Is Barrier Free	No. of Attendees
04/21/2016	Area Agency on Aging of Nortl	10:30 AM	Yes	17
04/26/2016	Garfield Township Hall	11:15 AM	Yes	5

Narrative:

Public Hearings for the MYP

AAANM promoted and held two public hearings to review the FY 2017-2019 Multi-Year Plan. Public Hearings were published in Petoskey News, Traverse City Record Eagle, the Manistee News Advocate and the Cadillac Daily News. Additionally a draft of the MYP was emailed to providers who have contracts with AAANM. A draft of the MYP was also published to the AAANM website. The first public hearing was held in conjunction with the AAANM Board of Advisors meeting and the second public hearing was held after a regional meeting/training

for Providers of Service. A formal presentation was made to each group describing the planning process and the proposed program goals for the MYP.

Comments from the public hearings:
** Older adults often wait too long to ask for help in fear that it might indicate they are not capable of remaining in their home. This often leads to them not seeking help until they are in a true crisis. The Aging Network needs to educate older adults about available services to support them before they get to the point of a crisis and assure them that they can play a proactive role in seeking services to help them maintain independence longer. It is also very important to honor the dignity of older adults and challenges associated with asking for help.
** Affordable dental care is a need of older adults.
** In relation to challenges with healthcare options, the supply of physicians available to meet the needs of the older adult population may be inadequate. Physicians specializing in geriatric medicine are lacking, physicians are retiring earlier and repalcement of these positions is not keeping up with the growing older adult population, and, retention of and attracting physicians to serve in rural areas is a challenge.
** There is a need for abilities/resources for neurological assessments. Also, local long term care facilities would benefit from increased capacity to care for patients with dementia.
** Transportation is a regional need.
** Training opportunities help to build positive engagement for in home workers. Opportunities to partner with nursing homes for training.
** MYP input process was useful. Appreciated being asked for input.

Regional Input Sessions to Gather Data for the MYP

AAANM conducted fifteen input sessions across Region 10 (Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee and Wexford counties) between December 2015 and February 2016. In total there were over 100 participants including individuals over the age of 60, caregivers, disabled individuals, AAANM clients, leadership from Commissions/Councils on Aging, and direct care workers. Additionally, an electronic survey was distributed to senior advocacy networks and service providers in the region. Forty responses were received from a variety of agencies including home care, adult foster care agencies, assisted living facilities, the Department of Health and Human Services, non-profit human service agencies and healthcare providers. Additionally, conversations were held with AAANM's Board of Directors (partially comprised of county commissioners or representatives of county commissioners) and the AAANM Board of Advisors (comprised of representation from the 10 county region) to discuss the needs of aging and disabled individuals and caregivers. This diverse strategy for input gathering garnered a robust environmental understanding of issues facing aging adults, caregivers and agencies serving these individuals.

Continuous Needs Assessment

Additionally, AAANM gathers information throughout the year that is used to support development of MYPs and AIPs. Annual satisfaction surveys are conducted of current service recipients to identify ways to improve service delivery. Data is collected by Information and Assistance staff regarding information requests to understand the types of resources or programs that are being sought and the types of needs that are currently unmet in the community. AAANM also participates in a variety of community forums that collect community needs data for planning efforts. Through participation in these efforts, AAANM is able to keep a pulse on the

complexity of issues in our communities that impact older adults and caregivers.

AAANM used a compilation of learnings from all of these sources to develop areas of focus and programmatic priorities for the FY2017-2019 MYP.

Scope of Services

The number of potentially eligible older adults who could approach the area agency's coordinated service system are increasing because of the age wave explosion. Additionally, the quantity and intensity of services that the area agency and its providers are expected to arrange, coordinate and provide for new and existing service populations are increasing. There is an exponentially growing target population of the "old-old" (85-100 +) who often present with complex problems, social and economic needs and multiple chronic conditions. They require more supports coordination and care management staff time to assess, provide service options, monitor progress, re-assess and advocate for the persons served and their caregivers. Area agency partnerships with the medical and broader range of long term care service providers will be essential to help address these escalating service demands with a collective and cohesive community response.

A number of these older individuals with complex needs also have some form of dementia. The prevalence of dementia among those 85 and older is estimated at 25-50%. The National Family Caregiving Program (Title III E funding) establishes "*Caregivers of older individuals with Alzheimer's disease*" as a priority service population. Area agencies, contracted providers and the broader community partners need to continually improve their abilities to offer dementia-capable services to optimally support persons with dementia and their caregivers.

Enhanced information and referral systems via ADRCs, 211 Systems, and other outreach efforts are bringing more potential customers to area agencies and providers. With emerging service demand challenges it is essential that the area agency carefully evaluates the potential, priority, targeted and unmet needs of its service population(s) to form the basis for an effective PSA Scope of Services and Planned Services Array strategy. Provide a response to the following service population evaluation questions to document service population(s) needs as a basis for the area agency's strategy for its regional Scope of Services.

1. Describe key changes and current demographic trends since the last MYP to provide a picture of the potential eligible service population using census, elder-economic indexes or other relevant sources of information.

As part of the MYP development process, AAANM evaluated demographic trends and gathered input about the preferences, characteristics, trends and needs of older adults, caregivers and disabled persons. This information was used to identify funding priorities and develop program objectives for the FY2017-2019 MYP.

Growing 60+ population: Region 10 comprises the counties of Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee and Wexford. According to the 2014 estimate from the American Community Survey, there are 85,285 people 60 years of age or older in the area, or 28% of the total population. A comparison to the 2010 census indicates that the 60+ population has increased by 16% over the last four years or is increasing at a rate between 3% and 4% per year. The FY2017-2019 MYP for AAANM contemplates that the 60+ population segment will continue to increase at this rate each year.

While all age segments in the 60+ population are increasing, the greatest increase stems from those in the

sixties and seventies decades (growth 17% and 19% respectively between 2010 and 2014). Those in the 80+ decade comprise the smallest population segment or 15,525 individuals, with an increase of 1,106 individuals or 6% (2% per year) between 2010 and 2014. The 2017-2019 MYP for AAANM contemplates that the 80+ population will continue to increase at approximately 2% per year, with accelerated growth in the FY2020-2023 planning cycle.

The table below compares the 2010 census with the 2014 American Community Survey population estimate.

Age group	2010 Census	% of 2010 Census	2014 Estimate	Decade as % 2014 Estimate	% Change 2010-2014
0-19	77,076	24%	68,255	23%	-5%
20-29	30,152	10%	32,406	11%	7%
30-39	31,693	11%	32,143	11%	1%
40-49	41,811	14%	36,213	12%	-13%
50-59	48,361	16%	48,243	16%	0%
60-69	37,464	13%	44,011	15%	17%
70-79	21,936	7%	26,022	9%	19%
80+	14,419	5%	15,525	5%	6%
Total	297,912	100%	302,545	100%	2%
Total 60+ population	73,819	25%	85,285	28%	16%

Minority population: The 60+ population in Region 10 is primarily Caucasian in composition. Based on the 2009-2013 American Community Survey, Special Tabulation on Aging, 3% of the population or 2,171 individuals identify as a minority (primarily Native American). There are an additional estimated 378 people in the region that are of Hispanic origin and 60+ years of age.

Income/economic trends: Based on the 2009-2013 American Community Survey, Special Tabulation on Aging, 9% (or an estimated 7,211 individuals) of the 60+ population in the region lives at or below the rate of poverty, with variation among the ten counties ranging from 7% to 10%. Of those living at or below the poverty status in the ten county region, 3% (or an estimated 229 persons) are of minority status, primarily Native American.

Due to survey data constraints at the county level, it is difficult to ascertain how this number has changed since the last MYP. Conversations in local communities suggest that needs among the aging and disabled population to meet basic living and health requirements have increased; there is particular unmet need among older adults who live just above income thresholds to qualify for assistance programs and yet do not have the financial means to self-pay for long term care supports.

Other population notes: Analysis of the population considered to be of working age (individuals between 20

and 59 years of age) indicates that there has been a -2% (or -3,012) change comparing the 2010 census data and the 2014 American Community Survey estimate (reference chart above). This is concerning because community input sessions and survey data in preparation for the MYP, client satisfaction data and every day experience coordinating care for clients consistently identify a shortage of people to fill direct care roles. A continued decline in available workforce age population will exacerbate this shortage.

A review of unemployment data in the region indicates that a tight labor market compounds this demographic issue. Based on December 2015 data from Networks Northwest, the rate of unemployment in Region 10 is only 5%. Projections by Economic Modeling Specialists, Inc. (February 2016) predicts that the need for personal care aides will grow 26% (288 jobs) and home health aides will increase 29% (214 jobs) between 2015 and 2025.

2. Describe identified eligible service population(s) characteristics in terms of identified needs, conditions, health care coverage, preferences, trends, etc. Include older persons as well as caregivers and persons with disabilities in your discussion.

Input sessions and survey findings: As part of the MYP development process, AAANM sought input about the needs, conditions, and preferences of older adults, caregivers and individuals with disabilities in Region 10. Fifteen input sessions were conducted totaling 100+ people including individuals 60+ years of age, caregivers, AAANM clients, leadership from county aging units, and direct care workers. Additionally, a survey was administered electronically to agencies and service providers in the region. There were 40 responses including home care agencies, adult foster care and assisted living facilities, the Department of Health and Human Services, non-profit and for-profit agencies, and healthcare providers. A description of the service population and needs was developed based on this input.

Descriptors, characteristics and preferences of the aging population, caregivers and disabled individuals:

1) There is growing interest in healthy living including access to fresh foods. Social activities, venues for community engagement and educational programming provide mechanisms for older adults and disabled individuals to pursue healthy lifestyles.

2) Fear of losing independence is a primary concern for older adults and persons with a disability. Individuals are often unprepared for the life changes that accompany the aging process or living long-term with a disability.

3) Social and geographic isolation are significant issues for older adults and individuals with disabilities in Region 10. This isolation impacts quality of life, well-being and health status.

4) Caregivers become physically and emotionally overwhelmed with their responsibilities. Often they are unaware of community resources available to assist with care or the importance of self-care.

5) There are an increasing number of people living with multiple chronic conditions; medication management and navigation of healthcare providers were frequently indicated as challenges for older adults and individuals with disabilities. Dementia and other cognitive impairments were also cited as frequent conditions

experienced by older adults.

6) Many older adults and disabled individuals struggle with financial insecurity. Having enough money to pay for food, housing, transportation, healthcare costs, and long term care support (be it in the home or facility-based) is a prevalent challenge.

7) Older adults, family members and caregivers are often unaware of resources available to support quality of life and living independently. Navigating programs and services was also cited as a concern, particularly services that have complicated application or qualification processes.

8) Elder abuse including financial scams, physical/psychological harm, and neglect is a regional concern for older adults and persons with disabilities.

Regional Needs:

Older adults, persons with disabilities and caregivers have a variety of needs to maintain quality of life and independence. There is no one size fits all program or service to meet needs. Each county has a unique array of programs and services available (or not available). Some of the regional needs and gaps identified during input sessions and on the provider survey are (not an inclusive list):

1) Support services to remain independent at home need to be maintained and/or increased including (but not limited to) home delivered meals, personal care, medication management, respite, caregiver support, home chore, home modification and social engagement opportunities.

2) Educational and social opportunities are important for the health and well-being of older adults, disabled individuals and caregivers. Specific needs identified include exercise/activity programs, how to use technology to maintain connection with family and friends, and how to plan for aging needs (i.e. financial, real-estate, difficult family conversations, understanding health conditions, how to be a caregiver, advanced care planning, and maintaining independence at home).

3) Information and referral to assist caregivers and education about caregiving is a need throughout the region.

4) Public awareness of long term care services and supports or awareness of where to call for information and assistance is a regional need. This includes and emphasizes assessment capabilities, resources and services for those with dementia.

5) Agencies, older adults and disabled individuals identified a need for better coordination of care among organizations including healthcare providers and human service agencies (i.e. medical care and long term care support services).

6) Housing (affordable and/or accessible) was consistently identified as a regional need. This includes maintenance of existing homes (home chore, home safety and home modifications), supportive senior housing

communities, and communities that encourage aging in place.

7) Consistent with other recent studies in Region 10, affordable transportation including non-emergency medical and transportation for quality of life (i.e. shopping, socialization) was indicated as a regional need that impacts health and well-being.

8) Several counties cited a need for increased availability of Department of Health and Human Services - Adult Protect Services to respond to situations involving abuse or neglect of vulnerable adults.

9) Gaps in affordable programs and services to live independently and maintain quality of life were consistently identified for 1) low-to-moderate income disabled individuals under the age of 60, and 2) older adults who are above low-income program thresholds yet do not have the financial resources to privately pay for long term care supports.

3. Describe the area agency's Targeting Strategy (eligible persons with greatest social and/or economic need with particular attention to low-income minority individuals) for the MYP cycle including planned outreach efforts with underserved populations and indicate how specific targeting expectations are developed for service contracts.

AAANM regularly engages with the Department of Health and Human Services, Community Mental Health agencies, the Community Action Agency, county aging units, human service agencies, healthcare providers and Native American tribes to maintain a visible presence in the community and encourage referral to AAANM of individuals with greatest social or economic need and low-income minority populations in the planning and service area. This outreach will continue during the 2017-2019 MYP cycle. AAANM has an active Marketing and Education Committee as well as outreach staff that routinely identify opportunities to reach underserved populations, either directly or through referral relationships.

Service providers that contract with AAANM are required to target those with greatest social or economic need and low-income minority populations. Contracted service providers do this through outreach and coordination as well. As participants seek and receive services from these service providers, the service providers ensure that funding supports those in highest need. Should demand exceed funding for contracted services, service providers have written criteria that allows them to prioritize their services and funding to those in highest need first. In general service providers should be targeting to the same level of poverty, minority, and frailty (those in the oldest age category and those with the highest health care needs) as identified in the most recent census data.

4. Provide a summary of the results of a self-assessment of the area agency's service system dementia capability using the ACL/AoA "Dementia Capability Quality Assurance Assessment Tool" found in the Documents Library. Indicate areas where the area agency's service system demonstrates strengths and areas where it could be improved and discuss any future plans to enhance dementia capability.

AAANM staff completed the Dementia Capability Quality Assurance Assessment Tool. Findings include:

1. Cognitive impairment is assessed at intake and as part of the assessment process for MI Choice Waiver and Care Management participants. Current tools are limited in scope and a consistent screening tool is not used by ADRC partner organizations. An improvement goal would be to identify a dementia assessment tool that could be utilized by AAANM Supports Coordinators and I&A/Intake staff of ADRC partner organizations. Training would need to occur in order to ensure the consistent application of this tool.

2. Due to the closure of our Cognitive and Geriatric Assessment Clinics, there is no visible access point for people seeking referrals for the assessment of cognitive impairments. An improvement goal would be to create a decision making tree that would assist I&A staff in making referrals for diagnostic evaluation as well as putting together resource packets that include information on dementia screening and available resources.

3. There are a number of dementia training opportunities offered by entities such as the Alzheimer's Association, Community Services Network, Michigan Dementia Education Network, Michigan Center for Rural Health and the Mental Health and Aging Project. AAANM and many ADRC partner organizations support staff attending these trainings. However there is no formalized staff training plan on dementia. AAANM participated in the Building Training...Building Quality program and staff have assisted in the development of a dementia specific curriculum for direct care workers. Funding to sustain this training in our region has not been available. Dementia training of staff and workers continues to be a priority in our MYP 2017-2019 plan.

4. Region 10 has a number of resources available to those with dementia or caring for someone with dementia. Resources include Creating Confident Caregiver trainings, staff trained in T-Care Assessments, the Alzheimer's Association, as well as a strong network of providers for services such as respite and adult day health. These resources are not always packaged in a way that is easy for people to find or access. An improvement goal would be to ensure there is a high degree of visibility of dementia resources in our region.

5. When a customer desires services not funded under the MYP or available where they live, describe the options the area agency offers.

In cases where a customer desires services not funded under the AIP/MYP, AAANM Information and Assistance staff make referrals to other community resources that can meet these needs. In addition, one of the goals of the Aging and Disability Resource Collaborative of Northwest Michigan is to maintain a network of Information and Assistance Specialists and Options Counselors within the Region. Using a person-centered planning approach, these Specialists and Counselors help customers by directing them to a variety of community resources, including private pay options.

When no service is available, AAANM advocates for community initiatives that will help address these unmet

needs.

6. Describe the area agency's priorities for addressing identified unmet needs within the PSA for FY 2017-2019 MYP.

AAANM's priorities to address unmet need within the PSA for the FY 2017-2019 MYP include:
1) Support advoacy efforts to preserve or increase funding for programs that benefit older adults, especially home delivered meals, care coordination and in-home support.
2) Participate in community-based discussions and collabortives seeking to address needs that impact older adults (i.e. transportation, access and delivery of health care, improved inter-agency coordination).

7. Where program resources are insufficient to meet the demand for services, reference how your service system plans to prioritize clients waiting to receive services, based on social, functional and economic needs.

Program resources are insufficient to meet need for services, particularly Care Management. A wait list is carefully maintained and reviewed regularly.
1) Using a person centered planning process, AAANM refers individuals to services available through millage funded county aging units or private pay options.
2) Those placed on the wait list have been assessed and prioritized based on frailty (those in the oldest age category and those with the highest health care needs), availability of support systems, income-level and minority classification.

8. Summarize the area agency Advisory Council input or recommendations (if any) on service population priorities, unmet needs priorities and strategies to address service needs.

On February 19, 2016 the AAANM Board of Advisors reviewed demographic trends for northwest Michigan, a summary of findings from input sessions and survey data, and draft program goals for development in the MYP. The Board of Advisors had several discussion points:

There is a perception that services offered through the aging network, and in particular through Commissions and Councils on Aging are perceived as services for the poor. There is a perception that these millage-funded services are a type of "welfare". This contributes to older adults not accessing services that may help them have higher quality of life.

How individuals connect to and navigate services for the aging is a complex challenge. 211 was supposed to provide a centralized hub for information and referral but it does not appear to work that way. Needs and resources vary by county which contributes to the confusion. Valuable resources are not always accessed because people are unaware of what is available.

Programs like Matter of Balance: Managing Concerns About Falls have been very successful. Several communities have strong education programs for older adults that should be maintained and supported. Opportunities for recreation and socialization through senior centers contribute to quality of life.

Transportation is a pressing need. What is the role of AAANM or what funding is available through AAANM to address this need?

9. Summarize how the area agency utilizes information, education, and prevention to help limit and delay penetration of eligible target populations into the service system and maximize judicious use of available funded resources.

AAANM diligently works to prevent or delay the use of publicly funded resources using a variety of strategies:

Staff receives ongoing information and education about resources, programs and supports in the community that may be accessed.

Options Counseling is available to any individual to identify goals and create a plan for long term needs including identification of personal supports and private pay options.

The Aging and Disability Resource Collaborative (ADRC) supports relationships and collaborations between agencies; forums to discuss and brainstorm complex situations or unmet needs are available.

Healthy aging programs like Matter of Balance: Managing Concerns About Falls, Personal Action Toward Health (PATH) and Creating Confident Caregivers (CCC) are offered throughout the region to support healthy lifestyles and delay health complications if possible. AAANM works to promote and create awareness about health education offerings provided by other organizations.

Planned Service Array

Complete the 2017-2019 MYP Planned Service Array form for your PSA. Indicate the appropriate placement for each AASA service category and regional service definition. Unless noted otherwise, services are understood to be available PSA-wide. There is a required narrative related to the Planned Service Array in the following section. The narrative should describe the area agency's rationale/strategy for selecting the services funded under the MYP in contrast to services funded by other resources within the PSA, especially for services not available PSA-wide.

	Access	In-Home	Community
Provided by Area Agency	• Care Management • Information and Assistance		• Disease Prevention/Health Promotion • Long-term Care Ombudsman/Advocacy • Programs for Prevention of Elder Abuse, Neglect, and Exploitation • Creating Confident Caregivers
Contracted by Area Agency	• Transportation	• Chore • Homemaking • Home Delivered Meals • Medication Management • Personal Care • Assistive Devices & Technologies • Respite Care • Private Duty Nursing	• Adult Day Services * • Congregate Meals • Disease Prevention/Health Promotion • Legal Assistance • Creating Confident Caregivers • Caregiver Supplemental Services • Kinship Support Services
Local Millage Funded	• Information and Assistance • Transportation	• Chore • Homemaking • Home Delivered Meals • Medication Management * • Personal Care • Assistive Devices & Technologies * • Respite Care * • Friendly Reassurance *	• Adult Day Services * • Congregate Meals • Home Repair * • Senior Center Operations * • Senior Center Staffing *
Participant Private Pay	• Care Management • Transportation	• Homemaking • Home Delivered Meals • Medication Management • Personal Care • Assistive Devices & Technologies • Respite Care	• Adult Day Services *

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Funded by Other Sources	• Care Management • Disaster Advocacy and Outreach Program • Information and Assistance • Transportation	• Chore • Home Care Assistance • Home Injury Control • Homemaking • Home Delivered Meals • Home Health Aide • Medication Management • Personal Care • Assistive Devices & Technologies • Respite Care • Friendly Reassurance	• Adult Day Services * • Congregate Meals • Nutrition Counseling • Nutrition Education • Disease Prevention/Health Promotion • Health Screening • Assistance to the Hearing Impaired and Deaf • Home Repair • Legal Assistance • Senior Center Operations • Senior Center Staffing • Vision Services • Programs for Prevention of Elder Abuse, Neglect, and Exploitation • Counseling Services • Caregiver Supplemental Services • Kinship Support Services • Caregiver Education, Support and Training

* Not PSA-wide

Planned Service Array Narrative

Describe the area agency's rationale/strategy for selecting the services funded under the Multi-Year Plan in contrast to the services funded by other resources within the PSA, especially for services not available PSA wide.

Prioritization of Services for Funding by AAANM

There are a variety of factors taken into consideration when determining which services will be funded by AAANM.

Funding source:

AAANM receives a majority of its funding through the Older Americans Act (federal) and Older Michiganians Act (state). These funding sources are specific as to which services can be supported.

Needs of Older Adults:

AAANM performs an analysis of the needs of older persons in Region 10 prior to the development of each multi-year plan. Consumers, program participants, caregivers, service providers, and AAANM staff all provide input into the types of services that are needed.

History:

Services that have been funded by AAANM in the past, that are still determined to be a priority, and that continue to meet the needs of older adults in the most effective way, are maintained.

Community Resources/Collaborations:

AAANM works closely with a variety of community agencies to identify existing services and resources and gaps.

Serving the most frail, socially isolated, lowest income, and minorities:

As funding becomes more limited and demand exceeds supply, AAANM has re-directed funding toward services for those with the highest needs - individuals who require services to support them in their home (such as respite, personal care, homemaking).

Strategic Planning

Strategic Planning is essential to the success of any area agency on aging in order to carry out its mission, remain viable and capable of being customer sensitive, demonstrate positive outcomes for persons served, and meet programmatic and financial requirements of the payer (AASA). All area agencies are engaged in some level of strategic planning, especially given the changing and competitive environment that is emerging in the aging and long-term-care services network. Provide responses below to the following strategic planning considerations for the area agency's MYP.

1. Summarize an organizational Strengths Weaknesses Opportunities Threats (SWOT) Analysis.

AAANM sought input from staff and leadership to develop a SWOT analysis. The SWOT analysis speaks to the existing capacities of the organization as well as the complexity of the changing environment in which the organization operates.

Strengths:

AAANM's greatest strengths, by far, are the people working for the organization and the value the organization places on quality excellence, relationships and collaboration.

1. There is deep expertise among staff to provide care coordination, an understanding of the complexity of aging including clinical and psycho/social issues, and ability to navigate community systems and services. Most staff have obtained advanced degrees in nursing or social work and/or a cadre of certifications including case management, diabetes education and dementia care. Additionally, the longevity of many staff and strength of team relationships create an environment for on-going learning and quality improvement.
2. AAANM is an active community citizen, participating in many state and local meetings, collaboratives and initiatives, and maintains solid relationships with organizations, county entities and services providers throughout the region and across the state. The organization values being a good partner and working with other agencies to provide person-centered services.
3. To provide the best services possible and maximize resources, AAANM continually focuses on improving efficiency and value. On-going staff committees provide a forum to examine quality, safety and care coordination processes and outcomes. Recent staffing changes allowed AAANM to identify new job responsibilities that streamline communication with service providers and increase the organization's presence in the community. AAANM continuously scans for improvement opportunities.
4. AAANM has a good reputation in the community as a collaborative organization that strives to advocate for and serve aging and disabled individuals.

Weaknesses:

The SWOT analysis identified three primary areas of weakness for AAANM: 1) dependency on governmental funding sources, 2) emphasis on initiatives or services that do not have sustainable funding streams, and 3) a need to improve measurement systems.

1. Currently AAANM is financially dependent upon federal and state funding through the Older American's Act, the Older Michiganian's Act and the MI Choice Waiver program. AAANM must continually adjust programming and services to accommodate changes in these funding streams. AAANM is vulnerable to

cuts from federal and state funding which impacts the organization's ability to meet community needs. AAANM is just beginning to explore opportunities to diversify revenue streams into the organization.
2. AAANM is engaged in programs and initiatives that provide value to the community and further the mission of the organization but often have to be subsidized to cover expenses, i.e. the Medicare/Medicaid Assistance Program or support for the Aging and Disability Resource Collaborative. This creates continual tension on how to maintain this important work and the resources to do this work.
3. Disparate data systems and inefficient data collection methods across the multitude of programs that AAANM offers or supports is a barrier to assessing and understanding the true impact (or opportunities) that AAANM has in our community and with the population served.

Opportunities:
Performing the SWOT analysis elicited opportunities for AAANM to contemplate over the next three years.
1) The implications of the Affordable Care Act have become more evident and healthcare and long-term care systems are transforming. There is an opportunity for AAANM to reflect upon its mission, vision and service offerings; it will be important to identify where AAANM can provide the most value to aging adults and contemplate new business models or revenue diversification opportunities.
2) The transformation of healthcare delivery affords the opportunity to form new or different collaborations/partnerships with service agencies and healthcare providers. It will take time to understand what this might look like.
3) There is continued opportunity to strengthen AAANM's outreach efforts and referral relationships. The organization will be identifying ways to increase internal coordination of these efforts and prioritize where to focus, particularly with the medical and payer communities.
4) As the organization navigates this changing environment, AAANM has an opportunity to increase Board, staff and partner involvement in planning efforts.

Threats:
1) Demographic changes will increase demands for services needed to help individuals live independently as long as possible. There is already an acute and growing shortage of direct care workers. AAANM will need to think critically about what community needs can most appropriately be met by the organization and how to do this.
2) How healthcare and long term care is being coordinated, provided and paid for is changing. Between now and 2018, many payment and care delivery innovation models and experiments underway within the state and nationally will inform what healthcare and long term care looks like in the future. These changes will undoubtedly have an impact on how AAANM does business and what services AAANM provides.
3) AAANM is continuously vulnerable to cuts or changes in government funding that impact service delivery and ultimately the well-being of older adults in the ten-county region.

2. Describe how a potential greater or lesser future role for the area agency with the Home and Community Based Services (HCBS) Waiver and/or the new Integrated Care Program could impact the organization.

AAANM is a significant player in the provision of home and community based services in Region 10. We currently operate the MI Choice Waiver, Care Management, Caregiver Respite and the Veterans Self Directed-Home and Community Based Services Programs. We are a recognized focal point for

information and assistance, options counseling, benefit and Medicaid eligibility assistance as well as housing information. We have experienced staff, strong relationships with our county aging partners and contract with a large network of private service providers.

AAANM is prepared to accept an expanded role under the new Integrated Care model. This expansion would require us to continue some of the work and discussions that we have already started such as creating more flexible service options, setting up assessment teams in order to ensure a timely response, creating easier access and payment options for things like home delivered meals and supporting beneficiaries through options counseling and transition support. We feel we already have the pieces in place but the expanded role would require funds to hire staff to serve additional participants as well as funds to support any in-home services for which there are wait lists.

A lesser role for AAANM will impact the agency in terms of needed staff. But most importantly it will impact the people seeking services who are now able to access a wide range of services and supports through a single access point.

3. Describe what the area agency would plan to do if there was a ten percent reduction in funding from AASA.

If AASA were to implement a ten percent funding reduction, AAANM would carefully evaluate existing programs and services and prioritize with emphasis on serving those that are most frail, socially or economically in need or of low-income minority status.

If service reductions were made, AAANM would convene partners within the aging network to explore what other resources might exist or might help to compensate for reductions in AAANM services.

4. Describe what direction the area agency is planning to go in the future with respect to pursuing, achieving or maintaining accreditation(s) such as Commission on Accreditation of Rehabilitation Facilities (CARF), Joint Commission on Accreditation of Hospitals (JCAH), or other accrediting body, or pursuing additional accreditations and why.

AAANM is working to become CARF accredited in order to promote the quality, value and optimal outcomes of service being delivered to older adults in our region. AAANM anticipates achieving CARF accreditation within the 2017-2019 MYP cycle.

5. Describe in what ways the area agency is planning to use technology to support efficient operations, effective service delivery and performance, and quality improvement.

AAANM continuously seeks opportunities to use technology to support efficient operations, service delivery and quality. Examples of this work include:

1) Currently AAANM is working with contracted service providers to create an easy and efficient process to submit required data elements to the NAPIS system, thereby reducing staff time for agencies and increasing efficiency.

2) Recently AAANM invested in database development to track and communicate availability of service providers/direct care workers in the region. This increases efficiency of care coordination and service delivery for Care Management and MI Choice Waiver clients. This technology and associated communication processes will continue to be enhanced.

Additionally, AAANM has had preliminary conversations with the medical community to understand the

development of Health Information Exchanges (HIEs) that aggregate patient information from physician and hospital Electronic Medical Record (EMR) systems. Through participation in local healthcare coalitions and networks, it is hoped that a mechanism to electronically share information between AAANM and physician providers about common clients/patients will emerge. The ability to electronically share clinical and care coordination information would improve care planning and quality outcomes.

Regional Service Definitions

If the area agency is proposing to fund a service category that is not included in the Operating Standards for Service Programs, then information about the proposed service category must be included under this section. Enter the service name, identify the service category and fund source, include unit of service, minimum standards, and rationale for why activities cannot be funded under an existing service definition.

Service Name/Definition

Private Duty Nursing

Rationale (Explain why activities cannot be funded under an existing service definition.)

Previously approved

Private Duty Nursing allows AAANM to provide licensed nursing services to Care Management participants for things such as monitoring and evaluation, occassional blood draws, wound care, training of informal caregivers and other treatments consistent with physician orders. This service does not duplicate skilled care nursing services available under Medicare and Medicaid and falls outsides of the current AASA service standards for foot care and medication management.

Service Category	Fund Source			Unit of Service
☐ Access ☑ In-Home ☐ Community	☐ Title III PartB ☐ Title VII ☑ State In-home ☐ Other _____	☐ Title III PartD ☐ State Alternative Care ☐ State Respite	☐ Title III PartE ☐ State Access	.25 hours

Minimum Standards

Previously approved

All nurses providing private duty nursing must meet licensure requirements and maintain a current State of Michigan nursing license. Nursing services can only be provided by a registered nurse (RN) or a licensed practical nurse (LPN) under the supervision of an RN.

Direct service providers are expected to maintain close communication with the participant's health care professional and the AAANM Supports Coordinator in order to assure the nursing needs of the participant are being met and that changes in condition are being reported.

Private Duty Nursing shall not duplicate any skilled nursing services available under Medicare or Medicaid.

Access Services

Some access services may be provided to older adults directly through the area agency without a service provision request. These services include: Care Management, Case Coordination and Support, Disaster Advocacy and Outreach Programs, Information and Assistance, Outreach, and MATF/State Caregiver Support funded Transportation. If the area agency is planning to provide any of the above noted access services directly during FY 2017-2019, complete this section.

Select from the list of access services the area agency plans to provide directly during FY 2017-2019 and provide the information requested. Also specify the planned goals and activities that will be undertaken to provide the service in the appropriate text box for each service category.

Direct Service Budget details for FY 2017 are to be included under the appropriate tab in the Area Plan Grant Budget. The funding identified in this tab should correspond to the funding (Federal OAA Title III or VII and State funds) identified in the Area Plan Grant Budget, Direct Service Budget details. The Area Plan Grant Budget uploaded and saved in AMPS must include Direct Service Budget details.

Information and Assistance

Starting Date	10/01/2016	Ending Date	09/30/2017
Total of Federal Dollars	$40,000.00	Total of State Dollars	$0.00

Geographic area to be served

Region 10

Specify the planned goals and activities that will be undertaken to provide the service.

Goal 1: Recognition as a trusted source of information on services and supports for older adults and persons with disabilities.

Activities:

Outreach to referral sources and the community through brochures, marketing, social media, public speaking and expos. AAANM has a Marketing and Education plan that guides these activities and helps to create a consistent message.

I&A Staff answer the AAANM 800 number and the ADRC geo-routed phone line and respond to inquiries through website and walk-ins.

Goal 2: Provision of Options Counseling.

Activities:

Offer "in-person" Options Counseling to those seeking Information and Assistance services as well as those on wait lists for Care Management and MI Choice Waiver Services.

Continue to serve as a "local contact agency" for those in nursing homes who are interested in exploring other options for care.

Goal 3: Continued support of a "no wrong door" approach to the provision of Information and Assistance services in Region 10.

Activities:

Continue leadership in the Aging and Disability Resource Collaborative of Northwest Michigan as a mechanism to enhance a coordinated system of information and assistance and a strong partnership between aging and disability service organizations.

Sponsor trainings that increase the knowledge and skills of Information and Assistance staff.

Promote the geo-routed ADRC number as an access point for those who are unsure of where to call from assistance.

Care Management

Starting Date	10/01/2016	Ending Date	09/30/2017
Total of Federal Dollars	$61,000.00	Total of State Dollars	$499,646.00

Geographic area to be served

Region 10

Specify the planned goals and activities that will be undertaken to provide the service.

Goal 1: Provide supports coordination and home and community based services to adults over the age of 60 who are at high risk of institutionalization.

Activities:

Refine targeting criteria to ensure that Care Management and in-home service dollars are directed toward those most in need based on social, functional and economic criteria.

Support strong partnerships with our county aging units in order to provide a continuum of care as well as effective pairing of AASA and millage funded service monies.

Outreach to and active participation in community collaboratives that include American Indian tribes and organizations that serve minorities, low income and vulnerable adults.

Goal 2: Support caregivers of Care Management participants through assessment and referral to caregiver programs.

Activities:

Ensure that Supports Coordinators are assessing the needs of caregivers as part of the Care Management assessment and service planning process.

Increase referrals to AAANM Caregiver Support Programs such as T-Care and Creating Confident Caregiver trainings. Identify and remove barriers such as the need for respite and transportation.

Promote respite and adult day health services.

Goal 3: Identification and assessment of dementia and other cognitive impairments.

Activities:

Incorporate a dementia specific assessment tool into the Care Management assessment process. Train Supports Coordinators on the administration of this tool.

Develop dementia resources packets that will be distributed to Care Management participants and their caregivers.

Goal 4: Operation under a robust Quality Management Program.

Activities:

Develop a Quality Management Plan with oversight by a Quality Management Committee. Program and service monitoring includes chart reviews, peer reviews, participant satisfaction surveys, staff training and monitoring of quality indicators such as hospitalization and re-institutionalization rates, social isolation and access to transportation.

Support a Consumer Quality Collaborative that provides feedback and has input into program operation and initiatives.

Number of client pre-screenings:	Current Year:	500	Planned Next Year:	500
Number of initial client assesments:	Current Year:	150	Planned Next Year:	150
Number of initial client care plans:	Current Year:	140	Planned Next Year:	140

Total number of clients (carry over plus new):	Current Year:	400	Planned Next Year:	400
Staff to client ratio (Active and maintenance per Full time care	Current Year:	1:46	Planned Next Year:	1:46

Direct Service Request

It is expected that in-home services, community services, and nutrition services will be provided under contracts with community-based service providers. When appropriate, a service provision request may be approved by the Michigan Commission on Services to the Aging. Direct service provision is defined as "providing a service directly to a senior, such as preparing meals, doing chore services, or working with seniors in an adult day setting". Direct service provision by the area agency may be appropriate when in the judgment of AASA: (A) provision is necessary to assure an adequate supply; (B) the service is directly related to the area agency's administrative functions; or, (C) a service can be provided by the area agency more economically than any available contractor, and with comparable quality. Area agencies that request to provide an in-home service, community service, and/or a nutrition service must complete this section for each service category.

Select the service from the list and enter the requested information pertaining to basis, justification, and public hearing discussion for any Direct Service Request for FY 2017-2019. Specify the planned goals and activities that will be undertaken to provide the service in the appropriate text box for each service category. Direct Service Budget details for FY 2017 are to be included under the appropriate tab in the Area Plan Grant Budget. The funding identified in this tab should correspond to the funding (Federal OAA Title III or VII and State funds) identified in the Area Plan Grant Budget, Direct Service Budget details. The Area Plan Grant Budget uploaded and saved in AMPS must include Direct Service Budget details.

Please skip this section if the area agency is not planning to provide any in-home, community, or nutrition services directly during FY 2017-2019.

Disease Prevention/Health Promotion

Total of Federal Dollars $8,579.00 Total of State Dollars $0.00

Geographic Area Served Region 10

Planned goals and activities that will be undertaken to provide the service in the appropriate text box for each service category.
Provide 17 Personal Action Toward Health (PATH) Workshops (Chronic Disease, Chronic Pain and Diabetes); 100 participants will complete 4 or more sessions

Activities:
1) Ensure adequate number of PATH Leaders are trained to facilitate workshops, including maintenence of their certification by leading a minimum of 1 workshop per trained program per year.
2) Market and outreach to medical community and other referral sources to fill workshops.
3) Schedule and hold workshops throughout Region 10 in partnership with other community organizations.

Area Agency On Aging of Northwest MI, Inc. **FY 2017**

Section 307(a)(8) of the Older Americans Act provides that services will not be provided directly by an Area Agency on Aging unless, in the judgment of the State agency, it is necessary due to one or more of the three provisions described below. Please select the basis for the services provision request (more than one may be selected).
(A) Provision of such services by the Area Agency is necessary to assure an adequate supply of such services.
(B) Such services are directly related to the Area Agency's administrative functions.
(C) Such services can be provided more economically and with comparable quality by the Area Agency.

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Provide a detailed justification for the service provision request. The justification should address pertinent factors that may include: a cost analysis; needs assessment; a description of the area agency's efforts to secure services from an available provider of such services; or a description of the area agency's efforts to develop additional capacity among existing providers of such services. If the service is considered part of administrative activity, describe the rationale and authority for such a determination.
Since 2010, AAANM has coordinated the provision of Personal Action Toward Health (PATH) throughout Region 10. Initially funded under special grant funding distributed directly to AAAs from the Michigan Aging and Adult Services Agency, AAANM has established a coordinated system that utilizes trained program leaders to facilitate workshops under direct contract with AAANM. Administratively, this system where AAANM utilizes staff who are Master Trainers of this evidence-based program, to plan, schedule, and promote workshops, register participants, monitor program fidelity and reporting requirements, and ensure trained program leaders maintain current leader status, establishes a consistent effort throughout the Region. To orchestrate this system with multiple contractors would not allow for this consistency in program coordination. Often the contracted program leaders might be staff from a partner agency of AAANM and funding does flow to these agencies to support the time that their staff facilitate workshops. Essentially, AAANM is providing coordination of the evidence-based program, but is also contracting funding directly to outside program leaders to facilitate the workshops.

Describe the discussion, if any, at the public hearings related to this request. Include the date of the hearing(s).
AAANM offered an open and competitive request for proposal process for coordination of evidence-based programs in Region 10 in the spring of 2013, as well as public hearings on April 4 and 18, 2013, to gather input regarding AAANM's direct coordination of the programs. There were no applications for the proposal process and no input was received. AAANM has coordinated these programs successfully for the past 6-7 years.

Long Term Care Ombudsman

Total of Federal Dollars	$35,561.00	Total of State Dollars	$32,691.00
Geographic Area Served	Region 10		

Planned goals and activities that will be undertaken to provide the service in the appropriate text box for each service category.

Goal 1: Provide assistance and advocacy to residents of long-term care and licensed adult residential facilities to resolve complaints through problem identification and definition, education regarding rights, provision of information on appropriate rules, and referrals to appropriate community resources.

Activities:

1. Visit each long-term care facility at least quarterly to distribute Ombudsman information and reinforce residents' understanding of their rights through one-on-one visits.
2. Provide program presentations and regularly attend resident and family council meetings.
3. Distribute program materials to residents, family members, and other interested parties.
4. Oversee and ensure training of Long Term Care Ombudsman volunteers.

Goal 2: Outreach to the community and referral sources on the LTCO Program as well as to provide information and assistance about long-term care aspects and options.

Activities:

1. Provide formal presentations in the community (senior centers, meal sites, service organizations).
2. Actively participate in community collaboratives as a way to educate referral sources on the LTCO role and program.
3. Distribute program information via print and electronic media (AAANM website) as well as in person participation at community expos and events.

Goal 3: Promote the use of best practices in long-term care service delivery.

Activities:

1. Plan and participate in the implementation of an annual Best Practices Conference.
2. Identify and share training opportunities for long term care facility staff on issues such as residents' rights, culture change and elder abuse.

Section 307(a)(8) of the Older Americans Act provides that services will not be provided directly by an Area Agency on Aging unless, in the judgment of the State agency, it is necessary due to one or more of the three provisions described below. Please select the basis for the services provision request (more than one may be selected).

(A) Provision of such services by the Area Agency is necessary to assure an adequate supply of such services.

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(C) Such services can be provided more economically and with comparable quality by the Area Agency.

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Since 2010, AAANM has provided Long Term Care Ombudsman services directly after Citizens for Better Care withdrew from providing this service in our region. AAANM employs one LTCO whose time is solely devoted to provision of LTCO and Elder Abuse Prevention Services in Region 10.

AAANM has successfully demonstrated the organizational capacity to support the current established LTCO services extensively with its resources. Current funding for the LTCO Program is insufficient to maintain the level of presence that is needed for our 10 county region. AAANM subsidizes this program by providing additional funding through Title III B funds as well as in-kind support in terms of office space, phones, computers and adminstrative back-up.

The costs, time and criteria necessary for a new contractor to establish itself as the LTCO in Region 10 alone would be an obstacle for a new entity. According to the Michigan Long Term Care Ombudsman policies, an entity would need to have staff certified by the State Long Term Care Ombudsman (SLTCO) following successful completion of the certification training and examination requirements, within 6 months of hire. In addition after AAANM issues an RFP for an entity to provide LTCO services, (of which no applicants responded to in 2013), the RFP application(s) would be sent to the SLTCO for designation. The transition of services to the new entity would most likely need support from AAANM minimally for the first several months of the fiscal year, which would drain resources from both entities. New relationships would need to be established with the long term care facilities, awareness for referral purposes would need to be created with current community services agencies, reporting systems and data tracking would be a learning curve, and these foundation building activities would draw away from time that could be spent performing the LTCO responsibilities.

AAANM has successfully and efficiently provided a quality LTCO program for the past 6 years. Prior to that, AAANM supported the Citizens for Better Care LTCO staff person on site with resources. Transitioning such a well established program at this point does not seem to be an effective use of resources or time, could result in public confusion, and instead could create a lapse in service for long-term care residents or a diminished presence as compared to what already exists through AAANM.

Describe the discussion, if any, at the public hearings related to this request. Include the date of the hearing(s).

In conjunction with the FY 2014-2016 Multi-Year Request for Proposals, AAANM issued an open and competitive request for proposals process for this service with no other agencies expressing an interest in the program. AAANM also offered the public opportunity for input into AAANM providing LTCO and Elder Abuse services directly on April 4 and 18, 2013, and received no input.

Prevention of Elder Abuse, Neglect and Exploitation

Total of Federal Dollars $10,344.00 Total of State Dollars $0.00

Geographic Area Served Region 10

Planned goals and activities that will be undertaken to provide the service in the appropriate text box for each service category.

AAANM combines Elder Abuse Funding with the funding for the Long Term Care Ombudsman. Goals and activities specific to the Elder Abuse portion of this funding include:

Increase education and awareness of elder abuse, neglect, and exploitation in long-term care facilities and the community.

Activities:

1. Provide elder abuse, neglect and exploitation presentations in long-term care facilities, senior centers, and other venues in the community/Region 10.
2. Be an acitve participant in community collaboratives that are working to address elder abuse in our region such as the Vulnerable Adult Taskforces.
3. Education to increase awareness that Elder Abuse is an under recognized problem (identify who is at risk, potential warning signs how to report) by distributing information via print and electronic media (AAANM website) as well as in person participation at community expos and events.

Section 307(a)(8) of the Older Americans Act provides that services will not be provided directly by an Area Agency on Aging unless, in the judgment of the State agency, it is necessary due to one or more of the three provisions described below. Please select the basis for the services provision request (more than one may be selected).

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AAANM has paired this very limited funding with the Long Term Care Omdusman funding to maximize these resources throughout Region 10, as well as nearly doubling the funding for the program with supplemental resources (Title IIIB and in-kind). This ensures that education and outreach on Elder Abuse is provided throughout our 10 county region as part of the outreach that is being conducted by the LTCO.

Describe the discussion, if any, at the public hearings related to this request. Include the date of the hearing(s).

AAANM offered an open and competitive request for proposal process for Elder Abuse Awareness and

Prevention in Region 10 in the spring of 2013, as well as public hearings on April 4 and 18, 2013, to gather input into AAANM directly providing this services in conjunction with the role of the LTCO. There were no applications for the proposal process and no input was received.

Creating Confident Caregivers

Total of Federal Dollars $17,000.00 Total of State Dollars $0.00

Geographic Area Served Region 10

Planned goals and activities that will be undertaken to provide the service in the appropriate text box for each service category.
Provide 5 Creating Confident Caregivers (CCC) Workshops: 50 participants will complete 4 or more sessions
Activities:
1) Maintain current level of certified CCC trainers in Region 10.
2) Market and outreach to medical community and other referral sources to fill workshops.
3) Schedule and hold workshops throughout Region 10 in partnership with other community organizations.

Section 307(a)(8) of the Older Americans Act provides that services will not be provided directly by an Area Agency on Aging unless, in the judgment of the State agency, it is necessary due to one or more of the three provisions described below. Please select the basis for the services provision request (more than one may be selected).
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Since 2009, AAANM has coordinated the provision of Creating Confident Caregivers (CCC) throughout Region 10. Initially funded under special grant funding distributed directly to AAAs from the Michigan Aging and Adult Services Agency, AAANM has established a coordinated system that utilizes trained program leaders to facilitate workshops under direct contract with AAANM. Administratively, this system where AAANM utilizes staff who are Master Trainers of this evidence-based program, to plan, schedule, and promote workshops, register participants, monitor program fidelity and reporting requirements, and ensure trained program leaders maintain current leader status, establishes a consistent effort throughout

the Region. To orchestrate this system with multiple contractors would not allow for this consistency in program coordination. Often the contracted program leaders might be staff from a partner agency of AAANM and funding does flow to these agencies to support the time that their staff facilitate workshops. Essentially, AAANM is providing coordination of the evidence-based program, but is also contracting funding directly to outside program leaders to facilitate the workshops.

Describe the discussion, if any, at the public hearings related to this request. Include the date of the hearing(s).

AAANM offered an open and competitive request for proposal process for coordination of evidence-based programs in Region 10 in the spring of 2013, as well as public hearings on April 4 and 18, 2013, to gather input regarding AAANM's direct coordination of the programs. There were no applications for the proposal process and no input was received. AAANM has coordinated these programs successfully for the past 6-7 years.

Program Development Objectives

Please provide information for all program development goals and objectives that will be actively addressed during the MYP.

New Required Goal/Objective: There is a new priority program development goal/objective area that is required. This is a goal that centers on aging network, public, municipal and private partnerships to assess the aging-friendliness of communities to make them Communities for a Lifetime (CFL) and help them to retain and attract residents of all ages so the communities can thrive and have access to goods, services and opportunities for quality living across the lifespan:

CFL Goal: More communities in the PSA will conduct an aging-friendly community assessment and apply for recognition to AASA as a CFL.

The Minimum Objective: One new community in the PSA will receive recognition as a CFL by 9/30/19.

For technical assistance with developing CFL objectives, narratives, timelines, planned activities and expected outcomes, contact the AASA Lead staff for the CFL Program, Dan Doezema at doezemad@michigan.gov, or 231-929-2531.

The area agency must enter each program development goal in the appropriate text box. It is acceptable, though not required, if some of the area agency's program development goals correspond to AASA's State Plan Goals. There is an entry box to identify which, if any, State Plan Goals correlate with the entered goal. A narrative for each program development goal should be entered in the appropriate text box. Enter objectives related to each program development goal in the appropriate text box. There are also text boxes for the timeline, planned activities and expected outcomes for each objective. (See Document Library for additional instructions on completing the Program Development section.)

Area Agency on Aging Goal

A. More communities in the PSA will conduct an aging-friendly community assessment and apply for recognition to AASA as a Community for a Lifetime.
State Goal Match: 1

NARRATIVE

Communities for a Lifetime centers on creating linkage and synergy between the aging network, public, municipal and private partnerships to assess the aging-friendliness of communities to make them Communities for a Lifetime. Currently there are two communities within Region 10 that have received CLF distinction. AAANM is aware of at least one additional community that is contemplating what it means to be an aging-friendly community. Technical support will be provided by AAANM to these efforts as requested.

OBJECTIVES

1. One new community in the PSA will receive recognition as a CFL by 9/30/19.

Timeline: 10/01/2016 to 09/30/2019

Activities
1. Provide communities with information about the CFL program.
2. Provide technical support to any community group striving for this designation in Region 10. Heidi Gustine and Darcia Brewer are AAANM staff designated to provide technical assistance.

Expected Outcome
Through the CFL assessment process, at least one additional community within Region 10 will be identified as an area that is aging-friendly, promoting quality living across the lifespan.

B. Strengthen regional capacity to identify, assess and support individuals with dementia and other cognitive impairments and their caregivers.
State Goal Match: 2

NARRATIVE

MYP development input identified a need to strengthen programs and resources for those who have dementia or other cognitive impairments and caregiver support. Focused emphasis on assessment and identification of those with dementia and the availability of resources for caregivers will support the aging network's capability to provide quality service, care coordination and support for these individuals and their caregivers.

OBJECTIVES

1. Ensure consistent identification and assessment of dementia and other cognitive impairments.
Timeline: 10/01/2016 to 09/30/2019

Activities
1. Identify a dementia specific assessment tool that could be utilized by AAANM Supports Coordinators and I&A/Intake staff of AAANM and ADRC Partner Organizations. Participate in the AASA Statewide Dementia Capable Workgroup in order assist in piloting different tools.
2. Provide training on the adminstration of the selected tool in order to ensure consistency in application.
3. Create a decision making tree that will assist I&A staff in making referrals to physicians for diagnotic evaluation.

Expected Outcome
Clients with dementia or other cognitive impairments will be consistently identified and resources will be offered to caregivers.

2. Expand training opportunities for AAANM and ADRC Partner organization staff as well as the direct care workforce on dementia and dementia care.
Timeline: 10/01/2016 to 09/30/2019

Activities
1. Continue to work with AASA and the Community Services Network on the refinement of the BTBQ

curriculum as well as obtaining sustainable funding for training direct care workers on dementia.
2. Explore the development of a formalized staff dementia training plan for AAANM and ADRC Partner organization staff. This development will include current providers of dementia training including the Alzheimer's Association and CSN.

Expected Outcome
Professionals, providers of direct care services and caregivers will have increased opportunities to learn about dementia and other cognitive impairments.

3. Increased awareness and access to dementia specific services and supports.
Timeline: 10/01/2016 to 09/30/2019

Activities
1. Develop resource packets that can be shared with those seeking information on dementia services and supports. Distribute through community sources such as physician offices and libraries.
2. Continued expansion of dementia specific programs that support caregivers such as Creating Confident Caregivers and T-Care. Evaluation and development of additional caregiver resources such as Powerful Tools for Caregivers.
3. Training of I&A staff through the ADRC to ensure awareness of dementia services and supports and improve access to information through the "no wrong door" system.

Expected Outcome
Access to dementia specific services and supports will be highly visible in our communities.

C. Identify and implement strategies to ease the shortage of direct care workers within Region 10.
State Goal Match: 5

NARRATIVE

Northwest Michigan currently faces an acute and chronic shortage of direct care workers. This is a community issue. Without direct care workers, service providers are unable to provide care that allows older adults and disabled individuals to remain independent at home. There are many reasons for the shortage that speak not only to demographics, but to the many challenges (and rewards) of the work. AAANM seeks to continue existing partnerships and build new relationships that help address the direct care workforce shortage using both retention and recruitment strategies.

OBJECTIVES

1. Champion skill building and training opportunities for direct care workers.
Timeline: 10/01/2016 to 09/30/2019

Activities
Continue to support the availability of the Building Training...Building Quality Program (BTBQ) to direct care workers through partnership with AASA and Community Services Network. The BTBQ is specifically designed to improve the job skills of in home care aides, thereby increasing job satisfaction, retention and quality of care provided.

Expected Outcome
A well-trained direct care workforce will be easier to retain and will provide higher quality of care.

2. Promote professionalization of direct care work and economic stability for the direct care workforce.
Timeline: 10/01/2016 to 09/30/2019

Activities
1. Partner with Northwest Michigan Works! and in home providers to design and promote a regional marketing campaign to attract direct care workers.
2. In collaboration with Northwest Michigan Works! and other partners, identify additional strategies to attract direct care workers.
3. Foster and support advocacy efforts to professionalize the work of in-home direct care workers and increase reimbursement rates.

Expected Outcome
In-home providers will maintain or increase recruitment/retention of direct care workers.

D. Continue to build relationships between the aging network and the medical community.
State Goal Match: 5

NARRATIVE

Several input sessions for the MYP as well as survey results highlighted a need for increased coordination of care and services between healthcare providers, and between healthcare providers and long term care support services. Additionally, initiatives stemming from the Affordable Care Act emphasize value for healthcare and increased coordination with community services. Resources and programs available through the aging network help to address social determinates of health, increasing the well-being of older adults and disabled individuals. During the FY2017-2019 MYP, AAANM will increase awareness of the aging network within the medical community and partner in evolving healthcare delivery models.

OBJECTIVES

1. Increase awareness in the medical community of the aging network and programs/services available to support patients that are older or disabled.
Timeline: 10/01/2016 to 09/30/2019

Activities
1. Develop outreach plan to increase awareness in the medical community of long-term care supports and services available through the Aging and Disability Resource Collaborative, AAANM, Commissions and Councils on Aging and other organizations within the aging network
2. Implement outreach plan.

Expected Outcome
The medical community will increase appropriate referrals to long term care support services offered

through the aging network.

2. Remain abreast of changes in local healthcare delivery models and identify opportunities to more closely align healthcare and the provision of long term care supports and services.
Timeline: 10/01/2016 to 09/30/2019

Activities
1. Continue to actively participate in projects and initiatives with the Northern Michigan Health Coalition, the Advisory Board for the Northern Michigan Health Network and other partnerships as they arise.
2. As appropriate, pursue conversations to explore electronic exchange of information between healthcare providers and AAANM.
3. As appropriate, identify opportunities for the aging network to align with changing healthcare delivery models.
4. As appropriate, identify collaboration opportunities for services or funding.

Expected Outcome
Coordination and provision of care between healthcare providers and long term care support services providers will increase.

E. Maintain a "no wrong door" approach to the provision of Information and Assistance and Options Counseling services in Region 10.
State Goal Match: 2

NARRATIVE

Feedback during input sessions and survey responses for the MYP development highlighted that older adults, disabled individuals, families and caregivers are often unaware of supports and resources available for health and long term care needs. Over the last five years, AAANM and Disability Network Northern Michigan have co-led the development of the Aging and Disability Resource Collaborative (ADRC). The ADRC embraces a "No Wrong Door" system/philosophy. This work will continue during the FY2017-2019 MYP via two strategies: 1) providing a forum for collaboration, information sharing and training for organizations that serve older adults and disabled individuals; and 2) promoting and supporting the geo-routed ADRC telephone line for those individuals that do not know where to call.

OBJECTIVES

1. Continue leadership in the Aging and Disability Resource Collaborative (ADRC) as a mechanism to enhance a coordinated system of information and assistance and a strong partnership between aging and disability service organizations.
Timeline: 10/01/2016 to 09/30/2019

Activities
1. Sponsor trainings that increase the knowledge and skills of Information and Assistance and Options Counseling staff throughout Region 10.

2. Promote the geo-routed ADRC number as an access point for those who are unsure of where to call from assistance.

Expected Outcome
Consumers in Region 10 will be better able to identify health and long term care supports and services through the community.

Advocacy Strategy

Describe the area agency's comprehensive advocacy strategy for FY 2017-2019. Describe how the agency's advocacy efforts will improve the quality of life of older adults within the PSA.

The AAANM board of Advisors (BoA) actively drives advocacy both locally and at the State level. Currently three BoA members serve as delegates on the Michigan Senior Advocates Council. The delegates regularly share State advocacy issues with both the BoA and AAANM Board of Directors (BoD). The BoA members are encouraged to attend the annual Older Michiganian's Day in Lansing. Locally, BoA members are working to educate one another about the counties they represent and further define local advocacy efforts, with this being a regular agenda item.
AAANM regularly communicates with BoA, the Board of Directors, and Service Providers, about State concerns and provides information to contact legislators. The AAANM BoA is organizing a region-wide "Senior EmPower Day" for September 2016, which will bring 300-500 seniors from Region 10. Local senior centers and county aging units promote the event locally and often provide transportation to the event to help increase attendance. This event offers educational opportunities to seniors on a variety of important topics relating to health, safety, long-term planning, and advocacy locally and at the State level.

AAANM staff also participates in a variety of human services and senior services collaboratives to bring attention to senior issues. The Aging and Disability Resource Collaborative (ADRC) offers its partners a good venue for educating one another about each partners' services and taking steps to address local issues in a unified manner.

Advocacy efforts will benefit seniors by securing funding for needed services at the State and Federal level, as well as county senior millages. Advocacy efforts also help pass laws that protect seniors.

Leveraged Partnerships

Describe the area agency's strategy for FY 2017-2019 to partner with providers of services funded by other resources, as indicated in the Planned Service Array. Complete each dialog box below.

1. Include, at a minimum, plans to leverage resources with organizations in the following categories:

a. Commissions Councils and Departments on Aging.
b. Health Care Organizations/Systems (e.g. hospitals, health plans, Federally Qualified Health Centers)
c. Public Health.
d. Mental Health.
e. Community Action Agencies.
f. Centers for Independent Living.
g. Other

Region 10 is comprised of a well-established aging services system. Aging Network partners and organizations and the resources they bring, are critical to serving the needs of older adults and their family caregivers.

The following partners, and their working relationship with AAANM, are key to achieving our mutual goal of helping adults continue to live in the community with the support of a wide array of services.

·**County Commissions/Councils on Aging** serve as visible focal points for aging services in their county, deliver a variety of home- and community-based services to older adults, and advocate on aging issues and funding for senior services.

·**Disability Network/Northern Michigan (DN/NM**) shares a leadership role with AAANM in the development of the Aging and Disability Resource Collaborative of Northwest Michigan (ADRCNM) and has a staff person trained to offer Options Counseling and Medicare/Medicaid Assistance. DN/NM also coordinates Nursing Facility Transition Services (NFT) with AAANM and Northern Healthcare Management.

·**The Northwest Michigan Community Action Agency (NMCAA)** is currently the largest meal provider/contractor of AAANM, and has performed in that role for many years. In addition, a close client referral relationship exists between AAANM and NMCAA, utilizing the other organization's programs to effectively serve respective clients.

·**The Health Department of Northwest Michigan** serves as an active member on the ADRCNM steering committee. AAANM is currently involved in the Northern Michigan Health Coalition - an initiative bringing various organizations together to create an integrated care model. The Benzie-Leelanau Health Department, Health Department of Northwest Michigan and District Health Department # 10 are members of that coalition's efforts.

·**Northern Lakes Community Mental Health** operates the MI Choice Waiver Program in the region, as does AAANM, and therefore extensive coordination and communication between the two organizations takes place on a regular basis. The two organizations hold joint Provider meetings so that this effort can be regionally

coordinated, eliminating confusion for mutual service providers. Centra Wellness (formerly known as Manistee-Benzie CMH) is spearheading the Northern Michigan Health Coalition, which is an integrated health care model that pairs long-term care, behavioral and physical health. AAANM is an active member of that coalition.

2. Describe the area agency's strategy for FY 2017-2019 for working with ADRC partners in the context of the access services system within the PSA.

AAANM and the Disability Network of Northern Michigan share a leadership role in the ADRC of Northwest Michigan. A project design team was created, a business plan developed and in September 2014 the ADRC of Northwest Michigan was recognized by AASA as fully functional. A Steering Committee regularly meets to guide the work of the ADRC and includes diverse agency and geographic representation.

The ADRC is focused on supporting a "No Wrong Door" system using two strategies during the FY2017-2019 MYP cycle. 1) Supporting the network of staff in agencies throughout the PSA that provide information and assistance to aging or disabled individuals, families and caregivers. This will be accomplished through information sharing venues and educational opportunities. 2) Promoting and answering the geo-routed ADRC telephone line for individuals that do not know where to call for information about healthcare and long-term care resources and supports.

3. Describe the area agency's strategy for developing, sustaining, and building capacity for Evidence-Based Disease Prevention (EBDP) programs including the area agency's provider network EBDP capacity.

In October 2015 AAANM became a certified Medicare provider for Diabetes Self-Management Education/Training (DSME/T) and Medical Nutrition Therapy (MNT), opening AAANM to bill for these services and creating a new funding stream for AAANM. AAANM anticipates establishing contracts with a variety of health plans for these services as well. This funding will help AAANM continue to offer the Stanford University Diabetes Self-Management Program as part of its full DSME/T program, freeing up Older Americans Act Title IIID Disease Prevention and Health Promotion funds for other evidence-based disease programs.

AAANM has developed a network of trained coaches to provide A Matter of Balance using grant funding from the Michigan Health Endowment Fund (MHEF). With the MHEF grant coming to an end in October 2016, AAANM is working with a variety of provider partners (Commissions/Councils on Aging, and Senior Centers) to continue to offer A Matter of Balance to older adults in Region 10. AAANM will continue to support trained Matter of Balance Coaches with needed program materials and Coach training/updates, as well as fidelity monitoring.

AAANM offers program participants who attend evidence-based programs funded with Title IIID the opportunity to give a donation, and these donations also help support the programs.

Community Focal Points

Please review the listing of Community Focal Points for your PSA and update as necessary. Please specifically note whether or not updates have been made. Describe the rationale and method used to assess the ability to be a community focal point including the definition of community. Explain the process by which community focal points are selected.

Describe the rationale and method used to assess the ability to be a community focal point, including the definition of community. Explain the process by which community focal points are selected.

AAANM defines community geographically by the ten counties in Region 10, all of which are rural in nature. Each county differs in its population size and the availability of resources and services within its boundaries. Within counties are smaller communities defined by the needs of a particular group, such as senior centers, for more active older adults, and nursing/assisted living facilities for older adults and persons with disabilities who are physically less independent. Communities not only include the target population that is dictated by State and Federal funding sources as the service recipient, but also those individuals that are connected to the target population (family, friends, service providers, etc.).

A community focal point is a facility or entity designated to encourage the maximum co-location and coordination of service for older individuals in the Region. The Area Agency on Aging of Northwest Michigan (AAANM) relies heavily on contract agencies, especially county Commissions and Councils on Aging, to serve as a trusted and visible point for older adults and their families to obtain information and to access services.

AAANM uses the following criteria as a guide for assessing the ability of an organization to be designated as a community focal point. Not all criteria apply to each of the selected focal points. It is preferred that designated focal points:

1. Have a formal, contractual relationship with AAANM
2. Provide Information and Assistance Services
3. Serve as senior centers or nutrition sites that operate 5 days per week
4. Have accessibility, availability and/or co-location of a broad spectrum of services
5. Serve a community defined by county boundaries
6. Are visible agencies in their community (county or Region)

There is not a formal assessment process used by AAANM to assess designated community focal points. For those focal points that are funded by AAANM, AAANM monitors and assesses them regularly. For those not funded by AAANM, communication through attending board meetings, participation on AAANM boards, etc. are the methods for monitoring and assessing their ability to be designated as a focal point in Region 10.

Provide the following information for each focal point within the PSA. List all designated community focal points with name, address, telephone number, website, and contact person. This list should also include the services offered, geographic areas served and the approximate number of older persons in those areas. List your Community Focal Points in this format.

Name: Antrim County Commission on Aging

Address:	308 E Cayuga, PO Box 614, Bellaire, MI 49615
Website:	http://www.antrimcounty.org/coa.asp
Telephone Number:	231-533-8703
Contact Person:	Judy Parliament
Service Boundaries:	Antrim County
No. of persons within boundary:	7,862
Services Provided:	Information and Assistance, Home Delivered Meals, Personal Care, Respite Care, Congregate Meals, Disease Prevention/Health Promotion (Diabetes PATH), Senior Center Operations/Staffing, Medicare/Medicaid Assistance Counseling, Foot Care, Senior Project FRESH

Name:	Area Agency on Aging of Northwest Michigan
Address:	1609 Park Dr, PO Box 5946, Traverse City, MI 49686
Website:	www.aaanm.org
Telephone Number:	231-947-8920
Contact Person:	Robert Schleuter
Service Boundaries:	Region 10
No. of persons within boundary:	85,285
Services Provided:	Information and Assistance, Options Counseling, Care Management, MI Choice Waiver, Caregiver Respite, T-CARE, Creating Confident Caregivers, Nursing Facility Transition, Veteran's Directed Home and Community-Based Services, Medicare/Medicaid Assisistance Program, LTC Ombudsman, Elder Abuse Awareness, Evidence-Based Disease Prevention Programs (PATH; A Matter of Balance)

Name:	Benzie County Council on Aging
Address:	10542 Main St, Honor, MI 49640
Website:	http://benziecoa.org/
Telephone Number:	231-525-0600
Contact Person:	Doug Durand
Service Boundaries:	Benzie County
No. of persons within boundary:	5,565
Services Provided:	Information and Assistance, Transportation, Chore (Lawn/Snow Removal), Homemaking, Personal Care, Assistive Devices & Technologies, Respite Care, Senior Companion, Congregate Meals, Dining Out, Disease Prevention/Health Promotion (A Matter of Balance), Senior Center Operations/Staffing, Medicare/Medicaid Assistance Counseling, Foot Care, Senior Companion, Senior Oral Health Program, Senior Project FRESH

Name:	Charlevoix County Commission on Aging

Address:	218 W Garfield St, Charlevoix, MI 49720
Website:	http://www.charlevoixcounty.org/coa.asp
Telephone Number:	231-237-0103
Contact Person:	Shirley Gillespie
Service Boundaries:	Charlevoix County
No. of persons within boundary:	7,804
Services Provided:	Information and Assistance, Homemaking, Home Delivered Meals, Medication Management, Personal Care, Assistive Devices & Technologies, Respite Care, Congregate Meals, Senior Center Operations/Staffing, Medicare/Medicaid Assistance Counseling, Tax Assistance, Foot Care

Name:	Disability Network/Northern Michigan
Address:	415 E Eighth St, Traverse City, MI 49686
Website:	http://disabilitynetwork.org/
Telephone Number:	231-922-0903
Contact Person:	Jim Moore
Service Boundaries:	Region 10
No. of persons within boundary:	85,285
Services Provided:	Information and Assistance, Options Counseling, Nursing Facility Transition Services, Medicare/Medicaid Assistance Counseling

Name:	Friendship Centers of Emmet County
Address:	1322 Anderson Rd, Petoskey, MI 49770
Website:	http://www.emmetcoa.org/
Telephone Number:	231-347-3211
Contact Person:	Sue Engel
Service Boundaries:	Emmet County
No. of persons within boundary:	9,247
Services Provided:	Information and Assistance, Transportation, Homemaking, Home Delivered Meals, Medication Management, Personal Care, Assistive Devices and Technologies, Respite Care, Congregate Meals, Disease Prevention/Health Promotion (A Matter of Balance), Health Screening, Senior Center Operations/Staffing, Support Groups, Medicare/Medicaid Assistance Counseling, Foot Care, Senior Project FRESH, Retired Senior Volunteer Program

Name:	Grand Traverse County Commission on Aging
Address:	520 W Front St, Ste B, Traverse City, MI 49684
Website:	www.gtcoa.org
Telephone Number:	231-922-4688

Area Agency On Aging of Northwest MI, Inc. **FY 2017**

Contact Person:	Laura Green
Service Boundaries:	Grand Traverse County
No. of persons within boundary:	22,083
Services Provided:	Information and Assistance, Chore Services, Homemaking, Personal Care, Respite Care, Senior Center Operations/Staffing, Foot Care,

Name:	Kalkaska County Commission on Aging
Address:	303 S Coral St, PO Box 28, Kalkaska, MI 49646
Website:	www.kalkaskacounty.net
Telephone Number:	231-258-5030
Contact Person:	Jill Rzepecki
Service Boundaries:	Kalkaska County
No. of persons within boundary:	4,646
Services Provided:	Information and Assistance, Congregate, Home Delivered Meals, Respite, Medication Management, Transportation, Homemaking, Personal Care, Chore, MMAP, Foot care

Name:	Leelanau County Senior Services
Address:	8527 E Governmental Center Dr, Ste 106, Suttons Bay, MI 49682-9718
Website:	http://www.leelanau.cc/seniorservices.asp
Telephone Number:	231-256-8121
Contact Person:	April Missias
Service Boundaries:	Leelanau County
No. of persons within boundary:	8,275
Services Provided:	Information and Assistance, Medical Transportation, Homemaking, Medication Management, Personal Care, Assistive Devices and Technologies, Respite Care

Name:	Manistee County Council on Aging
Address:	457 River St, Manistee, MI 49660
Website:	www.manisteecountycoa.com
Telephone Number:	231-723-6477
Contact Person:	Sarah Howard
Service Boundaries:	Manistee County
No. of persons within boundary:	7,822
Services Provided:	Information and Assistance, Education, Senior Center Staffing, Chore, Homemaking, MMAP

Name:	Missaukee County Commission on Aging
Address:	105 S Canal St, PO Box 217, Lake City, MI 49651

Area Agency On Aging of Northwest MI, Inc. **FY 2017**

Website:	www.missaukee.org
Telephone Number:	231-839-7839
Contact Person:	TBD
Service Boundaries:	Missaukee County
No. of persons within boundary:	3,940
Services Provided:	Information and Assistance, Homemaking, Personal Care, Respite, MMAP, Medication Management, Foot Care, Chore, Transportation

Name:	Senior Center Network
Address:	801 E Front St, Traverse City, MI 49686
Website:	www.tcseniorcenter.com
Telephone Number:	231-922-4911
Contact Person:	Lori Wells
Service Boundaries:	Grand Traverse County
No. of persons within boundary:	22,083
Services Provided:	Education, Social Services

Name:	Wexford County Council on Aging
Address:	117 W Cass St, Cadillac, MI 49601
Website:	www.wexfordcoa.org
Telephone Number:	231-775-0133
Contact Person:	Kathy Kimmel
Service Boundaries:	Wexford County
No. of persons within boundary:	8,041
Services Provided:	Information and Assistance, Adult Day Services, Transportation, MMAP, Chore, Personal Care, Homemaking, Respite, Medication Management, Foot care, Senior Project FRESH, Senior Center Staffing, Veteran's Services

Other Grants and Initiatives

Use this section to identify other grants and/or initiatives that your are agency is participating in with AASA and/or other partners. Grants and/or initiatives to be included in this section may include, but not be limited to the following:

- **Tailored Caregiver Assessment and Referral (TCARE)**
- **Creating Confident Caregivers (CCC)**
- **Chronic Disease Self-management Programs, such as PATH**
- **Building Training...Building Quality**
- **Powerful Tools for Caregivers**
- **PREVNT Grant**
- **Programs supporting persons with dementia**
- **Medicare Medicaid Assistance Program (MMAP)**
- **MI Health Link (MHL)**

Describe other grants and/or initiatives the area agency is participating in with AASA or other partners. Describe how these grants and other initiatives will improve the quality of life of older adults within the PSA. Further, describe how these other grants and initiatives reinforce the area agency's planned program development efforts for FY 2017-2019.

1. Describe other grants and/or initiatives the area agency is participating in with AASA or other partners.

Currently AAANM is supporting several grant application initiatives including a federal grant through the Northern Michigan Health Network for an Accountable Health Community.

AAANM has a strong history of partnering with AASA on grants and program initiatives. In the past we have received grants specifically for TCare, Creating Confident Caregivers, Chronic Disease Self Management Programs and Building Training....Building Quality. Though grant funding for some programs has ended, we continue to partner with AASA on their development and promotion. Specific activities include:

1. Training staff from other regions on the use of TCARE.
2. Piloting dementia specific tools and participating in a workgroup to create dementia capable agencies.
3. Curriculum refinement for the Building Training...Building Quality Program.
4. Working with Michigan State on testing an elder abuse assessment tool as part of the PREVNT grant.

In addition, AAANM has a robust MMAP Program and for the last 3 years has received a MIPPA grant specifically targeted at outreach and MIPPA enrollment through our ADRC partner organizations. It is unclear whether funding for this grant will be available in FY 2017.

Finally, AAANM received funding for evidenced based disease prevention as part of a grant received by the Area Agency on Aging Association of Michigan. This two year grant from the Michigan Health Endowment Fund has been used to offer trainings on Diabetes PATH and A Matter of Balance - Managing Concerns about Falls. An important part of this grant has been to develop options for sustainablity once the grant

funding has ended.

2. Describe how these grants and other initiatives will improve the quality of life of older adults within the PSA.

Grant efforts provide invaluable knowledge and resources into Region 10. Through previous grant efforts, AAANM staff and other long term care providers in the region have staff with more expertise in working with older adults and disabled individuals, thus providing better care. Grants such as MIPPA have increased awareness of MMAP services, allowing older adults to make informed decisions about and receive subsidy assistance for Part D Medicare enrollment. The recent grant from the Michigan Health Endowment Fund has enabled AAANM to build a network of trainers to provide Diabetes PATH and A Matter of Balance - Managing Concerns about Falls workshops.

3. Describe how these grants and other initiatives reinforce the area agency's planned program development efforts for FY 2017-2019.

AAANM currently does not have any grant initiatives included in program development efforts for FY2017-2019. As these opportunities present, AAANM will evaluate and pursue as appropriate.

FY 2017 AREA PLAN GRANT BUDGET

Rev. 3/2016

Agency: Northwest Senior Resources Inc | Budget Period: 10/01/16 to 09/30/17

PSA: 10 | Date: 03/16/16 | Rev. No.: 0 | Page 1of 3

SERVICES SUMMARY

FUND SOURCE	SUPPORTIVE SERVICES	NUTRITION SERVICES	TOTAL
1. Federal Title III-B Services	369,049		369,049
2. Fed. Title III-C1 (Congregate)		464,615	464,615
3. State Congregate Nutrition		9,321	9,321
4. Federal Title III-C2 (HDM)		240,895	240,895
5. State Home Delivered Meals		408,727	408,727
8. Fed. Title III-D (Prev. Health)	25,579		25,579
9. Federal Title III-E (NFCSP)	158,903		158,903
10. Federal Title VII-A	8,017		8,017
10. Federal Title VII-EAP	6,344		6,344
11. State Access	27,821		27,821
12. State In-Home	217,878		217,878
13. State Alternative Care	109,521		109,521
14. State Care Management	431,825		431,825
16. St. ANS & St. NHO	65,472		65,472
17. Local Match			
a. Cash	41,100	800,000	841,100
b. In-Kind	221,250	225,000	446,250
18. State Respite Care (Escheat)	72,628		72,628
19. MATF & St. CG Support	143,640		143,640
20. TCM/Medicaid & MSO	50,603		50,603
21. NSIP		260,706	260,706
22. Program Income	-	540,000	540,000
TOTAL:	1,949,630	2,949,264	4,898,894

ADMINISTRATION

Revenues		Local Cash	Local In-Kind	Total
Federal Administration	139,894	43,000	21,500	204,394
State Administration	24,374			24,374
MATF & St. CG Support Administration	11,000			11,000
Other Admin				-
Total AIP Admin:	175,268	43,000	21,500	239,768

Expenditures

	FTEs	
1. Salaries/Wages	2.50	114,923
2. Fringe Benefits		49,715
3. Office Operations		75,130
Total:		239,768

Cash Match Detail		In-Kind Match Detail	
Source	Amount	Source	Amount
County Funding	43,000	Board Expenses	21,500
Total:	43,000	Total:	21,500

I certify that I am authorized to sign on behalf of the Area Agency on Aging. This budget represents necessary costs for implementation of the Area Plan. Adequate documentation and records will be maintained to support required program expenditures.

Signature | Executive Director (Title) | 03/16/16 (Date)

FY 2017 AREA AGENCY GRANT FUNDS - SUPPORT SERVICES DETAIL

Agency: Northwest Senior Resources Inc
PSA: 10

Budget Period: 10/01/16 to 09/30/17
Date: 03/16/16 Rev. No.: 0

Rev. 3/2016

SERVICE CATEGORY	Title III-B	Title III-D	Title III - E	Title VII	State Access	State In-Home	St. Alt. Care	State Care Mgmt	St. ANS St. NHO	St. Respite (Escheat)	MATF & St. CG Sup.	TCM-Medicaid MSC Fund	Program Income	Cash Match	In-Kind Match	TOTAL
1. Access																
a. Care Management			61,000		27,821			431,825				40,000		9,500	68,000	638,146
b. Case Coord/supp																-
c. Disaster Advocacy																-
d. Information & Assis	40,000													16,000		56,000
e. Outreach																-
f. Transportaiion	8,400													3,000		11,400
2. In-Home																
a. Chore																-
b. Home Care Assis																-
c. Home Injury Cntrl																-
d. Homemaking						30,000	109,521								15,000	154,521
e. Home Health Aide																-
f. Medication Mgt						27,000									5,500	32,500
g. Personal Care	190,449								43,384						25,000	258,833
h. Assistive Device&Tech	2,000					16,000									2,000	20,000
i. Respite Care	7,000		82,403			119,878				72,628	19,888				65,000	366,797
j. Friendly Reassure	3,000														500	3,500
3. Legal Assistance	37,000														4,000	41,000
4. Community Services																
a. Adult Day Care											112,752			6,000		118,752
b. Dementia ADC																-
c. Disease Prevent		8,579													2,000	10,579
d. Health Screening																-
e. Assist to Deaf																-
f. Home Repair																-
g. LTC Ombudsman	17,200			8,017					22,088			10,603			13,500	71,408
h. Sr Ctr Operations																-
i. Sr Ctr Staffing																-
j. Vision Services																-
k. Elder Abuse Prevnt	4,000			6,344											2,000	12,344
l. Counseling																-
m. Creat.Conf.CG® CCC		17,000													3,000	20,000
n. Caregiver Supplmt			6,500												750	7,250
o. Kinship Support			9,000												1,000	10,000
q. Caregiver E,S,T																-
5. Program Develop	60,000													6,600		66,600
6. Region Specific																
a. PDN	-	-	-	-	-	25,000	-	-		-			-	-	14,000	39,000
b.	-	-	-	-	-	-	-	-		-			-	-	-	-
c.	-	-	-	-	-	-	-	-		-			-	-	-	-
d.																-
e.																-
7. CLP/ADRC Services	-		-		-			-								-
8. MATF & St CG Sup Adm											11,000					11,000
SUPPRT SERV TOTAL	369,049	25,579	158,903	14,361	27,821	217,878	109,521	431,825	65,472	72,628	143,640	50,603	-	41,100	221,250	1,949,630

FY 2017 NUTRITION / OMBUDSMAN / RESPITE / KINSHIP - PROGRAM BUDGET DETAIL

Rev. 3/2016

Agency: Northwest Senior Resources Inc Budget Period: 10/01/16 to 9/30/17

PSA: 10 Date: 03/16/16 Rev. Number 0

FY 2017 AREA PLAN GRANT BUDGET - TITLE III-C NUTRITION SERVICES DETAIL

SERVICE CATEGORY	Title III C-1	Title III C-2	State Congregate	State HDM	NSIP	Program Income	Cash Match	In-Kind Match	TOTAL
Nutrition Services									
1. Congregate Meals	379,921		9,321		90,974	370,000	300,000	160,000	1,310,216
2. Home Delivered Meals		240,895		408,727	169,732	170,000	500,000	65,000	1,554,354
3. Nutrition Counseling									-
4. Nutrition Education									-
5. AAA RD/Nutritionist*	84,694								84,694
Nutrition Services Total	464,615	240,895	9,321	408,727	260,706	540,000	800,000	225,000	2,949,264

*Registered Dietitian, Nutritionist or individual with comparable certification, as approved by OSA.

FY 2017 AREA PLAN GRANT BUDGET-TITLE VII LTC OMBUDSMAN DETAIL

SERVICE CATEGORY	Title III-B	Title VII-A	Title VII-EAP	State NHO	MSO Fund	Program Income	Cash Match	In-Kind Match	TOTAL
LTC Ombudsman Services									
1. LTC Ombudsman	17,200	8,017		22,088	10,603	-	-	13,500	71,408
2. Elder Abuse Prevention	4,000		6,344			-	-	2,000	12,344
3. Region Specific	-	-	-	-		-	-	-	-
LTC Ombudsman Ser. Total	21,200	8,017	6,344	22,088	10,603	-	-	15,500	83,752

FY 2017 AREA PLAN GRANT BUDGET- RESPITE SERVICE DETAIL

SERVICES PROVIDED AS A FORM OF RESPITE CARE	Title III-B	Title III-E	State Alt Care	State Escheats	State In-Home	Merit Award Trust Fund	Program Income	Cash/In-Kind Match	TOTAL
1. Chore	-	-	-	-	-	-	-	-	-
2. Homemaking	-	47,172	-	-	-	-	-	4,200	51,372
3. Home Care Assistance	-	-	-	-	-	-	-	-	-
4. Home Health Aide	-	-	-	-	-	-	-	-	-
5. Meal Preparation/HDM	-	-	-	-	-	-	-	-	-
6. Personal Care	-	35,231	-	-	-	-	-	4,000	39,231
Respite Service Total	-	82,403	-	-	-	-	-	8,200	90,603

FY 2017 AREA PLAN GRANT BUDGET-TITLE E- KINSHIP SERVICES DETAIL

SERVICE CATEGORY	Title III-B	Title III-E				Program Income	Cash Match	In-Kind Match	TOTAL
Kinship Ser. Amounts Only									
1. Caregiver Sup. Services	-	-				-	-	-	-
2. Kinship Support Services	-	9,000				-	-	1,000	10,000
3. Caregiver E,S,T	-	-				-	-	-	-
4.	-	-				-	-	-	-
Kinship Services Total	-	9,000				-	-	1,000	10,000

Planned Services Summary Page for FY 2017			PSA: 10		
Service	Budgeted Funds	Percent of the Total	Method of Provision		
			Purchased	Contract	Direct
ACCESS SERVICES					
Care Management	$ 638,146	13.03%			x
Case Coordination & Support	$ -	0.00%			
Disaster Advocacy & Outreach Program	$ -	0.00%			
Information & Assistance	$ 56,000	1.14%			x
Outreach	$ -	0.00%			
Transportation	$ 11,400	0.23%	x	x	
IN-HOME SERVICES					
Chore	$ -	0.00%			
Home Care Assistance	$ -	0.00%			
Home Injury Control	$ -	0.00%			
Homemaking	$ 154,521	3.15%	x		
Home Delivered Meals	$ 1,554,354	31.73%		x	
Home Health Aide	$ -	0.00%			
Medication Management	$ 32,500	0.66%	x		
Personal Care	$ 258,833	5.28%	x		
Personal Emergency Response System	$ 20,000	0.41%	x		
Respite Care	$ 366,797	7.49%	x		
Friendly Reassurance	$ 3,500	0.07%	x		
COMMUNITY SERVICES					
Adult Day Services	$ 118,752	2.42%	x	x	
Dementia Adult Day Care	$ -	0.00%			
Congregate Meals	$ 1,310,216	26.75%		x	
Nutrition Counseling	$ -	0.00%			
Nutrition Education	$ -	0.00%			
Disease Prevention/Health Promotion	$ 10,579	0.22%			x
Health Screening	$ -	0.00%			
Assistance to the Hearing Impaired & Deaf	$ -	0.00%			
Home Repair	$ -	0.00%			
Legal Assistance	$ 41,000	0.84%		x	
Long Term Care Ombudsman/Advocacy	$ 71,408	1.46%			x
Senior Center Operations	$ -	0.00%			
Senior Center Staffing	$ -	0.00%			
Vision Services	$ -	0.00%			
Programs for Prevention of Elder Abuse,	$ 12,344	0.25%			x
Counseling Services	$ -	0.00%			
Creating Confident Caregivers® (CCC)	$ 20,000	0.41%			x
Caregiver Supplemental Services	$ 7,250	0.15%	x		
Kinship Support Services	$ 10,000	0.20%		x	
Caregiver Education, Support, & Training	$ -	0.00%			
AAA RD/Nutritionist	$ 84,694	1.73%			x
PROGRAM DEVELOPMENT	$ 66,600	1.36%			x
REGION-SPECIFIC					
a. PDN	$ 39,000	0.80%	x		
b.	$ -	0.00%			
c.	$ -	0.00%			
d.	$ -	0.00%			
e.	$ -	0.00%			
CLP/ADRC SERVICES	$ -	0.00%			
MATF & ST CG ADMINSTRATION	$ 11,000	0.22%			x
TOTAL PERCENT		100.00%	18.57%	61.61%	19.82%
TOTAL FUNDING	$ 4,898,894		$909,541	$3,018,582	$970,771

Note: Rounding variances may occur between the Budgeted Funds column total and the Total Funding under the Method of Provision columns due to percentages in the formula. Rounding variances of + or (-) $1 are not considered material.

FY 2017 Annual Implementation Plan
Direct Service Budget Detail #1

AAA: _____ FISCAL YEAR: FY 2017

SERVICE: Care Management

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match Cash	Match In-Kind	Other Resources	Total Budgeted
Wages/Salaries	61,000		261,583		9,500			332,083
Fringe Benefits			145,958					145,958
Travel			17,241					17,241
Training								0
Supplies			2,374					2,374
Occupancy			7,489					7,489
Communications			8,217					8,217
Equipment			7,305					7,305
Other:			9,479			68,000		77,479
Service Costs								0
Purchased Services			40,000					40,000
								0
Totals	**61,000**	**0**	**499,646**	**0**	**9,500**	**68,000**	**0**	**638,146**

SERVICE AREA: _____
(List by County/City if service area is not entire PSA) _____

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY AIP? NO
If yes, please describe: _____

SCHEDULE OF MATCH & OTHER RESOURCES #1 **FY 2017**

SOURCE OF FUNDS	MATCH VALUE Cash	MATCH VALUE In-Kind	OTHER RESOURCES VALUE Cash	OTHER RESOURCES VALUE In-Kind
Cllient and Family Support				68,000
AAANM Fund Balance	9,500			

FY 2017 Annual Implementation Plan
Direct Service Budget Detail #2

AAA: 1/0/1900 **FISCAL YEAR:** FY 2017

SERVICE: Information and Assistance

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match Cash	Match In-Kind	Other Resources	Total Budgeted
Wages/Salaries	34,585							34,585
Fringe Benefits	5,415				11,494			16,909
Travel					742			742
Training								0
Supplies					347			347
Occupancy					1,112			1,112
Communications					1,220			1,220
Equipment					1,085			1,085
Other:								0
Service Costs								0
Purchased Services								0
								0
Totals	40,000	0	0	0	16,000	0	0	56,000

SERVICE AREA:
(List by County/City if service area is not entire PSA)

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY AIP? NO
If yes, please describe:

SCHEDULE OF MATCH & OTHER RESOURCES #2 FY 2017

SOURCE OF FUNDS	MATCH VALUE Cash	MATCH VALUE In-Kind	OTHER RESOURCES VALUE Cash	OTHER RESOURCES VALUE In-Kind
Local County Funds				

FY 2017 Annual Implementation Plan
Direct Service Budget Detail #3

AAA: 1/0/1900 **FISCAL YEAR:** FY 2017

SERVICE: Long Term Care Ombudsman/Elder Abuse

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted
					Cash	In-Kind		
Wages/Salaries	19,272		13,559			8,000		**40,831**
Fringe Benefits	9,089		6,500			3,000		**18,589**
Travel	3,450		3,032					**6,482**
Training			1,500			2,500		**4,000**
Supplies	150		1,200					**1,350**
Occupancy	2,900		3,000					**5,900**
Communications			1,500					**1,500**
Equipment	700		1,500					**2,200**
Other:			900					**900**
Service Costs								**0**
Purchased Services								**0**
								0
Totals	**35,561**	**0**	**32,691**	**0**	**0**	**13,500**	**0**	**81,752**

SERVICE AREA:
(List by County/City if service area is not entire PSA)

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY AIP? NO
If yes, please describe:

SCHEDULE OF MATCH & OTHER RESOURCES #3 FY 2017

SOURCE OF FUNDS	MATCH VALUE		OTHER RESOURCES VALUE	
	Cash	In-Kind	Cash	In-Kind
AAANM Admin		13,500		

FY 2017 Annual Implementation Plan
Direct Service Budget Detail #4

AAA: 1/0/1900 **FISCAL YEAR:** FY 2017

SERVICE: Disease Prevention (Path, Matter of Balance)

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted
					Cash	In-Kind		
Wages/Salaries	3,735					2,000		5,735
Fringe Benefits	844							844
Travel	1,000							1,000
Training	3,000							3,000
Supplies								0
Occupancy								0
Communications								0
Equipment								0
Other:								0
Service Costs								0
Purchased Services								0
								0
Totals	8,579	0	0	0	0	2,000	0	10,579

SERVICE AREA:
(List by County/City if service area is not entire PSA)

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY AIP? NO
If yes, please describe:

SCHEDULE OF MATCH & OTHER RESOURCES #4 FY 2017

SOURCE OF FUNDS	MATCH VALUE		OTHER RESOURCES VALUE	
	Cash	In-Kind	Cash	In-Kind
AAANM Administration		2,000		

FY 2017 Annual Implementation Plan
Direct Service Budget Detail #5

AAA: 1/0/1900 FISCAL YEAR: FY 2017

SERVICE: Disease Prevention (CCC)

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted
					Cash	In-Kind		
Wages/Salaries	10,000					3,000		13,000
Fringe Benefits	1,398							1,398
Travel	1,500							1,500
Training	4,102							4,102
Supplies								0
Occupancy								0
Communications								0
Equipment								0
Other:								0
Service Costs								0
Purchased Services								0
								0
Totals	17,000	0	0	0	0	3,000	0	20,000

SERVICE AREA:
(List by County/City if service area is not entire PSA)

Does the Direst Service Budget reflect any changes to the one approved as part of the agency's FY 2014 AIP? NO
If yes, please describe:

SCHEDULE OF MATCH & OTHER RESOURCES #5 FY 2017

SOURCE OF FUNDS	MATCH VALUE		OTHER RESOURCES VALUE	
	Cash	In-Kind	Cash	In-Kind
AAANM Administration		3,000		

EVIDENCE-BASED PROGRAMS PLANNED FOR FY 2017

Funded Under Disease Prevention Health Promotion Service Definition

Provide the information requested below for Evidence-Based Programs (EBDP) to be funded under Title III-D.

Beginning October 1, 2016 (FY 2017), Title III-D funds can only be used on health promotion programs that meet the highest level criteria as determined by the Administration for Community Living (ACL) Administration on Aging (AoA). Please see the "List of Approved EBDP Programs for Title III-D Funds" in the Document Library. Only programs from this list will be approved beginning in FY 2017.

Program Name	Provider Name	Anticipated No. of Participants	Funding Amount
Personal Action Toward Health (PATH) for Chronic Disease, Chronic Pai	AAANM and a variety of trained PATH Leaders	100	$8,579
Creating Confident Caregivers	AAANM and a variety of trained CCC Leaders	50	$17,000

DUAL SERVICE COORDINATION CONTINUUM

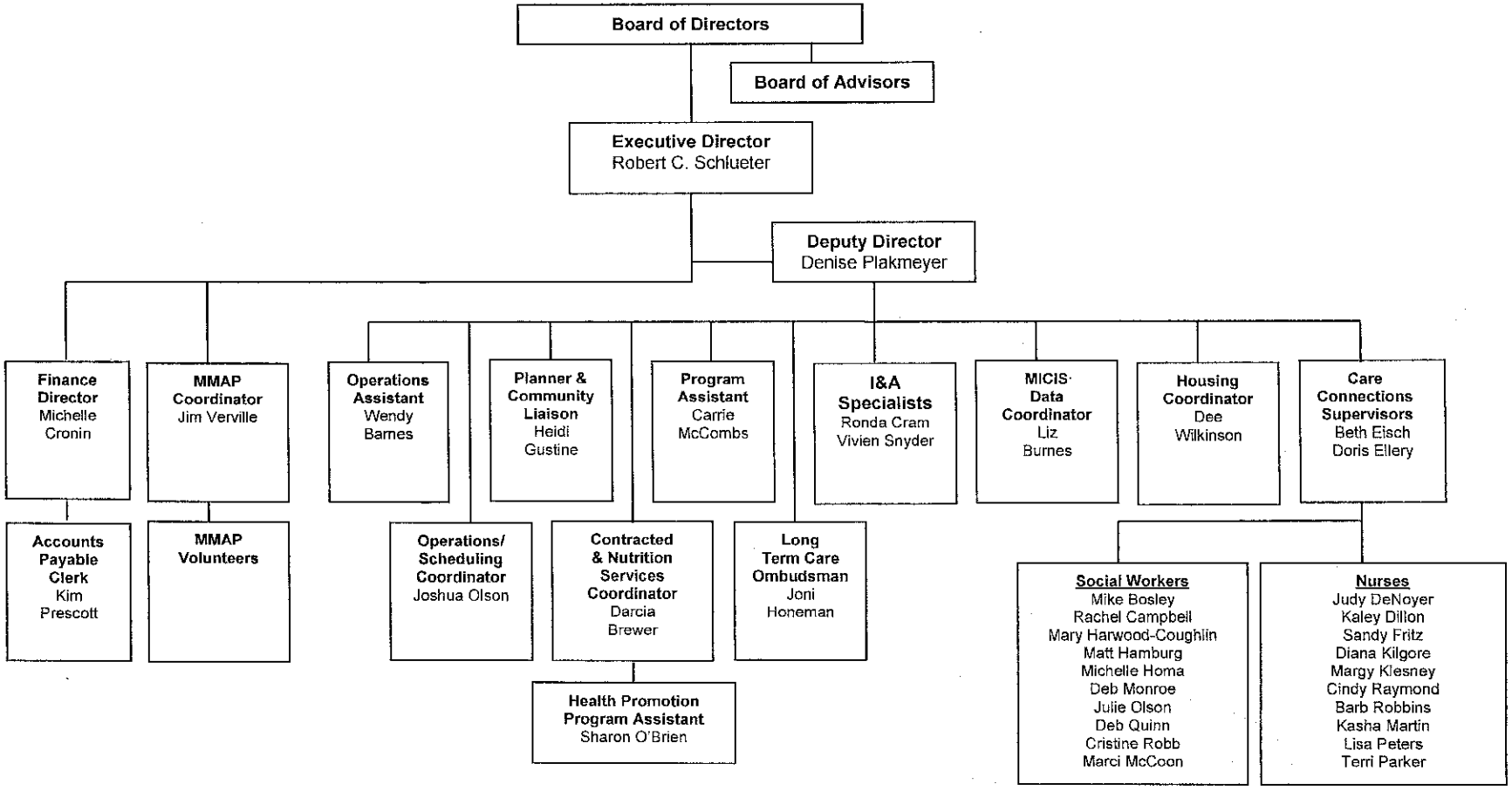
Community-Based Aging and Health Care System

The Dual Service Coordination Continuum serves as a way to graphically represent two service coordination continuums. The upper continuum represents health care services and the lower continuum represents community-based services. Together they show the entire range of service coordination options available to the consumer. Area agency-related options are primarily reflected on the community-based continuum. Boxes 2-5 are to describe service coordination program options. Box 1, Education and Prevention, describes early-on options that can help avoid premature use of more costly service coordination options.

Enter specific information in the continuum boxes provided to show the coordination of service program options available in the planning and service area. If you cannot fit all area programs in the space provided, list only the primary ones. Upload your completed continuum under the Budget and Other Documents tab. (For technical assistance, see completed sample in the Documents Library.)

Planning & Service Area	Region 10				
Type of Continuum	**Education and Prevention**	**Access I&A**	**Options Counseling**	**Case Coordination & Support**	**Care Management**
Healthcare and Medical Continuum	Patient Centered Medical Homes - Care Coordinators Federally Qualified Health Centers - Care Coordinators and Community Health Workers Hospital sponsored health education programs	Patient Centered Medical Homes Federally Qualified Health Centers Hospitals within Region 10	Case Management and Discharge Planners at hospitals within Region10	Patient Centered Medical Homes Federally Qualified Health Centers Homecare and hospice agencies within Region 10 Hospitals within Region10 Chronic Care Management	Patient Centered Medical Homes Federally Qualified Health Centers Insurance based Case Management Chronic Care Management
Community-Based Support Continuum	Alzheimer's Association education and events Community based education including classes and events sponsored by libraries, support groups, Commissions and Councils on Aging and/or Senior Centers, Health Departments, MSU Extension Personal Action Toward Health (PATH), Creating Confident Caregivers and Matter of Balance programs	Area Agency on Aging of Northwest MI Commissions/Councils on Aging ADRC and 211 Human Service Agencies Senior resource directories, internet Health Departments Community Mental Health	Area Agency on Aging of Northwest MI Commissions/Councils on Aging ADRC Human service agencies Housing placement programs and services Nursing Facility Transition Services	Commissions/Councils on Aging ShareCare of Leelanau Parish nurses	Area Agency on Aging of Northwest MI - MI Choice Waiver - Care Management - Caregiver Assessment Northern Healthcare Management - MI Choice Waiver MDHHS Adult Home Health Services

Area Agency on Aging of Northwest Michigan
Organizational Chart (5/9/2016)



Appendices

Appendices A through F are presented in the list below. Select the appendix from the list on the left. Provide all requested information for each selected appendix.

A. Policy Board membership
B. Advisory Council membership
C. Proposal selection criteria
D. Cash-in-lieu-of-commodity agreement
E. Waiver of minimum percentage of a priority service category
F. Request to transfer funds

APPENDIX A

Board of Directors Membership

	Asian/Pacific Islander	African American	Native American/ Alaskan	Hispanic Origin	Persons with Disabilities	Female	Total Membership
Membership Demographics	0	0	0	0	0	5	15
Aged 60 and Over	0	0	0	0	0	4	13

Board Member Name	Geographic Area	Affiliation	Elected Official	Appointed	Community Representative
Don Schuiteman	Antrim County				Yes
Karen Bargy	Antrim County			Yes	
Roger Griner	Benzie County			Yes	
George T Lasater	Charlevoix County			Yes	
Victor Patrick	Charlevoix County				Yes
Bert Notestine	Emmet County			Yes	
Kory Hansen	Grand Traverse County	Grand Traverse Pavilions		Yes	
Patty Cox	Kalkaska County			Yes	
Rebecca Barr	Kalkaska County				Yes
Mary Tonneberger	Leelanau County			Yes	
Eric Lind	Leelanau County				Yes
Mark Bergstrom	Manistee County			Yes	
Pam Niebrzydowski	Missaukee County	Board of Advisors Liaison, MSAC Member		Yes	
Lester Barnes	Wexford County				Yes
Gary Taylor	Wexford County			Yes	

APPENDIX B

Advisory Board Membership

	Asian/ Pacific Islander	African American	Native American/Alaskan	Hispanic Origin	Persons with Disabilities	Female	Total Membership
Membership Demographics	0	0	0	0	0	11	17
Aged 60 and Over	0	0	0	0	0	9	14

Board Member Name	Geographic Area	Affiliation
Ray Mills	Antrim County	
Doug Durand	Benzie County	Benzie County Council on Aging, MSAC Member
Shirlene Tripp	Charlevoix County	
Louis Fantini	Emmet County	
Sue Fantini	Emmet County	
Toni Hernalsteen	Grand Traverse County	Pugsley Correctional Facility
Russ Marshall	Grand Traverse County	
Linda C Scott	Grand Traverse	The Village at Bay Ridge
Carrol Cort	Kalkaska County	
Barbara Carson	Kalkaska County	
Meredith Goodrick	Leelanau County	Heartland Hospice
Robert Daniels	Manistee County	
Pam Niebrzydowski	Missaukee County	Board of Directors Liaison, MSAC Member
Rick Marion Jr	Missaukee County	
Eleanor Sosenko	Wexford County	MSAC Member
Nancy Shoop	Wexford County	
Sharon Flewelling	Wexford County	

Please correct the following data validation errors:
- **A MDHHS contact must be selected.**

County Child Care Budget Summary (DHS-2091)

Organization: Benzie County | Fiscal Year: October 1, 2015 through September 30, 2016 | Status: In Progress

County Child Care Budget Summary (DHS-2091)

Michigan Department of Health and Human Services (MDHHS)
Children's Services Agency
Benzie County for October 1, 2015 through September 30, 2016

Organization	Court Contact Person	Telephone Number	Email Address
Benzie County	Cameron Clark - CCF Orga		cclark@mnstco.net
Fiscal Year	**MDHHS Contact Person**	**Telephone Number**	**Email Address**
October 1, 2015 through September 30, 2016			

Care	Type Of	Anticipated Expenditures		
Care Fund	**I. Child**	**MDHHS**	**Court**	**Combined**
A. Family Foster Care		$0.00	$97,200.00	$97,200.00
B. Institutional Care		$0.00	$93,000.00	$93,000.00
C. In-Home Care		$0.00	$133,972.00	$133,972.00
D. Independent Living		$0.00	$0.00	$0.00
E. Subtotals		$0.00	$324,172.00	$324,172.00
F. Revenue		$0.00	$0.00	$0.00
G. Net Expenditure		$0.00	$324,172.00	$324,172.00

Cost Sharing Ratios	County 50% / State 50%

II. Child Care Fund	**Court**	**Combined**
Foster Care During Release Appeal Period	$0.00	$0.00

Cost Sharing Ratios	County 0% / State 100%

III. Juvenile Justice Services Fund	**MDHHS**	**Court**	**Combined**
Basic Grant			

	$0.00	$15,000.00	$15,000.00

Cost Sharing Ratios	County 0% / State 100% $15,000.00 Maximum

IV. Total Expenditure	$339,172.00

BUDGET DEVELOPMENT CERTIFICATION

THE UNDERSIGNED HAVE PARTICIPATED IN DEVELOPING THE PROGRAM BUDGET PRESENTED ABOVE. We certify that the budget submitted above represents an anticipated gross expenditure for the fiscal year: October 1, 2015 through September 30, 2016; and any requests for reimbursement shall adhere to all state law, administrative rules and child care fund handbook authority.

Presiding Judge	Hon [illegible]	**Date**	6/1/16
County Director of MDHHS Signature	[illegible]	**Date**	5/7/16
Chairperson, Board of Commissioner's Signature		**Date**	
And/Or County Executive Signature		**Date**	

The Michigan Department of Health and Human Services will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to an MDHHS office in your county.

AUTHORITY: Act 87, Publication of 1978, as amended.
COMPLETION: Required
PENALTY: State reimbursement will be withheld from local government.

Approval

Apply Save Cancel

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Release Notes |

Amended CCF budget for Benzie. Reflects change from Soc. Worker to Vol. Program

Cameron

Contract for Services

This Project Administration Agreement is made this _____ day of _____, 2016 between Northwest Michigan Community Action Agency, Inc. (NMCAA), a private non-profit at 3963 Three Mile Road, Traverse City, MI 49686 and Benzie County (County), a Michigan municipal corporation, whose address is Benzie County Government Center, 448 Court Place, Beulah, MI 49617.

I. Purpose

The purpose of this Agreement is to specify terms, conditions, compensation, and essential duties as an Administrator for the Homeowner Rehabilitation (HO) program in Benzie County. COUNTY has recaptured Program Income (PI) funds designated for Homeowner Rehabilitation from previous CDBG programs and wishes to engage NMCAA to administer funds on projects as they are presented. NMCAA plans to assist COUNTY in utilizing this PI and may leverage other funds to renovate homes owned by income qualified homeowners within Benzie County.

The scope of work provided by NMCAA will include consultation and project management of Homeowner Rehabilitation or emergency repair PI funds.

II. Recitals

Benzie County has decided to invest its CDBG Program Income dollars accumulated and to be received in order to provide homeowner repairs to Benzie County residents in need, and in accordance with such terms and conditions that govern the use of CDBG Program Income funds pursuant to HUD and MSHDA regulations.

County determines that it is in the best interest of the COUNTY and its citizens to have the PI administered by a third party familiar with County-wide housing needs.

NMCAA is a Michigan non-profit corporation familiar with County-wide housing needs which desires to administer the Program.

This Agreement is intended to memorialize the parties' understanding regarding administration of the PI.

III. Scope of Services provided by NMCAA

NMCAA shall complete or facilitate completion of the following essential duties:

a) Review Benzie County CDBG Program Guidelines to ensure that they are consistent with HUD and MSHDA requirements. Provide suggested modifications to consider. Program Guidelines will serve as a reference guide for current and future staff, clients and funding sources.

b) Meet with agents of Benzie County via phone conference on an as needed basis to discuss current status of eligible applicants; review proposed projects and receive approval to commit funds; and/or review status of renovation projects in progress.
c) Receive phone inquiries and prescreen applicants for potential eligibility for County PI funds. Provide appropriate referrals for those not eligible for County PI.
d) Assist Benzie County staff by processing applications including eligibility determination, income verification, closeout process, client file organization, and compliance tracking.
e) Provide or facilitate HQS/UPCS inspections, renovation specification, cost estimates.
f) Prepare and submit individual projects to Benzie County for approval, via project summaries and phone conferencing.
g) Prepare and submit bid documents, bid procurement, contractor walk-throughs, draw inspections and other Project Management duties as identified by Benzie County staff.
h) Prepare and submit individual project draws to Benzie County for review in order for Program Income to be expended on OPAL.
i) Prepare and submit in writing to the County, at an interval not more than quarterly, a summary report identifying progress on those projects that NMCAA has acted on during the period since the last report was submitted.
j) Provide support with MATT/OPAL software access, authorization, utilization, Project Status Reports, MSHDA documentation requirements and other OPAL work as needed.
k) Collect MSHDA required documentation and data including, household characteristics, Certificate of Occupancy, Energy Star Certificate (if applicable), project data, and other documentation. Organize documentation in project file and/or submit data in OPAL or paper format as requested.
l) Assist Benzie County with internal control issues, and other program management responsibilities.
m) Facilitate communication with MSHDA/MEDC Community Development Specialist(s) as needed.

NMCAA will be available to Benzie County representatives, property owners, and MSHDA/MEDC staff by telephone, or email throughout the duration of the contract as necessary to carry out the work described in the Scope of Services.

IV. Compensation

For services rendered under this Contract, Benzie County will pay NMCAA the following:
a) 10% Activity Delivery Fees (ADF) charged to project hard costs.
b) 18% Administration Fees drawn on all Program Income expenditure (hard costs plus ADF).
c) Additional assigned tasks outside the above Scope of Services will be billed to Benzie County at $100 per hour and paid to NMCAA.

Benzie County will pay NMCAA within 15 days of the date that an Invoice is provided for fees related to expenditure of program income correlating with project completion draws.

V. Officers and Employees

It is mutually agreed that all officers and employees of NMCAA are recognized as officers and employees of NMCAA, and not the COUNTY. It is understood and agreed by the parties that the

COUNTY shall have no obligation to compensate, in any manner, officers or employees of NMCAA or to otherwise provide benefits to the same. Instead, any salaries, wages, expenses or benefits of NMCAA's officers and employees shall remain the sole obligation of NMCAA.

VI. Insurance

NMCAA carries comprehensive General Liability Insurance on an occurrence basis which shall insure NMCAA, such insurance at all times to be in an amount of not less than one Million Dollars ($1,000,000) for bodily injury per occurrence, and Two Hundred fifty Thousand Dollars ($250,000) for property damage per occurrence.

VII. Indemnification

NMCAA agrees to hold and save the COUNTY, its officers, employees and agents free and harmless from any and all claims, demands, liabilities, loss, costs or expenses in connection with the performance by NMCAA of its obligations hereunder including, without limitation, all injuries to persons or property when NMCAA is carrying out or attempting to carry out its obligations hereunder or acting under the direction, express or implied, of the COUNTY, or by reason of NMCAA's failure or refusal to comply or abide by any rule, order, determination, ordinance or law of any federal, state or municipal authority.

COUNTY agrees, to the fullest extent permitted by law, to indemnify and hold harmless NMCAA, its officers, directors and employees against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by COUNTY's negligent acts in connection with the Project and the acts of its consultants, sub-consultants or anyone for whom COUNTY is legally liable.

NMCAA agrees to hold and save the COUNTY, its officers, employees and agents free and harmless from any and all claims, demands, liabilities, loss, costs or expenses arising out of an assertion by NMCAA's agents or employees that they are agents or employees of COUNTY.

Neither NMCAA nor County shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.

VIII. Financial Administration

COUNTY shall receive, hold and maintain all Program Income funds to the extent, and in the manner, permitted by law. All PI funds shall be deposited in the Central State bank and shall remain under control of the COUNTY except as expressly provided for in this Agreement.

NMCAA will prepare vouchers for payment of PI expenditures. All vouchers will be subject to NMCAA supervisory approval before payment and will be maintained in NMCAA files for audit and review purposes.

NMCAA shall maintain and retain all financial records in accordance with the terms, conditions and requirements of MSHDA/MEDC and applicable law.

The parties acknowledge and agree that the COUNTY shall not be required to expend any of its funds, except for the PI funds identified herein, as a result of any provision contained in the Contract.

IX. Miscellaneous Provisions

All Notices permitted or required hereunder shall be in writing and either mailed or personally delivered to the address above stated. If by mail, notice shall be deposited in the United States mail, postage prepaid, registered or certified mail, return receipt requested and addressed to the party to whom notice is directed. If by personal delivery, notice shall be personally delivered to the party to whom notice is directed.

The invalidity or unenforceability of any provision of this Agreement shall not affect the enforceability or validity of remaining provisions and this Agreement shall be construed in all respects as if any invalid or unenforceable provision were omitted.

No term, condition, covenant or provision contained in the Agreement may be waived except in a writing signed by the waiving party. No oral statements, course of conduct or course of dealing shall be deemed a waiver. No waiver by any party hereto of any violation or breach of this Agreement shall be deemed or construed to constitute a waiver of any other violation or breach, or as a continuing waiver of any violation or breach.

This Agreement shall be interpreted, construed and governed according to the laws of the United States of America and the State of Michigan.

The headings to the various sections contained in this Agreement are for convenience only and shall to no extent affect the meaning, scope or interpretation hereof.

This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which shall constitute one instrument.

This constitutes the entire Agreement between the parties with respect to the subject matter hereof and any prior discussions or negotiations.

This Agreement may not be assigned, in whole or in part.

X. Amendments

This Agreement may be amended only by mutual consent in writing signed by both parties.

Agreed and accepted this 7th day of June, 2016 by

Chairman Board of Commissioners BENZIE COUNTY	John Stephenson, Executive Director NMCAA

Tribal Council Allocation of 2% Funds
Application Form

PLEASE NOTE:

Under the terms of the consent decree, which settled *Tribes v. Engler* (Case No. 1:90-CV-611, U.S. Dist. Ct., West. Dist. Mich.), the Grand Traverse Band of Ottawa and Chippewa Indians, as defined in the stipulation, has agreed to pay 2% of its video gaming revenue to local units of government (i.e., local township, village, city, county board of commissioners, public school system).

***ONLY LOCAL UNITS OF GOVERNMENT LOCATED WITHIN GTB'S 6-COUNTY SERVICE AREA WILL BE CONSIDERED FOR 2% GRANTS.**

1. Allocation Cycle: __X__ June __X__ Submission Date – June 30th
   _____ December _____ Submission Date – December 31st

2. Name of Applicant: Benzie County Emergency Medical Services
   Address: 448 Court Place
   Beulah, Michigan 49617
   Phone #: (231) 325-0035 Fax #: (231) 325-0033
   Authorized Signature: _____
   Printed Name: Roger Griner
   Title: Chair, Benzie County Board of Commissioners
   Contact person: Name: Craig Johnson
   Telephone #: (231) 325-0035 Fax #: (231) 325-0033

3. Type of Applicant:
   __X__ Local Government _____ Local Court
   _____ Township _____ County Commissioner _____ Road Commission
   _____ Public School District _____ College _____ Charter School
   _____ Public Library _____ Sheriff/Police Department _____ Fire Department

4. Fiscal Data:

Amount Requested:	$ 29,660.00	Percent: 100 %
Local Leveraging: (Match)	$ _____	Percent: 0 %
Total Budget:	$ 29,660.00	Percent: 100 %

5. Target Population:
   (Indicate the number of GTB members)
   27 Children 86 Adults 43 Elders
   156 Total GTB member Community X Others

6. Counties Impacted: _____ Antrim __X__ Benzie _____ Charlevoix
_____ Grand Traverse_____ Leelanau _____ Manistee

7. Brief Description (purpose of funding); include statement of need:

Benzie County Emergency Medical Services is requesting a total of $29,660.00 to purchase two (2) powered ambulance cots for ambulances operated by Benzie County EMS to make it safer for medical personnel and patients. Powered ambulance cots dramatically reduce strenuous lifting and the associated risk of back injury. Medical personnel experience frequent spinal loading due to repetitive motions such as lifting, lowering, carrying, and bending. Use of the powered ambulance cot has proven to reduce spinal loading, resulting in reduced injuries, lost or modified workdays, and workers' compensation costs, and increased recruitment and retention.

The powered ambulance cot uses a battery-powered hydraulic system that raises and lowers the patient at the touch of a button. It also has a retractable head section reduces footprint of the cot and allows it to navigate very tight spaces in any height position. The unit also has a 700 lb. load capacity which is much more than our existing cots and allows for the safe and efficient transport of the morbidly obese that we occasionally must transport.

Based on injury experience, Benzie County EMS had a paramedic suffer a back injury directly attributable to lifting a cot. The paramedic had several surgeries and is now on disability. The injury has cost Benzie County workers compensation carrier almost $500,000. Through the injury was covered by insurance, workers compensation rates have increased as a direct result of this injury. An injury that could have been prevented had we had powered ambulance cots.

This application was presented to the Benzie County Local Emergency Planning Committee/Local Planning Team, whom develop the emergency response strategies for identified hazards in Benzie County. They fully endorsed this request with a unanimous vote of all members present at their May 26th, 2016 meeting. This request was also submitted to the Benzie County Board of Commissioners who fully supported it at their June 14th, 2016 meeting.

8. This question only pertains to Public School Systems. If you are not a Public School system, skip to question

(a) **Program formula: (1) $5,000. Per school + ($1,000 x # of GTB member students) = allocation.**

Please note: 1) In completing this section, only provide the student numbers of currently enrolled GTB members; do not include the general Native American data of your school system; and 2) there will be a cap of $100,000 per school, based on the school's GTB membership count.

(b) Recommendation from Parent Committee: _____ YES _____ NO

(c) Describe parent involvement in project: _____

_____

(d) Does the school receive Title IX Indian Education Funds? _____ YES _____ NO

If yes, how much: _____

9. What are the start and completion dates of the proposed project?

Start __Upon receipt of grant__ Completion __90 days from receipt of grant__

10. Has applicant received prior awards through the Tribe's 2% funding allocation?

__X__ YES _____ NO. If yes, please list the start and end dates and amount:

Start Date	End Date	Amount

There were successful grant applications prior to the grants listed below, however, I was unable to locate the dates and amounts in the records I had available to me.

11. Are all of the previous allocations expended? __X__ YES _____ NO.

If no, what are the start and end dates and amounts:

_____ - _____ and amounts: _____

_____ - _____ _____

_____ - _____ _____

_____ - _____ _____

12. Is the proposed project new __X__ or a continuation project _____?

If this is a continuation project, please explain why there is a need to continue funding:

_____

_____

13. Impact of Gaming on local program: (e.g., increase in student population, resulting from increase in Tribal employment or increase in emergency services to Casino patrons).

Our rural community is home to many individuals who seek employment and entertainment at local casinos. These people are our family and friends and it is our job to ensure their safety. Local casinos provide a significant economic and social development boost to the region, thus enhancing the well-being of the community we all call home.

14. How will the success of the project be assessed (evaluation plan)? The equipment requested will assist us in reducing our worker compensation experience with our employees.

15. If new staff is required, will preference be given to Native American applicants?

__X__ YES _____ NO

16. Budget: Please attach a one-page itemization of the planned budget. Include explanation for each category of the budget.

Note: **A final report on expenditure of funds and project results will be due to the Tribal Council 30 days after project completion.**

BEFORE YOU MAIL, PLEASE REMEMBER TO:

1) Execute authorized signature
2) Attach 1-page budget
3) Submit **before the deadline from the cover letter you received**

Benzie County Emergency Emergency Medical Services-Power Cots

Product Description	Number Requested	Cost Per Item	Total Per Item
Power-ProXT Ambulance Power Cot	2	$ 12,941.00	$ 25,882.00
XPS Option (Expandable Patient Surface)	2	$ 1,627.00	$ 3,254.00
2 Stage IV Pole PR Option	2	$ 220.00	$ 440.00
Equipment Hook	2	$ 42.00	$ 84.00
PROJECT TOTAL			**$ 29,660.00**

Tribal Council Allocation of 2% Funds
Application Form

PLEASE NOTE:

Under the terms of the consent decree, which settled *Tribes v. Engler* (Case No. 1:90-CV-611, U.S. Dist. Ct., West. Dist. Mich.), the Grand Traverse Band of Ottawa and Chippewa Indians, as defined in the stipulation, has agreed to pay 2% of its video gaming revenue to local units of government (i.e., local township, village, city, county board of commissioners, public school system).

***ONLY LOCAL UNITS OF GOVERNMENT LOCATED WITHIN GTB'S 6-COUNTY SERVICE AREA WILL BE CONSIDERED FOR 2% GRANTS.**

1. Allocation Cycle: X June — X Submission Date – June 30th
   ___ December — ___ Submission Date – December 31st

2. Name of Applicant: Benzie County Office of Emergency Management
   Address: 448 Court Place Room 134
   Beulah, Michigan 49617
   Phone #: (231) 882-4487 Fax #: (231) 882-5894
   Authorized Signature: ___
   Printed Name: Roger Griner
   Title: Chair, Benzie County Board of Commissioners
   Contact person: Name: Frank Post
   Telephone #: (231) 882-0567 Fax #: (231) 882-0568

3. Type of Applicant:
   X Local Government — ___ Local Court
   ___ Township — ___ County Commissioner — ___ Road Commission
   ___ Public School District — ___ College — ___ Charter School
   ___ Public Library — ___ Sheriff/Police Department — ___ Fire Department

4. Fiscal Data:

Amount Requested:	$ 37,112.00	Percent: 100 %
Local Leveraging: (Match)	$ ___	Percent: 0 %
Total Budget:	$ 37,112.00	Percent: 100 %

5. Target Population:
   (Indicate the number of GTB members)
   27 Children — 86 Adults — 43 Elders
   156 Total GTB member Community — X Others

6. Counties Impacted: _____ Antrim **X** Benzie _____ Charlevoix
_____ Grand Traverse_____ Leelanau _____ Manistee

7. Brief Description (purpose of funding); include statement of need:

Benzie County Office of Emergency Management is requesting a total of $37,112.00 to add a fully functional Central Dispatch position in the Emergency Operations Center to communicate and respond to all emergency services personnel in large scale emergencies.

The Benzie County Emergency Operations Center is located in the Benzie County Government Center and the Benzie County Central Dispatch Center is located in the Benzie County Sheriff's Office. They are separated by 1,000 to 1,250 feet and are only connected by telephone lines. The Emergency Operations Center has 2 simple desk radios but cannot see the status of emergency units, the pending call cue, assigned calls, pending calls or even who is on duty. Currently, calls related to a large scale emergency cannot be transferred to the Emergency Operations Center. Persons are given a phone number in the Emergency Operations Center and asked to hang up and call that number. It is extremely important that, even in a large scale emergency, that Benzie County Central Dispatch continues to handle "Calls for Service" that may not be related to the current emergency. With the addition of this system, command personnel that are assigned to the Emergency Operations Center can communicate directly to personnel in the field and have a much better picture of how events are unfolding.

As stated, our goal is to set up a separate dispatch position that will be used as the communications point for all emergency first responders assigned to the emergency being managed by the Emergency Operations Center. This will free up the Central Dispatch Center to still handle the "Calls for Service" that will continue to come in that are not part of the large scale emergency. Calls will continue to come in to the Central Dispatch Center where they will be answered. Once a call is determined to be part of the emergency being handled by the Emergency Operations Center, the call can be transferred to the proposed Dispatch Position at the Emergency Operations Center. The equipment that we are proposing will be identical to what is currently used by dispatchers in the Central Dispatch Center. This will allow a dispatcher to staff the position without any additional training or confusion, especially in an emergency.

During the storms of August 2nd, 2015 that devastated Leelanau and Grand Traverse Counties, we activated our Emergency Operations Center. It was very difficult to get an overall picture of the scope of the events as they were unfolding. While we could monitor radio traffic, we were unable to see the status of units, which units were available, the location of units, etc. One of the items identified in our After Action Review was the ability to make decisions and deploy resources in a timelier manner based on the available resources.

This application was presented to the Benzie County Local Emergency Planning Committee/Local Planning Team, whom develop the emergency response strategies for identified hazards in Benzie County. They fully endorsed this request with a unanimous vote of all members present at their May 26th, 2016 meeting. This request was also submitted to the Benzie County Board of Commissioners who fully supported it at their June 14th, 2016 meeting.

8. This question only pertains to Public School Systems. If you are not a Public School system, skip to question

(a) **Program formula: (1) $5,000. Per school + ($1,000 x # of GTB member students) = allocation.**

Please note: 1) In completing this section, only provide the student numbers of currently enrolled GTB members; do not include the general Native American data of your school system; and 2) there will be a cap of $100,000 per school, based on the school's GTB membership count.

(b) Recommendation from Parent Committee: _____ YES _____ NO

(c) Describe parent involvement in project: _____

_____

(d) Does the school receive Title IX Indian Education Funds? _____ YES _____ NO

If yes, how much: _____

9. What are the start and completion dates of the proposed project?

Start __Upon receipt of grant__ Completion__90 days from receipt of grant__

10. Has applicant received prior awards through the Tribe's 2% funding allocation?

__X__ YES _____ NO. If yes, please list the start and end dates and amount:

Start Date	End Date	Amount
There were successful grant applications prior to the grants listed below, however, I was unable to locate the dates and amounts in the records I had available to me.		
1/30/2015	6/2015	$6,940.21
1/30/2015	6/2015	$1,460.00
1/28/2016	4/2016	$11,630.00
1/28/2016	4/2016	$5,800.00
1/28/2016	4/2016	$5,500.00

11. Are all of the previous allocations expended? __X__ YES _____ NO.

If no, what are the start and end dates and amounts:

_____ - _____ and amounts: _____

_____ - _____ _____

_____ - _____ _____

_____ - _____ _____

12. Is the proposed project new __X__ or a continuation project _____?

If this is a continuation project, please explain why there is a need to continue funding:

_____

_____

13. Impact of Gaming on local program: (e.g., increase in student population, resulting from increase in Tribal employment or increase in emergency services to Casino patrons).

Our rural community is home to many individuals who seek employment and entertainment at local casinos. These people are our family and friends and it is our job to ensure their safety. Local casinos provide a significant economic and social development boost to the region, thus enhancing the well-being of the community we all call home.

14. How will the success of the project be assessed (evaluation plan)? The equipment requested as a part of this application is integral to the Benzie County, Emergency Operations Plan and as such is tested in local and regional emergency exercises on an annual basis. Those evaluations become a part of our "After Action Review" and "Plan of Improvement" that are forwarded to the Emergency Management Division of the Michigan State Police as well as the Federal Emergency Management Agency.

15. If new staff is required, will preference be given to Native American applicants?

__X__ YES _____ NO

16. Budget: Please attach a one-page itemization of the planned budget. Include explanation for each category of the budget.

Note: **A final report on expenditure of funds and project results will be due to the Tribal Council 30 days after project completion.**

BEFORE YOU MAIL, PLEASE REMEMBER TO:

1) Execute authorized signature
2) Attach 1-page budget
3) Submit **before the deadline from the cover letter you received**

Benzie County Emergency Operations Center Emergency Dispatch Position

ADD FOURTH CONSOLE POSITION FOR REDUNDANCY AT GOVERNMENT CENTER EOC	Number Requested	Cost Per Item	Total Per Item
4th Console Position at Government Center Identical to Dispatch	1	$ 13,999.00	$ 13,999.00
(Includes all hardware and Installation)			
Subtotal			**$ 13,999.00**

INSTALL TWO MPSCS RADIOS AT GOVERNMENTAL CENTER FOR ADDITIONAL RESOURCES/REDUNDANCY	Number Requested	Cost Per Item	Total Per Item
Radio Controller, VoIP, 2 Ports, 12VDC (Already Own One)	1	$ 2,384.00	$ 2,384.00
Single IP224 Rack Mount Kit	1	$ 68.00	$ 68.00
Telex Interface for P25 Control Stations	2	$ 845.00	$ 1,690.00
Kenwood 700/800MHz Control Radio (Locate at Government Center)	2	$ 1,339.00	$ 2,678.00
Shielded CAT5E Cable from Dispatch to Back of Building	1	$ 149.00	$ 149.00
Wall Mount Equipment Cabinet	1	$ 599.00	$ 599.00
66A N+1 Redundant Rack Mount Power Supply	1	$ 959.00	$ 959.00
Power Distribution Panel W/Remore Reset	1	$ 829.00	$ 829.00
1000VA Up System for Power Blinks	1	$ 799.00	$ 799.00
16-Port Ethernet Switch for Connection to Console System	1	$ 149.00	$ 149.00
High Speed 500+ Mbps Secured 4.9GHz Microwave Link Between Buildings	1	$ 1,999.00	$ 1,999.00
(Will support Fourth Position, Amatuer Radio, and All other Radio Traffic)			
1/2" Cable W/Connectors (Up to150' Per Run)	2	$ 449.00	$ 898.00
Standard Coverage Lightning Suppression	2	$ 79.00	$ 158.00
Yagi 5.5dB Gain Omnidirectional 800MHz Antennas	2	$ 249.00	$ 498.00
Small Stand-Off Arms for Antenna Mounting to Towers	2	$ 79.00	$ 158.00
Misc Install Supplies for Tower Work	1	$ 350.00	$ 350.00
Installation of System	1	$ 2,400.00	$ 2,400.00
Subtotal			**$ 16,765.00**

NEW FLEX 6300 MULTI-BAND RADIO SYSTEM W/REMOTE INTERFACE	Number Requested	Cost Per Item	Total Per Item
Flex 6300 Software Defined Radio System	1	$ 4,199.00	$ 4,199.00
Maestro Ethernet Remote Control Head (Included in Bundle Above)			
40/80 Trapped Dipole Antenna System	1	$ 599.00	$ 599.00
(Includes: Standoff, Antenna, LMR400, Connectors, & Lightning Suppression)			
Misc Install Supplies (Wire Ties, Patch Cables, etc...)	1	$ 50.00	$ 50.00
Install New Radio and Antenna	1	$ 1,500.00	$ 1,500.00
Subtotal			**$ 6,348.00**

PROJECT TOTAL **$ 37,112.00**

Tribal Council Allocation of 2% Funds
Application Form

PLEASE NOTE:

Under the terms of the consent decree, which settled *Tribes v. Engler* (Case No. 1:90-CV-611, U.S. Dist. Ct., West. Dist. Mich.), the Grand Traverse Band of Ottawa and Chippewa Indians, as defined in the stipulation, has agreed to pay 2% of its video gaming revenue to local units of government (i.e., local township, village, city, county board of commissioners, public school system).

***ONLY LOCAL UNITS OF GOVERNMENT LOCATED WITHIN GTB'S 6-COUNTY SERVICE AREA WILL BE CONSIDERED FOR 2% GRANTS.**

1. Allocation Cycle: __X__ June __X__ Submission Date – June 30th
   _____ December _____ Submission Date – December 31st

2. Name of Applicant: Benzie County Office of Emergency Management
   Address: 448 Court Place Room 134
   Beulah, Michigan 49617
   Phone #: (231) 882-4487 Fax #: (231) 882-5894
   Authorized Signature: _____
   Printed Name: Roger Griner
   Title: Chair, Benzie County Board of Commissioners
   Contact person: Name: Frank Post
   Telephone #: (231) 882-0567 Fax #: (231) 882-0568

3. Type of Applicant:

__X__ Local Government	_____ Local Court	
_____ Township	_____ County Commissioner	_____ Road Commission
_____ Public School District	_____ College	_____ Charter School
_____ Public Library	_____ Sheriff/Police Department	_____ Fire Department

4. Fiscal Data:

Amount Requested:	$ 10,050.00	Percent: 100 %
Local Leveraging: (Match)	$ _____	Percent: 0 %
Total Budget:	$ 10,050.00	Percent: 100 %

5. Target Population:

27 Children	86 Adults	43 Elders
156 Total GTB member Community		X Others

(Indicate the number of GTB members)

6. Counties Impacted: _____ Antrim **X** Benzie _____ Charlevoix
_____ Grand Traverse_____ Leelanau _____ Manistee

7. Brief Description (purpose of funding); include statement of need:

Benzie County Emergency Management is requesting a total of $10,050.00 to provide a 3 day training for all firefighters in Benzie County on recognizing and preventing "Flashover" conditions during structural firefighting. We are proposing to contract with Oakland Community College for 3 days of training. They will provide training for 100 firefighters in and around Benzie County at the agreed upon price. The training will consist of 8 hours of lecture and several sessions of practical training in a "Flashover Trailer" where students are taken in and actually experience a "Flashover Event".

A flashover is the near-simultaneous ignition of most of the directly exposed combustible material in an enclosed area. When certain materials are heated, they undergo thermal decomposition and release flammable gases. Flashover occurs when the majority of the exposed surfaces in a space are heated to their auto-ignition temperature and emit flammable gases.

An example of flashover is ignition of a piece of furniture in a domestic room. The fire involving the initial piece of furniture can produce a layer of hot smoke which spreads across the ceiling in the room. The hot buoyant smoke layer grows in depth, as it is bounded by the walls of the room. The radiated heat from this layer heats the surfaces of the directly exposed combustible materials in the room, causing them to give off flammable gases via pyrolysis. When the temperatures of the evolved gases become high enough, these gases will ignite.

The agreement with Oakland Community College for the training, instructors and flashover trailer would cost $9,000. We would need to purchase 75 - 4' x 8' sheets of oriented strand board (OSB) that is burned to create the "Flashover Event" at an estimated cost of $750. We are also proposing to purchase lunch for all participants and instructors for 2 days estimated to be $150 per day ($300).

This proposed training was presented to the Benzie County Firefighters/EMS Association and the Benzie County Fire Chiefs. Both organizations agree that it would be extremely beneficial to the Benzie County firefighting community and voted to endorse the proposed training. This application was also presented to the Benzie County Local Emergency Planning Committee/Local Planning Team, whom develop the emergency response strategies for identified hazards in Benzie County. They fully endorsed this request with a unanimous vote of all members present at their May 26th, 2016 meeting. This request was also submitted to the Benzie County Board of Commissioners who fully supported it at their June 14th, 2016 meeting.

8. This question only pertains to Public School Systems. If you are not a Public School system, skip to question 9.

(a) **Program formula: (1) $5,000. Per school + ($1,000 x # of GTB member students) = allocation.**

Please note: 1) In completing this section, only provide the student numbers of currently enrolled GTB members; do not include the general Native American data of your school system; and 2) there will be a cap of $100,000 per school, based on the school's GTB membership count.

(b) Recommendation from Parent Committee: _____ YES _____ NO

(c) Describe parent involvement in project: _____

_____

(d) Does the school receive Title IX Indian Education Funds? _____ YES _____ NO

If yes, how much: _____

9. What are the start and completion dates of the proposed project?

Start __Upon receipt of grant__ Completion__90 days from receipt of grant__

10. Has applicant received prior awards through the Tribe's 2% funding allocation?

__X__ YES _____ NO. If yes, please list the start and end dates and amount:

Start Date	End Date	Amount

There were successful grant applications prior to the grants listed below, however, I was unable to locate the dates and amounts in the records I had available to me.

1/30/2015	6/2015	$6,940.21
1/30/2015	6/2015	$1,460.00
1/28/2016	4/2016	$11,630.00
1/28/2016	4/2016	$5,800.00
1/28/2016	4/2016	$5,500.00

11. Are all of the previous allocations expended? __X__ YES _____ NO.

If no, what are the start and end dates and amounts:

_____ - _____ and amounts: _____

_____ - _____ _____

_____ - _____ _____

_____ - _____ _____

12. Is the proposed project new _____ or a continuation project __X__?

If this is a continuation project, please explain why there is a need to continue funding:

_____

_____

13. Impact of Gaming on local program: (e.g., increase in student population, resulting from increase in Tribal employment or increase in emergency services to Casino patrons).

Our rural community is home to many individuals who seek employment and entertainment at local casinos. These people are our family and friends and it is our job to ensure their safety. Local casinos provide a

significant economic and social development boost to the region, thus enhancing the well-being of the community we all call home.

14. How will the success of the project be assessed (evaluation plan)? The training requested as a part a strategy to better educate our firefighters to recognize unsafe conditions and make firefighting in Benzie County safer. We would expect to reduce injuries and worker compensation claims against the units of government that operate fire departments.

15. If new staff is required, will preference be given to Native American applicants?

__X__ YES _____ NO

16. Budget: Please attach a one-page itemization of the planned budget. Include explanation for each category of the budget.

Note: **A final report on expenditure of funds and project results will be due to the Tribal Council 30 days after project completion.**

BEFORE YOU MAIL, PLEASE REMEMBER TO:

1) Execute authorized signature
2) Attach 1-page budget
3) Submit **before the deadline from the cover letter you received**

Benzie County Flashover Training

ITEM	Number Requested		Total Per Item
Trainers, Flashover Trailer and Instruction	1	$	9,000.00
Oriented Strand Board (OSB)	75	$	750.00
Lunch for Firefighters during Training	100	$	300.00
PROJECT TOTAL		**$**	**10,050.00**

Tribal Council Allocation of 2% Funds
Application Form

PLEASE NOTE:

Under the terms of the consent decree, which settled *Tribes v. Engler* (Case No. 1:90-CV-611, U.S. Dist. Ct., West. Dist. Mich.), the Grand Traverse Band of Ottawa and Chippewa Indians, as defined in the stipulation, has agreed to pay 2% of its video gaming revenue to local units of government (i.e., local township, village, city, county board of commissioners, public school system).

***ONLY LOCAL UNITS OF GOVERNMENT LOCATED WITHIN GTB'S 6-COUNTY SERVICE AREA WILL BE CONSIDERED FOR 2% GRANTS.**

1. Allocation Cycle: X June — X Submission Date – June 30th
   _____ December — _____ Submission Date – December 31st

2. Name of Applicant: Benzie County Office of Emergency Management
   Address: 448 Court Place Room 134
   Beulah, Michigan 49617
   Phone #: (231) 882-4487 Fax #: (231) 882-5894
   Authorized Signature: _____
   Printed Name: Roger Griner
   Title: Chair, Benzie County Board of Commissioners
   Contact person: Name: Frank Post
   Telephone #: (231) 882-0567 Fax #: (231) 882-0568

3. Type of Applicant:
   X Local Government — _____ Local Court
   _____ Township — _____ County Commissioner — _____ Road Commission
   _____ Public School District — _____ College — _____ Charter School
   _____ Public Library — _____ Sheriff/Police Department — _____ Fire Department

4. Fiscal Data:
   Amount Requested: $ 102,129.00 — Percent: 100 %
   Local Leveraging: (Match) $ _____ — Percent: 0 %
   Total Budget: $ 102,129.00 — Percent: 100 %

5. Target Population:
   (Indicate the number of GTB members)
   27 Children — 86 Adults — 43 Elders
   156 Total GTB member Community — X Others

6. Counties Impacted: _____ Antrim **X** Benzie _____ Charlevoix
_____ Grand Traverse_____ Leelanau _____ Manistee

7. Brief Description (purpose of funding); include statement of need:.

Benzie County Office of Emergency Management is sponsoring a request to purchase seven (7) **Lund University Cardiopulmonary Assist System** or **LUCAS** manual chest compression machines that will be supplied to all of the emergency first responder non-transport and two of the transport services in Benzie County. While the LUCAS units cost estimated at $14,590.00 each (including spare battery and charging cord), we are proposing to deploy them to the first responder units that may reach individuals in "cardiac arrest" prior to an ambulances arrival and can begin the manual chest compressions.

Sudden cardiac arrest remains a leading cause of death in the Western world. Although the average age is around 70, sudden cardiac arrest can strike even the young and athletic. The majority, 95% of all patients, die before they reach the hospital. Unfortunately these figures have not changed throughout the years. If advanced care is readily available, maybe as high as 25-30% of all patients could survive.

Cardiac arrest – or "clinical death" – occurs when the heart suddenly and unexpectedly stops pumping and the blood circulation halts. The patient quickly becomes unconscious, without any subsequent breathing or pulse. As high as 70% of out-of-hospital cardiac arrests are caused by cardiac events. There is however a wide range of other events that can cause a cardiac arrest; for example drowning, asthma, anaphylactic shock or traffic accidents.

Sudden clinical death can be reversible if the patient receives immediate care and the cause of the arrest can be found and treated appropriately. The rescuer should call for help and immediately start chest compressions to sustain blood flow to the patient's brain. An early shock from a defibrillator device can potentially restart the heart's pumping function. This together with advanced cardiopulmonary resuscitation (CPR) provided by swift-acting paramedics and followed by attentive hospital care are an integral part of the rescue activities that are called the chain of survival.

Benzie County Emergency Medical Services currently has two (2) of the LUCAS units in service on their Advanced Life Support Ambulances and has seen a dramatic increase in survivability of "cardiac arrest" patients when deployed. Prior to Benzie County EMS receiving the two (2) LUCAS units, survival rates from "cardiac arrest" was a 1.9% survival rate. After the two (2) LUCAS units were deployed the survival rates increased to 8.5% survival.

The problem in Benzie County is we are a rural community and as such the time for an ambulance to arrive could be 10 to 15 minutes after the initial call of a "cardiac arrest". Often non-transport emergency first responders have been dispatched and are on scene prior to ambulance arrival and have made heroic efforts to save the victim, but without the LUCAS units, have been unsuccessful in resuscitating the patient.

LUCAS units also facilitates the transportation of cardiac arrest patients with ongoing compressions, not only from the scene to the ambulance, but also inside a fast-moving ambulance. It is well established that effective CPR is very difficult to achieve manually in these situations. In addition, rescuers will no longer have to compromise their own safety by providing compression during transportation. With the LUCAS unit consistently performing the compressions, rescuers are still able to sit firmly, belted and watching over the patient. This is extremely important based on the distances that our ambulances may have to travel to reach a critical care hospital.

This application was presented to the Benzie County Local Emergency Planning Committee/Local Planning Team, whom develop the emergency response strategies for identified hazards in Benzie County. They fully endorsed this request with a unanimous vote of all members present at their May 26th, 2016 meeting. This request was also submitted to the Benzie County Board of Commissioners who fully supported it at their June 14th, 2016 meeting.

8. This question only pertains to Public School Systems. If you are not a Public School system, skip to question 9.

(a) **Program formula: (1) $5,000. Per school + ($1,000 x # of GTB member students) = allocation.**

Please note: 1) In completing this section, only provide the student numbers of currently enrolled GTB members; do not include the general Native American data of your school system; and 2) there will be a cap of $100,000 per school, based on the school's GTB membership count.

(b) Recommendation from Parent Committee: _____ YES _____ NO

(c) Describe parent involvement in project: _____

_____

(d) Does the school receive Title IX Indian Education Funds? _____ YES _____ NO

If yes, how much: _____

9. What are the start and completion dates of the proposed project?

Start Upon receipt of grant Completion 90 days from receipt of grant

10. Has applicant received prior awards through the Tribe's 2% funding allocation?

X YES _____ NO. If yes, please list the start and end dates and amount:

Start Date	End Date	Amount

There were successful grant applications prior to the grants listed below, however, I was unable to locate the dates and amounts in the records I had available to me.

11. Are all of the previous allocations expended? X YES _____ NO.

If no, what are the start and end dates and amounts:

_____ - _____ and amounts: _____

_____ - _____ _____

_____ - _____ _____

_____ - _____ _____

12. Is the proposed project new _____ or a continuation project X?

If this is a continuation project, please explain why there is a need to continue funding:

_____

_____

13. Impact of Gaming on local program: (e.g., increase in student population, resulting from increase in Tribal employment or increase in emergency services to Casino patrons).
Our rural community is home to many individuals who seek employment and entertainment at local casinos. These people are our family and friends and it is our job to ensure their safety. Local casinos provide a significant economic and social development boost to the region, thus enhancing the well-being of the community we all call home.

14. How will the success of the project be assessed (evaluation plan)? Through the "Quality Assurance Program", all cardiac arrest patients will be reviewed to show the effectiveness of the LUCAS units.

15. If new staff is required, will preference be given to Native American applicants?
__X__ YES _____ NO

16. Budget: Please attach a one-page itemization of the planned budget. Include explanation for each category of the budget.

Note: **A final report on expenditure of funds and project results will be due to the Tribal Council 30 days after project completion.**

BEFORE YOU MAIL, PLEASE REMEMBER TO:

1) Execute authorized signature
2) Attach 1-page budget
3) Submit **before the deadline from the cover letter you received**

Benzie County Emergency Management LUCAS Units

Product Description	Number Requested	Cost Per Item	Total Per Item
LUCAS Battery-Rechargeable Lithium Polymer	7	$ 676.78	$ 4,737.46
LUCAS Power Supply Cord	7	$ 340.86	$ 2,386.02
LUCAS Chest Compression System	7	$ 13,545.80	$ 94,820.60
Estimated Shipping	1	$ 185.00	$ 185.00
PROJECT TOTAL			**$ 102,129.08**

Tribal Council Allocation of 2% Funds
Application Form

PLEASE NOTE:

Under the terms of the consent decree, which settled *Tribes v. Engler* (Case No. 1:90-CV-611, U.S. Dist. Ct., West. Dist. Mich.), the Grand Traverse Band of Ottawa and Chippewa Indians, as defined in the stipulation, has agreed to pay 2% of its video gaming revenue to local units of government (i.e., local township, village, city, county board of commissioners, public school system).

***ONLY LOCAL UNITS OF GOVERNMENT LOCATED WITHIN GTB'S 6-COUNTY SERVICE AREA WILL BE CONSIDERED FOR 2% GRANTS.**

1. Allocation Cycle: X June — X Submission Date – June 30th
   ___ December — ___ Submission Date – December 31st

2. Name of Applicant: Benzie County Office of Emergency Management
   Address: 448 Court Place Room 134
   Beulah, Michigan 49617
   Phone #: (231) 882-4487 Fax #: (231) 882-5894
   Authorized Signature: ___
   Printed Name: Roger Griner
   Title: Chair, Benzie County Board of Commissioners
   Contact person: Name: Frank Post
   Telephone #: (231) 882-0567 Fax #: (231) 882-0568

3. Type of Applicant:
   X Local Government — ___ Local Court
   ___ Township — ___ County Commissioner — ___ Road Commission
   ___ Public School District — ___ College — ___ Charter School
   ___ Public Library — ___ Sheriff/Police Department — ___ Fire Department

4. Fiscal Data:

Amount Requested:	$ 9,900.00	Percent: 100 %
Local Leveraging: (Match)	$ ___	Percent: 0 %
Total Budget:	$ 9,900.00	Percent: 100 %

5. Target Population:
   (Indicate the number of GTB members)
   27 Children — 86 Adults — 43 Elders
   156 Total GTB member Community — X Others

6. Counties Impacted: _____ Antrim **X** Benzie _____ Charlevoix
_____ Grand Traverse_____ Leelanau _____ Manistee

7. Brief Description (purpose of funding); include statement of need:

Benzie County Emergency Management is requesting a total of $9,900.00 to purchase a fire extinguisher training system that will be used by the Office of Emergency Management, Citizens Emergency Response Team (CERT) and the six (6) Benzie County Fire Departments to train their personnel as well as the citizens in their community on the proper use of fire extinguishers.

According to a 2011 Harris interactive poll, 77% of employees said they would have felt more comfortable using a portable fire extinguisher to put out a fire had they been trained. Every facility has portable fire extinguishers. After all, it's required by law. However, most people do not know how to properly use them to put out a small fire before it grows? Fire extinguisher training ensures that our personnel, employees and citizens will be confident in their skills should a fire emergency occur and enables them to eliminate small fires before they grow and cause significant damage.

It only makes sense to prepare personnel, employees and citizens to use a fire extinguisher. The National Fire Prevention Association recommends that if an employer has provided portable fire extinguishers, the employer must also provide an educational program to familiarize employees with the principles of the fire extinguisher and the hazards involved in fighting incipient stage fires. This training is required to take place upon initial employment and annually thereafter. The local authority having jurisdiction for your facility may require that the training be provided more often.

Having employees trained to properly use a fire extinguisher is important and gives them confidence to react quickly during an emergency. This reality based training will help protect our personnel, citizens and business'. Through hands-on training with fire simulations in a safe learning environment, we will be able to educate personnel, employees and citizens on the basics of fire extinguisher use, common fire hazards, proper extinguisher procedures.

This application was presented to the Benzie County Local Emergency Planning Committee/Local Planning Team, whom develop the emergency response strategies for identified hazards in Benzie County. They fully endorsed this request with a unanimous vote of all members present at their May 26th, 2016 meeting. This request was also submitted to the Benzie County Board of Commissioners who fully supported it at their June 14th, 2016 meeting.

8. This question only pertains to Public School Systems. If you are not a Public School system, skip to question

(a) **Program formula: (1) $5,000. Per school + ($1,000 x # of GTB member students) = allocation.**

Please note: 1) In completing this section, only provide the student numbers of currently enrolled GTB members; do not include the general Native American data of your school system; and 2) there will be a cap of $100,000 per school, based on the school's GTB membership count.

(b) Recommendation from Parent Committee: _____ YES _____ NO

(c) Describe parent involvement in project: _____

_____

(d) Does the school receive Title IX Indian Education Funds? _____ YES _____ NO

If yes, how much: _____

9. What are the start and completion dates of the proposed project?

Start __Upon receipt of grant__ Completion__90 days from receipt of grant__

10. Has applicant received prior awards through the Tribe's 2% funding allocation?

__X__ YES _____ NO. If yes, please list the start and end dates and amount:

Start Date	End Date	Amount

There were successful grant applications prior to the grants listed below, however, I was unable to locate the dates and amounts in the records I had available to me.

1/30/2015	6/2015	$6,940.21
1/30/2015	6/2015	$1,460.00
1/28/2016	4/2016	$11,630.00
1/28/2016	4/2016	$5,800.00
1/28/2016	4/2016	$5,500.00

11. Are all of the previous allocations expended? __X__ YES _____ NO.

If no, what are the start and end dates and amounts:

_____ - _____ and amounts: _____

_____ - _____ _____

_____ - _____ _____

_____ - _____ _____

12. Is the proposed project new __X__ or a continuation project _____?

If this is a continuation project, please explain why there is a need to continue funding:

_____

_____

13. Impact of Gaming on local program: (e.g., increase in student population, resulting from increase in Tribal employment or increase in emergency services to Casino patrons).

Our rural community is home to many individuals who seek employment and entertainment at local casinos. These people are our family and friends and it is our job to ensure their safety. Local casinos

provide a significant economic and social development boost to the region, thus enhancing the well-being of the community we all call home.

14. How will the success of the project be assessed (evaluation plan)? The training requested as a part a strategy to better educate our personnel, firefighters, businesses and citizens to act or react to fire when it is small and controllable and; thus; making Benzie County a safer community.

15. If new staff is required, will preference be given to Native American applicants?

__X__ YES _____ NO

16. Budget: Please attach a one-page itemization of the planned budget. Include explanation for each category of the budget.

Note: **A final report on expenditure of funds and project results will be due to the Tribal Council 30 days after project completion.**

BEFORE YOU MAIL, PLEASE REMEMBER TO:

1) Execute authorized signature
2) Attach 1-page budget
3) Submit **before the deadline from the cover letter you received**

Benzie County Fire Extinguisher Trainer

ITEM	Number Requested	Total Per Item
Base Unit	1	Part of the Package
Adapter Plate and Class A, B, and C Fire props	1	Part of the Package
Smart extinguishers	4	Part of the Package
Handheld controller and controller cable	1	Part of the Package
Power Cable	1	Part of the Package
Propane Supply Kit	1	Part of the Package
Recharge Accessories	1	Part of the Package
Transport Cases	4	Part of the Package
Fire Extinguisher Carrying Cases	2	Part of the Package
Battery Power Pack	1	Part of the Package
Air Commpressor	1	Part of the Package
PROJECT TOTAL		**$ 9,895.00**

Dawn Olney

From: Karen Felty <kfelty@benziemaples.org>
Sent: Friday, June 03, 2016 8:34 AM
To: Dawn Olney
Subject: Action Item for Mitch
Attachments: Cover Letter to County Commissioner and Grant Application.pdf

Good Morning Dawn,

Please see the attached cover letter and grant application to be added to the June 14th meeting agenda. We would like to have this signed by Roger Griner, Board Commissioner. If you have any questions, please let me know.

Thank you,

Karen Felty,
Finance Director
The Maples, Benzie County Medical Care Facility
210 Maple Street
Frankfort, MI 49635
Tel: 231.352.9674 x 203
Fax: 231.352.4374
kfelty@benziemaples.org

THE MAPLES
Benzie County Medical Care Facility
210 Maple Street
Frankfort, Michigan 49635
Phone: (231) 352-9674 • Fax: (231) 352-5001

June 1, 2016

TO: Roger Griner, Benzie County Commissioner
448 Court Place
Frankfort MI 49617

RE: Tribal Council Allocation of 2% Funds Application Form

Dear Mr. Griner,

Please sign the attached application for a grant through the Grand Traverse Band of Ottawa and Chippewa Indians. The Maples is requesting funds from this grant to purchase Care Point kiosks to be used by our nursing staff.

If you have any questions, please let me know.

Thank you,

Karen Felty, Finance Director

Karen Felty,
Finance Director

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JUN 03 2016
DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Tribal Council Allocation of 2% Funds
Application Form

PLEASE NOTE:

Under the terms of the consent decree, which settled *Tribes v. Engler* (Case No. 1:90-CV-611, U.S. Dist. Ct., West. Dist. Mich.), the Grand Traverse Band of Ottawa and Chippewa Indians, as defined in the stipulation, has agreed to pay 2% of its video gaming revenue to local units of government (i.e., local township, village, city, county board of commissioners, public school system).

ONLY LOCAL UNITS OF GOVERNMENT LOCATED WITHIN GTB'S 6-COUNTY SERVICE AREA WILL BE CONSIDERED FOR 2% GRANTS.

1. Allocation Cycle: X June X Submission Date – June 30th
   _____ December _____ Submission Date – December 31st

2. Name of Applicant: The Maples - Benzie County Medical Care Facility
   Address: 210 Maples Avenue
   Frankfort MI 49635
   Phone #: 231-352-9674 Fax #: 231-352-5001
   Authorized Signature: _____
   Printed Name: Roger Griner
   Title: Benzie County Commisioner
   Contact person: Name: Karen Felty, The Maples Benzie County Medical Care Facility
   Telephone #: 231-352-9674 Ext. 203 Fax #: 231-352-5001

3. Type of Applicant:

X Local Government		Local Court
Township	County Commissioner	Road Commission
Public School District	College	Charter School
Public Library	Sheriff/Police Department	Fire Department

4. Fiscal Data:

Amount Requested:	$ 12,768.00	Percent: ____ %
Local Leveraging: (Match)	$ _____	Percent: ____ %
Total Budget:	$ 12,768.00	Percent: 100 %

5. Target Population: (Indicate the number of GTB members)

Children	X Adults	X Elders
Total GTB member Community		Others

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JUN 03 2016
DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

6. Counties Impacted: X Antrim X Benzie X Charlevoix
X Grand Traverse X Leelanau X Manistee

7. Brief Description (purpose of funding); include statement of need:

The Maples - Benzie County Medical Care Facility successfully facilitated the transition of Electronic Medical Records (EMR) in the Fall of 2014. The Maples is committed to providing the best care possible to our residents. In an effort to continue improving on this quality of care, we are requesting funds to help purchase 8 Care Point Kiosks. The kiosks will allow Certified Nursing Assistants to document daily tasks, nutritional intake, assistance needed for everyday tasks, vital signs, mood changes, improvements and concerns, and many other items in a more efficient manner. These kiosks will save a significant amount of time in the necessary daily process by offering a more convenient way of charting. The Medical Director can log into our system, in or outside of the facility, and view the charted documentation to make informed medical decisions. The kiosks work with the current EMR software to improve functionality. These kiosks will be wall mounted in needed locations in our current building and can then be moved to a new location when necessary. By purchasing these kiosks, our Certified Nursing Assistants will be able to further improve the level of care and commitment to quality for our residents. Please help us continue a tradition of "Care Beyond Compare" to the Benzie County area residents who need us.

8. This question only pertains to Public School Systems. If you are not a Public School system, skip to question 9.

(a) **Program formula: (1) $5,000 Per school + ($1,000 x # of GTB member students) = allocation. Please note: 1) In completing this section, only provide the student numbers of currently enrolled GTB members; do not include the general Native American data of your school system; and 2) there will be a cap of $100,000 per school, based on the school's GTB membership count.**

(b) Recommendation from Parent Committee: _____ YES _____ NO

(c) Describe parent involvement in project: _____

(d) Does the school receive Title IX Indian Education Funds? _____ YES _____ NO

If yes, how much: _____

9. What are the start and completion dates of the proposed project?

Start 8/1/2016 Completion 10/31/2016

10. Has applicant received prior awards through the Tribe's 2% funding allocation?

_____ YES __X__ NO. If yes, please list the start and end dates and amount:

_____ - _____ and amounts: _____

_____ - _____ _____

_____ - _____ _____

11. Are all of the previous allocations expended? _____ YES _____ NO.

If no, what are the start and end dates and amounts:

_____ - _____ and amounts: _____

_____ - _____ _____

_____ - _____ _____

_____ - _____ _____

12. Is the proposed project new __X_____ or a continuation project _____?

If this is a continuation project, please explain why there is a need to continue funding:

_____

_____

_____

13. Impact of Gaming on local program: (e.g., increase in student population, resulting from increase in Tribal employment or increase in emergency services to Casino patrons).

Acknowledgement of the Grand Traverse Band of Ottawa and Chippewa Indians will be made through The Maples newsletter and an appreciation plaque placed on display in the hallway.

14. How will the success of the project be assessed (evaluation plan)? A three month (lookback) study will be done to determine time saved and accuracy improved as a result of adding kiosks. Documentation will be provided by the Director of Nursing and other nursing staff regarding the improvement of quality and efficacy of the kiosks.

15. If new staff is required, will preference be given to Native American applicants?

_____ YES _____ NO

16. Budget: Please attach a one-page itemization of the planned budget. Include explanation for each category of the budget.

Note: **A final report on expenditure of funds and project results will be due to the Tribal Council 30 days after project completion.**

BEFORE YOU MAIL, PLEASE REMEMBER TO:

1) Execute authorized signature

2) Attach 1-page budget

3) Submit **before the deadline from the cover letter you received**

Tribal Council Allocation of 2% Funds
Application Form

PLEASE NOTE:

Under the terms of the consent decree, which settled *Tribes v. Engler* (Case No. 1:90-CV-611, U.S. Dist. Ct. West. Dist. Mich.), the Grand Traverse Band of Ottawa and Chippewa Indians, as defined in the stipulation, has agreed to pay 2% of its video gaming revenue to local units of government (i.e., local township, village, city, county board of commissioners, public school system).

***ONLY LOCAL UNITS OF GOVERNMENT LOCATED WITHIN GTB'S 6-COUNTY SERVICE AREA WILL BE CONSIDERED FOR 2% GRANTS.**

1. Allocation Cycle: XX June XX Submission Date – June 30th
   _____ December _____ Submission Date – December 31st

2. Name of Applicant: Benzie County Commission (for) Benzie County Council on Aging

   Address: 448 Court Place

   Beulah, MI 49617

   Phone #: 231-882-9671 Fax #: 231-882-7072

   Authorized Signature: _____

   Printed Name: Roger Griner

   Title: Benzie County Board of Commissioner Chairperson

   Contact person: Name: Douglas Durand

   Telephone #: (231) 525-0600 Fax #: (231) 325-4855

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BEULAH, MI 49617

3. Type of Applicant:

XX Local Government		_____ Local Court
_____ Township	XX County Commissioner	_____ Road Commission
_____ Public School District	_____ College	_____ Charter School
_____ Public Library	_____ Sheriff/Police Department	_____ Fire Department

4. Fiscal Data:

Amount Requested:	$ 16,140	Percent: 22 %
Local Leveraging: (Match)	$ 57,762	Percent: 78 %
Total Budget:	$ 73,902	Percent: 100 %

5. Target Population:

_____ Children	_____ Adults	39 Elders
170 Total GTB member Community		_____ Others

(Indicate the number of GTB members)

6. Counties Impacted: _____ Antrim XX____Benzie _____ Charlevoix
_____ Grand Traverse_____ Leelanau _____ Manistee

7. Brief Description (purpose of funding); include statement of need:

Benzie County Council on Aging (BCCOA) is a 501 (c) 3 non-profit that provides services for seniors 60 years of age and older. Thirty-nine GTB Elders fall into our service population, thus enabling them to remain safely in their own home with our services provided.

Nutrition is a primary concern that BCCOA addresses with Home Delivered Meals as well as the Congregate Meals served at The Gathering Place Senior Center. One in seven seniors face food insecurity. Malnutrition and poor nutrition occurs frequently in the elderly population. Lack of proper nutrition over long periods of time can cause multiple health issues. Home Delivered Meals provide seniors with critical, well-balance hot meals, meant to be their main meal of the day. Caregiving spouses also receive meals because seniors are more likely to maintain good nutrition when they do not eat alone and the caregivers can maintain their own health. Daily hot meals are delivered Monday-Friday. Seniors needing additional meals during the day can also receive cold meals to be reheated at their convenience. Frozen meals are provided for the weekends.

The meals that we prepare are reviewed by a Registered Dietician at the Area Agency on Aging of Northwest Michigan to ensure our organization meets federal and state nutritional guidelines for the older adult. The nutritional meals provided are at no cost to the clients.

Currently, eighteen percent of those 60 years old and older live below 150% of the federal poverty level in Benzie County and many of our programs are offered free of charge. For those programs that we do charge, we use a modest sliding scale that is very affordable for seniors to get the in-home and outdoor/maintenance services that they need to remain independent and living in their own homes.

The typical BCCOA Home Delivered Meals client is female and 82 years old. She has limited family and friend support. On average she has 4-6 diagnosed chronic diseases and is homebound due to her frail condition. 30% of all the HDM clients are below the federal poverty income level or less than $11,500 a year. Another 32% of our HDM clients are living on the cusp of poverty between 101% and 150% of the federal poverty guidelines or less than $15,000 a year. As you can see, we help the most vulnerable seniors living in Benzie County.

Homebound seniors often suffer from isolation, depression and loneliness. Volunteers deliver meals with love. Just as important as the meals our attentive, caring and compassionate volunteers provide much needed personal contact. They deliver smiles, friendship, and the feeling that people care. The volunteers are often the only people that clients may see for days at a time providing a daily safety check and peace of mind for seniors and their families.

Currently, we have 4 Home Delivered Meals routes for Benzie County each covering an average of 65 miles per day. Monday through Friday we deliver over 130 hot meals a day. One of our vehicles has 240,120 miles on it and is becoming less than dependable. We would like to obtain, through the requested funds a replacement this van. This would provide a dependable vehicle for our volunteer drivers to use and allow us to continue with uninterrupted meal delivery services.

The senior population in Benzie County is the 3rd fastest growing in the 6 county area and is projected to continue this consistent growth over the next several decades as the baby boomers retire, thus creating more service needs such as Home Delivered Meals. Over the past three years, the Home Delivered Meals Program has gone from delivering 30,565 hot, cold and frozen meals in 2013 to delivering 37,320 meals in 2015. We are projecting that we will deliver over 40,000 meals this year.

This rapid growth has put a strain on our budget and our efforts to maintain a "no wait" list for new clients to receive these vital meals. By obtaining the requested funds, we can provide additional meals to the most vulnerable seniors in Benzie County.

Other services we provide are: Nutrition Education; Health Seminars via collaboration with other agencies to provide preventative courses; In-Home Chore Assistance with summer outdoor chores and winter snow removal; Homemaking Services; Personal Emergency Response Systems; Information and Assistance; Outreach; Senior Project Fresh; Income Tax Assistance; Medicare/Medicaid Assistance Program; Senior Essential Needs Funds Program and Casino/Community Trips.

8. This question only pertains to Public School Systems. If you are not a Public School system, skip to question 9.

(a) **Program formula: (1) $5,000 Per school + ($1,000 x # of GTB member students) = allocation. Please note: 1) In completing this section, only provide the student numbers of currently enrolled GTB members; do not include the general Native American data of your school system; and 2) there will be a cap of $100,000 per school, based on the school's GTB membership count.**

(b) Recommendation from Parent Committee: _____ YES _____ NO

(c) Describe parent involvement in project: _____

_____

(d) Does the school receive Title IX Indian Education Funds? _____ YES _____ NO

If yes, how much: _____

9. What are the start and completion dates of the proposed project?

Start August 1, 2016 Completion December 31, 2016

10. Has applicant received prior awards through the Tribe's 2% funding allocation?

XX ___ YES _____ NO. If yes, please list the start and end dates and amount:

08/01/2015 _____ – 4/30/16 _____ and amounts: $6,000 _____

7/31/2014 _____ - 12/31/2014 _____ $8,000 ___

07/31/2013 _____ - 10/31/2013 _____ $10,000 _____

11. Are all of the previous allocations expended? ___XX___ YES _____ NO.

If no, what are the start and end dates and amounts:

_____ - _____ and amounts: _____

_____ - _____ _____

_____ - _____ _____

_____ - _____ _____

12. Is the proposed project new ___XX___ or a continuation project _____?

If this is a continuation project, please explain why there is a need to continue funding:

_____

_____

_____

13. Impact of Gaming on local program: (e.g., increase in student population, resulting from increase in Tribal employment or increase in emergency services to Casino patrons).

GTB collaborated with Benzie Central Schools to bring native history and culture into modern classrooms. Also created jobs to the unemployed through its Economic Development Corporation and supports local tourism. Native American Trust Land in Benzie County has given a home to the homeless.

14. How will the success of the project be assessed (evaluation plan)?

Assessments are completed every six months by qualified staff. Clients are seen Monday through Friday by volunteer drivers and annual evaluations are provided for all of our services. The evaluations are tabulated and reviewed by the Management Team and Board of Directors for the effectiveness of any of our programs provided.

15. If new staff is required, will preference be given to Native American applicants? **No new staff is anticipated but additional volunteer drivers will be needed and yes we would welcome Native Americans to volunteer.**

_____YES _____ NO

16. Budget: Please attach a one-page itemization of the planned budget. Include explanation for each category of the budget.

See attachment

Note: **A final report on expenditure of funds and project results will be due to the Tribal Council 30 days after project completion.**

BEFORE YOU MAIL, PLEASE REMEMBER TO:

1) Execute authorized signature

2) Attach 1-page budget

3) Submit **before the deadline from the cover letter you received**

Benzie County Council on Aging, Inc.
Home Delivered Meals Program Delivery Van Budget

Line Item	Total Annual	Funded	2% Funds
Home Delivered Meals Coordinator			
Wage	$27,872	$27,872	$0
Fringe	$13,750	$13,750	$0
Equipment - Mini-van for Home Delivered Meals Route	$20,590	$4,450 Through donations	$16,140
Volunteer Driver Expense (In-kind) $10.00/per hr X 3 hrs X 5 days/wk X 52 weeks	$7,800	$7,800	$0
Gas/Manitenance	$3,890	$3,890	$0
325 average miles driven weekly for one route with an average consumption of 20 gallons of gas @ $2.60 per gallon X 52 weeks=$2,705 + $200 for normal maintenance and $985 for insurance			
Totals	$73,902	$57,762	$16,140

Tribal Council Allocation of 2% Funds
Application Form

PLEASE NOTE:

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***ONLY LOCAL UNITS OF GOVERNMENT LOCATED WITHIN GTB'S 6-COUNTY SERVICE AREA WILL BE CONSIDERED FOR 2% GRANTS.**

1. Allocation Cycle: XX June XX Submission Date – June 30th
   _____ December _____ Submission Date – December 31st

2. Name of Applicant: Benzie County Commission on behalf of Benzie Area Christian Neighbors
   Address: Government Center, 448 Court Place, Beulah, MI 49617
   Phone #: 231-882-5538 Fax #: 231-882-0035
   Authorized Signature: _____
   Printed Name: Roger Griner
   Title: Chairman of Benzie County Commissioners
   Contact person: Name: Kelly Ottinger
   Telephone #: 231-882-9544 Fax #: 231-882-9121

3. Type of Applicant:
   XX Local Government
   _____ Local Court
   _____ Township
   _____ County Commissioner
   _____ Road Commission
   _____ Public School District
   _____ College
   _____ Charter School
   _____ Public Library
   _____ Sheriff/Police Department
   _____ Fire Department

4. Fiscal Data:

Amount Requested:	$ $18,096	Percent: 7 %
Local Leveraging: (Match)	$ $238,104	Percent: 93 %
Total Budget:	$ $256,200	Percent: 100 %

5. Target Population: (Indicate the number of GTB members)
   XX Children XX Adults XX Elders
   198 Total GTB member Community
   _____ Others

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BENZIE COUNTY CLERK
BEULAH, MI 49617

6. Counties Impacted: _____Antrim __XX__Benzie _____Charlevoix

_____Grand Traverse _____Leelanau __XX_Manistee

7. Brief Description (purpose of funding) including statement of need:

Benzie Area Christian Neighbors (BACN) was founded by area churches 33 years ago. What began as a small food panty has grown into a non-denominational non-profit organization that is Benzie County's largest hub for human services. BACN also serves all of Benzie County, and a portion of Manistee County that accounts for approximately 20% of clients. BACN's programs annually serve approximately 4,000 of the area's low and low-moderate income individuals. The purpose of BACN's request for Tribe funding is for offsetting expenses related to BACN's umbrella of programs and services. These include:

- Food Pantry—the BACN Food Pantry serves approximately 50 families each day, Monday through Thursday. The community is generous with food donations, however BACN still spends nearly $10,000 per month on quality healthy foods such as meat, milk, eggs and fresh fruits and vegetables. Households may access the food pantry twice each month.
- Clothing Center—Neighbors can "shop" for free clothing twice each month.
- Utility Assistance—BACN partners with TrueNorth and area utility companies to connect clients (called Neighbors at BACN) to resources for help with utility bills. BACN also budgets an amount each month for direct payment of utilities
- Weatherization kits—Each Fall, BACN provides kits to area home owners and those renting property, to cover windows and doorways to cut cost of winter heating bills.
- Transportation—Since BACN serves a very rural area, transportation presents a problem for many neighbors. BACN provides bus passes and gas cards, and when appropriate assists financially with car repairs.
- Medical assistance—BACN provides financial assistance for doctor appointments and prescription medication.
- Educational Opportunities—BACN provides, either directly or through partner agencies working at the BACN facility, GED classes, an adult computer lab (where classwork can be completed, bills paid, and employment searches can be made), and the WOW program (Women on their Way) which helps area women connect to resources to reach educational goals.

To address the needs for these services, we share that:

- Fully 35% of BACN's service area is not able to provide basic necessities for their families.

- Over 60% of Benzie Central students receive free/reduced school lunches, as do 52% of those in Manistee Public Schools.
- 35% of Benzie County residents are senior citizens on fixed incomes, compared to Michigan's roughly 24%.
- The average wage in BACN's service area is lower than that of the Michigan State Average
- 42% of residents in BACN's service are in rental situations identified as "extreme household burden" (meaning over 35% of the household budget goes toward housing). (The sources for our information include the Michigan Department of Education, the ALICE Study through Michigan United Ways, and the US Census Bureau).

Other factors the play into the need for BACN's services include the rural location, and low wage employment opportunities. Due to the Lake Michigan shoreline location, Benzie and Manistee Counties are tourist destinations during warm summer months. During these months, jobs are plentiful in the tourism and agriculture fields. Even though adults in many BACN households work more than one job during this season, the wages are low. When the tourist season abruptly ends and visitors leave, year-round residents are left to struggle through harsh winters with the loss of those seasonal wages. Employment projections from the area do not paint an optimistic picture for change. Neighbors who wish to work toward changing their circumstances through education and higher-wage employment are limited by the area's lack of resources for those types of assistance. When families have to drive to Traverse City or Manistee to work or to complete educational goals, their budgets often cannot absorb the expense of those 70-mile round trip drives (especially in their older model cars that often have repair issues). BACN has worked hard to develop the partnerships that allow them to not only provide necessities such as food, clothing, utilities, transportation and medical assistance, but also life-changing educational opportunities at the BACN location. This saves Neighbors the long drives needed to access educational help that can eventually lead to stabilized family budgets and self-reliance.

(Note: BACN is not a Public School System, so is skipping to question 9).

9. What are the start and completion dates of the proposed project?

Start: 7/1/2016 Completion: 12/31/2016

10. Has the applicant received prior awards through the Tribe's 2% funding allocation?

__XX__ YES If yes, please list the start and end dates and amount:

January 2012 to June 2012:	$ 7,500
July 2012 to December 2012:	$10,000
January 2013 to June 2013:	$10,500
July 2013 to December 2013:	$15,000
January 2014 to June 2014:	$15,360
July 2015 to December 2015:	$15,500

11. Are all of the previous allocations expended: __XX__ YES _____NO

12. Is the proposed project new_____ or a continuation project __XX____

If this is a continuation project, please explain why there is a need to continue funding:

For the foreseeable future, the Benzie/Manistee job market will continue to offer low wage jobs seasonally dependent on the tourism and agriculture industries. While younger Neighbors will be able to take advantage of opportunities for education and job-training, with 35% of Benzie County residents being senior citizens (with that % climbing), the possibility of more economically independent population is not going to be a reality. Food, warmth, clothing, utilities, transportation and medical assistance will continue to be critically needed, and educational opportunities will continue to be the only way to promote change.

13. Impact of Gaming on local program: (e.g., increase in student population, resulting from increase in Tribal employment or increase in emergency services to Casino patrons).

Over the past two years, Tribal student population has increased in Benzie and Manistee Public schools by almost 300%. While we can't be certain that increase is tied to employment opportunities at the three Grand Traverse Band Casinos, we do know they are popular destinations during the busy tourism season. Emergency services in the area are definitely increased during the tourism season, of which Casino patronage is an active element.

14 How will the success of the project be assessed (evaluation plan)?

On June 1, 2016 BACN implemented a new software database to help most effectively track program services. Reports gathered from this database will allow BACN to evaluate the effectiveness of programs, determine what new services might be needed, and what changes need to be put into place in existing programs. Not only will client tracking be more accurate, but BACN will be able to track which segments of the population have the greatest needs, and how best to address those. Putting the new database into place and tailoring it to measure BACN's specific programs was a lengthy and difficult process, but will allow for clean the clean data to help BACN be excellent stewards of the resources so generously given by the community.

15. If new staff is required, will preference be given to Native American applicants?
__XX__ YES _____ NO

BACN does not anticipate hiring new staff, as the work is primarily done by volunteers. However, should the need for staff arise, BACN would give preference to Native American applicants.

16. Budget: Please attach a one-page itemization of the planned budget. Include explanation for each category of the budget. (Program budget attached, itemized by each program BACN would apply Tribe funding to)

Note: **A final report on expenditure of funds and project results will be due to the Tribal Council 30 days after project completion.**

BEFORE YOU MAIL, PLEASE REMEMBER TO:

1) Execute authorized signature
2) Attach 1-page budget
3) Submit **before the deadline from the cover letter you received**

Program Budget Expenses for Benzie Area Christian Neighbors, 2016

Budget Narrative:

Benzie Area Christian Neighbors is requesting $18,096, reflective of 7% of the overall program expenses. Any awarded funds will be divided among BACN's programs which are serving low income residents of Benzie and northern Manistee Counties.

The funds for the remaining 93% of this program budget will come from a diverse stream of support from individuals, area businesses, area churches, private foundations and fundraising events.

	Comparison 2015 vs 2016	
	2015 Budget	2016 Budget (Current)
EXPENSES		
700-Neighbor Assistance Program		
701-Medical Assistance (appts., medication)	5,300.00	6,300.00
702-GED Program (student materials, technology)	10,200.00	10,800.00
704-WOW Program (scholarships, books)	7,000.00	18,000.00
705-Rent or Housing Assistance (financial)	6,000.00	7,200.00
706-Transportation/gas/ (bus passes, fuel)	16,200.00	12,000.00
709-Utility Assistance (financial)	86,000.00	63,600.00
710-Weatherization (home kits)	6,500.00	6,000.00
711-Food Pantry Purchases (food)	108,000.00	120,000.00
712-Food Shipping Costs (food delivery)	6,000.00	6,600.00
713-Telecommunications (phone line)	2,400.00	2,400.00
714-Client Special Needs (financial)	1,500.00	1,500.00
799-Facility Contingency (Program needs)	2,100.00	1,800.00
Total Neighbor Assistance Programs	- 257,200.00	256,200.00

Memo To:	County Commission
From:	Mitchell D. Deisch, County Administrator
Date:	June 7, 2016
Subject:	Hoyt FOIA Appeal Request

Attached is a FOIA appeal form to appeal an excess fee submitted by Mr. Philip Hoyt. Attached for your review are the various documents that are associated with the Hoyt's original FOIA request.

County Legal Counsel Dick Figura was brought in early on regarding this FOIA request due to its complexity (multiple entities including the Building Authority) and the voluminous nature of the request. Dick Figura agreed with my determination that this request to waive the fee associated with this FOIA be denied.

I have informed Mr. Hoyt that this item will be placed on the Tuesday June 14, 2106 Commission agenda.

PHILIP A. HOYT
P.O. BOX 745
BEULAH, MICHIGAN 49617
(231)218-9337 cell

June 6, 2016

via hand-delivery

Mitchell D. Deisch, County Administrator
Maridee Cutler, Deputy County Administrator
Benzie County FOIA Coordinator
448 Court Place
Beulah, MI 49617

Re: FOIA Request – THE MAPLES
Request to County No. 81

Dear Mr. Deisch & Ms. Cutler,

Please find enclosed the completed FOIA Appeal Form in regard to my April 12, 2016, FOIA request regarding The Maples. I would like this issue to be placed on the agenda for the Benzie County Board of Commissioners regularly scheduled meeting on TUESDAY, JUNE 14, 2016. Due to another commitment that morning, I would like to make my presentation to the Board at 10:00am. If that date and time are not available, please contact me promptly to discuss an alternative date or time. Note that my cell phone number is set forth above.

Very truly yours,

Philip A. Hoyt

cc: Coury Carland, via e-mail only

County: Keep original and provide copy of both sides, along with Public Sumary, to Requestor at no charge.

Benzie County
448 Court Place, Beulah, MI 49617
Phone: 231-882-0035

Fee Appeal Form

FOIA Appeal Form—To Appeal an Excess Fee

Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, *et seq.*

Request No.: #81 Date Received: 6/6/16 Check if received via: ☐ Email ☐ Fax ☑ Other ~~Electronic Method~~ Hand delivered

Date of This Notice: 6/6/16 Date delivered to junk/spam folder: _____

(Please Print or Type) Date discovered in junk/spam folder: _____

Request for: ☒ Copy ☐ Certified copy ☐ Record inspection ☐ Subscription to record issued on regular basis

Name	Philip Hoyt	Phone	231-218-9337
Firm/Organization	Self	Fax	
Street	1949 Beulah Hwy	Email	ThimblefarmsLLC.com
City	Beulah	State Mi	Zip 49617

Delivery Method: ☒ Will pick up ☐ Mail to address above ☐ Email to address above

☐ Deliver on digital media provided by the County: _____

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

Reason(s) for Appeal:

The appeal must specifically identify how the required fee(s) exceed the amount permitted. You may use this form or attach additional sheets:
Requesting A waiver. The documents & information are, and of Public Interest to all Taxpayers in Benzie County.

Requestor's Signature: [signature] **Date:** 6/6/2016

County Response:

The County must provide a response within 10 business days after receiving this appeal, including a determination or taking one 10-day extension.

County Extension: We are extending the date to respond to your FOIA fee appeal for no more than 10 business days, until _____ (*month, day, year*). Only one extension may be taken per FOIA appeal.

Unusual circumstances warranting extension: _____

If you have any questions regarding this extension, contact: _____

County Determination: ☐ Fee Waived ☐ Fee Reduced ☐ Fee Upheld

Written basis for County determination: _____

Notice of Requestor's Right to Seek Judicial Review

You are entitled under Section 10a of the Michigan Freedom of Information Act, MCL 15.240a, to appeal a FOIA fee that you believe exceeds the amount permitted under the County's written Procedures and Guidelines to the Benzie County Board of Commissioners or to commence an action in the 19th Circuit Court for a fee reduction within 45 days after receiving the notice of the required fee or a determination of an appeal to the County Board of Commissioners. If a civil action is commenced in court, the County is not obligated to compete processing the request until the Court resolves the fee dispute. If the Court determines that the County required a fee that exceeded the permitted amount, the Court shall reduce the fee to a permissible amount. (*See back of this form for additional information on your rights.*)

Signature of FOIA Coordinator: **Date:**

(Form created by MTA, MAMA and CS&T, PC, May 2015)

Mitch Deisch

From: Dick Figura <rfigura@figuralaw.com>
Sent: Tuesday, June 07, 2016 8:14 PM
To: Mitch Deisch
Subject: Fwd: FOIA appeal Maples

Mitch,

See Tim's research below. This doesn't change our views, but it does bolster it.

Let me know if you need anything further.

Dick

Sent from my iPhone

Begin forwarded message:

> **From:** Timothy Figura <tfigura@figuralaw.com>
> **Date:** June 7, 2016 at 7:31:22 PM EDT
> **To:** Dick Figura <rfigura@figuralaw.com>
> **Subject: Re: FOIA appeal Maples**
>
> I have re-reviewed §15.234(2), and I still believe that our interpretation is correct.
>
> First, there is no Michigan case law to support a different interpretation. Federal case law is not helpful because the Federal FOIA differs from Michigan.
>
> The relevant part of the FOIA: "A search for a public record may be conducted or copies of public records may be furnished without charge or at a reduced charge if the public body determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public." §115.234(2)A reading of the statute indicates that:
>
> 1. The decision of whether to waive or reduce the fee is at the discretion of the public body.
> 2. The reason for the public body's decision must be that the search and production of the documents can be considered as primarily benefitting the general public.
>
> In a certain sense, all FOIA requests benefit the general public by achieving transparency in government. If this were the case, all FOIA requests would be eligible for waiver by a public body. But the Legislature did not envision all FOIA requests fitting within this category-otherwise, they could have left out the fee provision entirely. Ultimately, there appears to be no duty on the part of the public body to waive the fee, except as provided in other sections of the statute (for an requestor who is indigent, or for a non-profit).
>
> On Jun 7, 2016, at 11:01 AM, Dick Figura <rfigura@figuralaw.com> wrote:

RICHARD J. FIGURA, PC
Richard J. Figura, Esq.
Attorney, Mediator and Arbitrator
rfigura@figuralaw.com
Timothy J. Figura, Esq.
Attorney at Law (also admitted in Pennsylvania)
tfigura@figuralaw.com
11470 S. Leelanau Hwy, Ste. 105
PO Box 447
Empire, MI 49630
231-326-2072

Working for a better community through law

Of counsel to Simen, Figura & Parker, PLC, Flint, MI

From: Mitch Deisch <MDeisch@benzieco.net<mailto:MDeisch@benzieco.net>>
Date: Tuesday, June 7, 2016 at 10:08 AM
To: Dick Figura <rfigura@figuralaw.com<mailto:rfigura@figuralaw.com>>
Cc: Coury Carland <CCarland@benzieco.net<mailto:CCarland@benzieco.net>>
Subject: FW: FOIA appeal Maples

Dick,

Please see attached e-mail from Mary Hoyt to Commissioner Coury Carland. After reviewing this e-mail, does this change your mind on whether or not the FOIA request should fall under the category of "Public Interest" and thus should be provided to the Hoyt's without paying the normal FOIA charges?

Unless otherwise requested by yourself, I am planning on incorporating your response in the 6/14/16 Commission agenda under the requests by the Hoyt's to have the Commission override my decision to not determine that the FOIA request was of "Public Interest" that would waive the FOIA fee.

Please contact me to discuss. It would be most helpful to have your response today or early tomorrow so that I can get the agenda item to the County Clerk by 5:00 pm Wednesday June 8, 2016.

Warm Regards,

Mitch Deisch, BC Administrator

-----Original Message-----
From: Coury Carland
Sent: Monday, June 06, 2016 1:39 PM
To: Mitch Deisch <MDeisch@benzieco.net<mailto:MDeisch@benzieco.net>>
Subject: FW: FOIA appeal Maples

Please advise.

Coury

From: mary@sleepingbearrealty.com<mailto:mary@sleepingbearrealty.com>
[mary@sleepingbearrealty.com<mailto:mary@sleepingbearrealty.com>]
Sent: Monday, June 06, 2016 1:34 PM
To: Coury Carland
Subject: FOIA appeal Maples

HI Coury,

The attached is a copy of the current status of our attempt to receive documents via FOIA. We have paid 50% of the original estimated cost of documents and received a portion of the documents. However, after initiating the work to be done based on the estimate, once some of the work was completed the estimate then doubled. Then we requested per FOIA that the documents be considered to be a matter of Public Interest and any fee be waived which the FOIA allows for. Per the FOIA coordinator, after seeking legal council from the County attorney our request was denied. Stating the matter of public interest was covered by the fact that there were open meeting with the BA & BOC making the information public. However, most of what was requested on the FOIA request WAS NOT discussed in the public meetings & in fact most public meetings went in to CLOSED meetings thus denying the public information which will only ever be known to those in attendance of the Closed Meetings.

I would urge you as the BOC elected member for Benzonia Township to conclude this as matter of "Public Interest". There is a monumental level of fiduciary responsibility at stake by the BA & BOC. I welcome any conversation from you.

Best regards, Mary

Mary C. Hoyt
CENTURY 21 Sleeping Bear Realty
57 N. Michigan Ave.
Beulah, Michigan 49617-0745
231-499-0937
231-882-9681

<Maples Appeal FOIA.pdf>

448 Court Place • Beulah, MI 49617

May 27, 2016

RECEIVED
JUN 08 2016
DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Mr. Philip Hoyt
P.O. Box 745
Beulah, MI 49617

Dear Mr. Hoyt,

This letter is in response to your hand delivered letter dated May 23, 2016. For your information, I have attached a copy of the Benzie County Freedom of Information (FOIA) Policy.

In your letter dated May 23, 2016 you made several comments about the unsatisfactory County responses and asked several questions. I will respond to each of these issues individually.

1. Confusing and convoluted letter dated April 4, 2016 – The letter that you received from Benzie County was prepared by County General Counsel to ensure that Benzie County was in complete compliance with the FOIA requirements. This same letter is sent to all submitting a FOIA request to Benzie County. Accompanying this letter was a notice to extend the response time to the voluminous nature of your request, which is permitted by FOIA. It is important that Benzie County treats all FOIA request the same regardless of their size, complexity or cost.

2. Original estimates provided on April 25, 2016 – Deputy Administrator Maridee Cutler spoke to you on the phone on April 25, 2016 regarding the estimated cost to prepare your FOIA request. The estimate provided to you on the phone was up to $350.00, depending on the time to gather the information and the number of copies to be made. You confirmed to Ms. Cutler on the same phone call that this would be acceptable.

   On May 3 2016 we responded to you in writing in accordance with FOIA requirements, that the estimate was $197.04. The document that you were provided indicated that this was just an estimate of the total cost of the FOIA request and that this estimate could change.

   Your wife delivered a 50% down payment, which was required under the Benzie County FOIA policy of $98.52 on May 6, 2016.

   Once the 50% down payment was received the actual work of collecting the information requested began. Upon final tally of the hours required to complete this FOIA request, which included multiple departments and legal counsel review of all documents, the final total came to $389.46. Under FOIA law, Benzie County is only allowed to recover the exact cost of the time and printing of documents that were requested. The additional cost, above the estimate was primarily from labor hours to collect & copy and legal counsel hours to review the documents.

3. Public interests of information and waiving of FOIA fee – As you have identified in your letter dated May 23, 2016 there is a provision in FOIA law that allows for waiving of the FOIA fee if the information is a matter of "Public Interest". We discussed this specific request to waive the fee with County legal counsel. Both the County legal counsel and myself, believe that because the information requested was previously discussed in a public forum (Building Authority, County Commission, etc.) which were posted open meetings in accordance with the Michigan Open Meeting Act, that the information requested was already available to the general public. Thus, we denied your request to waive the fee based on "Public Interest".

If after you have reviewed this letter and you would like to proceed with the County Commission to review Administrations decisions, please let me know and I will ensure that it gets promptly placed on the next available County Commission meeting agenda.

If you have any questions, please contact me at 231-882-0035.

Regards,

Maridee Cutler for Mitchell D. Deisch

Mitchell D. Deisch, Administrator

Benzie County

CC. County Commissioners
Dick Figura, County Legal Counsel
Maridee Cutler, Deputy County Administrator

PHILIP A. HOYT
P.O. BOX 745
BEULAH, MICHIGAN 49617
(231)218-9337 cell

May 23, 2016

via hand-delivery

Maridee Cutler, Deputy County Administrator
Benzie County FOIA Coordinator
448 Court Place
Beulah, MI 49617

Re: FOIA Request – THE MAPLES
Request to County No. 81

Dear Ms. Cutler,

Please be advised that I find the extended delay and inconsistent responses by the County to be unacceptable and frustrating. With every passing day, The Maples becomes more of a County-wide public concern. On May 3, 2016, you sent a very confusing and convoluted letter explaining that some of the FOIA requests were granted, some denied, advising that subjectively documents would be excluded as "attorney/client" privilege, and others redacted. This letter enclosed two estimates completed on a County form, presumably containing your handwriting, for the total cost associated with my FOIA request. I selected the more expensive estimate of $197.04. On May 6, my wife, Mary, brought you a check for a deposit of one-half, or $98.52, and told you to proceed with the County's response to the FOIA.

Not long thereafter, Mary noted that the County form mentioned that a fee waiver could occur for a matter that is of "Public Interest." Mary asked you to look into this issue and provide a written reply as to why The Maples, and the construction issues, would not be a matter of "Public Interest." You stated to Mary during a telephone conversation that as the FOIA Coordinator, you have sole discretion to determine whether a matter is or is not of "Public Interest." To date, we have received no written reply, only a phone call from you saying that the attorney said "no."

In and around the time that the "Public Interest," question was pending, I received a telephone call from you indicating that the total cost for the documents requested in my April 12, 2016, FOIA, had now increased to $389.46, ALMOST TWICE, the $197.04 agreed to in the County's estimate dated May 2, 2016. You have failed to provide any documentation to me that states the new charge of $389.46, or that in any way explains or justifies the charge.

The County has now both verbally and in writing given us FOUR different page totals (documents to be copied) and dollar amounts for the exact same FOIA request. I believe that the The Maples is a matter of "Public Interest," and the remainder of the fee above the $98.52,

already paid, should be waived because "searching for or furnishing copies of the public record can be considered as primarily benefiting the general public." In the alternative, and to the extent that the inflated fees have not been explained to me in any way by the County, the $389.46, is excessive and violates the County's Procedures and Guidelines and/or violates MCL 15.234.

Please provide a written reply to this correspondence that complies with the County's FOIA Procedures and Guidelines, as well as with the applicable provisions of MI-FOIA, MCL 15.231, *et seq*. If this matter is not promptly resolved, I will proceed to appeal the excessive fee to the Benzie County Board of Commissioners, pursuant to Section 9 of the County's Procedures and Guidelines and MCL 15.240a. The County's website fails to include, as reference in Appendix 11, the "Appeal of Excess Fee Form." Please mail a copy of the Form to me.

Very truly yours,

Philip A. Hoyt

cc: Coury Carland, via e-mail only

* called 5/9/16, reviewed actual will come in tomorrow to pay fee

* Estimate Actual

County: Keep original and provide copies of both sides of each sheet, along with Public Summary, to Requestor at no charge.

Benzie County
448 Court Place, Beulah, MI 49617
Phone: 231-882-0035

Detailed Cost Itemization

Freedom of Information Act Request Detailed Cost Itemization

Date: 5/2/16 Prepared for Request No.: #81 Date Request Received: 4/12/16

The following costs are being charged / estimated in compliance with Section 4 of the Michigan Freedom of Information Act, MCL 15.234, according to the County's FOIA Policies and Guidelines. If the County is seeking a 50% deposit prior to providing the public records sought, the estimate is itemized on this form, lines 1-5 below.

If all or a portion of the requested information is available on the County's website, the County is required to tell you it is available on the website and, where practicable, include a specific webpage address where the information is available. In this case www.benzieco.net:

- ☐ None
- ☒ Some
- ☐ All

of the requested material can be found at the following webpage(s):

http://www.benzieco.net/department/committees/building authority/documents

If the webpage is all the information you need, it is provided without charge. If, however, you still wish to receive a copy of material from the webpage, please let us know. The FOIA charges will apply if the County is required to produce copies of material from the webpage.

☐ **Requestor has stipulated that some / all of the requested records that are <u>already available on the County's website</u> but requests they be provided in a paper or non-paper physical digital medium and acknowledges that providing the records in that format shall be subject to Benzie County's normal charges outlined below.**

RECEIVED
JUN 08 2016
DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

1. Labor Cost to Locate:

This is the cost of labor directly associated with the necessary searching for, locating, and examining public records in conjunction with receiving and fulfilling a granted written request. **This fee is being charged because failure to do so will result in unreasonably high costs to Benzie County because of the nature of the request in this particular instance, specifically:** to sort, copy and review coorespondence in this broad terms would take hours to review.

The County will not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in **15-minute time increments**; all partial time increments are rounded down. *If the number of minutes is less than 15, there is no charge.*

Hourly Wage Charged: $ 13.48 **Charge per ¼ hour:** $ 3.37

OR Actual 9.5 hrs

Hourly Wage with Fringe Benefit Cost: $_____
Multiply the hourly wage by the percentage multiplier: 40% and add to the hourly wage for a total per hour rate. **Charge per ¼ hour:** $_____

[For records already available on the County's website that Requestor has requested in a paper or non-paper digital medium, greater than the 40% limitation, not to exceed the actual costs may be used to calculate Fringe Benefit Costs to be added to the hourly wage].

☐ Overtime rate charged as stipulated by Requestor *(overtime is not used to calculate the fringe benefit cost)*

To figure the number of increments, take the *number of minutes:* ____, *divide by 15-minute increments, and round down. Enter below:*

Number of increments x 32 = 38

1. Labor Cost $ 107.84 $128.06

2. Labor Cost for Copying / Duplication

This is the cost of labor directly associated with duplication of publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requestor on non-paper physical media or through the Internet or other electronic means as stipulated by the requestor.

This will not be more than the hourly wage of the County's lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in **15-minute time increments as set by the County Board of Commissioners** *(for example: 15-minutes or more)*; all partial time increments will be rounded down. *If the number of minutes is less than one increment, there is no charge.*

Hourly Wage Charged: $ 13.48 **Charge per ¼ hour:** $ 16

OR Actual 9.75 hrs

Hourly Wage with Fringe Benefit Cost: $_____
Multiply the hourly wage by the percentage multiplier: 40% and add to the hourly wage for a total per hour rate.

Charge per ¼ hour: $_____

[For records already available on the County's website that Requestor has requested in a paper or non-paper digital medium, greater than the 40% limitation, not to exceed the actual costs may be used to calculate Fringe Benefit Costs to be added to the hourly wage].

☐ Overtime rate charged as stipulated by Requestor *(overtime is not used to calculate the fringe benefit cost)*

To figure the number of increments, take the *number of minutes:* ____, *divide by 15-minute increments, and round down. Enter below:*

Number of increments x 16 = 39

2. Labor Cost $ 53.92 131.43

3a. Employee Labor Cost for Separating Exempt from Non-Exempt (Redacting):		
(Fill this out if using a County employee. If contracted, use No. 3b instead). The County will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession. **This fee is being charged because failure to do so will result in unreasonably high costs to the County that are excessive and beyond the normal or usual amount for those services compared to the County's usual FOIA requests, because of the nature of the request in this particular instance, specifically:**_____ _____ _____		
This is the cost of labor of a **County employee**, including necessary review, directly associated with separating and deleting exempt from nonexempt information. This shall not be more than the hourly wage of the **County's lowest-paid employee** capable of separating and deleting exempt from nonexempt information in this particular instance, regardless of whether that person is available or who actually performs the labor. These costs will be estimated and charged **15-minute time increments**; all partial time increments will be rounded down. *If the number of minutes is less than 15, there is no charge.* **Hourly Wage Charged: $**_____ **Charge per ¼ hour: $**_____ OR **Hourly Wage with Fringe Benefit Cost: $**_____ Multiply the hourly wage by the percentage multiplier: **40%** and add to the hourly wage for a total per hour rate. **Charge per ¼ hour: $**_____ *[For records already available on the County's website that Requestor has requested in a paper or non-paper digital medium, greater than the 50% limitation, not to exceed the actual costs may be used to calculate Fringe Benefit Costs to be added to the hourly wage].* ☐ Overtime rate charged as stipulated by Requestor *(overtime is not used to calculate the fringe benefit cost)*	To figure the number of increments, take the *number of minutes:* ____ *divide by 15 -minute increments, and round down. Enter below:* **Number of increments** x _____ =	3a. Labor Cost $_____

3b. Contracted Labor Cost for Separating Exempt from Non-Exempt (Redacting):

(Fill this out if using a contractor, such as the attorney. If using In-house employee, use No. 3a instead.)

The County will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

This fee is being charged because failure to do so will result in unreasonably high costs to the County that are excessive and beyond the normal or usual amount for those services compared to the County's usual FOIA requests, because of the nature of the request in this particular instance, specifically: _____

As this County does not employ a person capable of separating exempt from non-exempt information in this particular instance, as determined by the FOIA Coordinator, this is the cost of labor of a **contractor** (i.e.: outside attorney), including necessary review, directly associated with separating and deleting exempt information from nonexempt information. This will not exceed an amount equal to 6 times the state minimum hourly wage rate of $ 51 (*currently $8.15*). now 8.50

Name of contracted person or firm: Mr. Richard Figura

These costs will be estimated and charged in **15-minute time increments** (***must be 15-minutes or more***); all partial time increments will be rounded down. *If the number of minutes is less than 15, there is no charge.*

Hourly Cost Charged: $ 51 **Charge per increment:** $ 12.75

To figure the number of increments, take the *number of minutes:* ____, *divide by 15-minute increments, and round down to:* ___ *increments. Enter below:*

Number of increments x 8 = **3b. Labor Cost** $ 102.00

4. Copying / Duplication Cost:

Copying costs may be charged if a copy of a public record is requested, or for the necessary copying of a record for inspection (*for example, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection*).

No more than the actual cost of a sheet of paper, up to maximum 10 cents per sheet for:

- Letter (8 ½ x 11-Inch, single and double-sided): .01 cents per sheet
- ★ letter (emails) 1028 emails + 3309 attachments
- ~~Legal~~ (8 ½ x 14-inch, single and double-sided): _____ cents per sheet

No more than the actual cost of a sheet of paper for other paper sizes:

- Other paper sizes (single and double-sided): .02 cents / dollars per sheet

Actual and most reasonably economical cost of non-paper physical digital media:

- *Circle applicable:* Disc / Tape / Drive / Other Digital Medium **Cost per Item:** _____

The cost of paper copies is calculated as a total cost per sheet of paper. The fee does not exceed 10 cents per sheet of paper for copies of public records made on 8-1/2- by 11-inch paper or 8-1/2- by 14-inch paper. The County will utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.

	Number of Sheets:	Costs:
	x 2500 =	$ 25.00
	x 1028 =	$ 10.28
	x 1250 =	$ 25.00
	No. of Items:	
	x _____ =	$ _____
	$ 25.00	4. Total Copy Cost $ 35.28

★ assume that attachments are duplicates/and multiple email duplications –

5. Mailing Cost:

The County will charge the actual cost of mailing, if any, for sending records in a reasonably economical and justifiable manner. Delivery confirmation is not required.

- The County *may* charge for the least expensive form of postal delivery confirmation.
- The County *does not* charge more for expedited shipping or insurance unless specifically requested by the requestor.*

	Number of Envelopes or Packages:	Costs:
Actual Cost of Envelope or Packaging: $_____	x _____ =	$_____
Actual Cost of Postage: $_____ per stamp	x _____ =	$_____
$_____ per pound	x _____ =	$_____
$_____ per package	x _____ =	$_____
Actual Cost (least expensive) Postal Delivery Confirmation: $_____	x _____ =	$_____
*Expedited Shipping or Insurance as Requested: $_____	x _____ =	$_____
		5. Total Mailing Cost $_____

☐ * Requestor has requested expedited shipping or insurance

Subtotal Fees Before Waivers, Discounts or Deposits:

Estimated Time Frame to Provide Records:

_____ (*days or date*)

The time frame estimate is nonbinding upon the County, but the County is providing the estimate in good faith. Providing an estimated time frame does not relieve the County from any of the other requirements of this act.

☑ Cost estimate
☐ Bill

1. Labor Cost to Locate:	$ 107.84
2. Labor Cost for Copying:	$ 53.92
3a. Labor Cost to Redact:	$_____
3b. Contract Labor Cost to Redact:	$
4. Copying/Duplication Cost:	$ 35.28
5. Mailing Cost:	$_____
Subtotal Fees:	$ 197.04

Waiver: Public Interest

A search for a public record may be conducted or copies of public records may be furnished without charge or at a reduced charge if the County determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.

☐ All fees are waived OR ☐ All fees are reduced by: _____%

Subtotal Fees After Waiver: $_____

Discount: Indigence A public record search will be made and a copy of a public record will be furnished **without charge for the first $20.00 of the fee** for each request by an individual who is entitled to information under this act and who: 1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, OR 2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence. If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if ANY of the following apply: (i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year, OR (ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration. ☐ **Eligible for Indigence Discount**	**Subtotal Fees After Discount (subtract $20):**	$_____
Discount: Nonprofit Organization A public record search will be made and a copy of a public record will be furnished **without charge for the first $20.00 of the fee** for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the federal Protection and Advocacy for Individuals with Mental Illness Act, if the request meets ALL of the following requirements: (i) Is made directly on behalf of the organization or its clients. (ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Michigan Mental Health Code, 1974 PA 258, MCL 330.1931. (iii) Is accompanied by documentation of its designation by the state, if requested by the County. ☐ **Eligible for Nonprofit Discount**	**Subtotal Fees After Discount (subtract $20):**	$_____
Deposit: Good Faith The County may require a good-faith deposit before providing the public records to the Requestor **if the entire fee estimate or charge authorized under this section exceeds $50.00**, based on a good-faith calculation of the total fee. The deposit cannot exceed 1/2 of the total estimated fee. **Percent of Deposit:** _____%	**Date Paid:** _____	**Deposit Amount Required:** $_____

Deposit: Increased Deposit Due to Previous FOIA Fees Not Paid In Full After the County has granted and fulfilled a written request from an individual under this Act, if the County has not been paid in full the total amount of fees for the copies of public records that the County made available to the individual as a result of that written request, **the County may require an increased estimated fee deposit of up to 100% of the estimated fee before it begins a full public record search for any subsequent written request from that individual if ALL** of the following apply: (a) The final fee for the prior written request was not more than 105% of the estimated fee. (b) The public records made available contained the information being sought in the prior written request and are still in the County's possession. (c) The public records were made available to the individual, subject to payment, within the best effort estimated time frame given for the previous request. (d) Ninety (90) days have passed since the County notified the individual in writing that the public records were available for pickup or mailing. (e) The individual is unable to show proof of prior payment to the County. (f) The County calculates a detailed itemization, as required under MCL 15.234, that is the basis for the current written request's increased estimated fee deposit. The County **can no longer require an increased estimated fee deposit** from an individual if **ANY** of the following apply: (a) The individual is able to show proof of prior payment in full to the County, **OR** (b) The County is subsequently paid in full for the applicable prior written request, **OR** (c) Three hundred sixty-five (365) days have passed since the individual made the written request for which full payment was not remitted to the County.	Date Paid: 5/6/16	Percent Deposit Required: 50 % Deposit Required: $98.52
14. Late Response Labor Costs Reduction If the County does not respond to a written request in a timely manner as required under MCL 15.235(2), the County will do the following: (a) **Reduce the charges for labor costs** otherwise permitted by 5% for each day the County exceeds the time permitted for a response to the request, **with a maximum 50% reduction.**	Number of Days Over Required Response Time: _____ Multiply by 5% = Total Percent Reduction: _____	Total Labor Costs $_____ Minus Reduction $_____ = Reduced Total Labor Costs $_____
15. Balance Due (Deduct amount on Line 14 from amount on Line 13c)	Date Paid_____	**Total Balance Due:** $ 290.97

The Public Summary of the County's FOIA Procedures and Guidelines is available free of charge from:

Website: www.benzieco.net **Email: mcutler@benzieco.net**
Phone: 231-882-0035 **Address: 448 Court Place, Beulah, MI 49617**

Request Will Be Processed, But Balance Must Be Paid Before Copies May Be Picked Up, Delivered or Mailed

448 Court Place • Beulah, MI 49617

May 03, 2016

Mr. Philip A. Hoyt
PO Box 745
Beulah, MI 49617

RE: FOIA Request Dated April 12, 2016

Dear Mr. Hoyt:

As the FOIA Coordinator for Benzie County, I am responding to your FOIA request dated April 12, 2016, the response time for which was extended to May 3, 2016 pursuant to MCL 15.235(2). I have enclosed two proposed estimates, 1) Estimate, if we gather the data 2) Estimate, for gathered data where you would make arrangements to examine records.

1. **Contracts with Edmund London & Associates and Comstock Construction Company.**

These documents are available upon payment of the fee calculated pursuant to MCL 15.234 and exhibited on the Fee Calculation form enclosed herewith.

2. **Certificates of insurance for Edmund London & Associates and Comstock Construction Company.**

{If we gather these first}
These documents are available upon payment of the fee calculated pursuant to MCL 15.234 and exhibited on the fee calculation from enclosed herewith.

{If we don't gather them first, and you come in to review}
These documents are available upon payment of the deposit toward the final fee estimated on the enclosed Fee Estimate form enclosed herewith

Alternatively, since those insurance certificates which are in the possession of Benzie County are in a set of binders (the Building Authority Binders) maintained by the Benzie County Clerk with respect to the Building Authority, pursuant to MCL 15.233)(3) you may make arrangements through me to examine those binders and determine which, if any, of the certificates you would like a copy of. Copies will be provided at the cost per page set forth on the enclosed Fee Estimate form.

3. **Articles of Incorporation for the Benzie County Building Authority,**

Pursuant to MCL 15.234(5) the Articles of Incorporation for the Benzie County Building Authority, I am hereby notifying you that said Articles are available for no charge on Benzie County's website. Go to "benzieco.net." Click on "Departments/Committees." Then click on "Committees." Then click on "Building Authority." A link to the Articles will be on that page.

4. **Any and all documents of any kind or description regarding an inspection of the newly constructed building for The Maples by any State, Federal or local authority or entity, including inspections during construction, partial or substantial completion, post-construction, and/or in conjunction with obtaining a certificate of occupancy**

These documents are available upon payment of the fee calculated pursuant to MCL 15.234 and exhibited on the Fee Calculation form enclosed herewith.

5. **Any and all correspondence, emails, and communications of any kind or description between Edmund London & Associates, and/or its attorneys, agents or representatives and Benzie County, the Benzie County Board of Commissioners, Benzie County Building Authority, and any attorney, agent or representative on behalf of the Building Authority.**

While we believe this request is excessively broad and fails to sufficiently describe a specific public record as required by MCL 15.233, nevertheless, we will provide such records as we can locate and which are not exempt under MCL 15.243 upon payment of the deposit toward the final fee estimated on the enclosed Fee Estimate form enclosed herewith.

We believe most of these communications are in the form of email correspondence and, with attachments, number in the hundreds, if not thousands, of pages. Therefore, alternatively, we can provide a list of the emails indicating the sender and recipient as well as the subject. You can then determine which of those records you want to examine as provided in MCL 15.233(3) and/or which ones of which you want to receive copies. Copies will be provided at the cost per page set forth on the enclosed Fee Estimate form.

In addition, it is possible there may be some such communications in the Building Authority Binders. Pursuant to MCL 15.233)(3) you may make arrangements through me to examine those binders and determine which, if any, of the pages therein you would like a copy of. Copies will be provided at the cost per page set forth on the enclosed Fee Estimate form.

6. **Any and all correspondence, emails, and communications of any kind or description between Comstock Construction Company, and/or its attorneys, agents or representatives and Benzie County, the Benzie County Board of Commissioners, Benzie County Building Authority, and any attorney, agent or representative on behalf of the Building Authority.**

While we believe this request is excessively broad and fails to sufficiently describe a specific public record as required by MCL 15.233, nevertheless, we will provide such records as we can

locate and which are not exempt under MCL 15.243 upon payment of the deposit toward the final fee estimated on the enclosed Fee Estimate form enclosed herewith.

We believe most of these communications are in the form of email correspondence and, with attachments, number in the hundreds, if not thousands, of pages. Therefore, alternatively, we can provide a list of the emails indicating the sender and recipient as well as the subject. You can then determine which of those records you want to examine as provided in MCL 15.233(3) and/or which ones of which you want to receive copies. Copies will be provided at the cost per page set forth on the enclosed Fee Estimate form.

In addition, it is possible there may be some such communications in the Building Authority Binders. Pursuant to MCL 15.233)(3) you may make arrangements through me to examine those binders and determine which, if any, of the pages therein you would like a copy of. Copies will be provided at the cost per page set forth on the enclosed Fee Estimate form.

Attorney/Client privilege

Some of the communications requested pursuant to items 5 and 6, above, are subject to the attorney/client privilege and are exempt from disclosure pursuant to MCL 15.243(1)(g). As to any such items, your request is denied.

Rights Under MCL 15.240

To the extent this response constitutes a denial of any portion of your request, you have certain rights under Section of The FOIA [MCL 15.240]. A copy of Section 10 is attached for your benefit.

Please advise as to your desires to receive copies of and/or to examine the records requested and which are available.

Sincerely,

Maridee Cutler, Deputy County Administrator
FOIA Coordinator, Benzie County

Maridee Cutler

From: Dick Figura <rfigura@figuralaw.com>
Sent: Friday, April 29, 2016 3:02 PM
To: Maridee Cutler
Cc: Dawn Olney; Traci; Tom Longanbach; Edgar Roy
Subject: Hoyt FOIA Response
Attachments: Hoyt Response 4-29-16 DRAFT.docx

Enclosed for your review and comment is the proposed draft of the response to Mr. Hoyt's FOIA request.

While we have no obligation under the FOIA to prepare a list, Tom has prepared one anyway so as to show all how many communications there are with respect to requested items 5 and 6. The requester can then decide if he wants to pay the deposit for the estimated fee (which I assume will be rather high because of the sheer volume of pages involved). In the interest of preserving valuable public resources, we will not spend the time and money to gather all of the requested documents. Instead, we will give him the list and he can decide what he wants to see. Any communication which is subject to the attorney/client privilege is maintained by Tom in a separate folder and disclosure of those items is being denied.

The Response will include 2 fee calculations. One (the Fee Calculation form) will be for the known cost of the documents being made available simply upon payment of the fee. This wold apply to items 1 and 4 of the request and possibly item 2.

The second fee calculation(the Fee Estimate Form) will be a fee estimate which will apply to the retrieval (if necessary) and copying of the records requested in items 5 and 6, and possibly Item 2.

Obviously, Mr. Hoyt can save himself money and the county staff time by exercising his right under MCL 15.233(3) to simply come in and examine copies of the records he has requested.

Subject to any other documents dawn may have (she was not available yesterday or today), all we need to do next is prepare the Fee Calculation and Fee Estimate Forms. I will provide Maridee with any assistance she may need in that preparation.

Please let me know if any of you have any questions or if you have any comments, suggestions, etc.

Thank you all.

Dick

RICHARD J. FIGURA, PC
Richard J. Figura, Esq.
Attorney, Mediator and Arbitrator
11470 S. Leelanau Hwy, Ste. 105
PO Box 447
Empire, MI 49630
231-326-2072
rfigura@figuralaw.com

Working for a better community through law

Of counsel to Simen, Figura & Parker, PLC, Flint, MI

received in mail box on 4/25/16.

PHILIP A. HOYT
P.O. BOX 745
BEULAH, MICHIGAN 49617
(231)218-9337 cell

April 19, 2016

via hand-delivery

Benzie County Administrator's Office
ATTN: FOIA COORDINATOR
448 Court Place
Beulah, MI 49617

Re: FOIA Request – THE MAPLES

To Ms. Cutler,

Thank you for your letter dated April 13, 2016. I note that you do not enclose a "Detailed Cost Itemization." If you are able, at this time, to estimate the reasonable costs, consistent with and as permitted under MI-FOIA, please forward that estimate to me. As you know, The Maples and its "limbo" status has gained considerable public attention, and it is a matter of particular public interest and concern.

Please provide a copy of your written procedures and guidelines for fees charged in conjunction with a MI-FOIA (MCL 15.234), to me along with the estimate requested above.

Very truly yours,

Philip A. Hoyt

est 4 hrs @ 12.31
Called 12,000 pcs of doc.
4/25/16

cc: Coury Carland

448 Court Place • Beulah, MI 49617

4/13/2016

Philip A. Hoyt
PO Box 745
Beulah, MI 49617

Reference: Your Freedom of Information Action (FOIA) request of the Maples.

This correspondence acknowledges receipt of your above-referenced request. The effective date of receipt is April 12, 2016. This initial response to your request is checked below, followed by additional information:

- ○ Your request is hereby acknowledged and recorded as Benzie County FOIA request number: **#81.** A copy of Benzie County FOIA Policy and Procedures is available on Benzie County's website at http://www.benzieco.net/. You may also request a copy by contacting the County Administrator's Office at mcutler@benzieco.net or call 231-882-0035.
- ○ Some or all of the documents you requested are readily available on Benzie County's website at URL: **(url)**. If you still choose to have the documents copied and sent to you, please contact the County Administrator's Office at mcutler@benzieco.net or call 231-882-0035. Fees may apply.
- ○ The requested documents are available and attached for your convenience. If you find a **Detailed Cost Itemization** attached, please contact the County Administrator's Office at mcutler@benzieco.net or calling 231-882-0035 to confirm that these fees are acceptable. If you elect to inspect the requested documents, fees must be paid to the Benzie County Treasurer's Office once a time allotment can be determined. You may also appeal the fees using **FOIA Appeal Form – To Appeal an Excess Fee** or submit a **Request for Discount** based on your status as indigent or as a non-profit organization. See the **Detailed Cost Itemization** for more information about discounts.
- ○ The requested documents are being mailed to you at no cost.
- ☒ Some or all of the requested documents will be provided within ten (10) working days of receipt. A **Notice to Extend Response Time for FOIA Request** is attached.
- ○ Some or all documents in your FOIA request have been denied. A **Notice of Denial of FOIA Request** is attached for those items. A **FOIA Appeal Form – To Appeal a Denial of Records** is also provided.

Sincerely,

Maridee Cutler

Maridee Cutler, Deputy County Administrator
Benzie County

County: Keep original and provide copy of both sides, along with Public Summary, to Requestor at no charge.

Extension Form

Benzie County
448 Court Place, Beulah, MI 49617
Phone: 231-882-0035

Notice to Extend Response Time for FOIA Request

Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, *et seq.*

Request No.: 81 Date Received: 4/12/16 Check if received via: ☐ Email ☐ Fax ☒ Other Electronic Method

Date of This Notice: _____ Date delivered to junk/spam folder: _____

Name		Phone
Firm/Organization		Fax
Street		Email
City	State	Zip

(Please Print or Type) Date discovered in junk/spam folder: _____

Request for: ☒ Copy ☐ Certified copy ☐ Record inspection ☐ Subscription to record issued on regular basis

Delivery Method: ☒ Will pick up ☐ Mail to address above ☐ Email to address above

☐ Deliver on digital media provided by the County: _____

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

See attached

We are extending the date to respond to your FOIA request for no more than 10 business days, until 5/3/16 (*month, day, year*). Only one extension may be taken per FOIA request. If you have any questions regarding this extension, contact Maridee Cutler at 231-882-0035 or mcutler@benzieco.net

Estimated Time Frame to Provide Records: 5+10 business (*days or date*)

The time frame estimate is nonbinding upon the County, but the County is providing the estimate in good faith. Providing an estimated time frame does not relieve a public body from any of the other requirements of this act.

Reason for Extension:

☒ **1.** The County needs to search for, collect, or appropriately examine or review a voluminous amount of separate and distinct public records pursuant to your request. Specifically, the County must:

Review and collect communications from several offices within the building. Coordination efforts from each office will consume a great deal of time.

☐ **2.** The County needs to collect the requested public records from numerous field offices, facilities, or other establishments that are located apart from the County office. Specifically, the County must coordinate documents from the following locations:

_____

_____

_____

☐ **3.** Other (describe):

_____

_____

_____

Signature of FOIA Coordinator: Maddie Cutler	**Date:** 4/14/16

1781

PHILIP A. HOYT
P.O. BOX 745
BEULAH, MICHIGAN 49617
(231)218-9337 cell

April 12, 2016

via hand-delivery

Benzie County Administrator's Office
ATTN: FOIA COORDINATOR
448 Court Place
Beulah, MI 49617

RECEIVED
APR 12 2016
ADMINISTRATOR OFFICE

Re: FOIA Request – THE MAPLES

To the FOIA Coordinator,

This letter is a formal request, pursuant to the provisions of Michigan's Freedom of Information Act, or FOIA (MCL 15.231 *et. seq.*) ("MI-FOIA"), for copies of all documents, communications, e-mails, reports, records, other files and materials related to the construction of the new building for The Maples, as follows:

1. Any and all contract(s) with Edmund London & Associates and Comstock Construction Company.

2. Any and all certificates of insurance for Edmund London & Associates and Comstock Construction Company.

3. Any and all articles of incorporation for and/or regarding the Benzie County Building Authority.

4. Any and all documents of any kind or description regarding an inspection of the newly constructed building for The Maples by any State, Federal or local authority or entity, including inspections during construction, partial or substantial completion, post-construction, and/or in conjunction with obtaining a certificate of occupancy.

5. Any and all correspondence, e-mails, and communications of any kind or description between Edmund London & Associates, and/or its attorneys, agents or representatives and Benzie County, the Benzie County Board of Commissioners, Benzie County Building Authority, and any attorney, agent or representative on behalf of the Building Authority.

6. Any and all correspondence, e-mails, and communications of any kind or description between Comstock Construction Company, and/or its attorneys, agents or representatives and Benzie County, the Benzie County Board of Commissioners,

Benzie County Building Authority, and any attorney, agent or representative on behalf of the Building Authority.

The scope of this FOIA request is to provide any document in your files and/or those maintained by Benzie County, Benzie County Board of Commissioners, Benzie County Building Authority, any individual members of the Benzie County Board of Commissioners or the Building Authority, and/or representative or agent on behalf of Benzie County, Benzie County Board of Commissioners and/or the Building Authority, regarding The Maples construction project.

The term "document" as used in this FOIA request is to be construed in the broadest possible manner and includes any written, graphic or recorded matter, however produced or reproduced, of any kind or description, including both sides of any two-sided writing, drafts or marked copies.

If there are any fees for searching for or copying the requested records, please advise us accordingly and we will remit those fees at once, as long as the cost is within the limits of the MI-FOIA.

If all or any part of this request is denied, please cite the specific exemptions to justify your refusal to release the information, under Section 13 of MI-FOIA, and the reason why you have not invoked your discretion to release the requested documents in the public interest. We further request any portion of a document that may be segregated or redacted, and which you might otherwise withhold. For each record or portion of a record which you withhold, we specifically request a particularized description of the basis for withholding it.

As you are aware, a response to a request under MI-FOIA must be completed within **FIVE (5) business days**. If additional time is required, please contact the undersigned immediately. We thank you in advance for your time and attention to this matter.

Very truly yours,

Philip A. Hoyt

cc: Coury Carland

CORRESPONDENCE

County of Cheboygan

BOARD OF COMMISSIONERS

County Building
P.O. Box 70, Room 131
Cheboygan, Michigan 49721

Tel ~ (231) 627-8855
Fax ~ (231) 627-8881
E-mail ~ ccao@cheboygancounty.net

(1)

RESOLUTION 16-09

EPA AND ARMY CORP OF ENGINEERS IMPLEMENTATION FOR REGULATION FOR DEFINED WATERS OF THE U.S. UNDER THE CLEAN WATER ACT

WHEREAS, in August 2015, the U.S. Environmental Protection Agency (EPA) and the Army Corps of Engineers (Corps) implemented a regulation for the Definition of Waters of the U.S. under the Clean Water Act, which has since been temporarily halted by the 6[1] U.S. Circuit Court of Appeals; and

WHEREAS, both agencies are seeking a rule change to give the federal government more authority by expanding the definition of "navigable waters" in the Clean Water Act; and

WHEREAS, the rule change would subject almost all physical areas with a connection to downstream navigable waters, including features such as ditches , natural or man-made ponds and flood plains, to the jurisdiction of the Clean Water Act; and

WHEREAS, that under the rule change, Michigan's Wetlands Law will be in violation of the Clean Water Act; and

WHEREAS, if Michigan loses delegated authority and must work directly with the Corps, the agency can take months or years to answer a permit application, and can even deny permits with impunity; and

WHEREAS, the change will cause significant harm to local farmers, stall the development of businesses, take control of land used for sustainable food production out of our local providers' hands, and negatively impact county-owned and maintained infrastructure such as roadside ditches and county drains; and

WHEREAS, Michigan has robust programs to protect water quality in our state; and

WHEREAS, the rule change would bring enormous costs to our farms, municipalities and taxpayers.

NOW, THEREFORE, BE IT RESOLVED, the Cheboygan County Board of Commissioners wholly support preventing the furtherance of the U.S. Environmental Protection Agency and the Army Corps of Engineers proposed rule expanding the definition of "Waters of the United States" and requiring these agencies to work with state and local governments on rule development; and

BE IT FURTHER RESOLVED that copies of this Resolution be provided to all Michigan Counties, Governor Rick Snyder, the Michigan Association of Counties and representative members of the Michigan congressional delegation.

MOTION APPROVED

I, the undersigned, the Cheboygan County Clerk and Clerk of the Cheboygan County Board of Commissioners do hereby certify this to be a true and exact copy from the minutes of the regular meeting of the Cheboygan County Board of Commissioners held on May 10, 2016.

I, Mary Ellen Tryban, Cheboygan County Clerk do hereby set my hand and seal this 10th day of May, 2016.

Mary Ellen Tryban

Mary Ellen Tryban, Cheboygan County Clerk

County of Cheboygan

(2)

BOARD OF COMMISSIONERS

County Building
P.O. Box 70, Room 131
Cheboygan, Michigan 49721

Tel ~ (231) 627-8855
Fax ~ (231) 627-8881
E-mail ~ ccao@cheboygancounty.net

Resolution 16-10 Urging State Transparency

WHEREAS, in 2015, the Center of Public Integrity and Global Integrity conducted a national study of state ethics and transparency laws and safeguards, in which the State of Michigan was ranked last; and,

WHEREAS, some of the reasons cited for the State's poor ranking was weak public records laws and the absence of laws requiring personal financial disclosures by lawmakers and top state officials; and,

WHEREAS, another glaring issue cited was the exemption of the governor and the legislature from state open records laws; and,

WHEREAS, the State has required transparency from local municipalities through FOIA, EVIP and CIP, yet the State has chosen to not take the opportunity to lead by example; and,

WHEREAS, this Board feels it is time that State lawmakers and top officials stop exempting themselves from the laws that they expect others to follow.

NOW, THEREFORE, BE IT RESOLVED, that the Cheboygan County Board of Commissioners urges State lawmakers and top officials to stop the hypocrisy of exempting themselves from the laws that they enact for the governance of the State of Michigan, of which they are included; and,

BE IT FURTHER RESOLVED, that a copy of this Resolution be forwarded to all Michigan Counties, Senator Wayne Schmidt, Representative Peter Pettalia, Representative Lee Chatfield, Governor Rick Snyder, and the Michigan Association of Counties.

MOTION APPROVED

District 1	District 2	District 3	District 4	District 5	District 6	District 7
Chris Brown	Bruce Gauthier	Pete Redmond Chair	Cal Gouine	Tony Matelski	John B. Wallace	Sue Allor Vice-Chair

I, the undersigned, the Cheboygan County Clerk and Clerk of the Cheboygan County Board of Commissioners do hereby certify this to be a true and exact copy from the minutes of the regular meeting of the Cheboygan County Board of Commissioners held on May 10, 2016.

I, Mary Ellen Tryban, Cheboygan County Clerk do hereby set my hand and seal this 10th day of May, 2016.

Mary Ellen Tryban

Mary Ellen Tryban, Cheboygan County Clerk

Frankfort City County Airport Authority

March 3, 2016: 9:30 a.m.

On Thursday, March 3, 2016, the Frankfort City- County Airport Authority (FCCAA) met in a regular session at the Frankfort City Hall Council Chamber, Frankfort, Michigan. Interim Chairman Ken Laurence called the meeting to order at 9:30 a.m.

Roll Call of Members Present: Interim Chairman Ken Laurence, Bruce Harwood, Coury Carland, Paul Luedtke, Pat Storrer, Dave VanHammen, and Steve Kelly (alternate for Les Poggemeyer).

Others Present: Michelle Thompson, Jay Darling, Jim Brouwer, Thelma Rider, and Assistant Airport Manager Leroy Reed (substituting for Airport Manager Doug Kirk).

Excused: Les Poggemeyer

Approval of Agenda

Motion to approve Agenda, unanimously approved.

Approval of Minutes (January 7, 2016)

Motion to approve Minutes: Moved Harwood, seconded Luedtke, Yeas: All. Motion Passed.

Public Input

Received from Jay Darling

Correspondence

The Dollar Store proposal to build was not approved by the FAA.

John Ohlinger is the process of drafting a proposal to establish a flight school at the Frankfort City-County Airport (as well as offering regional flight tours) for the FCCAA's review.

FCCAA Regular Meeting Minutes: 3/3/2016

Financial Reports

6.1 FCCAA Balance Sheet

Treasurer Michelle Thompson presented the FCCAA Balance Sheet current as of February 29, 2016. Motion to approve the Balance Sheet; Moved by Harwood, seconded by Kelly. Yeas: All. Motion passed.

6.2 FCCAA Check Detail

Ms. Thompson presented details of checks drawn on behalf of the FCCAA for the time period of January 7, 2016 through March 3, 2016 (checks #2434 - #2454).
Motion to approve: Moved by Storrer, seconded by Carland. Yeas: All. Motion passed.

Airport Manager's Report

Airport Manager Doug Kirk provided a written report for January and February 2016. (LeRoy Reed substituted for Kirk in the FCCAA meeting). Motion to approve: Moved by Storrer, seconded by Carland. Yeas: All. Motion passed.

Advisory Committees

8.1 Finance

No report was filed; no Committee meetings were held.

8.2 Operations

Ken Laurence presented an update from the Operations Committee on those items from the Committee's "To Do List" which have been completed and those which remain outstanding. No meetings were held. Motion to accept the Operations Committee. Moved by Harwood, seconded by Storrer.

8.3 Technical

No report was filed, and no Committee meetings were held.

New Business

Interim Chairman Laurence led a review of the status of the Airport Layout Plan (ALP) as outlined in Chairman Poggemeyer's summary report. The FCCAA was asked to examine and vote on the final ALP review comments after which the FCCAA's written input will be sent to Linn Smith (MDOT). Motion to approve the input to MDOT. Moved by Harwood, seconded by Storrer. Vote: Yeas All. Motion passed.

Interim Chairman Laurence provided an overview of meetings with County and Township authorities on the need to hire a person to oversee the FCCAA activities and Airport Manager duties to eliminate many of the time consuming duties currently being borne by FCCAA volunteers.

Laurence also reported that insurance for the Airport Truck would cost $979.00 and asked the FCCAA for approval to disburse that amount. Motion to approve the disbursement. Moved by Storrer, seconded by Harwood.

The FCCAA reviewed MDOT's change in land acquisition costs. They also discussed two incidents of trespassing on the Airport runways.

Public Input – There was no public input.

Next Meeting Time/Location: May 5, 2016, 9:30 AM, Frankfort City Hall

Adjournment

Respectfully submitted,

Susan K. Tonner, Secretary to the FCCAA

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BENZIE COUNTY
PARKS AND RECREATION COMMISSION

Cathy Demitroff - CHAIR
Sean Duperron - VICE CHAIR
Frank Walterhouse - SECRETARY
Marjorie Pearsall-Groenwald
Walter Roch Von Rochsburg
Barb Skurdall
Christy Andersen
Ann Bourne
Tad Peacock
Ted Mick

Regular Meeting
April 25, 2016
Benzie County Government Center

Chair, Demitroff called the meeting of Parks and Recreation Commission to order at 5:00 p.m.

Present: Frank Walterhouse, Walter Roch Von Rochsburg, Barbara Skurdall, Christy Andersen, Tad Peacock, Ann Bourne and Marjorie Pearsall-Groenwald, Cathy Demitroff,

Absent: Ted Mick, Sean Duperron,

Others Present: Marlene Wood, Recording Secretary
Jim Radabaugh, FOPBLH
Matt Skeels, Benzie County Road Commission Manager

Motion by Bourne, seconded by Pearsall-Groenwald to approve the agenda as presented. All Aye. Motion Carried.

Motion by Andersen, seconded by Roch Von Rochsburg to approve the minutes of the March 28, 2016 Regular Meeting as presented. All Aye. Motion Carried.

Motion by Peacock, seconded by Pearsall-Groenwald to approve the minutes of the March 28, 2016 Closed Session Meeting as presented. All Aye. Motion Carried.

Public Input: None

Chair, Demitroff announced to those present the passing of our friend and past Parks & Recreation Member, Charlie Kehr. She asked Marlene to send a sympathy card to Charlie's wife, Linda, on behalf of the Commission.

Guests: Matt Skeels, Benzie County Road Commission Manager announced that court ruling states the trail on Road Commission property is not a road. He indicated signage

will be placed close to the property line and a gate installed at some point indicating the road end, 'no motorized vehicles', while still encouraging pedestrian access. He reported that, under judgement of the court, Cole will replace (20) trees that he cut. He asked for suggestions as to where to plant the trees. Bourne suggested Matt contact Glen Chown of the Conservancy as to plans to purchase the property involved. It was suggested that Matt inform the B.V. Trail Management Council at the May 10th meeting (4:30 pm).

Committee Reports:

Railroad Point: Bourne reported meeting with Nate Richardson to get signage at Railroad Point property consistent with conservancy designs.

Point Betsie Light House: Roch Von Rochsburg has perused the materials and will meet with Point Betsie Friends' committee members to learn more about this sub-committee he has been appointed to chair.

Trail Report: No report from Duperron. Walterhouse announced that Bill Olson was appointed chairman of the B.V. Trail Management Council.

Recreational facilities & Access: Bourne reported the Lake MI access site will be dredged through cooperative efforts according to Heather Hettinger, of the DNR Fisheries Division and a rep. from the Access Division of the DNR. Bourne reported follow up at the county level will be made after their meeting if needed to get this resolved. The DNR will work with the Corp. of Engineers to remove the dredging materials.

She reported moving forward toward closing on the Hanley property.

The water trail grant funding was given to Networks NW and contracting is moving forward. Identifying sites along the river will begin early May with representation from Networks NW and Conservation Alliance with a meeting following soon afterward.

The Conservancy will begin environmental assessments on the Wortleboer Property. She will keep the Commission informed as FEMA moves forward.

Zada Price Property: Peacock reported he and Andersen walked the property and will have sketches available next month on potential recreational site ideas. Bourne suggested possible improvement funds from the ~~Division of~~ Grand Traverse Regional Land Conservancy Community Funds. Peacock will be in contact with SEEDS in trail building efforts on that property.

Recreational Programs: Skurdall reported Beulah tennis clinics will begin in June. She met with Asa Kelly regarding the 'Back the Track' project sponsored by the Boosters at the Benzie Central High School. Her perspective is to connect community with the school park. She referenced coordinator, Nick Jaske who is coordinating efforts to fund a community / school park in Manistee County.

Old Business: Sub-committee assignment listing for 2016 was available for review. Motion by Walterhouse, seconded by Bourne to accept the listing of sub-committee members for 2016. All Aye. Motion Carried.

Public Input: None

Correspondence: Letter from the Benzie County Planning Commission regarding Capital Improvement Projects planned for next fiscal year.

Walterhouse provided a list of candidates running for county positions to the members. Primary Elections is Tuesday, August 2, 2016.

Other Business to come before the Board:

A current financial report was available to the commissioners

Copies of the Benzie County Recreation and Cultural Plan 2015 – 2019 were distributed to all members along with an informational booklet of State and County by-laws, contacts, schedules and sub-committees.

An invoice for office supplies was presented to the board for reimbursement to Solid Waste Department for $49.97 (materials used for printing / binding of Master Plan booklets for all members) Motion by Walterhouse, seconded by Pearsall-Groenwald to approve payment of the invoice. A Roll Call Vote showed: Demitroff – yes, Walterhouse – yes, Roch Von Rochsburg – yes, Pearsall-Groenwald – yes, Andersen – yes, Bourne – yes, Skurdall – yes, Peacock – yes. Motion Carried.

Chair, Demitroff declared the meeting adjourned at 6:02 p.m.

The next meeting is scheduled for Monday, May 23, 2016, at 5:00 p.m.
Marlene Wood announced she will be available as recording secretary at the May meeting unless a replacement is hired and in place before then.

Minutes were respectfully submitted by Marlene Wood, Recording Secretary

Frank Walterhouse Frank Walterhouse, Secretary

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BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT
BOARD OF HEALTH MEETING
May 26, 2016
4:00 p.m.

Tentative minutes to be acted upon at the July 28, 2016 meeting.
Meeting called to order at 4:05 p.m. by Vice Chair Lautner

A Quorum Was Present With the Following Members in Attendance:
Gary Sauer, Benzie County Board of Commissioners
Marge McCulloch, Leelanau County Member at Large
Carolyn Rentenbach, Leelanau County Board of Commissioners
Melinda Lautner, Leelanau County Board of Commissioners

Excused:
Roger Griner, Benzie County Board of Commissioners
Dr. George Ryckman, Benzie County Member at Large

Pledge of Allegiance

Administration Present:
Lisa Peacock, Health Officer
Dodie Putney, Director of Administrative Services
Tom Fountain, Environmental Health Director
Michelle Klein, Personal Health Director
Dr. Joshua Meyerson, Medical Director

Approval of Minutes:
Motion: by Rentenbach, seconded by Sauer to approve the minutes of the March 24, 2016 meeting.
Voice vote: 4 ayes **Motion carried**

Approval of the Agenda:
Motion: by Sauer, seconded by Rentenbach to approve the agenda as presented.
Voice vote: 4 ayes **Motion carried**

Health Officer Update-
Peacock commented on the following programs.

1. **Northern Michigan Public Health Alliance:**
   - MDHHS has selected the Northern Michigan Public Health Alliance as the backbone organization of the Northern Region Community Health Innovation Region (CHIR). This is very exciting news and next steps include developing a governance structure as well as identifying geographical boundaries. The priority areas emphasized by the Michigan Blueprint for Health Innovation project that the CHIR will be tasked with include: Community Health Needs Assessment (CHNA),

establishing a community linkages model across the region, as well as a plan for data analytics that will promote collaboration and measurement. The steering committee has met by phone with the State Innovation Model (SIM) team and have begun the early stages of planning.

- District Health Department #10 has submitted a grant to Michigan Department of Health and Human Services on behalf of the Alliance to develop a marketing and outreach plan for the Family Planning Programs. The funding would be up to $30,000 and would be utilized to develop an interactive website that would provide information on birth control, achieving a healthy pregnancy, STD, and healthy relationships. Clinic finder functions would direct the user to local resources such as the Health Department.
- Health Department of Northwest Michigan submitted a grant to the Michigan Health Endowment Fund on behalf of the Alliance which would allow expansion of a project that has been implemented in other parts of northern Michigan involving a partnership between the schools, Health Department, Federally Qualified Health Centers and local mental health agencies. The result of this project is the placement of a mental health provider in a school building who can see students for behavioral health needs that fall in the mild to moderate category. These services are billable through the FQHC which offers sustainability for the model. The first part of this project would be conducting a needs assessment across the northwest region to determine the status of current services and set priorities for expansion.
- Representatives from the NMPHA have also been involved in a workgroup with the Northern Michigan Health Network who is writing a large CMS grant to fund an Accountable Health Communities project which will ultimately contribute to the work of the SIM in identifying health risks in our population and providing linkages to community resources and navigation services to reduce barriers and improve health outcomes. This grant was submitted yesterday and notification will take place in November.

2. **Regional Insight Software Project:** Administration and several staff members attended the Netsmart project kickoff this week. Project leadership and "super users" that have been identified by each partner health department met in Gaylord to review the processes we have compiled to ensure that the Netsmart team understands the desired functionality of the product for each program. There were demonstrations of the test system to familiarize staff with how the program will function.

3. **Benzie Resource Center:** We have been holding weekly meetings between the building partners as well as the construction project manager to finalize the drawings. We held a visioning session with the staff of BLDHD, NMHSI, and CWN to discuss and compile the thoughts of our front line staff and their input has informed the process of reviewing and making final revisions to the plans and also

helped us to set some priorities for integrating services in a seamless way for clients. The architect and dental representative made some recent revisions to the dental area and we are hoping for plans to be finalized by the end of this week. The team meets again on 5/18/16. A dentist has been on site providing dental services in addition to the hygiene services.

4. **Staffing update:** We have hired the additional staff positions that were approved at the last meeting and roles have been transitioning. We are very pleased with the candidates who applied and look forward to supporting our services with these new staff members. We are looking forward to offering the Wise woman program beginning this month as well as offering rapid HIV tests and enhanced services through the Healthy Futures program.

5. **Environmental Health:** A workgroup has been convened through the NMPHA to assess current status and plan for future environmental needs. Progressing toward implementation of new software program, Healthspace, for documenting services.

6. **BLDHD Program Highlight:** In response to BOH members request for increased information about services provided we will continue to highlight 1-2 programs per meeting to provide the program details without causing the meetings to become too lengthy. This month we will focus on the Women's Health programs such as Family Planning, Breast and Cervical Cancer Control and Navigation, and Wisewoman.

1 A. BLDHD Data Management Plan –
Peacock reported the data management plan along with the organizational plan have to be approved by the Board for our State accreditation. These plans also have to be approved by the State prior to accreditation and must be mailed in by July. Putney explained these plans will need to be adopted every year. Discussion followed.
Motion: by Rentenbach, seconded by Lautner to accept the Benzie-Leelanau District Health Department Data Management Plan as presented.
Voice vote: 4 ayes **Motion carried**

1 B. BLDHD Organizational Plan –
Motion: by Rentenbach, seconded by Sauer to accept the Benzie-Leelanau District Health Department Organizational Plan as presented.
Voice vote: 4 ayes **Motion carried**

2. Personnel and Finance Committee Report:

A. Accounts Payable-
Motion: by Sauer, seconded by McCulloch to approve the accounts payable in the amount of $198,152.42
Voice vote: 4 ayes Motion carried

B. April 2016 – Financial Statements-
Putney reported the current year to date shows $55,000.00 in the red. This is due to new staffing we have hired. Permit and food license revenue for April put environmental health in the black. The additional staffing put personal health in the red; however, we will be receiving grant money from the State which will catch us up. As noted in the amended budget, Putney expects to come out in the black.
Motion: by Sauer, seconded by Rentenbach to place the April 2016 financial statements on file.
Voice vote: 4 ayes Motion carried

C. Approval of Recycling Contract Amendment –
Putney reported Trudy Gala sent her the contract amendment for board approval. This is for 6 ½ years. It coincides with Leelanau County's current funding thru 2021. Lautner inquired if this is just an amendment and the original agreement still stands whereas if we have issues that cannot be resolved we can terminate the contract. Putney stated the original agreement still stands.
Motion: by Rentenbach, seconded by Sauer to approve the agreement between Leelanau County and the Benzie-Leelanau District Health Department for recycling site amendment one.
Voice vote: 4 ayes Motion carried

D. Approval of Amended Budget –
Putney reported taking into consideration the additional funding we are expecting, the projection is the budget will be a balanced budget or be in the black a little bit. Discussion followed.
Motion: by Sauer, seconded by Rentenbach to accept the amended budget.
Voice vote: 4 ayes Motion carried

3. Staff Reports:
A. Administrative- Dodie Putney
Putney stated work has been ongoing with the coordination of Northwest Michigan Health Services, Inc. and the dental services in the Benzie building.

B. Environmental Health- Tom Fountain
Fountain reported Marc Grossnickle started employment with the department the first week of April and is adapting well. Sanna Johnson started today in the Benzie office as the new Environmental Health Secretary.
Several state wide issues are being addressed in Lansing which could impact the department. State wide sanitary code is back in the spotlight. There is also proposed

legislation to allow dogs in licensed food establishments (patios) along with the elimination of vending machine inspections. A downstate man intentionally poisoned ready to eat food in some South East Michigan facilities.
Annual beach monitoring will begin after Memorial Day weekend. Weekly samples for e-coli will include the same beach sites as last year.
The D.E.Q. is looking to get a group of Northern Michigan Sanitarians together to study the waste being generated at wineries, brew pubs and distilleries.
Fountain stated he will be attending a one day workshop on June 22, 2016 addressing the increasing swimmers itch issue in Northern Michigan lakes. A swimmers itch coalition member thanked the board of health for the letter of support submitted in January.
The Northern Michigan Environmental Health Directors will be meeting soon to develop some cross-jurisdictional projects and apply for grant money with the help of Jane Sundmacher from the Health Department of Northwest Michigan.

C. Personal Health- Michelle Klein
Klein reported a new nurse Stephanie Burns has started in the Leelanau office. Once she is trained, Autumn Jurek will be able to take over Healthy Futures. We are looking at a grant to pilot for beefing up the program.
We have been working With District 10 who is the fiduciary for a Regional Immunization Grant where there are 32 counties involved. In the fall we will be doing school based immunizations. We could possibly do three clinics a school year for 13 to 17 year olds to get their immunizations up to date. This is still in the planning phase as there are a lot of details to work out.
Roberta Besey, our new nurse in Benzie went to training last week for a Diabetes Prevention program. We will be partnering with Munson to offer this program. It's a year contract for clients who are at risk for diabetes. Hopefully by July 1st we will have this in place.

D. Medical Director- Dr. Joshua Meyerson, MD, MPH
Dr. Meyerson reported on state wide outbreaks. There have been no measles cases in the state this year. There have been two confirmed cases of mumps at Calvin College in Grand Rapids. There has been an increase in mumps activity across the nation. Chicken pox activity has increased over last year however it has been relatively quiet this spring.
Meyerson stated flu came late this year and there was somewhat of a rush of flu outbreaks after spring break. Although there is still a lot of respiratory illness out there it has been decreasing in the last two weeks.
There have been a lot of reports of people finding ticks on them. Lyme disease tends to peak later in the summer due to the nymphs being more active. The most common tick is the dog tick which is larger and easier to see. The black legged tick carries the Lyme disease and they are no bigger than a sesame seed. They do enlarge as they feed however because of their size they are hard to see. The black tick is endemic in Benzie and Leelanau County.
Dr. Meyerson reported the state is getting some funding for mosquito surveillance due to the Zika Virus. The big concern with the virus of course is the catastrophic effect on babies. Although low likelihood it's a very big impact. Another concern with the Zika Virus that makes it different than the other mosquito born viruses is it can also be sexually transmitted from males to females.

Motion: by Sauer, seconded by Ryckman to adjourn the meeting.
Voice vote: 4 ayes Motion carried

Vice Chair Lautner adjourned the meeting at 5:30 p.m.

_____
Melinda Lautner, Vice Chair

_____
Heidi Roper, Recording Secretary

BENZIE COUNTY VETERANS AFFAIRS COMMITTEE

448 COURT PLACE - BEULAH, MI 49617 - (231) 882-0011

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MEETING MINUTES
Monday May 2, 2016, 9:00 AM

Conference Room 206, Government Center, Beulah, Michigan

Present were Committee Members: Chair Bob Roelofs, Members: Art Melendez, Camp Bailey, Kirt Giddis, Dale Ginzel
Also present were: Gary Sauer, Michelle Thompson, Chuck Lerchen

A moment of silence was followed by the pledge of allegiance.

A motion was made to approve the agenda with one addition. Motion approved.

A motion was made to approve April 4, 2016 committee meeting minutes with a minor correction. The motion was approved unanimously.

Public Comment: None

County Counselor Report: Chuck Lerchen brought us up to speed as to what is happening on the proposed TC Veterans millage.

Administrative input:
Michelle Thompson gave the financial report as of May 2, 2016: The Veteran's Relief Fund (293) has an end balance of $78,6494.44. The Veterans Trust Fund (294) End Balance is $7,633.81.
Memorial Fund (Fund 701) End Balance is $25,385.39.

Old Business:
501(3)(C): We discussed ideas for a name and came up with **Benzie Area Veteran's Connection**. A motion was made to adopt this name. Motion approved.
Bob will meet with our account next week in Cadillac to finalize our 501(3)(C) paperwork.
Our Veterans' Memorial ground breaking was well attended.

New Business:
A motion was made to pay $2,870.88 to Flagpoles Etc. for 7 poles, 7 flags and pole installations. Motion was row-called: Art-yes, Camp-yes, Dale-yes, Kirt-yes, Bob-yes. Motion approved.

Memorial Concrete work: Strategies were discussed on soliciting contractors for the concrete work. One idea is to put an ad in the local paper explaining the concrete phase of our project need for donors.
Memorial day ceremonies at our memorial will begin at noon with the Legion post 221 Honor Guard. There will be a flag raising with each donor raising their flag. Marine Corps veteran, Brad Giglio will be the MC.
Traverse City Veteran's Coalition is lending us their portable PA system. Bob Roloefs will provide a small portable generator
for power. Bob ordered a life sized poster of the memorial monument stone to be put in place for the occasion. There will also be a pop up tent where we will have hand outs and brick order forms.
The seven flag poles will be installed Friday May 6th.
Kirt Giddis on the late Daryle Jones former conservation officer and decorated Vietnam War helicopter pilot. Kirt proposed work on honoring Daryles' service.
Dale Ginzel reported on the May meeting of the Traverse City Area Veteran's Coalition.

Mileage, bills and per diem requests were turned in. A motion was made and second to approve. A roll call was made: Art-yes, Camp-yes, Dale-yes, Kirt-yes, Bob-yes. Motion approved.

The meeting was adjourned at 10:43 am

The next Veterans Affairs Committee meeting will occur on Monday July 11, 2016 at 9:00 am.