

# BENZIE COUNTY BOARD OF COMMISSIONERS

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448 COURT PLACE – BEULAH, MI 49617 – (231) 882-9671  
[www.benzieco.net](http://www.benzieco.net)

## MEETING AGENDA

**June 27, 2017**

Commissioners Room, Government Center, 448 Court Place, Beulah, Michigan

- 4:00 p.m.    CALL TO ORDER  
              ROLL CALL  
              INVOCATION AND PLEDGE OF ALLEGIANCE  
              APPROVAL OF AGENDA  
              APPROVAL OF MINUTES – 6/13/2017 (open & closed)  
              PUBLIC INPUT  
              ELECTED OFFICIALS & DEPT HEAD COMMENTS  
              COMMISSIONER REPORTS – B/G Consent; Technology Minutes  
              COUNTY ADMINISTRATOR’S REPORT  
              FINANCE – Approval of Bills; Consent Calendar  
              HR and PERSONNEL – No Report  
              COMMITTEE APPOINTMENTS  
              ACTION ITEMS – 2% Grant App – BSR; Use of Space – Morgue; RAP Grant  
              App – Co Treasurer; Treasurer Blinds; RAP Grant App – EMS; AAA Resolution;  
              Truth in Taxation Resolution  
              PRESENTATION OF CORRESPONDENCE  
              UNFINISHED BUSINESS  
              NEW BUSINESS
- 5:00        Bob Schlueter, Area Agency on Aging Annual Report
- 5:15
- 5:30        Closed Session – Matt Nordfjord – MCL 15.268(c) – Collective Bargaining  
              Agreement  
              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 – Bob Roelofs (Almira East of Reynolds Road).....	231-645-1187
District II -- Art Jeannot (Almira Twp West of Reynolds Road, Platte and Lake Townships).....	231-920-5028
District III - Roger Griner (Crystal Lake, Frankfort).....	231-651-0757
District IV - Coury Carland (Benzonia).....	231-930-7560
District V - Frank Walterhouse (Homestead).....	231-325-2964
District VI - Evan Warsecke (Colfax, Inland).....	231-275-3375
District VII – Gary Sauer (Blaine, Gilmore, Joyfield, Weldon).....	231-651-0647

## **THE BENZIE COUNTY BOARD OF COMMISSIONERS**

**June 13, 2017**

The Benzie County Board of Commissioners met in a regular meeting on Tuesday, June 13, 2017, 448 Court Place, Government Center, Beulah, Michigan.

The meeting was called to order by Chairman Coury Carland at 9:00 a.m.

Present were: Commissioners Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke

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

### **Agenda:**

Motion by Roelofs, seconded by Walterhouse, to approve the agenda as presented. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

### **Minutes:**

Motion by Roelofs, seconded by Warsecke, to approve the regular session minutes of May 23, 2017 as corrected, page 3 Tight Line not Timeline. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

9:02 a.m. Public Input – None

### **PUBLIC HEARING – 2017 Tax Rate**

Tom Longanbach, Equalization Director, spoke regarding the Truth in Taxation – it 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.

Motion by Walterhouse, seconded by Griner, to open the public hearing. Roll call. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

Public Input on Tax Rate – None

Motion by Sauer, seconded by Warsecke, to close the public hearing. Roll call. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

L-4029: Motion by Walterhouse, seconded by Warsecke, to approve the L-4029 as presented with a July 1 millage levy of 3.4692, authorizing the chairman and clerk to sign. Roll call. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

### **ELECTED OFFICIALS & DEPT HEAD COMMENTS:**

Craig Johnson, EMS Director, stated that the new ambulance is here and is up and working – you will be able to view it when you take a break; one of the other ambulances blew an engine and they need to look at options to replace it; they now have four trucks up and running for the summer; he reported

## COMMISSIONERS

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June 13, 2017

on the Community Paramedic program; Thompsonville now has a new intercept agreement with Manistee.

Kathy Dube, Administrator at the Maples, says the open house at the facility last week on Monday had 300 – 400 people attend; the next day they moved the residents into the new building – all were moved within 2-1/2 hours; thank you to those that helped with the move.

Frank Post, Emergency Management, provided his April and May activity reports; June 8 they had the first meeting of the Government Center Security Committee – it was well attended; Comm Warsecke asked to be added to that committee; Wildfire Training was held last Wednesday.

Kyle Maurer, ACO, stated that they received the software program about a month ago and it works great – they like it; they are getting a lot more calls now, 4 to 5 per day; still working to reseal the floor, he has three bids and expect to receive two more; he also provided the monthly report.

David Schaffer, Recycling, stated that the Honor site has been moved, but that property does not meet with the Village zoning for that use; the Village council has issued a temporary permit for the summer and then a new site will need to be found; the village planning commission says it is not a part of the vision of Honor, so they are on the hunt again.

Benzie Transportation Authority financial reports for July 2016 – April 2017 received.

### COUNTY ADMINISTRATOR'S REPORT – Mitch Deisch

- Strategic Plan has been placed on the county web site.
- Thank you to Michelle Thompson regarding the talk she gave to Manistee County regarding the Land Bank.
- Thank you to Kathy Dube for allowing him to help move residents into the Maples new building.
- He will begin the process of starting to compile Attorney Opinions into one place.
- Phone lines – there will be an additional expense for fax lines. Comm Sauer is concerned about the way this is going with the phones – he feels it is an Abilite issue – Mitch says it should have been Millenra not Abilite. Maridee stated it starts with AT&T.

### Laura Galbreth, Venture North – Crystal Mountain Project Update

This project has a project cost of this expansion is close to \$11 million; it will create 48 new positions of which 15 have been hired and 20 positions will be hired, trained and retained for 90 days by July 2017; the project is 75% completed; the chair of this board has been authorized to sign extension requests and then it will go to MEDC to decide if they want to grant that extension or not.

Kirk Davidson, Crystal Mountain Project Engineer, there were some ADA concerns that needed to be redesigned and so it sat for a little while to rethink and thus it was delayed a little; the market and coffee shop will be the last to open; the hotel rooms will open in August 2017.

10:00 a.m. Elaine Wood, Networks Northwest

Elaine gave the FY 2016 Annual Report for Networks Northwest – she will be retiring at the end of 2017 and Matt McCaully will be the new Executive Director. She stated that it has been a pleasure to serve Benzie County for the last 43 years.



## **COMMISSIONERS**

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**June 13, 2017**

10:34 a.m. Ron Gillison, Blaine Township

Mr. Gillison is concerned about the "Mystery Spot" on Putney Road and that it is being advertised; there are several people backing down at road and it is dangerous; there are large trucks that travel that road often and feels it is a liability for the county.

Comm Sauer stated that the county is working on that road and the county doesn't advertise it.

Mr. Gillison stated that Joyfield Township is not a very friendly area for Benzie County – it doesn't help us out; we need county zoning.

Comm Griner stated that the comments are important.

10:41 a.m. Chip Johnston, Centra Wellness

2017-021: Motion by Griner, seconded by Carland, to adopt resolution 2017-021 to Preserve the Public Mental Health System, as amended. Roll call. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

11:08 a.m. Motion by Carland, seconded by Sauer, to go into closed session to consult with our attorney regarding trial strategy in connection with the case of Christopher Woods vs Benzie County and Benzie County Sheriff's Department, File No. 1:16-cv-01285-RJ-RSK, pending in the U.S. Western District Court, State of Michigan, pursuant to Section 8(c) 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: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

12:33 p.m. Re-enter Open Session

### **COMMISSIONER REPORTS**

Motion by Jeannot, seconded by Warsecke, to suspend the Board of Commissioner reports to the June 27, 2017 board meeting. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

Buildings & Grounds minutes of June 7, 2017 received.

### **FINANCE**

Bills: Motion by Warsecke, seconded by Walterhouse, to approve payment of the bills from May 23, 2017 to June 13, 2017 in the amount of \$624,964.37, as presented. Roll call. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

Michelle Thompson, County Treasurer, reported on the Land Bank Authority; Land sale proceeds reports provided.

**HR AND PERSONNEL** – Minutes of May 23, 2017 received.

### **COMMITTEE APPOINTMENTS**

Motion by Jeannot, seconded by Warsecke, to suspend the Board Rules regarding committee appointments. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

## COMMISSIONERS

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Airport Authority: Motion by Warsecke, seconded by Carland, to appoint Kenneth J. Laurence to the Frankfort City County Airport Authority to fill a vacancy, with a term to expire March 1, 2019.

Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

Jury Board: Motion by Griner, seconded by Jeannot, to appoint Janice Robinson Mick to the Jury Board to fill a vacancy with a term to expire April 30, 2021, based upon the recommendation of Circuit Court Judge David Thompson. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

Motion by Roelofs, seconded by Warsecke, to reinstate the board rules. Motion carried. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

### ACTION ITEMS

Road Patrol Contract: Motion by Warsecke, seconded by Jeannot, to enter into contract with the Crystal Beach Cottager's Association for road patrol services as presented, authorizing the chairman to sign. Roll call. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

Road Patrol Contract: Motion by Griner, seconded by Jeannot, to enter into contract with Lake Township for road patrol services as presented, authorizing the chairman to sign. Roll call. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

2% Grant Application: Motion by Sauer, seconded by Warsecke, to authorize 2% grant application to the Grand Traverse Band of Ottawa and Chippewa Indians on behalf of Benzie Area Christian Neighbors (BACN), authorizing the chairman to sign. Roll call. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

Boilers: Motion by Griner, seconded by Sauer, to award to Sheren for installation of four new boilers (two in Government Center and two in Sheriff Jail), as identified in the RFP for a not to exceed cost of \$128,500 and to award to Hurst Mechanical the annual preventive maintenance agreement in the amount of \$5,800, authorizing the chairman to sign. Roll call. Ayes: Carland, Griner, Roelofs, Sauer, Walterhouse and Warsecke Nays: Jeannot Motion carried.

Benzie Transportation Authority: Motion by Jeannot, seconded by Warsecke, to approve the Amended Articles of Incorporation for the Benzie Transportation Authority as presented, authorizing the chairman to sign. Roll call. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

2017-019: Motion by Warsecke, seconded by Roelofs, to adopt Resolution 2017-019 amending the Article of Incorporation and Bylaws of the Benzie Transportation Authority as presented, authorizing the chairman to sign. Roll call. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None Motion carried.

2017-020: Motion by Warsecke, seconded by Carland, to adopt Resolution 2017-020 authorizing Acceptance of Quit Claim Deed from the Benzie County Building Authority and authorizing of a related Affidavit Affecting Real Property, authorizing the chairman to sign. Roll call. Motion

## **COMMISSIONERS**

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**June 13, 2017**

carried. Ayes: Carland, Griner, Jeannot, Roelofs, Sauer, Walterhouse and Warsecke Nays: None  
Motion carried.

### **CORRESPONDENCE**

- Veterans Affairs minutes of April 3, 2017 received.
- Health Department minutes of May 23, 2017 received.
- Little Platte Lake and Crystal Lake elevation reports for May 2017 received.
- Parks & Recreation Commission minutes of April 24, 2017 received.
- MMRMA letter regarding RAP grant requests not being addressed at their May 16, 2017 meeting.

### **UNFINISHED BUSINESS** – None

### **NEW BUSINESS** – None

1:25 p.m. Public Input – None

All items on the agenda having been taken care of, the chair adjourns this meeting.

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Custer C. Carland – Chair

Dawn Olney, Benzie County Clerk

### **INDEX**

1. Approved the agenda as presented.
2. Approved the regular session minutes of May 23, 2017 as corrected, page 3 Tight Line not Timeline.
3. Public hearing held regarding 2017 Tax Rate.
4. Approved the L-4029 as presented.
5. Adopted resolution 2017-021 to Preserve the Public Mental Health System, as amended.
6. Entered closed session to consult with our attorney regarding Woods vs Benzie County and Benzie County Sheriff's Department.
7. Suspended the Board of Commissioner reports to the June 27, 2017 board meeting.
8. Approved payment of the bills.
9. Suspended the Board Rules regarding committee appointments.
10. Appointed Kenneth J. Laurence to the Airport Authority to fill a vacancy.
11. Appointed Janice Robinson Mick to the Jury Board to fill a vacancy.
12. Approved to reinstate the board rules.
13. Approved to enter into contract with the Crystal Beach Cottager's Assoc for road patrol services.
14. Approved to enter into contract with Lake Township for road patrol services.
15. Authorized 2% grant application to the Grand Traverse Band of Ottawa and Chippewa Indians on behalf of BACN.

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16. Approved to award to Sheren for installation of four new boilers (two in Government Center and two in Sheriff/Jail), as identified in the RFP for a not to exceed cost of \$128,500 and to award to Hurst Mechanical the annual preventive maintenance agreement in the amount of \$5,800.
17. Approved the Amended Articles of Incorporation for the Benzie Transportation Authority as presented.
18. Adopted Resolution 2017-019 amending the Article of Incorporation and Bylaws of the Benzie Transportation Authority as presented.
19. Adopt Resolution 2017-020 authorizing Acceptance of Quit Claim Deed from the Benzie County Building Authority and authorizing of a related Affidavit Affecting Real Property.

DRAFT

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

Destroy Date: \_\_\_\_\_

Closed Session

June 13, 2017

Woods vs Benzie Co & Sheriff

# Elected Officials and Department Head Comments

**BENZIE SENIOR RESOURCES  
BOARD OF DIRECTORS MEETING  
JUNE 21, 2017  
THE GATHERING PLACE SENIOR CENTER, HONOR  
4:30 P.M.**

**Agenda**

Please turn off your cell phones and any other electronic devices

Call to Order  
Prayer of Invocation  
Pledge of Allegiance  
Roll Call

Approval of Agenda  
Approval of Minutes from the previous meeting – May 18, 2017  
Suggestion Box Contents  
Public Input (Limit of 3 minutes for individual presentation and 15 minutes for group presentation)  
Finance Committee Report - Approval of BSR Financial Statements for May 2017

**Information Items**

- A. Directors Report – May 2017/June 2017
- B. Program/Services Report – May 2017
- C. Senior Center Update – May/June 2017
- D. Board of Commissioners Update

**Action Items**

- A. Approval of the Gift Acceptance Policy

**New Business**

- A. 4<sup>th</sup> of July Parade Sign Up - Frankfort

**Old Business**

- 1. Updated presentation list
- 2. Fundraising/Marketing Committee Update
  - a. Walk-a-Thon

**CLOSED SESSION**

Litigation Update of Benefit Settlement - Re Update from Attorney Cooke (Pursuant to Michigan OMA section 15.268)

**Public Comment**

(Limit of 3 minutes for individual presentation and 15 minutes for group presentation)

**Board Round Table Discussion/Evaluation of Meeting**

**Adjourn**

Benzie Senior Resources Mission Statement – To provide exceptional services, resources and trusted care to support Benzie senior

**NEXT MEETING**  
Wednesday, July 19, 2017 at 4:30 p.m.  
The Gathering Place Senior Center  
Honor, MI 49640

**RECEIVED**

JUN 21 2017

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

BENZIE SENIOR RESOURCES  
BOARD OF DIRECTORS MEETING

May 18, 2017

Chair Beverly Holbrook called the meeting to order at 4:30 p.m. Prayer of invocation was given by Ned. Pledge of Allegiance was said by all.

ROLL CALL: Beverly Holbrook, Ann Dawe, Ned Edwards, Denise Favreau, Ron Dykstra, Donna Malecki, Barbara Johnson and Scott Harrison. Members excused: Rosemary Russell, Jane Elzerman, Kate Withington-Edwards and Nancy Mullen Call. Also present are Douglas Durand, Sabra Boyle and Frank Walterhouse.

AGENDA: Under Action Items add C. Future Committees. Motion by Denise, supported by Barbara to approve agenda as amended. All ayes, motion carried.

MINUTES: Motion by Ned, supported by Donna to approve the minutes of April 19<sup>th</sup>. All ayes, motion carried.

PUBLIC INPUT: None

FINANCE COMMITTEE: Donna reported for Jane. We have \$4,530 in CMH Stock. Motion by Denise, supported by Scott to approve the Finance Committee Report. All ayes, motion carried.

INFORMATION ITEMS:

- A. Directors Report: Report was given to the board for review. Doug reported on the Older Michiganians Trip- We were the only COA in the area who brought people down.
- B. Program/Services report: Report was provided to the board by Doug. Scott asked if we had any waiting list for any programs, to which Doug answered no. Ned commented that he would like to see a Home Health Care report. Doug presented the report to the board.
- C. Senior Center Update: Report was given, no questions.
- D. Board of Commissioners Report
  - 1. Village of Honor vote for May 8<sup>th</sup>, did not increase fees.
  - 2. Maples open house is June 5<sup>th</sup> from 2-4 p.m. Start moving on June 6<sup>th</sup>.
  - 3. There is a new Benzie Bus bus shelter in the Village of Honor.



#### ACTION ITEMS:

- A. Retainer Fee for Christopher Cooke, Senior Counsel from Neumann Law Group-Motion by Barbara, supported by Donna to discuss hiring Christopher Cooke as our attorney and how much for retainer fee. After discussion: Roll call vote taken to hire Christopher Cooke as attorney: Ayes-Ann Dawe, Ned Edwards, Denise Favreau, Ron Dykstra, Donna Malecki, Barbara Johnson and Beverly Holbrook; Opposed-None. Motion carried. Roll call vote taken to pay \$1,500 retainer fee for Christopher Cooke: Ayes, Ann Dawe, Ned Edwards, Denise Favreau, Ron Dykstra, Donna Malecki, Barbara Johnson and Beverly Holbrook; Opposed-None. Motion carried.
- B. Approval for a Serving Counter Steam Table for The Gathering Place Kitchen Group-Motion by Scott, supported by Ned to recommend we go with Doug's recommendation for the Serving Counter Hot Food, Electric unit for \$3,162.00. Roll call vote taken: Ayes-Ann Dawe, Ned Edwards, Denise Favreau, Ron Dykstra, Donna Malecki, Barbara Johnson and Beverly Holbrook; Opposed-None. Motion carried.
- C. Future Committees: Beverly presented board with suggestions from Matt Olsen for Senior and Students; Building and Repairs suggestion from Doug Rodriguez, Honor Building Supply; Bev suggested a Future Building plans committee for BSR. Ron Dykstra asked if we could consider having a student representative on our board.

#### OLD BUSINESS:

- A. Marketing/Branding Materials & Updates: Rough Draft has been put out by Nancy. Doug is doing the content. We should have the building sign and the van signs around the June 1<sup>st</sup>.
- B. Fundraising/Marketing Committee Update
  - 1. Walk-a-Thon-next meeting is May 30<sup>th</sup>. Trying to encourage bike groups. Packets are ready for teams

PUBLIC COMMENT: Frank presented the board members with the Benzie County 2016-2017 Annual Report from Michigan State University Extension.

BOARD ROUND TABLE DISCUSSION/EVALUATION OF MEETING: Donna is impressed with the short meeting.

Barbara Johnson makes a motion to adjourn at 5:42 p.m.

Respectfully submitted,

Denise Favreau for Rosemary Russell

NEXT MEETING

Wednesday, June 21, 2017

4:30 p.m.

At The Gathering Place

Honor, MI

DRAFT

Benzie Senior Resources  
Executive Directors Report  
May 2017 – June 2017

- The Benzie Senior Expo was well received. This was the 2<sup>nd</sup> year for the event and we quadrupled the attendance number! The Trinity Lutheran Church was a good location this year and overall the vendors provided a positive evaluation of the event. There were 21 vendors who signed up and the attendance was around 80.
- Several Board Members and I continue to attend villages, townships and libraries to speak on the current state of Benzie Senior Resources, future needs and services and the WHY for the need to increase the Senior Millage.
- Senior Project Fresh was launch on Monday, June 5<sup>th</sup> and as of 6/13, we have processed 179 applications and have distributed the same amount of coupons. We are ahead of last year's totals.
- Two new Home Health Aides have been hired related to new clients and existing clients that are requiring additional weekly hours to help maintain their independence in their homes. A new homemaker contractor was hired due to the increased need of the homemaker program.
- I am working with Northwest Michigan Health Services on a new Dental Agreement that will be beneficial to the needs of our clients and the agency as this program continues to expand.
- The applications to walk/drive in the Frankfort and Beulah 4<sup>th</sup> of July Parades have been sent in. Several staff have volunteered to take part in the parades. Some of the staff have responded and will participate. Five have volunteered for the Beulah Parade and two have volunteered for the Frankfort. We still need some additional volunteers for the Frankfort parade.
- Kitchen Management will be switching over to rotating cycle menus. This will help with ease of ordering, cost control and having nutritional information readily available for the foods served.
- I have purchased some box fans as the summer weather is upon us for any of our clients that might need a fan. Home Health Care Staff and Home Delivered Meals volunteers have been notified to contact the office if they see a need with a client.

### Legislative Updates

I am very excited to share the news that the Health and Human Services Conference Committee issued their budget recommendation for FY 2018, which included the **full \$3.6 million for in-home services requested by the Michigan Senior Advocate Council and the Silver Key Coalition!!** \$1.5 million of this increase is directed to home delivered meals, and the other \$2.1 is directed to other AASA in-home services. This has been a hard fought item over the last 3 ½ months!

This funding will allow thousands of Michigan seniors to receive services in their homes.

## **Program Report for May 2017**

### **Nutritional Programs**

#### ***Home Delivered Meals***

Home Delivered Meals – 4,497 meals were provided to 128 clients in May 2017. **This represents an increase of 59% as compared to May 2015 and a 22% increase as compared to May 2016.**

#### ***Congregate Meals***

The Gathering Place and Thompsonville served a total of 2,449 meals in May 2017. **This represents a 21% increase as compared to May 2015 and an increase of 6% decrease as compared to May 2016.**

***For year to date, we have served 2,729 additional meals than last year at this time.***

### **Other Programs/Services**

**Dining Out Program** – A total of 205 customers purchased 701 vouchers in May 2017. **This represents an increase of 46% as compared to May 2015 and a 4% increase as compared to May 2016.**

**Homemaker Program** – 340 service units were provided to 107 clients in May 2017. **This represents an increase of 3% as compared to May 2015 and a 6% increase as compared to May 2016.**

**Guardian Medical Monitoring** – 30 customers now receive this service at no cost to them. Budget is set to pay for 30 clients. The waiting list is at 8 individuals waiting to be transferred into the program.

**Benzie Bus Punch Cards** – 106 bus passes were given to customers in May 2017. **Compared to 2016, riders requesting bus passes is up by 8%. For year to date (8 months) a total of 11,076 rides have been provided.**

**Information & Assistance** – The agency handled 962 calls in May 2017 regarding Information and Assistance for services and questions related to older adults. **This is an increase of 35% as compared to May 2015 and a 25% increase as compared to May 2016.**

**MMAPS** – 16 individuals were provided 29 hours of service to assist them in their Medicare and Medicaid questions for May 2017.

**Hearing Clinic** – 6 individuals were provided a free hearing exam/tests in May 2017.

**Foot Care** – No clinics were provided in May due to a clinic was in the last week of April and the 2 clinics in the first week of June. Ten homebound clients were seen for foot care in May.

**Lawn Chore** – So far 79 clients have signed up for Lawn Chore Services. This is most ever that have signed in May. A total of 38 clients also had participated in the Spring Clean-up Program.

**Estate Planning** – 9 individuals received estate consultation service in May 2017 at no cost.

**Benzie COA Senior Dental Program** – 6 individuals signed up for the Dental Voucher in May 2017.

**Emergency Senior Essential Needs Fund** – Three individuals were provided help in May for a total of \$1,213 in financial assistance.

**The Gathering Place Senior Center** – In May 2017, The Gathering Place Senior Center offered a total of nineteen core activities that 750 cumulative number of individuals participated in. The top 5 attended activities for May 2017 were Music Programs, Exercise groups, Card Games, Bingo & Health Services (Blood Pressure Clinics, Foot and Hearing Clinics). **As compared to May 2015 the attendance was up 46% and an increase**

of 13% as compared to May 2016. For the year to date, the activity attendance is up 52% as compared to 2015 and up 20% as compared to 2016.

**In-Home Services** – We have increased the number of clients served from October 2016 through May 2017 by 34%. Total number of service hours increased by 60%. Total in home care visits have increased 57% during the same period.

#### Number of Home Health Care Clients

Month	Medicaid Waiver and Care Management	Sliding Scale Fee	Private Pay & Long Term Care Insurance	Total Clients
October 2016	20	19	7	46
November 2016	20	20	5	45
December 2016	18	25	5	48
January 2017	18	30	3	51
February 2017	20	30	3	53
March 2017	20	32	5	57
April 2017	21	32	6	59
May 2017	21	34	7	62
June 2017				
July 2017				
August 2017				
September 2017				

#### Client Total Hours

Month	Medicaid Waiver and Care Management	Sliding Scale Fee	Private Pay & Long Term Care Insurance	Total Hours
October 2016	377.5	129.25	257.25	764
November 2016	377.75	160	211.75	749.5
December 2016	443	234	194.25	871.25
January 2017	389.75	276.75	195.25	861.75
February 2017	481.25	267.75	172.5	921.5
March 2017	512.5	385.75	208.5	1106.75
April 2017	455.5	321	217.5	994
May 2017	489.5	410.25	326.75	1226.5
June 2017				
July 2017				
August 2017				
September 2017				

For the year to date, 1,492 unduplicated clients/customers have received at least 1 service from Benzie Senior Resources!

Respectfully submitted,

*Douglas Durand*

**BENZIE SENIOR RESOURCES**  
**Statement of Financial Position**  
As of May 31, 2017

	<u>May 31, 17</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
001 · CENTRAL STATE BANK CHECKING	173,283.70
003 · CENTRAL STATE BANK HRA	4,588.77
005 · CSB - FUNDRAISING	2,418.38
006 · CENTRAL STATE BANK CD	13,231.44
007 · CSB - Checking	140,979.56
008 · SAVINGS - A. HOLLENBECK	6,367.77
Total Checking/Savings	<u>340,869.62</u>
Accounts Receivable	
1200 · Accounts Receivable	1,877.50
Total Accounts Receivable	<u>1,877.50</u>
Other Current Assets	
109 · INVENTORY	7,566.34
Total Other Current Assets	<u>7,566.34</u>
Total Current Assets	<u>350,313.46</u>
Fixed Assets	
150 · BUILDING	480,375.70
151 · VEHICLES	97,769.00
152 · EQUIPMENT	79,787.12
157 · LAND IMPROVEMENTS	1,800.00
160 · ACCUMULATED DEPRECIATION	(257,339.70)
Total Fixed Assets	<u>402,392.12</u>
<b>TOTAL ASSETS</b>	<u><u>752,705.58</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	21,944.73
Total Accounts Payable	<u>21,944.73</u>
Other Current Liabilities	
2100 · Payroll Liabilities	5,702.06
222 · MERS 457 PAYABLE	285.67
Total Other Current Liabilities	<u>5,987.73</u>
Total Current Liabilities	<u>27,932.46</u>
Long Term Liabilities	
260 · NET PENSION LIABILITY	410,473.00
250 · MORTGAGE PAYABLE	143,409.85
Total Long Term Liabilities	<u>553,882.85</u>
Total Liabilities	<u>581,815.31</u>
Equity	
301 · PRIOR PERIOD ADJUSTMENT	(48,750.00)
3000 · Opening Bal Equity	157,279.63
390 · FUND BALANCE - PROGRAMS	575,619.06
3900 · Retained Earnings	(524,982.49)
Net Income	11,724.07
Total Equity	<u>170,890.27</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>752,705.58</u></u>

**BENZIE SENIOR RESOURCES, INC.**  
**Statement of Financial Income and Expense - Monthly**

May 2017

	May 2017	Budget	\$ Change
Ordinary Income/Expense			
Income			
519.03 · TITLE III C2 INCOME	6,723.67	6,724.00	(0.33)
519.04 · FEDERAL USDA	0.00	0.00	0.00
519.05 MIPPA (MMAP)	0.00	166.00	(166.00)
540 · GRANTS	0.00	6,500.00	(6,500.00)
561 - HDM WAIVER	720.00	792.00	(72.00)
642 · CHARGES FOR SERVICES/CONT	3,035.50	2,528.00	507.50
642.01 · FEE FOR SERVICE/CHORE	2,764.00	2,600.00	164.00
642.02 · FEE FOR SERVICE/HOMEMAKER	1,948.00	1,727.00	221.00
642.03 - FEE FOR SERVICE/SNOW REMOVAL	(682.00)	0.00	(682.00)
642.04 - FEE FOR SERVICE-IN-HOME	8,182.50	5,583.00	2,599.50
670 - CLIENT INCOME-AAA & NHC/WAIVER &	8,352.65	10,167.00	(1,814.35)
673 · NEWSLETTER SUB	110.00	0.00	110.00
675 · DONATIONS	10,767.16	7,334.00	3,433.16
676 · MILLAGE	64,285.83	64,286.00	(0.17)
680 · VOLUNTEER WAGES (IN-KIND).	5,772.50	11,250.00	(5,477.50)
677 - FUNDRAISING	86.06	2,199.00	(2,112.94)
679 - SPONSORSHIP INCOME	400.00	0.00	400.00
681 - In-Kind (non-volunteer)	505.89	0.00	505.89
690 - TRIP INCOME	1,035.00	2,843.00	(1,808.00)
691 - MISC INCOME	0.00	210.00	(210.00)
Total Income	114,006.76	124,909.00	(10,902.24)
Gross Profit	114,006.76	124,909.00	(10,902.24)
Expense			
700 - ACCOUNTING FEES	115.00	0.00	115.00
705 · SALARY AND WAGES	50,756.40	46,444.00	4,312.40
708 · PAYROLL TAX EXPENSE	4,935.32	4,154.00	781.32
709 · EDUCATION/TRAINING	30.00	310.00	(280.00)
710 · EVENTS	293.50	245.00	48.50
715 · CLOTHING ALLOWANCE	419.41	0.00	419.41
717 · DUES/SUBSCRIPTIONS	225.00	0.00	225.00
721 · COMPUTER EXPENSES	1,149.07	700.00	449.07
725 · FRINGE BENEFITS	11,023.48	11,222.00	(198.52)
726 - FUNDRAISING/MARKETING EXP	0.00	834.00	(834.00)
727 · SUPPLIES	2,225.50	2,133.00	92.50
727.2 · OFFICE EXP	968.46	750.00	218.46
727.3 - POSTAGE	110.45	170.00	(59.55)

**BENZIE SENIOR RESOURCES, INC.**  
**Statement of Financial Income and Expense - Monthly**  
**May 2017**

	<u>May 2017</u>	<u>Budget</u>	<u>\$ Change</u>
727.4 - ADVERTISING	179.00	330.00	(151.00)
740 - FOOD	14,816.67	13,000.00	1,816.67
819 - CONTRACTUAL	15,983.91	18,011.00	(2,027.09)
820 - VOLUNTEER WAGES (IN-KIND)	5,772.50	11,250.00	(5,477.50)
825 - VOLUNTEER EXPENSES	3,091.50	480.00	2,611.50
850 - TELEPHONE	377.67	325.00	52.67
861 - TRAVEL/MILEAGE/GAS	3,274.97	2,230.00	1,044.97
900 - INTEREST EXPENSE	467.93	460.00	7.93
910 - INSURANCE	2,317.00	2,208.00	109.00
915 - PROJECTS	0.00	1,500.00	(1,500.00)
920 - UTILITIES	2,195.75	2,820.00	(624.25)
940 - DEPRECIATION EXPENSE	9,016.18	1,804.00	7,212.18
980 - EQUIPMENT/REPAIRS	1,662.67	1,167.00	495.67
980.1 - OUTDOOR MAINTENANCE	136.42	220.00	(83.58)
980.2 - INDOOR MAINTENANCE	0.00	0.00	0.00
981 - HDM VEHICLE MAINT/GAS	1,734.90	1,005.00	729.90
957 - OTHER	0.00	0.00	0.00
991 - TRIP EXPENSE	17,726.00	0.00	17,726.00
<b>Total Expense</b>	<u>151,004.66</u>	<u>123,772.00</u>	<u>27,232.66</u>
<b>Net Ordinary Income</b>	(36,997.90)	1,137.00	(38,134.90)
<b>Other Income/Expense</b>			
<b>Other Income</b>			
990 - INTEREST/DIVIDEND INCOME	11.41	25.00	(13.59)
999 - Other Income	6.59	0.00	6.59
<b>Total Other Income</b>	<u>18.00</u>	<u>25.00</u>	<u>(7.00)</u>
<b>Other Expense</b>			
999.1 - Other Expense	0.00	0.00	0.00
99999 - LEGAL EXPENSE	0.00	0.00	0.00
<b>Total Other Expense</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Net Other Income</b>	<u>18.00</u>	<u>25.00</u>	<u>(7.00)</u>
<b>Net Income</b>	<u>(36,979.90)</u>	<u>1,162.00</u>	<u>(38,141.90)</u>



**BENZIE SENIOR RESOURCES, INC.**  
**Statement of Financial Income and Expense - YTD**

Oct 2016 - May 2017

	<u>Oct-May 17</u>	<u>Budget</u>	<u>\$ Change</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
519.03 · TITLE III C2 INCOME	53,789.28	53,800.00	(10.72)
519.04 · FEDERAL USDA	23,222.33	28,500.00	(5,277.67)
519.05 MIPPA (MMA)	1,500.00	1,333.00	167.00
540 · GRANTS	85,220.00	52,000.00	33,220.00
561 - HDM Waiver	5,466.00	6,333.00	(867.00)
642 · CHARGES FOR SERVICES/CONT	20,798.57	19,275.00	1,523.57
642.01 · FEE FOR SERVICE/CHORE	5,086.00	4,300.00	786.00
642.02 · FEE FOR SERVICE/HOMEMAKER	16,518.00	13,812.00	2,706.00
642.03 - FEE FOR SERVICE/SNOW REMOVAL	9,862.00	16,524.00	(6,662.00)
642.04 - FEE FOR SERVICE-SS & Private Pay	46,531.75	44,664.00	1,867.75
670 - Client Income-AAA & NHC/Waiver & CM	63,355.83	81,334.00	(17,978.17)
673 · NEWSLETTER SUB	440.00	0.00	440.00
675 · DONATIONS	70,765.71	58,668.00	12,097.71
676 · MILLAGE	514,286.63	514,288.00	(1.37)
680 · VOLUNTEER WAGES (IN-KIND).	49,932.50	90,000.00	(40,067.50)
677 - Fundraising	46,352.12	38,100.00	8,252.12
679 - SPONSORSHIP INCOME	700.00	0.00	700.00
681 - In-Kind (non-volunteer)	3,631.98	0.00	3,631.98
690 - Trip Income	18,219.00	22,753.00	(4,534.00)
691 - MISC INCOME	0.00	1,620.00	(1,620.00)
<b>Total Income</b>	<u>1,035,677.70</u>	<u>1,047,304.00</u>	<u>(11,626.30)</u>
 <b>Gross Profit</b>	 1,035,677.70	 1,047,304.00	 (11,626.30)
 <b>Expense</b>			
700 - ACCOUNTING FEES	5,600.00	5,000.00	600.00
705 · SALARY AND WAGES	374,310.89	394,781.00	(20,470.11)
708 · PAYROLL TAX EXPENSE	41,440.72	35,309.00	6,131.72
709 · EDUCATION/TRAINING	6,458.00	6,250.00	208.00
710 · EVENTS	1,663.82	1,960.00	(296.18)
715 · CLOTHING ALLOWANCE	946.00	1,715.00	(769.00)
717 · DUES/SUBSCRIPTIONS	2,346.48	2,395.00	(48.52)
721 · COMPUTER EXPENSES	17,114.20	7,700.00	9,414.20
725 · FRINGE BENEFITS	81,573.84	94,804.00	(13,230.16)
726 - FUNDRAISING/MARKETING EXP	29,907.98	8,841.00	21,066.98
727 · SUPPLIES	15,989.98	17,064.00	(1,074.02)
727.2 · OFFICE EXP	5,217.83	6,000.00	(782.17)
727.3 - POSTAGE	1,567.01	2,183.00	(615.99)

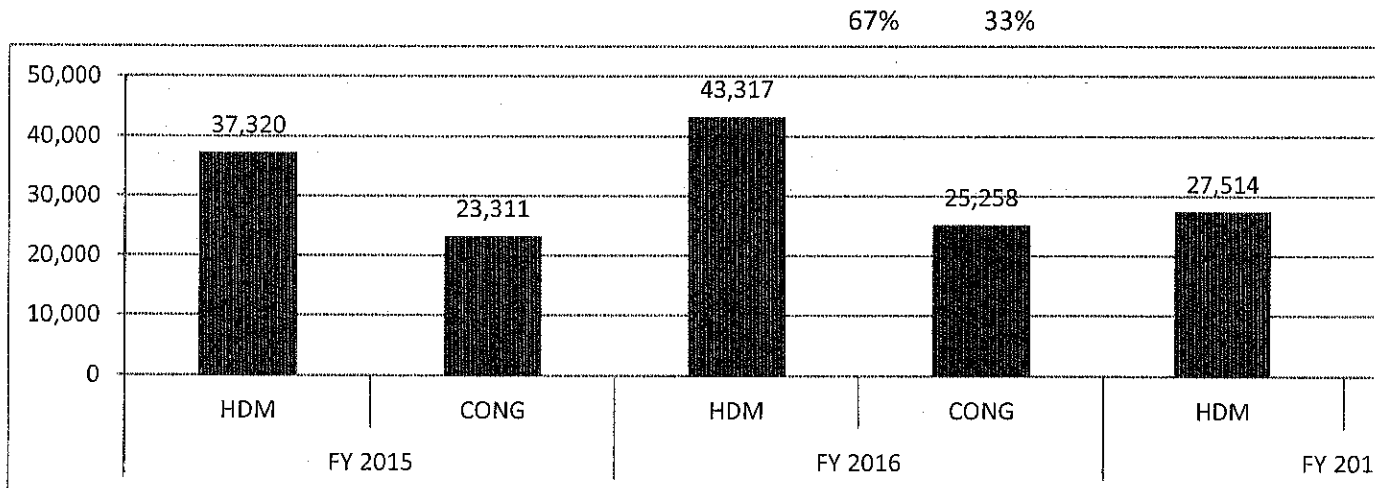
**BENZIE SENIOR RESOURCES, INC.**  
**Statement of Financial Income and Expense - YTD**

Oct 2016 - May 2017

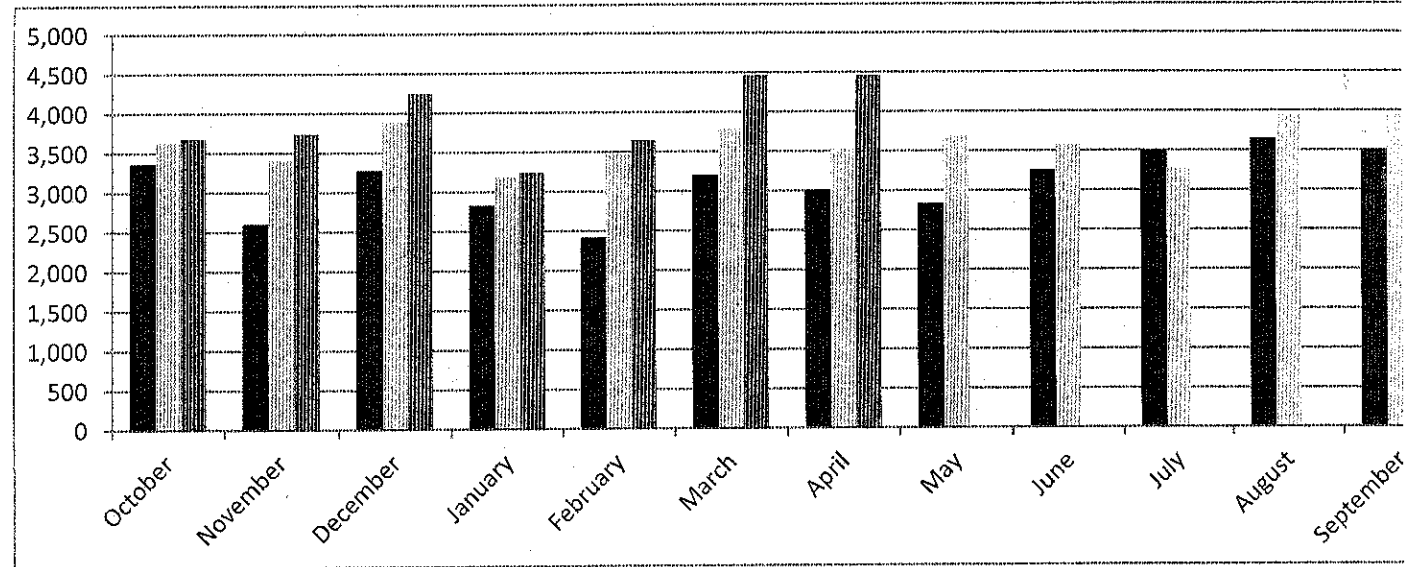
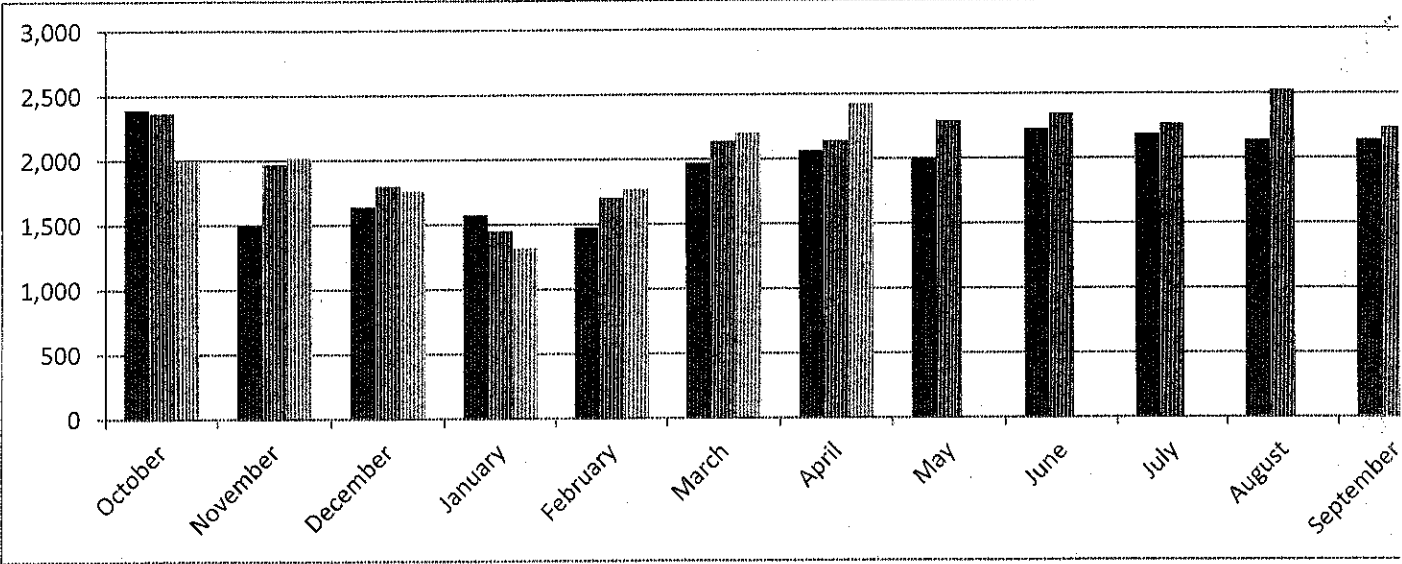
	<u>Oct-May 17</u>	<u>Budget</u>	<u>\$ Change</u>
727.4 - ADVERTISING	2,980.52	2,650.00	330.52
740 - FOOD	101,509.07	94,286.00	7,223.07
819 - CONTRACTUAL	142,761.55	158,382.00	(15,620.45)
820 - VOLUNTEER WAGES (IN-KIND)	49,932.50	90,000.00	(40,067.50)
825 - VOLUNTEER EXPENSES	7,930.16	7,930.00	0.16
850 - TELEPHONE	2,667.77	2,600.00	67.77
861 - TRAVEL/MILEAGE/GAS	19,034.17	14,265.00	4,769.17
900 - INTEREST EXPENSE	3,861.09	3,885.00	(23.91)
910 - INSURANCE	17,756.00	17,664.00	92.00
915 - PROJECTS	978.75	2,725.00	(1,746.25)
920 - UTILITIES	17,532.01	16,812.00	720.01
940 - DEPRECIATION EXPENSE	21,646.00	14,432.00	7,214.00
957- OTHER	0.00	0.00	0.00
980 - EQUIPMENT/REPAIRS	26,101.53	9,332.00	16,769.53
980.1 - OUTDOOR MAINTENANCE	3,190.90	5,185.00	(1,994.10)
980.2 - INDOOR MAINTENANCE	1,070.00	0.00	1,070.00
981 - HDM VEHICLE MAINT/GAS	7,793.54	8,036.00	(242.46)
991 - TRIP EXPENSE	17,726.00	16,188.00	1,538.00
			0.00
<b>Total Expense</b>	<u>1,028,608.31</u>	<u>1,048,374.00</u>	<u>(19,765.69)</u>
<b>Net Ordinary Income</b>	7,069.39	(1,070.00)	8,139.39
<b>Other Income/Expense</b>			
<b>Other Income</b>			
990 - INTEREST/DIVIDEND INCOME	161.94	198.00	(36.06)
999 - Other Income	6,910.70	0.00	6,910.70
<b>Total Other Income</b>	<u>7,072.64</u>	<u>198.00</u>	<u>6,874.64</u>
<b>Other Expense</b>			
999.1 - Other Expense	924.14	0.00	924.14
99999 - LEGAL EXPENSE	1,493.82	500.00	993.82
<b>Total Other Expense</b>	<u>2,417.96</u>	<u>0.00</u>	<u>2,417.96</u>
<b>Net Other Income</b>	<u>4,654.68</u>	<u>198.00</u>	<u>4,456.68</u>
<b>Net Income</b>	<u>11,724.07</u>	<u>(872.00)</u>	<u>12,596.07</u>

Benzie Senior Resources  
Units Served 2015-2016-2017

	FY 2015		FY 2016		FY 2017	
	HDM	CONG	HDM	CONG	HDM	CONG
October	3,356	2,394	3,627	2,370	3,684	2,000
November	2,590	1,491	3,410	1,972	3,744	2,018
December	3,265	1,640	3,891	1,800	4,252	1,764
January	2,816	1,576	3,186	1,452	3,248	1,318
February	2,405	1,476	3,473	1,706	3,653	1,769
March	3,196	1,971	3,781	2,140	4,470	2,203
April	3,001	2,065	3,528	2,144	4,463	2,430
May	2,824	1,996	3,682	2,295		
June	3,250	2,231	3,575	2,347		
July	3,478	2,188	3,272	2,267		
August	3,644	2,140	3,949	2,528		
September	3,495	2,143	3,943	2,237		
total meals	37,320	23,311	43,317	25,258	27,514	13,502



Benzie Senior Resources  
HDM/Cong comparison



# Senior Center Coordinator's Report

## June 5, 2017

### Regular Happenings:

Tuesday Music and Dancing  
Blood Pressure Clinics  
Bingo  
Zumba  
Bible Study  
Dining Out Day  
Essential Estate Planning

Ol' Time Gathering  
Chair Yoga  
Stay Fit with Doris  
Bunco  
Little River Casino  
Cards

Spinning  
Thompsonville Meal  
Wii Bowling  
Yoga  
Birthday celebrations  
Hearing Clinic

### Events:

**FREE FARMER'S MARKET FRUITS AND VEGETABLES!** The 2017 Fruit and Vegetable Prescription Program is looking for qualified participants. Must be 18 years old or older and have either a chronic disease or be overweight. There is no income requirement. Get a referral sheet from either Dawn or main office. Head to Grow Benzie on Mondays and attend the Enrollment Sessions (times listed in packets). After each session, receive \$25 to spend at Grow Benzie's Farmer's Market!

Need help figuring out your smart phone, tablet or laptop? Fear not! Every Friday at 1:00 p.m. Robert Swanson will be here, at The Gathering Place, to answer your tech questions and help you figure out how to use your smart devices.

Do you love to crochet? Join Ann at **1:15 p.m. on Wednesdays** crocheting plastic mats to donate to the homeless. These mats are created from plastic bag yarn also known as PLARN. For more information, please call Dawn at 231-525-0601. Sign up at the front desk!

Foot Clinic Dates are: June 1<sup>st</sup> and June 8<sup>th</sup> with appointments beginning at 9:00 a.m. at the Benzie Senior Resources Administration Building. Emily Rice, R.N. will take care of those tootsies! Call 231-525-0600 for your appointment. Donations toward this service are always appreciated.

National Donut Day is Friday, June 2<sup>nd</sup>. That means donuts from Wesco! For everyone!

Best Friend's Day is June 8<sup>th</sup>. Bring your Bestie and we'll buy you both lunch!

The Benzie Bucks Auction date is officially Friday, June 9<sup>th</sup> beginning at 1:00 p.m.

June is National Men's Health Month and Kevin Thomas, RD with Paul Oliver Memorial Hospital will be here during lunch on June 16<sup>th</sup> to share important information for the men.

We're celebrating all dads during lunch on Friday, June 16<sup>th</sup>. Join us for our Father's Day Luncheon! All men will receive a gift! And because June is National Turkey Lovers' month, the kitchen is cooking a fabulous Turkey Dinner!

Tuesday, May 23—Essential Estate Planning from 9:00 a.m. to 4:00 p.m. at the Administration Office. Appointments are approximately one hour. This is an opportunity to speak with an experienced estate planning attorney for free to review, update and/or create an estate plan.

# Commissioner Report

## BUILDINGS & GROUNDS COMMITTEE

June 14, 2016

9:00 a.m.

Members present: Roger Griner, Bob Roelofs and Gary Sauer

Others Present: Dawn Olney, Mitch Deisch, Maridee Cutler, Dan Smith, Bob Hawkins

Meeting called to order by Commissioner Roger Griner at 9:00 a.m.

Pledge of allegiance was given.

Motion by Sauer, seconded by Roelofs, to approve the agenda as revised, adding MSUE and Probation/Parole space needs following #8 Project List and remove #7. Ayes: All Nays: None Motion carried.

Motion by Roelofs, seconded by Sauer, to approve the minutes of May 10, 2017 Regular meeting and June 7, 2017 Special meeting as presented. Ayes: All Nays: None Motion carried.

9:02 a.m. Public Input

Jay Darling, Crystal Lake Township, spoke regarding the Airport and that he is disappointed in the hiring of an airport administrator with zero experience; the new administrator has changed the hanger lease from 5 to 17 pages; the State of Michigan has an investigation on going for two issues – economical discrimination and harassment.

9:09 a.m. Public Input Closed

### Review Project List:

Roger asks to add Generator to the list; Mitch will check to see when the receptacle covers will be changed; Roger wants to know if the Medical Care facility old generator can be rewired for the Government Center.

Bob says the Maples generator is not compatible with the one here.

Gary said Comstock Construction didn't want to increase the loan on that generator until their hired an electrical engineer to spec it out.

Roger says before we spend any money, he wants Dave Burley to report back to us.

Projects List – Mitch wonders if it is a prioritized list; not it is not, asks Bob Hawkins and Rick Morris to prioritize with costs associated with each item.

Gary says some counties put this information on their web site and keep it up to date when something gets done or is added. We can then let them know what we have done with their money.

Four items are added to the existing list:

- Generator research
- Removing dead trees
- Bottle filling station – lower level
- Lower level changing station

Maridee suggests that once we have a list with costs, prioritize it for putting in the budget – i.e. these we will do this year, these next year, etc.

## **BUILDINGS & GROUNDS**

**June 14, 2016**

**Page 2 of 3**

The facility and security committee will eventually report back to this committee with any recommendations.

Frank Post stated that a lot of stuff doesn't cost anything – we need to enforce it.

Discussions regarding the Indigent Defense Policy and what will be needed to facilitate that.

MSUE Space – Mitch stated that on a weekly basis they approach him about needing more space; they would like to share the room with the Planning Commission; Mitch has talked with Sarah Lucas regarding it and she says she won't need that particular space.

Probation/Parole Space – they need a reconfiguration of their office space; even if we could expand that office, the County is responsible for the remodeling costs for doing their office; they even had plans drawn up 5 or 6 years ago.

Roger says we need a tour of this building.

**Motion by Sauer, seconded by Roelofs, to recommend to the Board of Commissioners to have the Planning Commission and MSU Extension share the office space on the first floor of the Government Center. Ayes: All Nays: None Motion carried.**

Gary asked about the conference room on the lower level – can it be reconfigured.

Mitch will schedule a tour of the building for the next meeting.

Public Input --

Mitch stated that, as a citizen, this is the only time where he has said the Pledge of Allegiance before each meeting – that is an awesome way to begin each meeting. It reinforces why we are here.

Dawn asked about the Building Use Policy – what about next week with the Advocates meeting on Wednesday – Mitch stated that he has not addressed it yet; but he will stay for it.

**Motion by Sauer, seconded by Roelofs, to adjourn at 10:11 a.m. Ayes: All Nays: None Motion carried.**

Dawn Olney  
Benzie County Clerk



**BUILDINGS & GROUNDS**

**June 14, 2016**

**Page 3 of 3**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_, to approve the Buildings and Grounds Consent Calendar as follows:

1. To have the Planning Commission and MSU Extension share the office space on the first floor of the Government Center.

DRAFT

## TECHNOLOGY COMMITTEE

June 8, 2017

12:04 p.m.

Members present: Coury Carland and Art Jeannot  
Excused: Bob Roelofs  
Others Present: Tammy Bowers, Mitch Deisch, Maridee Cutler, Ron Berns,  
Michelle Thompson, Troy Lamerson and Frank Post

Meeting called to order by Commissioner Coury Carland.

Motion by Jeannot, seconded by Carland, to approve the agenda as presented. Ayes: All  
Nays: None Exc: Roelofs Motion carried.

Motion by Carland, seconded by Jeannot, to approve the minutes of May 12, 2017 as presented.  
Ayes: All Nays: None Exc: Roelofs Motion carried.

12:05 p.m. Public Input – None

Technology Discussion – Abilita RFP: Mitch gave an overview and discussion held of what Abilita found when they met with various Department Head regarding services needed. The Executive Summary is their evaluation of what IT services are needed. Also provided was a draft Request for Proposal (RFP) for an IT Managed Services Provider for Benzie County. Frank Post stated that one of his biggest problems is printer/scanner connectivity. Hardware Connectivity to the network needs to be added. Anyone who has question for the RFP is to send it to Mitch or Maridee.

### Set meeting for remainder of 2017 year:

July 14, 2017 at 9:00 am  
August 11, 2017 at 9:00 am  
September 8, 2017 at 9:00 am  
October 13, 2017 at 9:00 am  
November 3, 2017 at 9:00 am  
December 8, 2017 at 9:00 am

### Other:

Ron Berns: Connected to the SMART 911 on Wednesday; testing is being done now to see how it works; Dispatchers are going through training, after that will start education program for the public.

Maridee Cutler: The equipment has been ordered for the public Wi-Fi.

Comm Jeannot: need to post where in the building the public Wi-Fi is available.

Next meeting Friday, July 14, 2017 at 9:00 a.m.

12:37 p.m. Public Input – None

Meeting adjourned by Comm. Carland at 12:37 p.m.

Tammy Bowers  
Benzie County Chief Deputy County Clerk

# County Administrator's Report



Memo To: Benzie County Board of Commission  
From: Mitchell D. Deisch, County Administrator  
Date: June 21, 2017  
Subject: June 27, 2017 Administrator's Update

1. **2017/2018 Proposed Fiscal Year Budget** – The Commission Finance Committee spent two days this past week working on the proposed 17/18 FY budget by meeting with individual departments that went over in detail their budget requests and the rationale for making the requests. Two more meetings are scheduled for Monday June 26, 2017 and Friday July 14, 2017. We will not have a complete financial picture until all of these meetings have been held and the numbers entered. I will keep the full BOC updated as we move along this process.
2. **Monthly Calendar** – Attached is the July 2017 draft calendar.
3. **Michigan Indigent Defense Commission** – Just a reminder that Prosecuting Attorney Sara Swanson and I will be attending a meeting on the new MIDC legislation and report on Thursday June 29, 2017 at 3:00 pm in the Manistee County Government Center.
4. **Woods Mediation** – Commissioner Gary Sauer, Sheriff Ted Schendel and myself will be attending the Chris Woods lawsuit mediation meeting on Thursday June 22, 2017 in Grand Rapids.
5. **POLC Arbitration** – A closed session is being scheduled on Tuesday June 27, 2017 to discuss the proposed Tentative Agreement with the POLC union. More to follow.
6. **Human Resource Committee** – I am in the process of finalizing the draft Finance Director/IT Director job description. I have met with both Deputy Administrator Maridee Cutler and County Treasurer Michelle Thompson to gain their input on the job description. The Deputy Administrator job description will also be amended based upon the new Finance position. I plan on presenting the final draft to the HR committee next Tuesday. In addition, we are still finalizing the elected officials and non-elected/nonunion positions wage comparison with the surrounding counties. We are hopeful that this spread sheet will also be ready for presenting to the HR Committee.
7. **Benzie County/AES Press Releases** – In compliance with the 2017/2018 Benzie County Strategic Plan, I continue to look for opportunities to spread the good word about what is going on in Benzie County. To this end I am looking at two specific press releases on the Benzie County

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BEULAH, MI 49617

Land Bank and the EMS Community Paramedic program. I am currently working with County Treasurer Michelle Thompson on the LBA press release. I will then be working with EMS Director Craig Johnson on the community paramedic program. Again the goal is 1 positive press release every month about Benzie County.

8. **Financial Review RFQ** – I am still hoping to receive the draft RFQ being prepared by Tim Ervin from the AES regarding the long term financial review of Benzie County. Earlier this week he informed me that he had a computer malfunction and that he was trying to recover the file. I will keep the BOC up to date on this process. Again, this is specifically identified in the 2017/2018 County Strategic Plan.
9. **Crystal Mountain CDBG Extension** – At the last BOC meeting on June 13, 2017 the Board approved to extend the Crystal Mountain CDBG for an additional 3 months. I was informed yesterday by Laura Galbraith of Venture North that this extension was granted by the MEDC.

# July 2017

**\*Please note that all scheduled meeting dates, times and locations are subject to change. Last Updated 6/21/17.**

<div> <div>July 2017</div> <div> <div>Su</div><div>Mo</div><div>Tu</div><div>We</div><div>Th</div><div>Fr</div><div>Sa</div> </div> </div> <div> <div>August 2017</div> <div> <div>Su</div><div>Mo</div><div>Tu</div><div>We</div><div>Th</div><div>Fr</div><div>Sa</div> </div> </div>						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jun 25	26	27	28	29	30	Jul 1
2	3 9:00am Veterans 10:00am N Mi. Reg. Entity / SUD	4 Office Closed - July 4th	5	6	7	8 10:00am Pt. Betsie Lighthouse
9	10	11 9:30am Benzie Co. Road Comm. 1:00pm Finance 4:30pm Betsie Valley	12 9:00am Building & Grounds	13 9:00am Centra Wellness Board 10:00am MAC / Workers 6:30pm Central Dispatch	14	15
16	17 9:45am Northern MI Counties Assn. 2:00pm Local Emergency Planning	18 3:30pm EMS Committee	19 8:00am Chamber of 8:30am Land Bank 4:00pm Benzie Cons. 4:30pm Benzie Senior	20 12:30pm NW Mi. Comm. Act. Agcy. 7:00pm Airport Authority	21 8:15am BRA Meeting 11:00am Econ. Dev. Comm.	22
23	24 5:00pm Parks & Recreation	25 9:30am Benzie Co. Road 10:00am DHHS 2:00pm Hum. Res. 4:00pm All. for Econ.	26 8:30am Building Authority 9:30am Hum. Serv. Collab. Board	27 8:00am G.T. Vet's Affairs	28 10:00am MAC/Transportation	29
30	31	Aug 1	2	3	4	5

# **FINANCE REPORT**

**BILLS TO BE APPROVED June 27, 2017**

Motion to approve Vouchers in the amount of:

\$	30,627.52	General Fund (101)
\$	8,542.90	Jail Fund (213)
\$	19,656.60	Ambulance Fund & ALS (214)
\$	35,399.52	Funds 105-238
\$	1,800.72	ACO Fund (247)
\$	-	Building (249)
\$	13,175.31	Dispatch 911 Fund (261)
\$	5,052.48	Funds 239-292
\$	10,492.33	Funds 293-640
\$	26,011.91	701 Fund
\$	-	Trust and Agency Funds & MSU Trust and Agency Fund (702-771)
<u>\$</u>	<u>150,759.29</u>	

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GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 101 GENERAL FUND							
Dept 101 BOARD OF COMMISSIONERS							
101-101-860.00	TRAVEL	WARSECKE, EVAN	COUNTY COMMISSIONER MILEAGE	MAY/JUNE 2017	06/15/17	17.66	60351
101-101-860.00	TRAVEL	WALTERHOUSE, FRANK	COUNTY COMMISSIONERS MILEAGE	06/15/17	06/22/17	31.57	60479
101-101-900.00	PRINTING & PUBLISHING	PIONEER GROUP	BOC MEETING & COMMITTEE APPT	43100200	06/15/17	119.50	60325
			Total For Dept 101 BOARD OF COMMISSIONERS			168.73	
Dept 131 CIRCUIT COURT							
101-131-727.00	CIRCUIT COURT MISCELLANE	MANISTEE COUNTY - ADM	BENZIE COUNTY REIMBURSEMENT BREAKD	MAY 2017	06/22/17	119.18	60422
101-131-730.00	POSTAGE	MANISTEE COUNTY - ADM	BENZIE COUNTY REIMBURSEMENT BREAKD	MAY 2017	06/22/17	95.45	60422
101-131-802.00	TRANSCRIPTS	LYSTER, CHRISTINE M.	SENTENCING TRANSCRIPT	06052017	06/15/17	53.00	60311
101-131-805.00	COURT APPOINTED ATTORNEY	CICCHELLI, ANTHONY	PERMANENCY PLANNING HEARING	DATED 5/24/17	06/15/17	150.00	60284
101-131-805.00	COURT APPOINTED ATTORNEY	GRANT, WILLIAM	MILEAGE REIMBURSEMENT	06022017	06/15/17	363.80	60297
101-131-805.00	COURT APPOINTED ATTORNEY	CICCHELLI, ANTHONY	REVIEW HEARING - COURT APPOINTED A	060717	06/22/17	150.00	60384
101-131-811.00	INTERPRETER FEES	GRAND TRAVERSE INDUST	INTERPRETING SERVICES	000047608	06/22/17	253.00	60405
101-131-811.00	INTERPRETER FEES	OCEANA HISPANIC CENTE	INTERPRETING SERVICES	06012017	06/22/17	230.00	60437
101-131-860.00	TRAVEL	QUAGLIA, VINCENT	CIRCUIT COURT MILEAGE	06062017	06/15/17	291.04	60327
101-131-860.00	TRAVEL	MANISTEE COUNTY - ADM	BENZIE COUNTY REIMBURSEMENT BREAKD	MAY 2017	06/22/17	66.22	60422
			Total For Dept 131 CIRCUIT COURT			1,771.69	
Dept 136 DISTRICT COURT							
101-136-727.00	OFFICE SUPPLIES	NETLINK BUSINESS SOLU	FAX EXPANSION KIT	134578	06/15/17	265.00	60318
101-136-727.00	OFFICE SUPPLIES	OFFICE DEPOT	OFFICE SUPPLIES	008001/150001	06/15/17	128.60	60320
101-136-805.00	COURT APPOINTED ATTORNEY	GRAFF, JACOB	APPT ATTY FEES	060917	06/15/17	250.00	60296
101-136-805.00	COURT APPOINTED ATTORNEY	HUFT, DAVID G.	ATTY FEES PALUMBO PV 16-299-SM	060917	06/15/17	250.00	60300
101-136-805.00	COURT APPOINTED ATTORNEY	STIG-NIELSON, FREDER	ATTY FEES SCHROEDER 17-099-SM & 17	060917	06/15/17	500.00	60343
101-136-805.00	COURT APPOINTED ATTORNEY	WILLIAMS, JESSE	APPT ATTY FEES	060917	06/15/17	250.00	60353
101-136-805.00	COURT APPOINTED ATTORNEY	HUFT, DAVID G.	APPT ATTY FEES FOR MIDDLEDITH 17-1	061917	06/22/17	250.00	60410
			Total For Dept 136 DISTRICT COURT			1,893.60	
Dept 141 FRIEND OF THE COURT							
101-141-850.00	TELEPHONE	CENTURYLINK	COUNTY 800 NUMBERS & LONG DISTANCE	1411043987	06/15/17	0.93	60283
			Total For Dept 141 FRIEND OF THE COURT			0.93	
Dept 148 PROBATE COURT							
101-148-727.00	OFFICE SUPPLIES	AMANDA M O'BRIEN	COURT RECORDING SUPPLIES	06/21/2017	06/22/17	26.99	60363
101-148-727.00	OFFICE SUPPLIES	MCCARDEL WATER CONDI	WATER BOTTLES	323737	06/22/17	59.00	60423
101-148-727.00	OFFICE SUPPLIES	OFFICE DEPOT	BINDERS/COURT RECORDING SUPPLIES	93207759001	06/22/17	79.24	60438
101-148-727.00	OFFICE SUPPLIES	THOMPSON REUTERS-WEST	MI PROBATE LAW & RULES PAMPHLET	836301661	06/22/17	270.00	60461
101-148-804.00	RECORDING SERVICES	TOOLEY, JILL	DOCKET	05/17/2017	06/22/17	180.00	60467
101-148-805.00	COURT APPOINTED ATTORNEY	BAILEY LAW OFFICE PLL	CUMMINGS FAMILY, DD	584	06/22/17	212.50	60365
101-148-805.00	COURT APPOINTED ATTORNEY	HUFT, DAVID G.	ATTY A TIFF, PP	06/21/2017	06/22/17	150.00	60409
101-148-805.00	COURT APPOINTED ATTORNEY	KEHR, LINDA MOOREY	A TIFF, PP	06/21/2017	06/22/17	200.00	60420
101-148-805.00	COURT APPOINTED ATTORNEY	SMITH & JOHNSON	M CYPHERS, MI	122175	06/22/17	175.00	60455
101-148-900.00	PRINTING & PUBLISHING	I.C.L.E.	MI CIVIL PROCEDURE	735400	06/22/17	134.50	60411
101-148-955.00	STAFF DEVELOPMENT/CONFER	VISA-KIM NOWAK	FOOD FOR SCBO CONFERENCE	06/21/2017	06/22/17	44.27	60474
101-148-962.00	JIS RELATED COSTS	MICHIGAN SUPREME COUR	APRIL - MAY - JUNE 2017	06/21/2017	06/22/17	832.59	60427
			Total For Dept 148 PROBATE COURT			2,364.09	
Dept 172 ADMINISTRATOR							
101-172-955.00	CONVENTIONS & MEETINGS	VISA-MITCHELL DEISCH	BUDGET MEETING LUNCH + TIP	06192017	06/22/17	73.35	60476
			Total For Dept 172 ADMINISTRATOR			73.35	
Dept 215 COUNTY CLERK							
101-215-807.00	JURY BOARD FEES	BOWERS, JEAN	JURY BOARD PER DIEM \$35	06/21/2017	06/22/17	35.00	60374

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Fund 101 GENERAL FUND							
Dept 215 COUNTY CLERK							
101-215-807.00	JURY BOARD FEES	BOWERS, JEAN	JURY BOARD MILEAGE \$1.08	6/21/2017	06/22/17	1.08	60374
101-215-807.00	JURY BOARD FEES	ELIZABETH SHRAKE	JURY BOARD PER DIEM \$35; MILEAGE \$	6/21/2017	06/22/17	38.78	60397
101-215-807.00	JURY BOARD FEES	MICK, JANICE	JURY BOARD PER DIEM \$35	6/21/2017	06/22/17	35.00	60428
101-215-807.00	JURY BOARD FEES	MICK, JANICE	JURY BOARD MILEAGE \$7.56	6/21/2017	06/22/17	7.56	60428
101-215-860.00	TRAVEL	OLNEY, DAWN	MILEAGE & LUNCH FOR 6/6, 6/9 & 6/15	6/21/2017	06/22/17	237.65	60439
101-215-955.00	CONVENTIONS & MEETINGS	MI ASSOC. OF COUNTY C	2017 MACC CLERK REGISTRATION	6/14/2017	06/15/17	250.00	60313
101-215-955.00	CONVENTIONS & MEETINGS	OLNEY, DAWN	MILEAGE & LUNCH FOR 6/6, 6/9 & 6/15	6/21/2017	06/22/17	28.99	60439
			Total For Dept 215 COUNTY CLERK			634.06	
Dept 253 COUNTY TREASURER							
101-253-727.00	OFFICE SUPPLIES	JACKPINE BUSINESS CEN	TONER FOR HP	416707-0	06/22/17	175.97	60412
101-253-955.00	CONVENTIONS & MEETINGS	VISA-MICHELLE THOMPSON	CONFERENCE ROOM EXPENSE	CONF061617	06/22/17	152.76	60475
101-253-955.00	CONVENTIONS & MEETINGS	VISA-MICHELLE THOMPSON	2017 SUMMER CONFERENCE FEE	CONF061617	06/22/17	175.00	60475
			Total For Dept 253 COUNTY TREASURER			503.73	
Dept 257 EQUALIZATION DEPARTMENT							
101-257-961.00	TRAINING & SCHOOLS	N.W. MICHIGAN ASSESSOR	BRIANNE JULY CLASS	0001	06/22/17	35.00	60432
101-257-961.00	TRAINING & SCHOOLS	N.W. MICHIGAN ASSESSOR	LINDA JULY CLASS	0002	06/22/17	35.00	60433
101-257-961.00	TRAINING & SCHOOLS	OTSEGO COUNTY EQUALIZ	BRIANNE SEPTEMBER CLASS	0003	06/22/17	25.00	60440
101-257-961.00	TRAINING & SCHOOLS	OTSEGO COUNTY EQUALIZ	LINDA SEPTEMBER CLASS	0004	06/22/17	25.00	60441
			Total For Dept 257 EQUALIZATION DEPARTMENT			120.00	
Dept 261 MSU EXTENSION							
101-261-703.04	WAGES-PART TIME SECRETAR	MICHIGAN STATE UNIVER	DEBORAH LONGO WAGE & FRINGE	TOINV53 17	06/22/17	904.26	60426
			Total For Dept 261 MSU EXTENSION			904.26	
Dept 265 BUILDING & GROUNDS							
101-265-750.00	MAINTENANCE SUPPLIES	G.T. PACKAGING & JANI	CLEANING SUPPLIES	0217838-IN	06/15/17	39.80	60290
101-265-750.00	MAINTENANCE SUPPLIES	G.T. PACKAGING & JANI	CLEANING SUPPLIES	0217830-IN	06/15/17	282.63	60290
101-265-750.00	MAINTENANCE SUPPLIES	CRYSTAL GARDENS	PERRENIALS	20420	06/22/17	59.50	60389
101-265-750.00	MAINTENANCE SUPPLIES	NUGENT HARDWARE	STRIPING PAINT SUPPLIES	139145	06/22/17	3.14	60436
101-265-750.00	MAINTENANCE SUPPLIES	NUGENT HARDWARE	STRIPING PAINT	139036	06/22/17	195.11	60436
101-265-800.00	CONTRACTED SERVICES	GOTTSCALK CLEANING S	CLEANING SERVICE FOR MONTH OF MAY	611	06/15/17	1,975.00	60295
101-265-850.00	TELEPHONE	CENTURYLINK	COUNTY 800 NUMBERS & LONG DISTANCE	1411043987	06/15/17	59.25	60283
101-265-853.00	CELLULAR PHONES	CARLAND, COURY	COUNTY CHAIR REIMBURSEMENT FOR CEL	MAY 2017	06/15/17	270.00	60281
101-265-923.00	FUEL - NATURAL GAS	DTE ENERGY	425 COURT PLACE	9100 209 3120 0	06/22/17	175.48	60395
101-265-935.00	BUILDING REPAIRS	GLEN LAKE ELECTRIC IN	POWER RUN TO ALL COMMISSIONER'S TA	11442	06/15/17	2,007.00	60294
101-265-935.00	BUILDING REPAIRS	HURST MECHANICAL	BUILDING REPAIRS	S11614	06/15/17	245.67	60301
101-265-935.00	BUILDING REPAIRS	MOORE MECHANICAL	PULLED TOILET TO UNPLUG AND REINST	52109	06/22/17	105.00	60429
			Total For Dept 265 BUILDING & GROUNDS			5,417.58	
Dept 266 LEGAL & CONTRACTED SERVICES							
101-266-810.00	LEGAL FEES	COHL, STOKER, TOSKEY,	PROFESSIONAL SERVICES RENDERED	06082017	06/22/17	1,833.34	60386
101-266-810.00	LEGAL FEES	COHL, STOKER, TOSKEY,	PROFESSIONAL SERVICES RENDERED	6/8/2017	06/22/17	1,476.99	60386
			Total For Dept 266 LEGAL & CONTRACTED SERVICES			3,310.33	
Dept 268 REGISTER OF DEEDS							
101-268-800.00	CONTRACTED SERVICES - LA	FIDLAR TECHNOLOGIES I	MAY 2017 LAREDO USAGE FEE	0216957-IN	06/22/17	791.32	60401
			Total For Dept 268 REGISTER OF DEEDS			791.32	
Dept 301 SHERIFF							
101-301-628.00	PHOTOS	VISA-TROY LAMERSON	COLOR RIBBON, LANYARD/DATEFEES	6759	06/15/17	78.98	60350
101-301-727.00	OFFICE SUPPLIES	VISA-TROY LAMERSON	COLOR RIBBON, LANYARD/DATEFEES	6759	06/15/17	56.32	60350
101-301-727.00	OFFICE SUPPLIES	VISA-DAN SMITH	UNIFORMS, BRAKES, MAINT SUPP/TRAINING	6858	06/22/17	39.00	60472

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Fund 101 GENERAL FUND							
Dept 301 SHERIFF							
101-301-727.00	OFFICE SUPPLIES	VISA-TED SCENDEL	TRAINING, K-9, FEES	6866	06/22/17	63.10	60478
101-301-729.00	PHOTOS AND SUPPLIES	VISA-DAN SMITH	UNIFORMS, BRACKES, MAINT SUPPTRAINING	6858	06/22/17	25.38	60472
101-301-748.00	GAS, OIL & GREASE	XPRESS LUBE	14-2 OIL CHANGE	25560	06/22/17	48.90	60480
101-301-749.00	VEHICLE REPAIRS	HEIGES PERFORMANCE, I	LABOR LUBE 14-4	011125	06/15/17	163.00	60298
101-301-749.00	VEHICLE REPAIRS	HEIGES PERFORMANCE, I	LABOR BRACKES 14-3 PARKER	011159	06/22/17	163.00	60407
101-301-749.00	VEHICLE REPAIRS	VISA-DAN SMITH	UNIFORMS, BRACKES, MAINT SUPPTRAINING	6858	06/22/17	370.82	60472
101-301-751.00	UNIFORMS	KIRK PARKER	REIMB BOOTS	114171742709914	06/22/17	149.95	60421
101-301-835.10	BLOOD RESTITUTIONS	PAUL OLIVER MEMORIAL	STEVEN H KING BLOOD DRAW	2405	06/22/17	19.00	60443
101-301-850.00	TELEPHONE	TELNET WORLDWIDE	JUNE '17	105784	06/22/17	602.46	60460
101-301-961.00	TRAINING & SCHOOLS	VISA-DAN SMITH	UNIFORMS, BRACKES, MAINT SUPPTRAINING	6858	06/22/17	50.00	60472
101-301-970.06	EQUIPMENT - COMPUTERS	LEXISNEXIS	IVYTEK MAINTENANCE FEE- ECITATION	8100136-2017022	06/15/17	1,431.00	60310
			Total For Dept 301 SHERIFF			3,260.91	
Dept 305 MMOG MEDICAL MARIJUANA OP/OVERSIGHT GRNT							
101-305-970.00	EQUIPMENT	DELTA TACTICAL LINTER	DELIA G3 RAPTOR RESCUE BREACHING T	0003-127	06/15/17	498.00	60287
			Total For Dept 305 MMOG MEDICAL MARIJUANA OP/OVE			498.00	
Dept 333 SECONDARY ROAD PATROL							
101-333-725.00	FRINGE BENEFITS	DELTA DENTAL PLAN OF	JULY 2017 DENTAL	RIS0001508093	06/22/17	120.61	60391
101-333-727.00	OFFICE SUPPLIES	QUILL CORPORATION	OFFICE SUPPLIES	7266055	06/15/17	112.18	60328
101-333-727.00	OFFICE SUPPLIES	QUILL CORPORATION	RAGS, WIPES, FASTENERS	7345513	06/22/17	18.53	60447
101-333-749.00	VEHICLE REPAIRS	VISA-DAN SMITH	UNIFORMS, BRACKES, MAINT SUPPTRAINING	6858	06/22/17	276.11	60472
101-333-751.00	UNIFORMS	VISA-DAN SMITH	UNIFORMS, BRACKES, MAINT SUPPTRAINING	6858	06/22/17	111.14	60472
			Total For Dept 333 SECONDARY ROAD PATROL			638.57	
Dept 334 ZERO TOLERANCE, BAILIFF							
101-334-729.10	SUPPLIES - CHEMICAL	PHAMATECH	8 PANEL QUICKSCREEN CUP	9381Z	06/22/17	375.00	60444
			Total For Dept 334 ZERO TOLERANCE, BAILIFF			375.00	
Dept 426 EMERGENCY MANAGEMENT							
101-426-725.00	FRINGE BENEFITS	BLUE CROSS BLUE SHIEL	BCBS GROUP PPO COVERAGE - JULY 201	007016437	06/22/17	551.43	60372
101-426-725.00	FRINGE BENEFITS	DELTA DENTAL PLAN OF	JULY 2017 DENTAL	RIS0001508093	06/22/17	36.87	60391
101-426-727.00	OFFICE SUPPLIES	VISA-FRANK POST	VISA CHARGES ENDING 6-16-17	VISA ENDING 6-1	06/22/17	78.28	60473
101-426-850.00	TELEPHONE	VERIZON WIRELESS	CELL PHONE BILLS	9786746161	06/22/17	48.88	60469
101-426-860.00	TRAVEL	POST, FRANK	MILEAGE ENDING 6-17-17	MILEAGE ENDING	06/22/17	98.44	60446
			Total For Dept 426 EMERGENCY MANAGEMENT			813.90	
Dept 852 MEDICAL INSURANCE							
101-852-717.00	MEDICAL/DENTAL/VISION IN	BLUE CROSS BLUE SHIEL	BCBS GROUP PPO COVERAGE - JULY 201	007016437	06/22/17	2,977.73	60372
101-852-717.00	MEDICAL/DENTAL/VISION IN	DELTA DENTAL PLAN OF	JULY 2017 DENTAL	RIS0001508093	06/22/17	3,904.83	60391
101-852-725.02	MI CLAIMS TAX ASSESSMENT	DELTA DENTAL PLAN OF	JULY 2017 DENTAL	RIS0001508093	06/22/17	59.85	60391
101-852-874.00	MEDICAL INSURANCE - RET	DELTA DENTAL PLAN OF	JULY 2017 DENTAL	RIS0001508093	06/22/17	145.06	60391
			Total For Dept 852 MEDICAL INSURANCE			7,087.47	
Fund 205 TNT OFFICER MILLAGE FUND							
Dept 000			Total For Fund 101 GENERAL FUND			30,627.52	
205-000-725.00	FRINGE BENEFITS	DELTA DENTAL PLAN OF	JULY 2017 DENTAL	RIS0001508093	06/22/17	120.61	60391
			Total For Dept 000			120.61	
			Total For Fund 205 TNT OFFICER MILLAGE FUND			120.61	

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<b>Fund 206 SHERIFF'S K-9 FUND</b>						
Dept 000	PROJECT EXPENSES	KETZ, CHRISTA	ENGRAVED GLASSWARE FOR K-9 1ST PLA	1202595396	06/15/17	110.00
	PROJECT EXPENSES	VISA=TED SCHEDEL	TRAINING, K-9, FEES	6866	06/22/17	254.76
			Total For Dept 000			364.76
			Total For Fund 206 SHERIFF'S K-9 FUND			364.76
<b>Fund 213 JAIL OPERATIONS FUND</b>						
Dept 265 BUILDING & GROUNDS	MAINTENANCE SUPPLIES	SHOP AND SAVE	ARMORALL, BIT, BOARD	23555, 23621	06/15/17	36.35
	MAINTENANCE SUPPLIES	QUILL CORPORATION	RAGS, WIPES, FASTENERS	7345513	06/22/17	28.88
	MAINTENANCE SUPPLIES	VISA=DAN SMITH	UNIFORMS, BRACKES, MAINT SUPPTRAINING	6858	06/22/17	86.20
	EQUIP. SERVICES & SUPPLI	MOORE MECHANICAL	SVC TOLLET PLUGGED JAIL	52078	06/15/17	99.00
	EQUIP. SERVICES & SUPPLI	NORTHERN FIRE & SAFET	EXTINGUISHERS, SVC	4210405	06/15/17	311.94
	EQUIP. SERVICES & SUPPLI	QUILL CORPORATION	PAPER PROD, LINERS, DEODERIZER	7123948	06/15/17	129.39
	EQUIP. SERVICES & SUPPLI	QUILL CORPORATION	DEODERIZER FROM PREV ORDER	7181108	06/15/17	20.02
	EQUIP. SERVICES & SUPPLI	QUILL CORPORATION	PAPER PROD	7523802	06/22/17	102.96
	EQUIP. SERVICES & SUPPLI	VISA=DAN SMITH	UNIFORMS, BRACKES, MAINT SUPPTRAINING	6858	06/22/17	211.42
	TELEPHONE	CHARTER COMMUNICATION	JUNE '17 TV - INTERNET	824512142001007	06/22/17	179.97
	CELLULAR PHONES	VERIZON WIRELESS	CELL PHONE BILLS	9786746161	06/22/17	20.42
	FUEL - NATURAL GAS	DTE ENERGY	JUNE '17	910020929204	06/22/17	666.65
	ELECTRIC	CONSUMERS ENERGY	JUNE '17	100000514313	06/22/17	4,594.74
			Total For Dept 265 BUILDING & GROUNDS			6,487.94
<b>Dept 351 JAIL - CORRECTIONS</b>						
	OFFICE SUPPLIES	VISA=DAN SMITH	UNIFORMS, BRACKES, MAINT SUPPTRAINING	6858	06/22/17	127.96
	GAS, OIL & GREASE	XPRESS LOBE	OIL CHANGE 2014 DODGE CARAVAN	25288	06/15/17	49.90
	PRISONER TRANSFER	JAMES PAIVARINTA	PAV REIMB DINNER TRANSPORT	9703-767379	06/15/17	16.73
	PRISONER TRANSFER	KIM MAJSZAK	MEAL REIMB DINNER - TRANSPORT	9703-767379	06/15/17	14.82
	PRISONER TRANSFER	AL CRAWFORD	MEAL REIMB TRANSPORT	1463	06/22/17	8.68
	PRISONER TRANSFER	JAMES PAIVARINTA	MEAL REIMB TRANSPORT	#575 & #1471	06/22/17	16.69
	TRAINING & SCHOOLS	VISA=DAN SMITH	UNIFORMS, BRACKES, MAINT SUPPTRAINING	6858	06/22/17	53.74
	TRAINING & SCHOOLS	VISA=TED SCHEDEL	TRAINING, K-9, FEES	6866	06/22/17	308.86
	COMPUTER EQUIPMENT	PCM TIGER DIRECT	8TB BACKUP	B03395530103	06/15/17	196.09
	COMPUTER EQUIPMENT	SECURUS TECHNOLOGIES	INVEST PRO SOFT	158766	06/15/17	77.81
			Total For Dept 351 JAIL - CORRECTIONS			871.28
<b>Dept 852 MEDICAL INSURANCE</b>						
	MEDICAL/DENTAL/VISION IN	DELTA DENTAL PLAN OF	JULY 2017 DENTAL	RIS0001508093	06/22/17	1,183.68
			Total For Dept 852 MEDICAL INSURANCE			1,183.68
			Total For Fund 213 JAIL OPERATIONS FUND			8,542.90
<b>Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND</b>						
Dept 265 BUILDING & GROUNDS	MAINTENANCE SUPPLIES	BECKMAN PRODUCTION SE	DUST CONTROL AT STATION 2	0000201636	06/22/17	175.00
	MAINTENANCE SUPPLIES	FRANKFORT HARDWARE	BATTERIES, CLOCK	010590/1	06/22/17	33.98
	MAINTENANCE SUPPLIES	FRANKFORT HARDWARE	11 GAL 42L BLK SWING CAN TRASH CAN	010642/1	06/22/17	9.99
	MAINTENANCE SUPPLIES	FRANKFORT HARDWARE	MAGIC ERASER, FEBREZE, CAR WAX, CA	010794/1	06/22/17	20.36
	MAINTENANCE SUPPLIES	NUGENT HARDWARE	GLADE SPRAY, FEBREZE, SWIFTER PAD	139154	06/22/17	35.75
	MAINTENANCE SUPPLIES	POMEROY HOME FURNISHI	MATTRESSES FOR STATION 3	5173	06/22/17	500.00
	MAINTENANCE SUPPLIES	CENTURYLINK	PHONE AND INTERNET AT STATION 2	404669354	06/22/17	265.17
	TELEPHONE	DIRECT TV	TV AT STATION 2	100013543937	06/22/17	105.63
	INTERNET SERVICE	VERIZON WIRELESS	CELL PHONE BILLS	9786746161	06/22/17	56.92
	CELLULAR PHONES					60469

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Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND							
Dept 265 BUILDING & GROUNDS							
214-265-922.00	WATER & SEWER	CITY OF FRANKFORT	WATER AT STATION 3	3.62500.02	06/22/17	61.66	60385
214-265-922.00	WATER & SEWER	MCCARDEL WATER CONDIT	DRINKING WATER FOR STATION 3	34-3030	06/22/17	59.50	60423
214-265-924.00	ELECTRIC	CHERRYLAND ELECTRIC	ELECTRIC AT STATION 2	4129601	06/22/17	151.90	60383
214-265-924.00	ELECTRIC	CONSUMERS ENERGY	ELECTRIC AT 227 PINE	100013543937	06/22/17	42.04	60387
214-265-924.00	ELECTRIC	CONSUMERS ENERGY	ELECTRIC AT 225 PARK AVE	100013543556	06/22/17	96.17	60387
214-265-970.00	EQUIPMENT & REPAIR	VISA-CRAIG JOHNSON	FIREPENNY (GLASS SAW AND BLADES0,	44401428600005	06/22/17	224.57	60471
			Total For Dept 265 BUILDING & GROUNDS			1,838.64	
Dept 655 ADVANCED LIFE SUPPORT (ALS)							
214-655-727.00	OFFICE SUPPLIES	JAMES HENDERSON	SHEET PROTECTORS	MEIJER	06/22/17	5.98	60413
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, L	MONITOR PAPER, NASAL CANNULAS, IV	82521535	06/22/17	556.97	60373
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, L	ASPRIN, PRESSURE BAGS, IV CATHS, D	82511673	06/22/17	566.55	60373
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, L	BLOOD COLLECTION SET	82514802	06/22/17	394.99	60373
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, L	THERMOMETER WALL HOLDER, SODIUM CH	82523173	06/22/17	57.13	60373
214-655-735.00	MEDICAL SUPPLIES	EMERGENT RESPIRATORY	CPC MASKS AND CIRCUITS	35002179	06/22/17	409.20	60398
214-655-735.00	MEDICAL SUPPLIES	JAMES HENDERSON	CLIP BOX FOR MEDICAL EQUIPMENT	FAMILY DOLLAR	06/22/17	5.83	60414
214-655-735.00	MEDICAL SUPPLIES	JAMES HENDERSON	TRAVEL CONT SET FOR MEDICAL ET BOX	HOMETOWN	06/22/17	4.39	60415
214-655-735.10	MEDICAL SUPPLIES	MUNSON HOME MEDICAL E	IV LINES	320137	06/22/17	259.00	60430
214-655-735.10	MEDICAL SUPPLIES - GAS	AIRGAS	CYLINDER RENTAL	9944931420	06/22/17	228.28	60361
214-655-735.10	MEDICAL SUPPLIES - GAS	AIRGAS	CYLINDER RENTAL	9944931	06/22/17	477.52	60361
214-655-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	FUEL	006-0517	06/22/17	2,350.24	60369
214-655-749.00	VEHICLE REPAIRS	JUST TRUCKS INC	A22FUEL PUMP REMOVED AND REPLACED,	1027392	06/22/17	6,004.76	60418
214-655-751.00	UNIFORMS	DA DESIGNS	SHIRTS	3950	06/22/17	417.00	60390
214-655-800.01	CONTRACTED SERVICES - BI	ROBBIE'S DRY CLEANERS	PATCHES ON PARKAS FOR T. HAUGEN, J	36849	06/22/17	80.00	60450
214-655-800.05	CONTRACTED SERVICES - TH	NORTH FLIGHT, INC.	BILLING AND COLLECTIONS	BEN0517	06/22/17	2,850.00	60435
214-655-855.00	RADIO MAINTENANCE/EQUIPM	THOMPSONVILLE AMBULAN	3 PTS X \$250.00=750.00, PATTERSON,	6/12/17	06/15/17	750.00	60346
214-655-855.00	RADIO MAINTENANCE/EQUIPM	GRAND TRAVERSE MOBILE	REPAIR TO SIREN MODULE	47731	06/22/17	127.50	60406
214-655-855.00	RADIO MAINTENANCE/EQUIPM	GRAND TRAVERSE MOBILE	REMOVAL OF RADIO EQUIPMENT FROM A3	47876	06/22/17	233.75	60406
214-655-855.00	RADIO MAINTENANCE/EQUIPM	RADIO NORTH	SIM CARD FOR COMPUTER IN A32	24001	06/22/17	506.10	60448
214-655-961.00	TRAINING & SCHOOLS	JAMES HENDERSON	CANDIES FOR EMS EDUCATION CLASS	05/18/2017	06/15/17	17.40	60303
214-655-961.00	TRAINING & SCHOOLS	DA DESIGNS	3X3X SUPPORT STICKERS FOR PEDIATRI	3952	06/22/17	200.00	60390
214-655-961.00	TRAINING & SCHOOLS	MUNSON MEDICAL CENTER	CPR CARDS	BCMSA 5312017	06/22/17	114.50	60431
			Total For Dept 655 ADVANCED LIFE SUPPORT (ALS)			16,617.09	
Dept 852 MEDICAL INSURANCE							
214-852-717.00	MEDICAL/DENTAL/VISION IN	DELTA DENTAL PLAN OF	JULY 2017 DENTAL	RIS0001508093	06/22/17	1,200.87	60391
			Total For Dept 852 MEDICAL INSURANCE			1,200.87	
			Total For Fund 214 EMERGENCY MEDICAL SERVICES (E			19,656.60	
Fund 220 MARINE PATROL FUND							
Dept 000							
220-000-961.00	TRAINING & SCHOOLS	VISA-TED SCHEDEL	TRAINING,K-9,FEES	6866	06/22/17	438.65	60478
			Total For Dept 000			438.65	
			Total For Fund 220 MARINE PATROL FUND			438.65	
Fund 228 SOLID WASTE/RECYCLING FUND							
Dept 000							
228-000-703.05	WAGES-ATTENDANT	DIANE BURNETT	SITE MONITOR	61417	06/15/17	30.00	60288
228-000-703.05	WAGES-ATTENDANT	DOUG DURKEE	SITE MONITOR	61417	06/15/17	30.00	60289
228-000-703.05	WAGES-ATTENDANT	SUSAN TOWERSEY	SITE MONITOR	61417	06/15/17	60.00	60344
228-000-703.05	WAGES-ATTENDANT	BSA TROOP 10	HEW EVENT FRANKFORT	62117	06/22/17	250.00	60375

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Fund 228 SOLID WASTE/RECYCLING FUND							
Dept 000							
228-000-703.05	WAGES-ATTENDANT	DIANE BURNETT	SITE MONITOR	62117	06/22/17	30.00	60392
228-000-703.05	WAGES-ATTENDANT	DOUG DURKEE	SITE MONITOR	62117	06/22/17	30.00	60394
228-000-703.05	WAGES-ATTENDANT	MELONIE A. STEFFES	SITE MONITOR	61417	06/22/17	30.00	60424
228-000-703.05	WAGES-ATTENDANT	MELONIE A. STEFFES	SITE MONITOR	62117	06/22/17	30.00	60425
228-000-703.05	WAGES-ATTENDANT	SUSAN TOWERSEY	SITE MONITOR	62117	06/22/17	60.00	60458
228-000-703.05	WAGES-ATTENDANT	ZYLSTRA, JESSE	SITE MONITOR	62117	06/22/17	60.00	60481
228-000-703.05	WAGES-ATTENDANT	ZYLSTRA, JESSE	SITE MONITOR	61417	06/22/17	30.00	60481
228-000-721.00	PER DIEM	FISCHGRABE, DENNIS	HHW EVENT	62117	06/22/17	70.00	60402
228-000-800.00	CONTRACTED SERVICES	AMERICAN WASTE	AMERICAN WASTE CONTRACTED SERVICE	1991124	06/15/17	15,908.99	60274
228-000-821.50	HAZARDOUS WASTE	ERG ENVIRONMENTAL SER	HHW FRANKFORT CONTRACT	122882	06/22/17	9,395.77	60399
228-000-900.00	PUBLIC RELATIONS - PRINT	PIONEER GROUP	HHW, ELECTRONICS, TIRE ADS	39321	06/15/17	536.50	60324
228-000-957.00	MISCELLANEOUS	C M RUBBER TECHNOLOGI	SCRAP TIRE COLLECTION MILEAGE	31538	06/22/17	24.00	60379
228-000-957.00	MISCELLANEOUS	NETWORKS NORTHWEST	RETRAC REPORTING SUBSCRIPTION	62117	06/22/17	205.00	60434
228-000-967.00	PROJECT EXPENSES - GRANT	C M RUBBER TECHNOLOGI	FRANKFORT SCRAP TIRE COLLECTION	31520	06/22/17	1,691.00	60377
228-000-967.00	PROJECT EXPENSES - GRANT	C M RUBBER TECHNOLOGI	FRANKFORT SCRAP TIRE COLLECTION	31519	06/22/17	1,430.50	60378
			Total For Dept 000			29,901.76	
Dept 852 MEDICAL INSURANCE							
228-852-717.00	MEDICAL/DENTAL/VISION IN	DELTA DENTAL PLAN OF	JULY 2017 DENTAL	RIS0001508093	06/22/17	36.87	60391
			Total For Dept 852 MEDICAL INSURANCE			36.87	
			Total For Fund 228 SOLID WASTE/RECYCLING FUND			29,938.63	
Fund 230 BETSIE VALLEY TRAIL MANAGEMENT FUND							
Dept 000							
230-000-800.00	CONTRACTED SERVICES	JOHNSON HILL LAND ETH	TRAIL RESURFACING PROJECT - BETSIE	4113	06/22/17	4,536.87	60417
			Total For Dept 000			4,536.87	
			Total For Fund 230 BETSIE VALLEY TRAIL MANAGEMENT			4,536.87	
Fund 247 ANIMAL CONTROL FUND							
Dept 265 BUILDING & GROUNDS							
247-265-924.00	ELECTRIC & HEATING	CONSUMERS ENERGY	BILL FOR JUNE	203496527408	06/22/17	191.09	60387
247-265-924.00	ELECTRIC & HEATING	DTE ENERGY	BILL FOR JUNE	910020929329	06/22/17	60.13	60395
247-265-935.00	BUILDING REPAIRS	MOORE MECHANICAL	45 DEGREE ELBOW ON SEPTIC TANK	51800	06/15/17	183.00	60315
			Total For Dept 265 BUILDING & GROUNDS			434.22	
Dept 430 ANIMAL CONTROL							
247-430-727.00	OFFICE SUPPLIES	UNIFI EQUIPMENT FINAN	PRINTER MAY PAYMENT	301715	06/15/17	61.16	60349
247-430-835.20	VET & DRUG FEES	BETSIE RIVER VETERINA	FEMALE K9 SPAY 51-17D	40743	06/15/17	168.00	60277
247-430-835.20	VET & DRUG FEES	PLATTE LAKE VETERINAR	FEMALE K9 SPAY HOUND	265384	06/15/17	125.85	60326
247-430-835.20	VET & DRUG FEES	PLATTE LAKE VETERINAR	67-17D 66-17D PLUS 1 FEMALE SKIN O	264775	06/15/17	536.00	60326
247-430-835.20	VET & DRUG FEES	PLATTE LAKE VETERINAR	1 FEMALE SPAY 77-17D 1 MALE NEUTR	265345	06/15/17	332.85	60326
			Total For Dept 430 ANIMAL CONTROL			1,223.86	
Dept 852 MEDICAL INSURANCE							
247-852-717.00	MEDICAL/DENTAL/VISION IN	DELTA DENTAL PLAN OF	JULY 2017 DENTAL	RIS0001508093	06/22/17	142.64	60391
			Total For Dept 852 MEDICAL INSURANCE			142.64	
			Total For Fund 247 ANIMAL CONTROL FUND			1,800.72	
Fund 260 CPL CLERK TECHNOLOGY FUND							
Dept 000							
260-000-727.00	OFFICE SUPPLIES	IDENTIPHOTO	CPL RIBBON AND CARDS	0212709-IN	06/15/17	165.53	60302

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Fund 260 CPL CLERK TECHNOLOGY FUND							
Dept 000						165.53	
			Total For Dept 000			165.53	
Fund 261 911 EMERGENCY SERVICE FUND							
Dept 325 DISPATCH/COMMUNICATION							
261-325-727.00	OFFICE SUPPLIES	DA DESIGNS	DISPATCH SIGN	3998	06/22/17	68.00	60390
261-325-727.00	OFFICE SUPPLIES	VISA-RON BERNIS	OFFICE SUPPLIES	JULY 2017	06/22/17	302.83	60477
261-325-961.00	TRAINING & SCHOOLS	BERNS, RONALD	TRAV REIMBURSEMENT	JUN2017	06/22/17	108.50	60371
261-325-970.00	EQUIPMENT	ADVANCED SATELLITE CO	CAMERA INSTALL	43151	06/22/17	1,557.97	60360
261-325-970.00	EQUIPMENT	GRAND TRAVERSE MOBILE	PORTABLE BATTERY	47837	06/22/17	142.00	60406
261-325-970.00	EQUIPMENT	GRAND TRAVERSE MOBILE	DISPATCH PROJECT	47457	06/22/17	7,629.00	60406
261-325-970.01	EQUIPMENT (RENOVATIONS)	GRAND TRAVERSE MOBILE	DISPATCH PROJECT	47457	06/22/17	2,870.12	60406
			Total For Dept 325 DISPATCH/COMMUNICATION			12,678.42	
Dept 852 MEDICAL INSURANCE							
261-852-717.00	MEDICAL/DENTAL/VISION IN	DELTA DENTAL PLAN OF	JULY 2017 DENTAL	RIS0001508093	06/22/17	496.89	60391
			Total For Dept 852 MEDICAL INSURANCE			496.89	
Fund 262 DISPATCHER TRAINING FUND							
Dept 000						13,175.31	
262-000-961.00	TRAINING & SCHOOLS	VISA-RON BERNIS	OFFICE SUPPLIES	JULY 2017	06/22/17	348.60	60477
			Total For Dept 000			348.60	
Fund 265 JUSTICE TRAINING (302) FUND							
Dept 000						348.60	
265-000-967.00	PROJECT EXPENSES	VISA-TED SCHEDEL	TRAINING, K-9, FEES	6866	06/22/17	446.65	60478
			Total For Dept 000			446.65	
Fund 269 LAW LIBRARY FUND							
Dept 000						446.65	
269-000-901.00	RESOURCE MATERIALS	REXL INC. DBA LEXISNE	BENZIE COUNTY LAW LIBRARY - PATRON	3090972523	06/15/17	510.00	60329
269-000-901.00	RESOURCE MATERIALS	MANISTEE COUNTY - ADM	BENZIE COUNTY REIMBURSEMENT BREAKD	MAY 2017	06/22/17	165.21	60422
269-000-901.00	RESOURCE MATERIALS	THOMSON REUTERS - WES	BOOKS & BOUND VOLUMES, MI OFFICIAL	836305887	06/22/17	1,248.30	60463
			Total For Dept 000			1,923.51	
Fund 292 CHILD CARE FUND							
Dept 000						1,923.51	
292-000-840.00	CONTRACTED SVCS - VOL CO	KATHI HOUSTON	VOLUNTEER COORDINATION FOR MAY	MAY 19 2017	06/22/17	800.00	60419
292-000-840.95	IN HOME CARE MISC.	BENZIE BUS	BUS PASSES FOR IHC CLIENTS	1744	06/22/17	90.00	60367
292-000-840.95	IN HOME CARE MISC.	BENZIE CENTRAL HIGH S	SUMMER SCHOOL TUITION FOR S.SHOEBR	103	06/22/17	100.00	60368
292-000-840.95	IN HOME CARE MISC.	BURCH, DANA	TUTORING MAY AND JUNE	6-8-17	06/22/17	81.25	60376
292-000-840.95	IN HOME CARE MISC.	CATHOLIC HUMAN SERVIC	DRUG ASSESSMENTS AND COUNSELING	JUNE 21 2017	06/22/17	170.00	60380
292-000-840.95	IN HOME CARE MISC.	PATRICIA COTE	TUTORING H.MILLER	JUNE 19 2017	06/22/17	445.77	60442
292-000-840.95	IN HOME CARE MISC.	REDWOOD TOXICOLOGY LA	DRUG TESTING	JUNE 19 2017	06/22/17	121.87	60449
292-000-840.95	IN HOME CARE MISC.	ROBINSON, KELLIE	REIMBURSE CELL PHONE & MILEAGE	JUNE 19 2017	06/22/17	231.15	60451



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<b>Fund 292 CHILD CARE FUND</b>							
Dept 000							
292-000-840.95	IN HOME CARE MISC.	TARYN DEMOTT	TUTORING J. BORTON	JUNE 19 2017	06/22/17	50.00	60459
292-000-840.95	IN HOME CARE MISC.	UNIFI EQUIPMENT FINAN	COPIER/PRINTER LEASE	JUNE 19 2017	06/22/17	78.15	60468
			Total For Dept 000			2,168.19	
			Total For Fund 292 CHILD CARE FUND			2,168.19	
<b>Fund 293 VETERAN'S RELIEF FUND</b>							
Dept 000							
293-000-839.10	VETERANS FINANCIAL AID	SAVE A LOT	GIFT CARDS FOR VETERANS (GROCERIES)	061317	06/15/17	1,000.00	60331
293-000-839.10	VETERANS FINANCIAL AID	HOMEWORK BUILDERS LLC	WELL PIT REPAIR FOR LINDA KASSAB	061517	06/22/17	689.00	60408
293-000-839.10	VETERANS FINANCIAL AID	SILVER SWEEP	CHIMNEY REPAIR FOR LINDA KASSAB	061517	06/22/17	146.31	60454
			Total For Dept 000			1,835.31	
			Total For Fund 293 VETERAN'S RELIEF FUND			1,835.31	
<b>Fund 371 JAIL RESERVE FUND</b>							
Dept 000							
371-000-970.00	CAPITAL OUTLAY - EQUIPME	ADVANCED SATELLITE CO	CAMERA INSTALL	43152	06/22/17	7,195.32	60359
			Total For Dept 000			7,195.32	
			Total For Fund 371 JAIL RESERVE FUND			7,195.32	
<b>Fund 425 EQUIPMENT REPLACEMENT FUND</b>							
Dept 351 JAIL - CORRECTIONS							
425-351-957.00	MISCELLANEOUS - INMATE T	VISA-DAN SMITH	UNIFORMS, BRAKES, MAINT SUPPTRAINING	6858	06/22/17	104.94	60472
			Total For Dept 351 JAIL - CORRECTIONS			104.94	
			Total For Fund 425 EQUIPMENT REPLACEMENT FUND			104.94	
<b>Fund 516 DELINQUENT TAX REVOLVING FUND</b>							
Dept 000							
516-000-694.00	CASH OVER/SHORT	BB DEVELOPMENT, LLC	OVERPAYMENT ON DELINQUENT TAXES	09-011-054-20	06/15/17	71.43	60275
516-000-694.00	CASH OVER/SHORT	BROWN, ALBERT	OVERPAYMENT ON DELINQUENT TAXES	02-014-001-01	06/15/17	21.86	60279
516-000-694.00	CASH OVER/SHORT	SOUTH STREET RIDGE, L	OVERPAYMENT ON DELINQUENT TAXES	02-035-026-08	06/15/17	10.60	60339
			Total For Dept 000			103.89	
			Total For Fund 516 DELINQUENT TAX REVOLVING FUND			103.89	
<b>Fund 532 TAX FORECLOSURE FUND</b>							
Dept 253 COUNTY TREASURER							
532-253-800.00	CONTRACTED SERVICES - RE	TITLE CHECK LLC	1/12 FEE FOR 2015 TAX FORFEITURE C	1706-42	06/22/17	1,252.87	60464
			Total For Dept 253 COUNTY TREASURER			1,252.87	
			Total For Fund 532 TAX FORECLOSURE FUND			1,252.87	
<b>Fund 701 GENERAL AGENCY FUND</b>							
Dept 136 DISTRICT COURT							
701-136-214.01	DUE TO SHERIFF'S DEPT -	BENZIE COUNTY SHERIFF	OWI REIMBURSEMENT	061617	06/22/17	158.50	60370
701-136-228.20	DUE STATE - DNR JUDGE	STATE OF MICHIGAN	FEE TRANSMITTAL	061617	06/22/17	10.00	60457
701-136-228.30	DUE STATE - D. L. REINS	STATE OF MICHIGAN	FEE TRANSMITTAL	061617	06/22/17	66.32	60457
701-136-228.37	DUE STATE - CRIME VICTIM	STATE OF MICHIGAN	FEE TRANSMITTAL	061617	06/22/17	1,287.90	60457
701-136-228.42	DUE STATE - STATE COURT	STATE OF MICHIGAN	FEE TRANSMITTAL	061617	06/22/17	230.00	60457
701-136-228.55	DUE STATE - DNA SPECIMEN	STATE OF MICHIGAN	FEE TRANSMITTAL	061617	06/22/17	120.00	60457
701-136-228.56	DUE STATE - EFFILING FEE	STATE OF MICHIGAN	FEE TRANSMITTAL	061617	06/22/17	355.00	60457

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 701 GENERAL AGENCY FUND							
Dept 136 DISTRICT COURT							
701-136-228.57	DUE STATE - STATE JURY	STATE OF MICHIGAN	FEE TRANSMITTAL	061617	06/22/17	76.67	60457
701-136-228.58	DUE STATE - CIVIL FILING	STATE OF MICHIGAN	FEE TRANSMITTAL	061617	06/22/17	1,190.00	60457
701-136-228.59	DUE STATE - JUSTICE SYST	STATE OF MICHIGAN	FEE TRANSMITTAL	061617	06/22/17	2,641.20	60457
701-136-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BOND TO BE APPLIED	090617	06/15/17	1,395.00	60273
701-136-265.00	CASH BONDS PAYABLE	LARSON, ALANAH	BOND TO RETURN	060917	06/15/17	5.00	60309
701-136-265.00	CASH BONDS PAYABLE	19TH CIRCUIT COURT -	BOND TO BE APPLIED	061917	06/22/17	300.00	60356
701-136-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BOND TO BE APPLIED	061917	06/22/17	2,575.00	60357
701-136-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	REVOKED BOND	062017	06/22/17	150.00	60358
701-136-265.00	CASH BONDS PAYABLE	EVANS, ANTHONY	BOND TO BE RETURNED	061917	06/22/17	100.00	60400
701-136-265.00	CASH BONDS PAYABLE	THOMPSON, KARIN	BOND TO BE RETURNED	061917	06/22/17	75.00	60462
701-136-271.00	CASH BONDS PAYABLE	VILLENEUVE, HUNTER	BOND TO BE RETURNED	061917	06/22/17	250.00	60470
701-136-271.00	RESTITUTIONS PAYABLE	BENZIE MANISTEE SNOWB	RESTITUTION FROM DAVID MATTESON	061317	06/15/17	15.00	60276
701-136-271.00	RESTITUTIONS PAYABLE	BLARNEY CASTLE	RESTITUTION FROM AUTUMN PARISH	061317	06/15/17	10.00	60278
701-136-271.00	RESTITUTIONS PAYABLE	CAMPBELL, JEREMY	RESTITUTION FROM MATTHEW BURROWS	061317	06/15/17	50.00	60280
701-136-271.00	RESTITUTIONS PAYABLE	GARY, ANNE	RESTITUTION FROM M MALLEAUX	061317	06/15/17	12.50	60292
701-136-271.00	RESTITUTIONS PAYABLE	GILROY, GREG	RESTITUTION FROM MARSHA PUTNEY	061317	06/15/17	25.00	60293
701-136-271.00	RESTITUTIONS PAYABLE	HILDEBRANDT, CARLI	RESTITUTION FROM MACKENZIE BLODGET	061317	06/15/17	3.50	60299
701-136-271.00	RESTITUTIONS PAYABLE	PACKER, DAVID	RESTITUTION FROM STEVEN SMITH/PAID	061317	06/15/17	325.00	60321
701-136-271.00	RESTITUTIONS PAYABLE	PAUL OLIVER HOSPITAL	RESTITUTION FROM IAN HICKEY CLAIM	061317	06/15/17	50.00	60322
701-136-271.00	RESTITUTIONS PAYABLE	SECURAKAL OIL COMPANY	RESTITUTION FROM JUSTIN ROBIDEAU	061317	06/15/17	40.00	60332
701-136-271.00	RESTITUTIONS PAYABLE	SECURA INSURANCE COMP	RESTITUTION FROM M. MALLEAUX	061317	06/15/17	12.50	60333
701-136-271.00	RESTITUTIONS PAYABLE	SENA, DANIEL	RESTITUTION FROM MARSHA PUTNEY	061317	06/15/17	25.00	60335
701-136-271.00	RESTITUTIONS PAYABLE	SENA, JEFFREY	RESTITUTION FROM MARSHA PUTNEY	061317	06/15/17	25.00	60336
701-136-271.00	RESTITUTIONS PAYABLE	SLAUGHTER, SUZANNA	RESTITUTION FROM ALICIA LOVELY	061317	06/15/17	10.00	60338
701-136-271.00	RESTITUTIONS PAYABLE	STATE FARM	RESTITUTION FROM WILLIAM FORTINE C	061317	06/15/17	20.00	60340
701-136-271.00	RESTITUTIONS PAYABLE	SYROCKI, JOE	RESTITUTION FROM GABRIEL KEYES/PAI	061317	06/15/17	136.22	60345
Total For Dept 136 DISTRICT COURT						11,745.31	
Dept 148 PROBATE COURT							
701-148-228.06	DUE STATE - SHARED FEES	STATE OF MICHIGAN	MAY 2017	05/2017	06/22/17	436.79	60456
701-148-228.42	DUE STATE - GENERAL FEES	STATE OF MICHIGAN	MAY 2017	05/2017	06/22/17	85.25	60456
701-148-228.56	DUE STATE - EFILING FEE	STATE OF MICHIGAN	MAY 2017	05/2017	06/22/17	200.00	60456
701-148-228.58	DUE STATE - CIVIL FILING	STATE OF MICHIGAN	MAY 2017	05/2017	06/22/17	1,200.00	60456
Total For Dept 148 PROBATE COURT						1,922.04	
Dept 215 COUNTY CLERK							
701-215-228.16	DUE STATE - PISTOL PERMI	STATE OF MICHIGAN (#3	MAY CPL APPLICATION	551-489172	06/15/17	2,068.00	60342
701-215-228.37	DUE STATE - CRIME VICTIM	STATE OF MICHIGAN	CIRCUIT COURT TRANSMITTAL	MAY 2017	06/15/17	211.05	60341
701-215-228.42	DUE STATE - STATE COURT	STATE OF MICHIGAN	CIRCUIT COURT TRANSMITTAL	MAY 2017	06/15/17	350.00	60341
701-215-228.56	DUE STATE - EFILING FEE	STATE OF MICHIGAN	CIRCUIT COURT TRANSMITTAL	MAY 2017	06/15/17	150.00	60341
701-215-228.57	DUE STATE - STATE JURY	STATE OF MICHIGAN	CIRCUIT COURT TRANSMITTAL	MAY 2017	06/15/17	25.00	60341
701-215-228.58	DUE STATE - CIVIL FILING	STATE OF MICHIGAN	CIRCUIT COURT TRANSMITTAL	MAY 2017	06/15/17	833.00	60341
701-215-228.59	DUE STATE - JUSTICE SYST	STATE OF MICHIGAN	CIRCUIT COURT TRANSMITTAL	MAY 2017	06/15/17	169.17	60341
701-215-271.00	RESTITUTIONS PAYABLE	CARLEY GRAHAM	RESTITUTION FROM LUCAS BRIGHT	11-2233-FH	06/15/17	23.50	60282
701-215-271.00	RESTITUTIONS PAYABLE	CRIME VICTIM'S SERVIC	RESTITUTION FROM ROBERT CHEEK	11-2219-FC	06/15/17	123.02	60286
701-215-271.00	RESTITUTIONS PAYABLE	MATTHEW STAPLETON	RESTITUTION FROM KELLI STAPLETON	13-2344-FC	06/15/17	4,000.00	60312
701-215-271.00	RESTITUTIONS PAYABLE	NANCY KOPIETZ	RESTITUTION FROM LUCAS BRIGHT	11-2233-FH	06/15/17	26.50	60317
701-215-271.00	RESTITUTIONS PAYABLE	ROBERT BINT	RESTITUTION FROM TOREY DENMAN	12-2252-FH	06/15/17	100.00	60330
701-215-271.00	RESTITUTIONS PAYABLE	TOM AND ROBIN LEE	RESTITUTION FROM DONALD MARSHALL	14-2364-FH	06/15/17	75.00	60347
701-215-271.00	RESTITUTIONS PAYABLE	TOM AND ROBIN LEE	RESTITUTION FROM DONALD MARSHALL	14-2364-FH	06/15/17	50.00	60348
701-215-271.00	RESTITUTIONS PAYABLE	AUTO OWNERS INS, ATTN	RESTITUTION FROM JOSEPH MALOOF	12-2246-FH	06/22/17	1,320.00	60364
701-215-271.00	RESTITUTIONS PAYABLE	FLORENCE STONE	RESTITUTION FROM GARRETT TONN	15-2429-FC	06/22/17	130.00	60403
701-215-271.00	RESTITUTIONS PAYABLE	SCHMUCKAL OIL COMPANY	RESTITUTION FROM DAREK EBERHARD	13-2311-FH	06/22/17	20.00	60452

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 701 GENERAL AGENCY FUND							
Dept 215 COUNTY CLERK							
701-215-271.00	RESTITUTIONS PAYABLE	SCHMUCKAL OIL COMPANY	RESTITUTION FROM DAREK EBERHARD	13-2311-FH	06/22/17	80.00	60453
701-215-271.00	RESTITUTIONS PAYABLE	TOM AND ROBIN LEE	RESTITUTION FROM DONALD MARSHALL	14-2364-FH	06/22/17	27.00	60465
701-215-271.10	FAMILY DIVISION RESTITUT	GARY GATRELL	RESTITUTION FROM JORDAN NELSON	10-1639-DL	06/15/17	25.00	60291
701-215-299.03	CIRCUIT COURT MISCELLANE	COURTNEY STODDARD	OVERPAYMENT OF AMBULANCE BILL	16-4779	06/15/17	1,620.00	60285
701-215-299.03	CIRCUIT COURT MISCELLANE	KARYN FREEMAN	OVERPAYMENT OF AMBULANCE BILL	16-11177	06/15/17	120.39	60305
701-215-299.03	CIRCUIT COURT MISCELLANE	WILLIAM PALMER	OVERPAYMENT OF AMBULANCE BILL	16-16040	06/15/17	150.00	60352
701-215-299.03	CIRCUIT COURT MISCELLANE	WPS GHA PAYMENT RECOV	AMBULANCE OVERPAYMENT ICN181619634	16-11177/378417	06/15/17	471.93	60354
			Total For Dept 215 COUNTY CLERK			12,168.56	
Dept 253 COUNTY TREASURER							
701-253-275.00	TAX OVERPAYMENTS/REFUNDS	TONYA AND JOE DEATER	OVERPAYMENT OF DOG LICENSES	062117	06/22/17	50.00	60466
			Total For Dept 253 COUNTY TREASURER			50.00	
Dept 301 SHERIFF							
701-301-228.16	DUE STATE - FINGER PRINT	MICHIGAN STATE POLICE	DUE STATE LIVESCAN FEES	551-489529	06/15/17	126.00	60314
			Total For Dept 301 SHERIFF			126.00	
			Total For Fund 701 GENERAL AGENCY FUND			26,011.91	

**Finance Committee  
Meeting Notes  
June 13, 2017**

A Regular Meeting of the Finance Committee was called to order by Frank Walterhouse at 1:40 p.m.

**Present:** Coury Carland, Gary Sauer and Frank Walterhouse

**Staff Present:** Dawn Olney, Michelle Thompson, Maridee Cutler, Mitch Deisch, Dan Smith, Amy Bissell, Bob Hawkins

Pledge of allegiance was given.

Agenda: Motion by Carland, seconded by Sauer, to approve the agenda as amended, adding phone reimbursement and Government Center Boiler expense. **Ayes: All Nays: None Motion carried.**

Minutes: Motion by Carland, seconded by Sauer, to approve the minutes of May 9, 2017 as presented. **Ayes: All Nays: None Motion carried.**

Public Input: None

David Schaffer, Recycling: David stated that American Waste is willing to keep the rates as they are now for 5 years and we would change to 10 yard dumpsters, he is not interested in cutting costs to keep it at \$22.00 fee; he stated that \$4,350 to American Waste, \$5,000 to HHW day; \$5,000 to his salary, with an increased fee to \$25.00; we currently have 30 yard dumpsters and he would store them at the 669 site; the goal is to keep the fee below \$25.00.

**Motion by Walterhouse, seconded by Carland, to recommend to the Board of Commissioners to increase the recycling fee to \$25.00 per household. Ayes: Carland and Walterhouse Nays: Sauer Motion carried.**

Budget Amendment: They have received two grants -- \$12,000 Scrap Tire and \$10,000 Education.

**Motion by Carland, seconded by Walterhouse, to recommend to the Board of Commissioner to amend the 2016-17 Solid Waste Budget as follows:**

**Increase:**

<b>228-000-967.00</b>	<b>Project Expenses – Grant</b>	<b>\$18,000</b>
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**Decrease:**

<b>228-000-539.00</b>	<b>State Grants</b>	<b>\$18,000</b>
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**Ayes: All Nays: None Motion carried.**

Kyle Rosa:

Budget Amendments – Dive Team, Training & Marine:

**Motion by Carland, seconded by Sauer, to recommend to the Board of Commissioners to amend the 2016-17 Local Corrections Training Budget as follows:**

**Increase:**

263-362-961.00	Local Corrections Training	\$7,000.00
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**Decrease:**

263-362-691.00	Local Corrections Training -- Budgeted Use of Fund Balance	\$7,000.00
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**Ayes: All Nays: None Motion carried.**

**Motion by Sauer, seconded by Carland, to recommend to the Board of Commissioners to amend the 2016-17 Dive Team budget as follows:**

**Increase:**

208-000-691.00	Dive Team – Budgeted Use of Fund Balance	\$200.00
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**Decrease:**

208-000-967.00	Project Expenses	\$200.00
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**Ayes: All Nays: None Motion carried.**

**Motion by Sauer, seconded by Carland, to recommend to the Board of Commissioners to adopt the amended Marine Patrol Budget as follows:**

**Revenues:**

220-000-539.00	State/DNR Grant	\$ 9,600.00
220-000-699.03	Transfer In/General Fund (existing)	\$ 1,450.00
220-000-699.03	Transfer In/Match Remaining	<u>\$ 950.00</u>
		<b>\$12,000.00</b>

**Expenditures:**

220-000-706.00	Deputies Wages	\$ 8,000.00
220-000-725.00	Fringe Benefits	\$ 700.00
220-000-748.00	Gas, Oil, Grease	\$ 1,300.00
220-000-751.00	Uniforms	\$ 400.00
220-000-930.00	Equipment/Repair	\$ 500.00
220-000-961.00	Training	\$ 550.00
220-000-954.00	Slip Rental	<u>\$ 550.00</u>
		<b>\$12,000.00</b>

**Ayes: All Nays: None Motion carried.**

Frank Post:

Budget Amendment:

**Motion by Carland, seconded by Sauer, to recommend to the Board of Commissioners to amend the 2016-17 Emergency Management Budget as follows:**

**Increase:**

101-426-961.00	Training and Schools	\$1,000.00
101-426-970.00	Equipment	\$1,000.00

**Decrease:**

101-426-703.00	Salary – Department Head	\$2,000.00
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**Ayes: All Nays: None Motion carried.**

Fax T1 Line Costs: There are 12 fax lines in the building and three of them work; it appears that we will need to bring back dedicated phone lines at a cost of \$380.00 per month. Mitch will come back with an opt out cost, someone to look at all faxes to see why some work and some not. He will ask TeleLink to be here and see what works.

Other:

Phone Expense for 2016 Board Chair: **Motion by Sauer, seconded by Carland, to recommend to the Board of Commissioners to recommend reimbursement to Roger Griner of \$54.00 per month for use of his personal phone while he served as board chair in 2016. Ayes: All Nays: None Motion carried.**

Government Center Boiler: **Motion by Carland, seconded by Sauer, to recommend to the Board of Commissioners to authorize the use of fund balance to pay for the boilers at the Government Center. Ayes: All Nays: None Motion carried.**

Public Input: None

3:08 p.m. All items on the agenda having been completed, the meeting is adjourned.

Dawn Olney  
Benzie County Clerk

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Finance Consent Calendar items as follows:

1. To increase the recycling fee to \$25.00 per household.
2. To amend the 2016-17 Solid Waste Budget as presented.
3. To amend the 2016-17 Local Corrections Training Budget as presented.
4. To amend the 2016-17 Dive Team budget as presented.
5. To adopt the amended Marine Patrol Budget as presented.
6. To amend the 2016-17 Emergency Management Budget as presented.
7. To recommend reimbursement to Roger Griner of \$54.00 per month for use of his personal phone while he served as board chair in 2016.
8. To authorize the use of fund balance to pay for the boilers at the Government Center.

## BUDGET AMENDMENT REQUEST

This form is used when the below changes WILL increase or decrease the bottom line total of your budget.

This requires approval from the Board of Commissioners. Please fill out this form and present it to the County Administrator, with appropriate documentation supporting the amendment request.

DATE: 4/3/2017

Request to Amend the 2016/17 Budget for the following:

### Account to be Increased:

Line Number	Account Name	Amount
228-000-967.00	Project Expenses - Grant	18,000.00

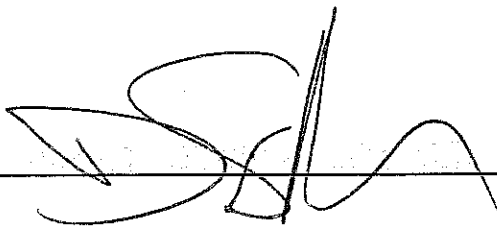
Total \$ 18,000.00

### Account to be Decreased:

Line Number	Account Name	Amount
228-000-539.00	State Grants	18,000.00

18,000.00

SIGNED: \_\_\_\_\_





## BUDGET AMENDMENT REQUEST

DATE: 5/16/2017

Request to Amend the 2016/17 Budget for the following:

### Account to be Increased:

Line Number	Account Name	Amount
263-362-961.00	Local Corr Training	7,400.00

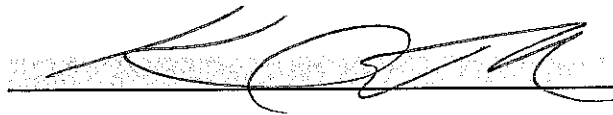
Total \$ 7,400.00

### Account to be Decreased:

Line Number	Account Name	Amount
263-362-691.00	Local Corr Training - Budgeted Use Fund Balance	7,400.00

Total \$ 7,400.00

SIGNED: \_\_\_\_\_



## BUDGET AMENDMENT REQUEST

DATE: 5/23/2017

Request to Amend the 2016/17 Budget for the following:

### Account to be Increased:

Line Number	Account Name	Amount
208-000-694.00 <i>okay</i>	<del>Dive Team - Budgeted Use of Fund Balance</del>	<del>600.00</del> <i>200.00</i>

Total \$ 600.00

### Account to be Decreased:

Line Number	Account Name	Amount
208-000-390.00 <i>967.00</i>	<del>Dive Team - Fund Balance Budgeted Use</del> <i>Project Expenses</i>	<del>600.00</del> <i>200.00</i>

Total \$ 600.00

SIGNED: 

RECEIVED

MAY 26 2017

ADMINISTRATOR  
OFFICE

**BCSO Marine Patrol Amended Budget 2017/18**

Revenues

220-000.539.00	State/DNR Grant	\$ 9,600.00
220-000.699.03	Transfer in/General Fund (existing)	\$ 1,450.00
220-000.699.03	Transfer in/Match remaining	\$ 950.00
	<b>Total</b>	<b>\$ 12,000.00</b>

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Expenditures

220- <del>331</del> 1-706.00	Deputies Wages	\$ 8000.00
220- <del>331</del> 1-725.00	Fringe Benefits	\$ 700.00
220-000-748.00	Gas, Oil, Grease	\$1,300.00
220- <del>331</del> 1-751.00	Uniforms	\$ 400.00
220- <del>331</del> 1-930.00	Equipment/Repair	\$ 500.00
220-000-961.00	Training	\$ 550.00
220-000-954.00	Slip Rental	\$550.00
	<b>Total</b>	<b>\$ 12,000.00</b>

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## BUDGET ADJUSTMENT REQUEST

This form is to adjust budget amounts for individual line items, where the change WILL NOT increase or decrease your total budget bottom line.

Submit this form to the County Administrator's office for entry.

DATE: 5/30/2017

Request to Adjust the 2016/17 Budget for the following:

### Account to be Increased:

Line Number	Account Name	Amount
101-426-961.00	Training and Schools	1,000.00
101-426-970.00	Equipment	1,000.00

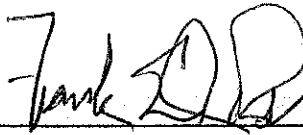
Total \$ 2,000.00

### Account to be Decreased:

Line Number	Account Name	Amount
101-426-703.00	Salary-Department Head	2,000.00

Total \$ 2,000.00

SIGNED: \_\_\_\_\_



RECEIVED

MAY 30 2017

ADMINISTRATOR  
OFFICE

# Human Resources (HR) Report

# Committee Appointments

# ACTION ITEMS

**PLEASE NOTE:**

**ONLY LOCAL UNITS OF GOVERNMENT LOCATED WITHIN GTB'S 6-COUNTY SERVICE AREA WILL BE CONSIDERED FOR 2% GRANTS.**

- RECEIVED

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617



6. Counties Impacted:      \_\_\_\_\_ Antrim      XX Benzie      \_\_\_\_\_ Charlevoix  
   \_\_\_\_\_ Grand Traverse      \_\_\_\_\_ Leelanau      \_\_\_\_\_ Manistee

7. Brief Description (purpose of funding); include statement of need:

Benzie Senior Resources (BSR) is a new 501(c) 3 non-profit that was formed from a merger between Benzie County Council on Aging and Benzie Home Health Care. The merger became a reality on October 1, 2016 after 10 months of working with a consultant group to assist both agencies in the process of merging the two entities.

The mission of Benzie Senior Resources is to provide exceptional services, resources and trusted care to support Benzie seniors. Benzie Senior Resources exists to enrich the lives of all Benzie seniors by identifying focused priorities designed to maximize resources to meet community needs. The staff, volunteers and Board are committed to providing services, resources and creative, innovative leadership in order to make Benzie County a livable, age-friendly community that promotes senior dignity and independence. The 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 Benzie Senior Resources addresses with Home Delivered Meals as well as the Congregate Meals served at The Gathering Place Senior Center and Thompsonville Community Center. 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.

The typical Home Delivered Meals client is female and is 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. Twenty-eight percent of the clients we serve live below the federal poverty income level – that means they are living on less than \$12,000 a year. Another 38% of our clients are living on less than \$16,650 a year. ***Overall, 2/3 (66%) of the people that we serve are struggling financially. Without Benzie Senior Resources, they couldn't afford to remain in their homes. I find these to be pretty sobering statistics.***

Home Delivered Meals – Homebound seniors who qualify receive a daily hot meal delivered along with a cold meal to be reheated at their leisure and many do this for their dinner meal. Breakfast bags are available depending on their ability to prepare a simple breakfast meal. Frozen meals are provided for the weekends and holidays.

The Home Delivered Meal Coordinator (HDMC) organizes volunteer drivers who travel four routes daily delivering meals. The volunteers are often the only personal contact clients receive. Besides delivering food, volunteers are the “eyes and ears” of Benzie Senior Resources in identifying risk factors related to: health, safety

and general well-being. Situations identified are brought to the attention of the HDMC for further investigation and if necessary appropriate referrals to other agencies.

Over the past two years the growth with our Home Delivered Meals Program has exceeded all of our expectations. We have had an increase of 32% in the number of Home Delivered Meals. Last year we delivered 43,317 meals to 236 clients. So far this year we are on pace to deliver over 48,000 meals.

Federal, state and local funding has not kept pace with our nutritional program's rapid growth and the increased costs associated with the programs. In fact, the upcoming Fiscal Year 2018 has no projection of any increase in funding for the Home Delivered Meals Program. Unfortunately, there is the possibility of decreased funding coming from the Federal Government. In order for us to avoid placing anyone on a waiting list or limiting scheduled delivery days, we must look for creative and alternative funding. One way to free up some funds would be to receive help purchasing the emergency shelf-stable meals for homebound clients. These emergency meals are used when we are unable to deliver meals due to poor weather conditions or in an emergency situation such as a power loss.

It costs us on average \$16 to stock a 5-day emergency package. These packages contain tuna; beef stew; chili; cereal; oatmeal; crackers; breakfast bars; peanut butter; fruit juice and fluid milk. The shelf stable meals are made up of all non-perishable products and have a shelf life of six months to one year depending upon the selections made. We deliver these emergency packages twice a year, in the fall and spring, to ensure seniors will have food on hand in case of an emergency situation or inclement weather. In total 450 packages will be delivered.

Benzie County has the 3<sup>rd</sup> fastest growing senior population in the six county area, and is projected to show this consistent growth over the next several decades as the baby boomers retire and move to Benzie County. This will create more service needs such as Home Delivered Meals.

If we are awarded this grant, it would allow us to provide an additional 1,460 hot delivered meals meeting the increasing needs of our most vulnerable older adults in the communities of Benzie County. It is important to remember that seniors, including the homebound elderly, need and deserve to be valued as individuals who are important to the fabric of community life.

Other services we provide are: Nutrition Education; Personal Care; Respite Care; Medication Management; Collaboration with other agencies to provide Health Seminars through preventative courses; In-Home Chore Assistance with summer outdoor chores and winter snow removal; Homemaking Services; Lifeline; Senior Dental

Services; Project LifeSaver; Information and Assistance; Outreach; Senior Project Fresh; Income Tax Assistance; Medicare/Medicaid Assistance 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 September 1, 2017 Completion November 30, 2017

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:

08/01/2016 - 12/31/16 and amounts: \$5,000

08/01/2015 - 04/30/2016 \$6,000

08/01/2014 - 12/31/2014 \$8,000

07/31/2013 - 10/30/2013 \$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 \_\_\_\_\_ or a continuation project XX?

If this is a continuation project, please explain why there is a need to continue funding:

With 2/3 of our clients struggling financially, the assistance from Benzie Senior Resources is pivotal in allowing them to remain in their homes and out of costlier institutions. As the area's senior population continues to grow there is a greater demand on local entities to find ways to keep services running for those most vulnerable. And along with flat funding or decreased funding from both the Federal and State of Michigan Governments, there is greater demand for our services.

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).

The area is impacted by tourists staying in Benzie County many of whom visit the Casino. That impact provides needed seasonal jobs to the area tourism industry.

14. How will the success of the project be assessed (evaluation plan)? Assessments are completed every six months, clients are seen daily, Monday through Friday by volunteer drivers, and annual evaluations are provided for our services. The evaluations are tabulated and reviewed by the Management Team and Board of Directors for the effectiveness of our programs provided.

15. If new staff is required, will preference be given to Native American applicants?

XX 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**

# Home Delivered Meals Program Emergency Shelf-Stable Foods Benzie Senior Resources

<u>Line Item</u>	<u>Total Annual</u>	<u>Funded</u>	<u>2% Funds</u>
Staff time and cost associated to order and put together the 450 emergency boxes	\$1,390	\$1,390	\$0
Shelf-stable food items to purchase to fill the boxes-450 emergency boxes @\$16 each box	\$7,200	\$0	\$7,200
Volunteers to help fill the boxes and delivery of the boxes. 15 volunteers x \$10/hr x 15 hrs. (In-kind)	\$2,250	\$2,250	\$0
			\$0
Volunteer Mileage reimbursement from their home to BCCOA and back to their home. .50 per mile x average mileage of 20 miles per volunteer.	\$308	\$308	\$0
Gas/Maintenance 210 average miles driven to deliver the packages with consumption of 14 gallons of gas @ \$2.40 per gallon	\$34	\$34	\$0
Totals	<u>\$11,182</u>	<u>\$3,982</u>	<u>\$7,200</u>



448 Court Place • Beulah, MI 49617

Memo To: Benzie County Board of Commission  
From: Mitchell D. Deisch, County Administrator  
Date: June 19, 2017  
Subject: Mecosta/Newaygo Counties Morgue Use of Space Agreement

---

Attached is the final version of the use of space agreement between Benzie County and the Mecosta/Newaygo Morgue Authority allowing the Benzie County Medical Examiner to perform autopsies at the Big Rapids morgue facility.

The cost for utilizing the M/N morgue will be \$700 (\$350 use of morgue & \$350 restocking fee) per use.

County legal counsel and the Benzie County Medical Examiner have reviewed and approved the use of space agreement.

**Recommendation:**

The Benzie County Board of Commission enter into a Use of Space Agreement with the Mecosta/Newaygo Morgue Authority, based upon the terms of the attached agreement and authorizing the Benzie County Chairperson to execute the agreement.

RECEIVED

JUN 20 2017

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

## USE OF SPACE AGREEMENT

This agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 2017, between the County of Benzie, 448 Court Place, Beulah, MI 49617 (County) and the Mecosta – Nawaygo Morgue Authority \_\_\_\_\_ Big Rapids, MI (Morgue).

WHEREAS, Benzie County has appointed a county medical examiner (CME); and

WHEREAS, the CME often has to perform an autopsy on the body of a deceased person; and

WHEREAS, the performance of an autopsy requires a room of suitable size and suitably equipped for the performance of said autopsy; and

WHEREAS, the County requires that the room is able to be secured, and that sufficient space is available for the County's use of a secured mortuary refrigerator unit; and

WHEREAS, the Morgue has the space suitable for the performance of an autopsy by the CME and for County's use of a secured mortuary refrigerator unit; and

WHEREAS, the Morgue is willing to make suitable space available to the CME for the performance by said county medical examiner of an autopsy and for County's use of a secured mortuary refrigerator unit; and

WHEREAS, the County desires to secure suitable space from the Morgue for the CME to perform an autopsy when necessary to do so and for County's use of a secured mortuary refrigerator unit;

NOW, THEREFORE, the County and the Morgue AGREE AS FOLLOWS:

1. The Morgue will make suitable space available to the CME to enable the CME to perform an autopsy at such times when requested by the CME.
2. The CME will have access to all of the equipment and supplies located at the Morgue in order to perform autopsies.
3. Benzie County or the CME will make contact with the Morgue as soon as possible that we will be needing to perform an autopsy at the Morgue.
4. Following the performance of each autopsy, the Morgue will invoice the County in the amount of \$700.0 for the use of the Morgue Facility including restocking fees and the County shall pay same within 30 days.
5. The Morgue will provide 24 hour access to the facility including the use of secured mortuary refrigeration unit.

6. The purpose of this agreement is to provide suitable space and equipment for the CME to perform an autopsy on those occasions when the CME is required or requested to perform one. This agreement is not a lease and does not guarantee use of any specific space throughout the agreement's term.
7. Use of the Morgue for performing an autopsy shall be within the discretion of the CME and nothing herein shall obligate the CME to perform any specific number of autopsies at the Morgue.
8. The Morgue shall maintain a policy of general liability insurance for damages to property or injuries to persons while on the Morgues premises. Likewise, the County shall maintain a policy of general liability insurance covering damages to property or injuries to persons caused by the acts of its officers, employees, agents and/or appointees. Both policies shall be in such amount as shall be acceptable to the chief administrative officer of the County and the Mecosta/Newaygo Morgue Authority.
9. Nothing in this agreement shall be construed to establish a partnership or joint venture between the parties.
10. This agreement shall continue in effect until such time that it is terminated. This agreement may be terminated by either party by providing 90 days written notice of such termination sent to the other party at the address first listed above. Any termination notice to the County shall be sent to the attention of the county administrator. Any termination notice to the Morgue shall be sent to the attention of the Mecosta/Newaygo Morgue Authority.
11. This agreement is the entire and only agreement between the parties relative to its subject matter and any changes or amendments to this agreement shall be in a written document signed by both parties.

BENZIE COUNTY

\_\_\_\_\_  
Custer C. Carland, Chairperson

\_\_\_\_\_  
Date

MECOSTA/NEWAYGO MORGUE AUTHORITY

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Date





## Memorandum

**To:** Coury Carland, Chair  
Benzie County Board of Commissioners  
**From:** Frank Post, Emergency Management Coordinator  
**Date:** June 20<sup>th</sup>, 2017  
**Subject:** MMRMA Grant Application-Treasurer Office Security

---

This is an application to the Michigan Municipal Risk Management Authority (MMRMA) for a 50% reimbursement for the installation of card access technology in the Treasurer's Office. by way of information, the grant period for this grant cycle for MMRMA RAP Grants ends on July 14<sup>th</sup>, 2017.

We are proposing to install 3 card access positions in the Treasurer's Office at the main employee entrance door, the Treasurer's Office door and the records vault door. The total cost for the 3 doors is estimated at \$3,931.50. The application to MMRMA is for ½ of the cost of the improvements or \$1,965.75.

The local match for this project is \$1,965.75 and will come from the Treasurer's Office, specifically they have funding in a Contingency Account (516-000-999.00) that will cover the local share of this project.

### **COST**

The installation of the door card access for the 3 proposed doors is estimated at \$3,931.50 and we are requesting reimbursement from the MMRMA for 50% of that cost or \$1,965.75

### **RECOMMENDATION**

I recommend that the Board of Commissioners approve the grant application to the MMRMA for \$1,965.75 as a reimbursement of 50% of the cost of 3 card access entry points in the Treasurer's Office and authorize the County Clerk to sign.

RECEIVED

JUN 20 2017

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

**Turn Key Systems | TKS Security**

19771 23 Mile Rd.

Hersey, MI 49639

info@gotks.com

www.gotks.com

**TKS || SECURITY**

# ESTIMATE

**ESTIMATE # 2669****DATE 05/25/2017****ADDRESS**

Frank Post

Benzie County (10-2033)

448 Court Place

Beulah, MI 49617

**SHIP TO**

Frank Post

Benzie County Court

House(10-2033)

448 Court Place

Beulah, MI 49617

Please detach top portion and return with your payment.

ACTIVITY	QTY	RATE	AMOUNT
Install Access Control on 3 Doors			
- One door has an existing Strike			
- 2 Doors have Existing Store-room handles			
- All Installation, Cabling and parts included			
Access control			
<b>HES 5000</b>	2	350.00	700.00
E and W Stairwell Electronic Door Strikes			
<b>Store room function door handle</b>	2	125.00	250.00
Store Room Function			
<b>HID MiniProx 6005</b>	3	115.00	345.00
HID MiniProx 6005 125KhZ Proximity Reader			
<b>AC KAN:KAN TREXLT &lt;SE&gt;</b>	3	95.00	285.00
KAN TREXLT Q12 REX MOTION			
<b>1078N</b>	3	10.50	31.50
1" RECESSED CONTACT			
<b>SE-KAN EK400</b>	1	1,600.00	1,600.00
Kantech KT-400 4 Door Controller with Transformer			
<b>Labor</b>	1	720.00	720.00

**TOTAL****\$3,931.50**

Accepted By

Accepted Date



**MICHIGAN MUNICIPAL  
RISK MANAGEMENT  
AUTHORITY**

**RAP & CAP GRANT BUDGET WORKSHEET**

**Total Project Cost: \$ 3,931.50**

**Other sources contributing funds: (Please list below)**

Organization:

Amount:

Benzie County

\$1,965.75

**Total from other source: \$ 1,965.70**

(include grant money from other organizations)

**RAP FUNDS REQUESTED: \$ 1,965.70**

1. Supporting documentation including quotes, bids, invoices, meeting minutes, or other information further supporting the budget MUST be attached.
2. Large project funding requests should include an itemized list of budget expenses that cross-reference supporting attachments.
3. MMRMA requires at least 50% contribution by the member municipality (not including funds received from other sources such as community foundations and other grants).

---

**Signature of applicant:**

**Date:**

**Print Name (Member Representative):** Dawn Olney

**Title:** Benzie County Clerk

**Signature (Member Representative):**

**Date:**

**Submit completed applications to:** Cara Kowal, Manager of RM Services

Email: [ckowal@mmrma.org](mailto:ckowal@mmrma.org)

Fax: 734-513-0318

Mail: 14001 Merriman Road

Livonia, MI 48154



MICHIGAN MUNICIPAL  
RISK MANAGEMENT  
A U T H O R I T Y

**List other departments, organizations, or MMRMA members involved (if any):**

Benzie County Treasurer's Office

Benzie County Office of Emergency Management

**Additional Information:**

This project continues to build upon the Benzie County Government Center Security improvements that the MMRMA RAP grant program has supported in the past. With the solid foundation of expandable security technology that was initially installed, we have been able to make these improvements more cost effectively.

**RISK**

MICHIGAN MUNICIPAL  
RISK MANAGEMENT  
A U T H O R I T Y

**Does the plan duplicate or incorporate previous attempts to solve the problem? (If yes, please explain.)**

No

**If benefits of the project will aid or involve other departments, members or organizations, please describe (Letters of support are encouraged; please attach.):**

This project will aid and protect Treasurer's Office personnel directly and a model for other county departments to evaluate and possibly adopt. Based on the success of this project, we hope to expand it to the other offices that have open counters.

**Identify the risk exposure that is to be mitigated and provide additional data (loss runs, claims, incident reports, other) to document the problem.**

Benzie County is committed to provide for security the Benzie County Government Center for the safety of our employees. Our intention is to eliminate the possibility of entrance by unauthorized persons (employee or public) into an area where large sums of money are handled on a daily basis. Further, the Benzie County Treasurer's Office are the lead agency in property seizure for non payment of property taxes and have occasion to deal with emotional, argumentative and violent individuals.

Further, the Benzie County Government Center handles all manners of government operations including;

- Benzie County Treasurer
- Benzie County Clerk
- Benzie County Register of Deeds
- Benzie-Manistee 85th District Court
- Benzie-Manistee 19th Circuit Court
- Benzie County Equalization
- Benzie County Building Department
- Benzie-Manistee Probate Court
- Benzie County Office of Emergency Management
- Juvenile Probation
- District Court Probation
- Circuit Court Probation/Parole
- Michigan State University Extension
- Veterans Affairs Office
- Michigan Department of Human Services

**What are the project goals and plan of action to resolve the risk exposure?**

Because of the completely open architecture of the Benzie County Government Center the security of these key areas allows for a location for Treasurer's Office employees to retreat relatively quickly in the event of a threat. The ability of an employee to quickly swipe the card reader, open the door and close it behind them provides for a safe refuge for the employee until the threat is eliminated.



MICHIGAN MUNICIPAL  
RISK MANAGEMENT  
AUTHORITY

**RISK AVOIDANCE PROGRAM (RAP)  
CERTIFICATION AND ACCREDITATION PROGRAM (CAP)  
APPLICATION**

**Project Name:** Benzie County Treasurer Office Security

**Applicant Member/Municipality:** Benzie County

**Department Involved:** Benzie County Treasurer's Office

**Address:** 448 Court Place Beulah, MI 49617

**Project Contact:** Frank Post

**Phone:** 231-882-0567

**E-mail:** fpost@benzieco.net

\*MMRMA will email confirmation of receipt and date of application review. If you do not receive this information, please check with MMRMA to ensure your application was received.

**Alternate Contact (If Any):** Michelle Thompson

**Phone:** 231-882-9672

**E-mail:** mthompson@benzieco.net

**MMRMA Member Representative:** Dawn Olney

**Project Start:** 8/16/17

**Project End:** 9/16/17

**Provide a description of project (if necessary attach separate pages):**

We are proposing to expand our use of electronic door locks in the counties Treasurer's Office. We will utilize the existing Access Control System by adding a security portal with reader that will be installed on the Treasurer's Office employee entrance door, Office of the Treasurer's door and records vault door. All doors will have the capability to be locked, opened by employee card access.

The electronic locks shall be controlled from a centrally managed, remotely accessible, expandable, widely used and industry-accepted security software. The architecture of the software is compatible with hardware that can be installed in a phased installation approach. The software, combined with hardware, known as an "Access Control Solution", shall have built-in backup battery power.



## Memorandum

**To:** Coury Carland, Chair  
Benzie County Board of Commissioners  
**From:** Frank Post, Emergency Management Coordinator  
**Date:** June 19<sup>th</sup>, 2017  
**Subject:** Security Blinds for the Treasurer's Office

---

To enhance security in the Treasurer's Office, we have priced out blinds for the windows for both the general office and the Treasurer's personal office.

We have done this with an eye toward automating the blinds to close automatically at a certain period of time. By having the blinds close automatically adds a measure of safety to the offices whereby the blinds close to prevent persons looking in, especially when it is dark outside and the lights are on inside. There are 5 windows that are approximately 5'x 6' that we are proposing to add the blinds to.

While we are proposing this project to add a degree of safety to the Treasurer's Office, I discussed this project approximately a year ago to see if MMRMA would authorize 50% funding and they advised it did not qualify.

### QUOTES

We received 2 quotes from 2 separate vendors that included various configurations or accessories for the blinds.

#### **Buster's Blinds – Traverse City**

- |  |            |
|--|------------|
| 1. Top Down/Bottom Up Motorized Blinds (Timer and Remote Activation) | \$4,770.00 |
| 2. Bottom Up Only Motorized Blinds (Timer and Remote Activated)      | \$3,890.00 |
| 3. Bottom Up Only Motorized Blinds (Remote Activation Only)          | \$2,750.00 |

#### **Kerry's Blinds – Manistee**

- |   |            |
|---|------------|
| 4. Top Down/Bottom Up Motorized Blinds (Remote Activation Only) | \$5,178.75 |
| 5. Bottom Up Only Motorized Blinds (Remote Activated Only)      | \$4,728.00 |

### RECOMMENDATION

I recommend that the Board of Commissioners approve the quote of Buster's Blinds for the blinds specified in quote #1 (Buster's Blinds) for the "Top Down/Bottom Up Motorized Blinds" that are both timer and button activated at a price not to exceed \$4,770.00.

RECEIVED

JUN 20 2017

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617



# INVOICE

We Bring  
Samples  
To You



**BUSTER'S BLINDS  
& WINDOW FILM**

www.BustersBlinds.com

10381 E. Cherrybend Rd., Suite C

Traverse City, MI 49684

(231) 935-4336 - Traverse City

(231) 271-4740 - Suttons Bay

chris@bustersblinds.com

"Serving Northern Michigan for Over 30 Years"

231-392-4340  
Nick Mueller



## Proposal Submitted To

Name Buzzie Gov + Center

Street 2418 Court St

City Traverse City

State MI

Telephone Number 231-862-0967 / 231-381-2553

Busters Blinds warrants that its products properly installed in a residential dwelling will be free from defects in materials and workmanship for as long as the original purchaser owns the product. All fabric colors tend to lose their original intensity over time, and pull cords, motors, and locking mechanisms eventually wear out. This is considered normal wear and tear and is not covered by this guarantee. Abuse and Misuse are not covered. Color lots vary and may not exactly match a previously ordered product. Repair is the purchaser's sole remedy under this guarantee. This guarantee does not cover incidental or consequential damages, freight, installation or service calls (trip charges).

We hereby propose to furnish the materials and perform the labor necessary for the completion of

Hunter Douglas Applause Cellular Shades - E40-656 Color: Creamy Cat

• Top Down Bottom Up Motorized - ~~\$~~ \$4,770

• Top Down Motorized - ~~\$~~ \$3,890

\* This Project offers Automation, i.e. - Prints on their own.

Comfortex Smartway Cellular Shades -

• Smartway Motorized System \$2,760

\* It is automatic, but must be operated by remote.

Includes Tax, Shipping & Installation

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and completed in a substantial workmanlike manner for the sum of

Dollars (\$ \_\_\_\_\_).

(Balance due when installed) Amount \$ \_\_\_\_\_

Respectfully submitted Nick Mueller

We Bring  
Samples  
To You



**BUSTER'S BLINDS  
& WINDOW FILM**

www.BustersBlinds.com

"Serving Northern Michigan for Over 15 years"

**BUSTER'S  
BLINDS**

Michigan Manufactured  
Roman and Roller Shades  
Cellular/Pleated Shades  
Faux & Wood Blinds  
Woven Woods  
Shutters

**Nick Mueller**

Sales & Installation Specialist

bustersblindsnick@gmail.com

231.935.4336

Note -- This proposal may be withdrawn

by us if not accepted within \_\_\_\_\_ days

## ACCEPTANCE OF PROPOSAL

The order covered by this proposal is fabricated to meet the special requirements of customer and is applicable for this installation only, and is not subject to cancellation for any cause whatsoever.

Signature \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_



# Invoice for Benzie Government Center Frank Post

## KERRY'S BLINDS

362 1ST ST  
MANISTEE, MI 49660-1737  
Phone: (231) 398-3053 Fax: (231) 398-9098  
Email: kblinds@hotmail.com

Date	Quote
06/19/2017	9577254
PO Reference	Client PO
Kerry	Frank
Salesperson	
KERRY'S BLIND #CS	

### Sold To:

Benzie Government Center Frank Post  
448 Court Place  
Beulah, MI 49617  
H: (231) 882-0567  
F: (231) 882-0568  
Email: fpost@benzieco.net

Item	Room Location	Description	Qty	MSRP	Each	Extended
1	Treasurer	Hunter Douglas Duette PowerView Bottom-Up D22 - Commercial 3/4" Semi-Opaque 682 - Platinum	1	1,294.00	1,035.20	1,035.20
2	Treasurer	Hunter Douglas Duette PowerView Bottom-Up D22 - Commercial 3/4" Semi-Opaque 682 - Platinum	3	3,462.00	923.20	2,769.60
3	Treasurer	Hunter Douglas Duette PowerView Bottom-Up D22 - Commercial 3/4" Semi-Opaque 682 - Platinum	1	1,154.00	923.20	923.20

Product Total	Tax 0.0000%	Client Price
4,728.00	0.00	4,728.00

Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_

# Invoice for Benzie Government Center Frank Post

## KERRY'S BLINDS

362 1ST ST  
MANISTEE, MI 49660-1737  
Phone: (231) 398-3053 Fax: (231) 398-9098  
Email: kblinds@hotmail.com

Date	Quote
05/31/2017	9520963
PO Reference	Client PO
Kerry	Frank
Salesperson	
KERRY'S BLIND #CS	

### Sold To:

Benzie Government Center Frank Post  
448 Court Place  
Beulah, MI 49617  
H: (231) 882-0567  
F: (231) 882-0568  
Email: fpost@benzieco.net

Item	Room Location	Description	Qty	MSRP	Each	Extended
1	Treasurer	Hunter Douglas Duette PowerView Top-Down/Bottom-Up D22 - Commercial 3/4" Semi-Opaque 682 - Platinum	1	1,493.00	1,119.75	1,119.75
2	Treasurer	Hunter Douglas Duette PowerView Top-Down/Bottom-Up D22 - Commercial 3/4" Semi-Opaque 682 - Platinum	3	4,059.00	1,014.75	3,044.25
3	Treasurer	Hunter Douglas Duette PowerView Top-Down/Bottom-Up D22 - Commercial 3/4" Semi-Opaque 682 - Platinum	1	1,353.00	1,014.75	1,014.75

Hi Frank, I forgot to add in the cost for the top down so instead of taking 20% off retail I took 25%, its still a bit more than I told you in the office though.

Kerry  
Kerry's Blinds

Product Total	Tax 0.0000%	Client Price
5,178.75	0.00	5,178.75

Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_

# Memorandum

**To:** Coury Carland, Chair  
Benzie County Board of Commissioners  
**From:** Craig Johnson, Director Emergency Medical Services  
**Date:** June 20<sup>th</sup>, 2017  
**Subject:** MMRMA Grant Application-Power Cot and Power Loader System

---

This is an application to the Michigan Municipal Risk Management Authority (MMRMA) for a 50% reimbursement for the purchase and installation a power cot and power loader system for one of our ambulances. By way of information, the grant period for this grant cycle for MMRMA RAP Grants ends on July 14<sup>th</sup>, 2017.



## POWER LOADER SYSTEM

In an effort to reduce the risk of injuries when loading and unloading cots from the ambulance, the power loader cot fastener system improves operator and patient safety by supporting the cot throughout the loading and unloading process. The reduction in spinal load helps prevent cumulative trauma injuries. This will minimize the possibility of patient drops by supporting the cot until the wheels are on the ground.

## POWER COT

We are also requesting funding for a powered ambulance cot that works in concert with the aforementioned power load cot system. The power cot reduces the manual lifting of patients thus reducing the potential for back injury.

## COST

The cost of the power load system is \$24,681.91 and includes installation. The cost of the power cot is \$18,675.85.

The total for both pieces of equipment is \$43,357.76 of which \$21,678.88 is the MMRMA Grant application and \$21,678.88 is our local match requirement. Both will come with onsite training of our paramedics.

## RECOMMENDATION

I recommend that the Board of Commissioners approve the grant application to the MMRMA for \$21,678.88 as a reimbursement of 50% of the cost of a Stryker Power-Load and Power-Cot system.

If the grant is approved, this unit would be considered a single source purchase based the Benzie County Purchasing Policy.



**RISK**

**MICHIGAN MUNICIPAL  
RISK MANAGEMENT  
AUTHORITY**

**RISK AVOIDANCE PROGRAM (RAP)  
CERTIFICATION AND ACCREDITATION PROGRAM (CAP)  
APPLICATION**

**Project Name:** Benzie County EMS Power Cot

**Applicant Member/Municipality:** Benzie County

**Department Involved:** Benzie County Emergency Medical Services

**Address:** 448 Court Place Beulah, MI 49617

**Project Contact:** Frank Post

**Phone:** 231-882-0567

**E-mail:** fpost@benzieco.net

\*MMRMA will email confirmation of receipt and date of application review. If you do not receive this information, please check with MMRMA to ensure your application was received.

**Alternate Contact (If Any):** Craig Johnson

**Phone:** 231-325-0035

**E-mail:** cjohnson@benzieco.net

**MMRMA Member Representative:** Dawn Olney

**Project Start:** 8/16/17

**Project End:** 9/16/17

**Provide a description of project (if necessary attach separate pages):**

Benzie County Emergency Medical Services (EMS) operates a county owned, millage based Advanced Life Support (ALS) Ambulance System for the approximately 860 square miles that encompasses Benzie County. To accomplish this Benzie County EMS utilizes 4 ALS ambulances and 2 Echo (non-transport paramedic staffed vehicles).

We are proposing to retrofit one of our ambulances with a power-load and power-cot system to provide a margin of safety to our paramedics when lifting and loading patients into ambulances.

In an effort to reduce the risk of injuries when loading and unloading cots from the ambulance, the power load cot fastener system improves operator and patient safety by supporting the cot throughout the loading and unloading process. The reduction in spinal load helps prevent cumulative trauma injuries. This will minimize the possibility of patient drops by supporting the cot until the wheels are on the ground.

We are also requesting funding for a powered ambulance cot that works in concert with the aforementioned power load cot system. The power cot reduces the manual lifting of patients thus reducing the potential for back injury.



MICHIGAN MUNICIPAL  
RISK MANAGEMENT  
A U T H O R I T Y

**Identify the risk exposure that is to be mitigated and provide additional data (loss runs, claims, incident reports, other) to document the problem.**

Benzie County EMS has several paramedics suffer muscle pulls and strains lifting patients into the rear of ambulances. Many times the paramedic may lose a day or two of work recuperating from the injury.

We have had one significant Workers Compensation Claim where a paramedic injured their back lifting a patient on a cot. That paramedic's has had to have several hundreds of thousands of dollars of medical care, lost wages and a lost valuable employee. The cost of this claim is approaching \$1 million dollars.

We are also looking at this system to reduce the possibility of of patient drops by supporting the cot until the wheels are on the ground, thus reducing the potential for liability for further injuring a patient.

**What are the project goals and plan of action to resolve the risk exposure?**

We are now purchasing our ALS ambulances with the power cot and power loading systems installed, however, we currently have three (3) ambulances that do not have such a system. Our goals are to retrofit or purchase new ambulances with this power load and power cot system which will reduce the possibility of our paramedics suffering a debilitating injury.



MICHIGAN MUNICIPAL  
RISK MANAGEMENT  
A U T H O R I T Y

**Does the plan duplicate or incorporate previous attempts to solve the problem? (If yes, please explain.)**

No

**If benefits of the project will aid or involve other departments, members or organizations, please describe (Letters of support are encouraged; please attach.):**

This project will eliminate the possibility of catastrophic injury to paramedics and well as the reduce the frequency of back or muscle strains that plague our staff. This will in turn reduce our Workers Compensation claim experience and frequency of sick time or short term disability.



MICHIGAN MUNICIPAL  
RISK MANAGEMENT  
A U T H O R I T Y

**List other departments, organizations, or MMRMA members involved (if any):**

Benzie County Emergency Medical Services

**Additional Information:**

We had evaluated the injuries that our paramedics have had over the past several years and the common denominator for these injuries has been the lifting of the cot into, taking the cot out of the ambulance.

We have evaluated the powered ambulance cot and power loading system and have determined that it will significantly reduce the possibility of injury to our paramedics and patients alike.





## **RAP & CAP GRANT BUDGET WORKSHEET**

**Total Project Cost: \$ 43,357.76**

**Other sources contributing funds: (Please list below)**

Organization:

Amount:

Benzie County Emergency Medical Services

\$21,678.88

**Total from other source: \$ 21,678.88**

(include grant money from other organizations)

**RAP FUNDS REQUESTED: \$ 21,678.88**

1. Supporting documentation including quotes, bids, invoices, meeting minutes, or other information further supporting the budget **MUST** be attached.
2. Large project funding requests should include an itemized list of budget expenses that cross-reference supporting attachments.
3. MMRMA requires at least 50% contribution by the member municipality (not including funds received from other sources such as community foundations and other grants).

---

**Signature of applicant:**

**Date:**

**Print Name (Member Representative):** Dawn Olney

**Title:** Benzie County Clerk

**Signature (Member Representative):**

**Date:**

**Submit completed applications to:** Cara Kowal, Manager of RM Services

Email: [ckowal@mmrma.org](mailto:ckowal@mmrma.org)

Fax: 734-513-0318

Mail: 14001 Merriman Road  
Livonia, MI 48154

## Comprehensive Quotation

Sales Account Manager  
REBECCA MCKIM  
rebecca.mckim@stryker.com  
Cell: 616-202-8449

Remit to:  
P O Box 93308  
Chicago, IL 60673-3308

End User Shipping Address  
1172415  
BENZIE COUNTY EMS  
1901 N THOMPSONVILLE RD  
BEULAH, MI 49617-9759

Shipping Address  
1172415  
BENZIE COUNTY EMS  
1901 N THOMPSONVILLE RD  
BEULAH, MI 49617-9759

Billing Address  
1195357  
EMER VEHICLES PLUS  
670 E 16TH ST  
HOLLAND, MI 49423

Customer Contact	Ref Number	Date	PO Number	Reference Field	Quote Type
	5713796	06/13/2017	QUOTE		

Line #	Quantity	Item Description	Part #	Unit Price	Extended Price	Item Comments
1.00	1	PowerLOAD	6390000000	\$18,954.16	\$18,954.16	
		Options				
	1	PowerLOAD	6390000000	\$18,954.16	\$18,954.16	
	1	English Manual	6390600000			
	1	1 year parts (labor & travel)	7777881650			
	1	UNIVERSAL FLOORPLATE OPTION	6390025000			
	1	English Option, Manual	6390020000			
	1	Standard Comp 6386 Power Load	6390026000			
2.00	1	Protect Power-LOAD- 7year	77509001	\$5,727.75	\$5,727.75	

Note  
Demo Power Load SN 151039506, Pricing Based on Availability.

Product Total	\$24,681.91
Freight	\$0.00
Tax	\$0.00
<b>Total Incl Tax &amp; Freight</b>	<b>\$24,681.91</b>

Signature \_\_\_\_\_ Title/Position \_\_\_\_\_ Date \_\_\_\_\_

**Deal Consummation:** This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule.

**Confidentiality Notice:** Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency.

**Terms:** Net 30 Days, FOB origin. A copy of Stryker Medical's standard terms and conditions can be obtained by calling Stryker Medical's Customer Service at 1-800-STRYKER.

**Cancellation and Return Policy:** In the event of damaged or defective shipments, please notify Stryker within 30 days and we will remedy the situation. Cancellation of orders must be received 30 days prior to the agreed upon delivery date. If the order is cancelled within the 30 day window, a fee of 25% of the total purchase order price and return shipping charges will apply.

## Comprehensive Quotation

Sales Account Manager  
REBECCA MCKIM  
rebecca.mckim@stryker.com  
Cell: 616-202-8449

Remit to:  
P O Box 93308  
Chicago, IL 60673-3308

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BEULAH, MI 49617-9759

Shipping Address  
1172415  
BENZIE COUNTY EMS  
1901 N THOMPSONVILLE RD  
BEULAH, MI 49617-9759

Billing Address  
1195357  
EMER VEHICLES PLUS  
670 E 16TH ST  
HOLLAND, MI 49423

Customer Contact	Ref Number	Date	PO Number	Reference Field	Quote Type
	5713613	06/13/2017	QUOTE		

Line #	Quantity	Item Description	Part #	Unit Price	Extended Price	Item Comments
1.00	1	Power-PRO XT	6506000000	\$15,786.85	\$15,786.85	
		Options				
	1	Power-PRO XT	6506000000	\$15,786.85	\$15,786.85	
	1	Dual Wheel Lock	3086602010			
	1	PR Cot Retaining Post	6085033000			
	1	Power Pro Standard Components	6506026000			
	1	XPS Option	6506040000			
	1	No Runner/HE Q2	0054200894			
	1	Equipment Hook	6500147000			
	1	Power-LOAD Compatible Option	6506127000			
	1	Knee-Gatch/Trendelenburg	6500082000			
	1	Retractable Head Section Q2	6085046000			
	1	Pocketed Back Rest Pouch	6500130000			
	1	Head End Storage Flat	6500128000			
	1	English Manual	6506000000			
	1	120V AC SMRT Charging Kit	6500028000			
	1	I Hook	9092036018			
	1	XPS Knee Gatch Bolster Matress	6500003130			
	1	Steer Lock Option	6506038000			
	1	3 YR X-Frame Powertrain Wnty	7777551859			
	1	2 Yr Bumper to Bumper Warranty	7777551870			
	1	DCM SHIP (NOT HI AK PR GM)	0054030000			
	1	3 Stage IV Pole PR Option	65000315000			
	1	X-RESTRAINT PACKAGE	6500001430			
	1	STANDARD FOWLER	6506012003			
2.00	1	Protect Power Cot 450lb 7-year	77115001	\$2,889.00	\$2,889.00	

Note  
2016 Demo Power Pro, Pricing based on availability.

Product Total	\$18,675.85
Freight	\$0.00
Tax	\$0.00
Total Incl Tax & Freight	\$18,675.85

Signature \_\_\_\_\_ Title/Position \_\_\_\_\_ Date \_\_\_\_\_

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule.  
Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency.  
Terms: Net 30 Days FOB origin. A copy of Stryker Medical's standard terms and conditions can be obtained by calling Stryker Medical's Customer Service at 1-800-STRYKER.  
Cancellation and Return Policy: In the event of damaged or defective shipments, please notify Stryker within 30 days and we will remedy the situation. Cancellation of orders must be

2017- 072  
**RESOLUTION**

At the June 27, 2017 meeting of the Benzie  
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  
County Name

Commissioners have reviewed the Fiscal Year 2018 Annual Implementation 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 Name

County Board of Commissioners approves the Fiscal Year 2018 Annual Implementation Plan of the Area Agency on Aging of Northwest Michigan.”

\_\_\_\_\_  
Signature: Chairperson, County Commission or County Clerk  
\_\_\_\_\_  
June 27, 2017  
Date

Custer C. Carland, Chair  
Typed Name and Title: Chairperson, County Commission or County Clerk

June 7, 2017

County Board of Commissioners:

The Area Agency on Aging of Northwest Michigan (AAANM) is seeking approval of their Fiscal Year 2018 Annual Implementation Plan (AIP), which, once approved by the State, will go into effect on October 1, 2017. As part of the preparation of this document, the State requires that all Area Agencies on Aging (AAA) must request approval of the AIP from each County Board of Commissioners within their respective planning and service area.

Enclosed is a complete copy of the FY 2018 AIP for you to review and comment upon. AAANM has also summarized some of the major content of the AIP 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](mailto:gustineh@aaanm.org)) response no later than August 1, 2017.** 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 2018 AIPP. 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 09 2017

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

## **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.***

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## **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   | ▪ Veteran's Directed Home and Community-Based Services   |
| ▪ Options Counseling   | ▪ Medicare/Medicaid Assistance Program (MMAAP)   |
| ▪ Caregiver Support and Education <ul style="list-style-type: none"><li>○ Tailored Caregiver Assessment &amp; Referral Program</li><li>○ Creating Confident Caregivers Program</li></ul> | ▪ Long-Term Care Ombudsman   |
| ▪ Care Management Program  | ▪ Elder Abuse Awareness and Prevention   |
| ▪ Caregiver Respite Program  | ▪ Healthy aging / Evidence-Based Disease Prevention Programs <ul style="list-style-type: none"><li>○ Personal Action Toward Health (PATH)</li><li>○ A Matter of Balance: Managing Concerns about Falls</li></ul> |
| ▪ MI Choice Waiver Program   |  |
| ▪ Nursing Facility Transition Program  |  |

**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       | ▪ In-home Respite Care               |
| ▪ Congregate Meals     | ▪ Medication Management              |
| ▪ Home Delivered Meals | ▪ Legal Assistance                   |
| ▪ Homemaking           | ▪ Transportation                     |
| ▪ Personal Care        | ▪ 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).

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### **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		
<b>Total 60+ population</b>	<b>73,819</b>	<b>25%</b>	<b>85,285</b>	<b>28%</b>	<b>16%</b>

**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 2018 AIP**

In addition to the core services funded by AAANM, the following are proposed as program development objectives for the FY2018 AIP.

**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.

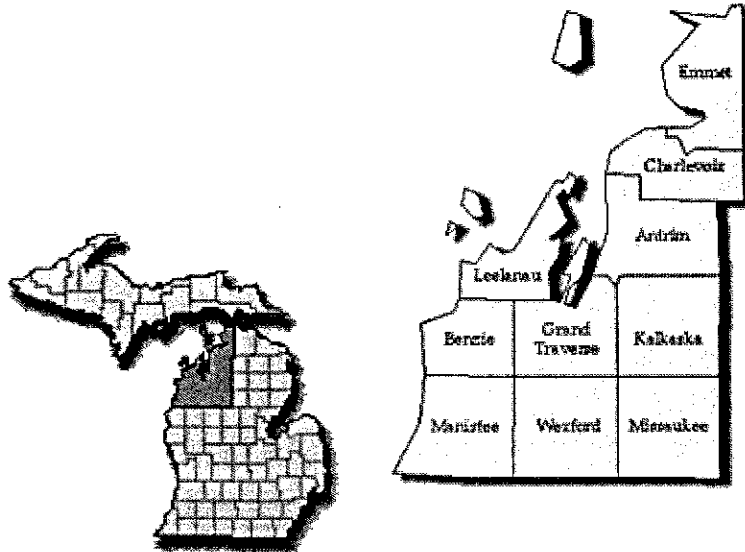
Objectives	Expected Outcomes
Continue leadership in the Aging and Disability Resource Collaborative (ADRC) as a mechanism to enhance a coordinated system of information and assistance and a strong partnership between aging and disability service organizations.	Consumers in Region 10 will be better able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

2017—2019 Multi Year Plan  
**FY 2018 ANNUAL IMPLEMENTATION PLAN**  
AREA AGENCY ON AGING OF NORTHWEST MICHIGAN, INC. 10



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**Planning and Service Area**

Antrim, Benzie, Charlevoix, Emmet,  
Grand Traverse, Kalkaska, Leelanau,  
Manistee, Missaukee, Wexford

**Area Agency on Aging of Northwest  
Michigan, Inc.**

1609 Park Drive, P.O. Box 5946  
Traverse City, MI 49696-5946

231-947-8920 (phone)

800-442-1713 (toll-free)

231-947-6401 (fax)

Bob Schlueter, Executive Director

[www.aaanm.org](http://www.aaanm.org)

**Field Representative Dan Doezema**

[doezemad@michigan.gov](mailto:doezemad@michigan.gov)

231-929-2531

---

**RECEIVED**

JUN 09 2017

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617



# ANNUAL & MULTI YEAR IMPLEMENTATION PLAN

## FY 2017-2019

Area Agency On Aging of Northwest MI, Inc.

FY 2018

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Area Agency On Aging of Northwest MI, Inc.

FY 2018

## 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 Annual Implementation Plan (AIP) by no later than June 30, 2017, to the chairperson of each County Board of Commissioners within the Planning and Service Area (PSA) requesting their approval by August 1, 2017. For a PSA comprised of a single county or portion of the county, approval of the AIP 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, 2017, the AIP is deemed passively approved. The area agency must notify their AASA field representative by August 7, 2017, whether their counties or local units of government formally approved, passively approved, or disapproved the AIP. 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 AIP. To employ this option the area agency must do the following:

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 AIP 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 AIP via US Mail or an electronic copy via e-mail if requested.
3. Be available to discuss the AIP with local government officials, if requested.
4. Request email notification from the local unit of government of their approval of the AIP, or their related concerns.

Describe the efforts made to distribute the AIP 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 Commissioners 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 Commissioners meeting to provide an overview of AAANM, including an Annual Report, and answers questions the Commissioners may have about the agency or the Plan, as requested.



## Approved Multi-Year Plan Highlights

The Multi-Year Plan (MYP) Highlights provide an overview of the FY 2017- 2019 MYP priorities set by the area agency as approved by the Michigan Commission on Services to the Aging (CSA) in 2016. These highlights serve to provide an overall reference for the established three-year planning period. They also help to provide a framework and context for activities planned during the FY 2018 AIP.

The area agency FY 2017-2019 MYP Highlights approved by the CSA are included as read-only below. No further entry by the area agency is necessary.

**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 contemplates 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.



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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 (including 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



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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.**

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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 persons with disabilities. 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, persons with disabilities, families and caregivers are often unaware of supports and resources available for

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health and long term care needs. Over the last five years, AAANM and Disability Network Northern Michigan have co-lead 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

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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" philosophy and will a) continue to convene partners in ways that increase awareness of programs and resources 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.

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**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.
- 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 AAANM's 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.



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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.





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### 2018 AIP Highlights

The purpose of the FY 2018 AIP Highlights is to provide a succinct description of any significant new priorities, plans or objectives set by the area agency for the use of Older Americans Act (OAA) and State funding during FY 2018.

Please describe what, if anything, the area agency is planning that is new for FY 2018 or that is significantly different from the established FY 2017-19 MYP. If there are no new activities or changes planned, then note that in your response.

The FY18 AIP for AAANM conforms to plans established in the FY2017-2019 MYP. There are some minor task modifications within the established goals and priorities based on learnings since the FY2017-2019 MYP was created, but nothing that changes the overall direction or creates additional priorities or goals.

### Public Hearings

At least one public hearing on the FY 2018 AIP must be held in the PSA. The hearing(s) must be held in an accessible facility. Persons need not be present at the hearing(s) in order to provide testimony; e-mail and written testimony must be accepted for at least a thirty day period beginning when the summary of the AIP 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 days in advance of the scheduled hearing. This notice must indicate the availability of a summary of the AIP at least fifteen days prior to the hearing, and information on how to obtain the summary. All components of the AIP should be available for the public hearing(s).

Complete the chart below regarding your public hearing(s). 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 AIP. Describe all methods used to gain public input and the resultant impact on the AIP.

Date	Location	Time	Barrier Free?	No. of Attendees
04/20/2017	Area Agency on Aging of North	10:30 AM	Yes	17

A public hearing was held on April 20, 2017 at the Area Agency on Aging of Northwest Michigan in conjunction with the Board of Advisors meeting. A formal presentation was made during the public hearing, outlining AAANM's FY18 AIP goals and priorities. Input during the public hearing included:

The public hearing was promoted in Petoskey News, the Traverse City Record Eagle, the Manistee News Advocate and the Cadillac Daily News. In addition, information about the public hearing was promoted on the AAANM website and through Facebook.

During the public hearing, AAANM reviewed the various goals put forth during the FY17-19 MYP and provided an update on status. The following areas were discussed by attendees during the public hearing:

1) Incidence/prevalence of dementia: Has there been an increase in dementia diagnoses? It is believed that someone is diagnosed with dementia every 4 minutes nationally. As technology improves, more people are



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diagnosed.

2) Shortage of direct care workers: Providers are increasingly challenged. Low wages, training and the lack of professionalization of the work contribute to recruitment challenges.

3) Building relationships with the medical community: How does HIPAA play in as agencies work to better coordinate care and services? Important to get appropriate consents.

4) Healthy aging program delivery: As more agencies seek to offer healthy aging programs, what are "evidence based" programs and who else offers these programs?

5) Role of BOA: As demand for services increases, advocacy will be increasingly important to ensure funding.

6) Transportation: Transportation is a consistently identified need. Some counties are exploring innovation solutions. What can be done to further this work and secure funding?



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### Access Services

#### Care Management

Starting Date 10/01/2017 Ending Date 09/30/2018

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.**

1. Continue to ensure that Care Management and in-home service dollars are directed toward those most in need based on social, functional and economic criteria.
2. Continue to support strong partnerships with our county aging unties in order to provide a continuum of care as well as effective pairing of AASA and millage funded service monies.

**Goal 2: Ensure that Supports Coordinators consider the needs of caregivers as part of the Care Management assessment and service planning processes.**

1. Promote the use of adult day services and respite care.
2. Refer caregivers for Options Counseling and caregiver support programs (i.e. T-Care and Creating Confident Caregivers) as appropriate.

**Goal 3: Support the capacity of Supports Coordinators to identify and assess clients for dementia and other cognitive impairments.**

1. Maintain educational opportunities for Supports Coordinators to remain knowledgeable about dementia capable care.
2. Develop dementia resource packets that will be distributed to Care Management participants and their caregivers.

**Goal 4: Operate under a robust Quality Management program.**

1. Maintain an annual quality management plan overseen by a Quality Management Committee. Program and service monitoring includes chart reviews, peer reviews, participant satisfaction surveys, staff training and



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monitoring of quality indicators such as hospitalizations and re-institutionalization rates, social isolation and access to transportation.

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

Number of client pre-screenings:	Current Year:	522	Planned Next Year:	500
Number of initial client assessments:	Current Year:	104	Planned Next Year:	150
Number of initial client care plans:	Current Year:	104	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:	1:41	Planned Next Year:	1:46

### Information and Assistance

<u>Starting Date</u>	10/01/2017	<u>Ending Date</u>	09/30/2018
Total of Federal Dollars	\$40,000.00	Total of State Dollars	
Geographic area to be served			
Region 10			

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

**Goal 1: Remain recognized as a trusted source of information on services and supports to older adults and persons with disabilities.**

1. AAANM will maintain regular outreach to referral sources including annual visits to all county aging units and key agencies to maintain relationships, mutual awareness of programs and services, and to address any referral process issues. Additionally, AAANM will continue to participate in county Human Service Collaborative Bodies (HSCBs) and senior advocacy groups to support on-going agency relationships within each county.

2. AAANM will maintain a presence in the region through brochures, marketing, social media, public speaking events and expo attendance.

3. I&A staff will answer requests for information received through telephonic, walk-in and electronic mechanisms.

**Goal 2: Provide Options Counseling for those who need more in-depth discussion and facilitated planning regarding long term care supports and services.**

1. Provide 1 to 2 in-person "Options Counselings" per month to those seeking I&A services as well as those on wait lists for Care Management or MI Choice Waiver services. For those who do not require in-person Options Counseling - in-depth, intensive telephonic I&A is available.



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

#### **Goal 3: Continue to support a "No Wrong Door" approach to the provision of I&A services in Region 10.**

1. Attend forums and actively participate in projects sponsored by HSCBs or senior advocacy groups including development of resource directories and presentations about AAANMs services.
2. Maintain on-going partnership with Disability Network Northern Michigan.
3. Sponsor regional trainings for I&A staff to support knowledge and skills regarding long term care supports and services.



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### Approved MYP Program Development Objectives

Program development goals and objectives previously set by the area agency and approved by the CSA in this multi-year planning cycle are included as read-only. For each of these established program development objectives, a new text box has been added for the area agency to provide information on progress toward the objective to date.

Please provide information on progress to date for each established objective under the new section tab entitled "Progress".

#### 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.

#### Progress

Informational meetings have occurred with two communities to explore Communities for a Lifetime recognition. At this time there is not enough local support to carry forward with an initiative in either community. AAANM will continue to support conversations about this program.

- B. Strengthen regional capacity to identify, assess and support individuals with dementia and other cognitive impairments and their caregivers.

State Goal Match: 2



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### 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 administration 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 diagnostic evaluation.

### Expected Outcome

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

### Progress

Activity 1: AAANM has piloted the AD8 dementia screening tool and will be adopting it as part of routine assessment processes. AAANM is exploring expanding the use of the tool to county aging units as well.

Activity 2: Training opportunities will be provided during the later part of FY17 for AAANM Supports Coordinators and ADRC partner staff to build capacity to identify, assess and support individuals with dementia and their caregivers.

Activity 3: The task of creating a decision making tree that will assist I&A staff in making referrals to physicians for diagnostic evaluation will be carried over into FY18 AIP activities.

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.





## ANNUAL & MULTI YEAR IMPLEMENTATION PLAN

FY 2017-2019

Area Agency On Aging of Northwest MI, Inc.

FY 2018

### Expected Outcome

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

### Progress

Activity 1: AAANM actively supports initiatives of CSN to educate the direct care workforce, including efforts to expand the BTBQ training program. Specific to the BTBQ program, Michigan State University has received grants to explore effective deployment of the BTBQ program and to build academic, community and state partnerships. CSN is a co-lead investigator for one of the grants. AAANM serves as an advisory board member for the grant. Through these grant efforts, CSN will conduct a train the trainer program for new BTBQ trainers around the state in FY18.

Activity 2: A formalized staff training plan will be provided during the later part of FY17 for all Supports Coordinators and ADRC partner staff to build capacity to identify, assess and support individuals with dementia and their caregivers.

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.

### Progress

Activity 1: AAANM will focus on the development of resource packets for those seeking information on dementia services and supports in FY18. AAANM has focused on screening and education in FY17 and determined that resource packet development will occur at a later date (FY18).

Activity 2: AAANM is exploring the viability of continuing to offer T-Care as a program to support caregivers. A study methodology has been designed and will be executed during the later part of FY17. Caregivers are being actively referred to Creating Confident Caregiver programs.

Activity 3: A formalized staff training plan will be provided during the later part of FY17 for AAANM Supports Coordinators and ADRC partner staff to build capacity to identify, assess and support individuals with dementia and their caregivers, and improve access to information through the "no wrong door" system.

### **C. Identify and implement strategies to ease the shortage of direct care workers within Region 10.**

State Goal Match: 5



## ANNUAL & MULTI YEAR IMPLEMENTATION PLAN FY 2017-2019

Area Agency On Aging of Northwest MI, Inc.

FY 2018

### 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.

### Progress

AAANM actively supports initiatives of CSN to educate the direct care workforce, including efforts to expand the BTBQ training program. In the last year, MSU received grants to explore effective deployment of the BTBQ program and to build academic, community and state partnerships. CSN is a co-lead investigator for one of the grants. AAANM serves as an advisory board member. In FY18 CSN will conduct a train the trainer program for new BTBQ trainers around the state.

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.

### Progress

Activity 1: AAANM partnered with Northwest Michigan Works! to launch the opportunity marketing campaign

### Area Agency On Aging of Northwest MI, Inc.

FY 2018

between September and November 2016. The campaign focused on raising of awareness of direct care work as a profession and the number of openings available in the region. The campaign featured bill boards, radio ads, print media and social media. The collaboration between AAANM and Northwest Michigan Works! was featured in the Record Eagle and on 9&10 News. Although the campaign did not have a dramatic impact in raising awareness, AAANM and Northwest Michigan Works! learned many lessons from this work. Social media campaigns will be launched periodically to continue this effort.

Activity 2: AAANM and Northwest Michigan Works! have affirmed their partnership and devised next steps for strategy development. The first is to promote our joint partnership for this issue - which is being done through website postings. AAANM and Northwest Michigan Works! also recognized that more information is needed from direct care agencies including 1) the degree of awareness of services available through Northwest Michigan Works!, 2) how employers currently recruit potential job candidates, and 3) what employers view as beneficial support (or not). AAANM will be conducting one on one interviews with direct care employers in mid-to-late FY17 or early FY18. This will inform next steps to identify strategies to attract direct care workers.

Activity 3: AAANM has provided information when requested to advocacy efforts to support the professionalization of in-home direct care work and associated issues with MI Choice Waiver reimbursement rates. AAANM is committed to doing what it can at a local level to champion these issues but recognizes that true movement requires statewide organization and advocacy.

### **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.



## ANNUAL & MULTI YEAR IMPLEMENTATION PLAN

### FY 2017-2019

Area Agency On Aging of Northwest MI, Inc.

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#### Expected Outcome

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

#### Progress

AAANM (in cooperation with local county aging units as appropriate) has met with or presented about the aging network to the medical community including managed care organizations, federally qualified health clinics, hospital staff, physicians, physician office staff/care managers, home care agencies and rehabilitation agencies. In addition, AAANM has met with the local Accountable Care Organization / Physician Organization to discuss strategies to increase awareness of AAANM's programs and services and offerings in 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.

#### Progress

Activities 1 and 3: In FY17 AAANM built or strengthened a variety of relationships and joined several initiatives within the medical community that are focused on evolving the delivery of care in northern Michigan including: 1) becoming a member of the Northern Michigan Diabetes Initiative, 2) continuing participation with the Northern Michigan Chronic Disease Coordinating Network, 3) becoming a Steering Committee member of the Community Health Innovation Region / State Innovation model project, 4) being an active member of the Advisory Board for the Northern Michigan Health Network (NMHN), a Medicare Shared Savings ACO, 5) being an active member of the Northern Michigan Health Coalition, and 6) AAANM's Executive Director joined the PACE North Board of Directors. Each of these entities or initiatives is working to improve/evolve/transform the delivery of healthcare in northern Michigan. AAANM has become a recognized partner in many of these conversations.

Activity 2: Additionally, AAANM has gained access to the NMHN electronic longitudinal record and to daily Admission/Discharge/Transfer notices. This has allowed AAANM to have real time data about clients and their significant encounters with the healthcare systems.

Activity 4: AAANM continues to participate in conversations with area ACOs and with regional payers regarding opportunities for partnerships.

#### **E. Maintain a "no wrong door" approach to the provision of Information and Assistance and Options**



## ANNUAL & MULTI YEAR IMPLEMENTATION PLAN

### FY 2017-2019

Area Agency On Aging of Northwest MI, Inc.

FY 2018

#### 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.

#### Progress

Activity 1: AAANM has changed its strategy for leading the ADRC effort within northwest Michigan. There has been a turnover in leadership/staff at several county aging units and among other partner entities. This has made it difficult to continue the ADRC as a formal, established entity with a consistent common agenda. However, strong relationships continue to be fostered with the partner organizations and ADRC partners meet informally as needs arise. The ADRC will sponsor a dementia capability training for AAANM staff and ADRC partners in the summer/fall of 2017. It is hoped that this will build knowledge and skills for agencies to assess and support individuals with dementia and their caregivers.

Activity 2: AAANM is no longer promoting the geo-routed ADRC telephone line that is answered by AAANM and Disability Network Northern Michigan. This line receives approximately 8 calls per month. AAANM, Disability Network and local county aging units continue to experience year over year increases in call volume, suggesting that these numbers are established within community systems as a source for information and assistance. It is a better use of resources to promote these established phone numbers. AAANM works diligently to promote not only AAANM's phone number/website but also that of Disability Network, Northern Michigan Community Action



# ANNUAL & MULTI YEAR IMPLEMENTATION PLAN

## FY 2017-2019

Area Agency On Aging of Northwest MI, Inc.

FY 2018

Agency/Meals on Wheels, and local county aging units.

# FY 2018 AREA PLAN GRANT BUDGET

Agency: Northwest Senior Resources Inc

Budget Period:

10/01/17

to

09/30/18

Rev. 1/2017

PSA: 10

Date: 04/17/17

Rev. No.: 0

Page 1 of 3

SERVICES SUMMARY			
FUND SOURCE	SUPPORTIVE SERVICES	NUTRITION SERVICES	TOTAL
1. Federal Title III-B Services	370,038		370,038
2. Fed. Title III-C1 (Congregate)		466,562	466,562
3. State Congregate Nutrition		9,321	9,321
4. Federal Title III-C2 (HDM)		241,536	241,536
5. State Home Delivered Meals		408,664	408,664
8. Fed. Title III-D (Prev. Health)	25,636		25,636
9. Federal Title III-E (NFCSP)	159,324		159,324
10. Federal Title VII-A	8,018		8,018
10. Federal Title VII-EAP	6,344		6,344
11. State Access	27,821		27,821
12. State In-Home	316,478		316,478
13. State Alternative Care	109,504		109,504
14. State Care Management	431,825		431,825
16. St. ANS & St. NHO	65,472		65,472
17. Local Match			
a. Cash	39,600	800,000	839,600
b. In-Kind	218,300	225,000	443,300
18. State Respite Care (Escheat)	59,659		59,659
19. MATF & St. CG Support	131,140		131,140
20. TCM/Medicaid & MSO	25,603		25,603
21. NSIP		342,114	342,114
22. Program Income		540,000	540,000
<b>TOTAL:</b>	<b>1,994,762</b>	<b>3,033,197</b>	<b>5,027,959</b>

ADMINISTRATION			
Revenues	Local Cash	Local In-Kind	Total
Federal Administration	140,344	21,500	204,844
State Administration	24,454		24,454
MATF & St. CG Support Administration	12,500		12,500
Other Admin			
<b>Total AIP Admin:</b>	<b>177,298</b>	<b>21,500</b>	<b>241,798</b>

Expenditures		FTEs
1. Salaries/Wages		2.50
2. Fringe Benefits		49,715
3. Office Operations		12,660
<b>Total:</b>		<b>177,298</b>

Cash Match Detail			In-Kind Match Detail	
Source	Amount		Source	Amount
County Funding	43,000		Board Expenses	21,500
<b>Total:</b>	<b>43,000</b>		<b>Total:</b>	<b>21,500</b>

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

04/17/17  
Date

FY 2018 AREA AGENCY GRANT FUNDS - SUPPORT SERVICES DETAIL																
Agency: Northwest Senior Resources Inc			Budget Period: 10/01/17 to 09/30/18			Rev. No.: 10			Rev. 1/2017 page 2 of 3							
PSA: 10			Date: 04/17/17													
SERVICE CATEGORY	Title III-B	Title III-D	Title III - E	Title VII	State Access	State In-Home	St. Alt. Care	State Care Mgmt	SL ANS St. NFO	St. Respite (Escheat)	MAIF & St. CG Sup.	TCM-Medical NFO Fund	Program Income	Cash Match	In-Kind Match	TOTAL
1. Access					27,821			431,825				15,000		8,000	60,000	542,646
a. Care Management			61,000												8,000	69,000
b. Case Coord/supp																
c. Disaster Advocacy																
d. Information & Assis	40,000													16,000		56,000
e. Outreach																
f. Transportation	8,400													3,000		11,400
2. In-Home																
a. Chore																
b. Home Care Assis																
c. Home Injury Cntrl																
d. Homemaking						30,000	109,504									
e. Home Health Aide																
f. Medication Mgt																154,504
g. Personal Care	191,438					27,000									5,500	32,500
h. Assistive Device&Tech	2,000								43,384						25,000	259,822
i. Respite Care	7,000		82,824			218,478				59,659	20,000				2,000	20,000
j. Friendly Reassure	3,000														65,000	452,961
3. Legal Assistance	37,000														500	3,500
4. Community Services															4,000	41,000
a. Adult Day Care											111,140			6,000		117,140
b. Dementia ADC																
c. Disease Prevent		8,636														10,636
d. Health Screening																
e. Assist to Deaf																
f. Home Repair																
g. LTC Ombudsman	17,200			8,018								10,603			13,500	71,409
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														17,000
n. Caregiver Supplmt			6,500												800	7,300
o. Kinship Support			9,000												1,000	10,000
q. Caregiver E.S.T																
5. Program Develop	60,000														6,500	66,500
6. Region Specific																
a. PDN						25,000										39,000
b.																
c.																
d.																
e.																
7. CLP/ADRC Services																
8. MAIF & St CG Sup Adm											12,500					12,500
SUPPRT SERV TOTAL	370,038	25,636	169,324	14,362	27,821	316,478	109,504	431,825	65,472	59,659	143,640	25,603		39,600	218,300	2,007,262



<b>FY 2018 NUTRITION / OMBUDSMAN / RESPITE / KINSHIP - PROGRAM BUDGET DETAIL</b>				Rev. 1/2017 page 3 of 3
Agency: Northwest Senior Resources Inc PSA: 10	Budget Period: 10/01/17 to 9/30/18 Date: 04/17/17 Rev. Number 0			

FY 2018 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	396,562		9,321		100,000	370,000	300,000	160,000	1,335,883
2. Home Delivered Meals		241,536		408,664	242,114	170,000	500,000	65,000	1,627,314
3. Nutrition Counseling									-
4. Nutrition Education									-
5. AAA RD/Nutritionist*	70,000								70,000
Nutrition Services Total	466,562	241,536	9,321	408,664	342,114	540,000	800,000	225,000	3,033,197

\*Registered Dietitian, Nutritionist or individual with comparable certification, as approved by AASA.

FY 2018 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	8,018		22,088	10,603	-	-	13,500	71,409
2. Elder Abuse Prevention	4,000		6,344			-	-	2,000	12,344
3. Region Specific	-	-	-	-	-	-	-	-	-
LTC Ombudsman Ser. Total	21,200	8,018	6,344	22,088	10,603	-	-	15,500	83,753

FY 2018 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	-	35,652	-	-	-	-	-	4,000	39,652
Respite Service Total	-	82,824	-	-	-	-	-	8,200	91,024

FY 2018 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 2018			PSA: 10		
Service	Budgeted Funds	Percent of the Total	Method of Provision		
			Purchased	Contract	Direct
ACCESS SERVICES					
Care Management	\$ 542,646	10.77%			x
Case Coordination & Support	\$ 69,000	1.37%			x
Disaster Advocacy & Outreach Program	\$ -	0.00%			
Information & Assistance	\$ 56,000	1.11%			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	\$ 154,504	3.07%	x		
Home Delivered Meals	\$ 1,627,314	32.29%		x	
Home Health Aide	\$ -	0.00%			
Medication Management	\$ 32,500	0.64%	x		
Personal Care	\$ 259,822	5.15%	x		
Personal Emergency Response System	\$ 20,000	0.40%	x		
Respite Care	\$ 452,961	8.99%	x		
Friendly Reassurance	\$ 3,500	0.07%	x		
COMMUNITY SERVICES					
Adult Day Services	\$ 117,140	2.32%	x	x	
Dementia Adult Day Care	\$ -	0.00%			
Congregate Meals	\$ 1,335,883	26.50%		x	
Nutrition Counseling	\$ -	0.00%			
Nutrition Education	\$ -	0.00%			
Disease Prevention/Health Promotion	\$ 10,636	0.21%			x
Health Screening	\$ -	0.00%			
Assistance to the Hearing Impaired & Deaf	\$ -	0.00%			
Home Repair	\$ -	0.00%			
Legal Assistance	\$ 41,000	0.81%		x	
Long Term Care Ombudsman/Advocacy	\$ 71,409	1.42%			x
Senior Center Operations	\$ -	0.00%			
Senior Center Staffing	\$ -	0.00%			
Vision Services	\$ -	0.00%			
Programs for Prevention of Elder Abuse,	\$ 12,344	0.24%			x
Counseling Services	\$ -	0.00%			
Creating Confident Caregivers® (CCC)	\$ 17,000	0.34%			
Caregiver Supplemental Services	\$ 7,300	0.14%	x		
Kinship Support Services	\$ 10,000	0.20%		x	
Caregiver Education, Support, & Training	\$ -	0.00%			
AAA RD/Nutritionist	\$ 70,000	1.39%			x
PROGRAM DEVELOPMENT	\$ 66,600	1.32%			x
REGION-SPECIFIC					
a. PDN	\$ 39,000	0.77%	x		
b.	\$ -	0.00%			
c.	\$ -	0.00%			
d.	\$ -	0.00%			
e.	\$ -	0.00%			
CLP/ADRC SERVICES	\$ -	0.00%			
SUBTOTAL SERVICES \$ 5,027,959					
MATF & ST CG ADMINISTRATION \$ 12,500					
TOTAL PERCENT		100.00%	21.02%	60.57%	18.41%
TOTAL FUNDING \$ 5,040,459			\$1,059,127	\$3,053,167	\$928,135

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 2018 Annual Implementation Plan  
Direct Service Budget Detail #1**

AAA: \_\_\_\_\_ FISCAL YEAR: FY 2018

SERVICE: \_\_\_\_\_ Care Management

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	61,000		210,583		8,000			279,583
Fringe Benefits			135,958					135,958
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			60,000		69,479
Service Costs								0
Purchased Services			15,000					15,000
								0
<b>Totals</b>	<b>61,000</b>	<b>0</b>	<b>413,646</b>	<b>0</b>	<b>8,000</b>	<b>60,000</b>	<b>0</b>	<b>542,646</b>

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?

If yes, please describe: \_\_\_\_\_

NO

**SCHEDULE OF MATCH & OTHER RESOURCES #1**

FY 2018

SOURCE OF FUNDS	MATCH		OTHER RESOURCES	
	VALUE		VALUE	
	Cash	In-Kind	Cash	In-Kind
Client and Family Support				68,000
AAANM Fund Balance	9,500			

**FY 2018 Annual Implementation Plan  
Direct Service Budget Detail #2**

AAA: 1/0/1900

FISCAL YEAR: FY 2018

SERVICE: Information and Assistance

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	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
<b>Totals</b>	<b>40,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16,000</b>	<b>0</b>	<b>0</b>	<b>56,000</b>

**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?

If yes, please describe:

NO

**SCHEDULE OF MATCH & OTHER RESOURCES #2**

FY 2018

SOURCE OF FUNDS	MATCH		OTHER RESOURCES	
	VALUE		VALUE	
	Cash	In-Kind	Cash	In-Kind
Local County Funds	16,000			

**FY 2018 Annual Implementation Plan  
Direct Service Budget Detail #3**

AAA: 1/0/1900

FISCAL YEAR: FY 2018

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		13,560			10,000		42,832
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
<b>Totals</b>	<b>35,561</b>	<b>0</b>	<b>32,692</b>	<b>0</b>	<b>0</b>	<b>15,500</b>	<b>0</b>	<b>83,753</b>

**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?

If yes, please describe:

NO

**SCHEDULE OF MATCH & OTHER RESOURCES #3**

FY 2018

SOURCE OF FUNDS	MATCH		VALUE		OTHER RESOURCES		VALUE	
	Cash	In-Kind	Cash	In-Kind	Cash	In-Kind	Cash	In-Kind
AAANIM Admin				15,500				

**FY 2018 Annual Implementation Plan  
Direct Service Budget Detail #4**

AAA: 1/0/1900 FISCAL YEAR: FY 2018

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	3,792					2,000		5,792
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
<b>Totals</b>	<b>8,636</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,000</b>	<b>0</b>	<b>10,636</b>

**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?  
If yes, please describe: \_\_\_\_\_ NO

**SCHEDULE OF MATCH & OTHER RESOURCES #4** FY 2018

SOURCE OF FUNDS	MATCH		OTHER RESOURCES	
	VALUE		VALUE	
	Cash	In-Kind	Cash	In-Kind
AAANM Administration		2,000		

**FY 2018 Annual Implementation Plan  
Direct Service Budget Detail #5**

AAA: 1/0/1900

FISCAL YEAR: FY 2018

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
<b>Totals</b>	<b>17,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,000</b>	<b>0</b>	<b>20,000</b>

**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 2014 AIP?

If yes, please describe:

NO

**SCHEDULE OF MATCH & OTHER RESOURCES #5**

FY 2018

SOURCE OF FUNDS	MATCH		OTHER RESOURCES	
	Cash	VALUE	Cash	VALUE
AAANM Administration				

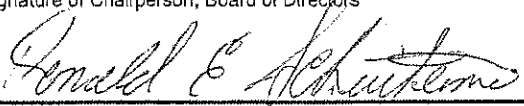
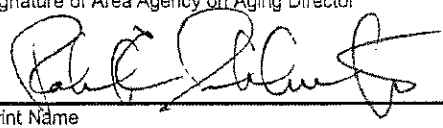


## ANNUAL & MULTI YEAR IMPLEMENTATION PLAN FY 2017 - 2019

### SIGNATURES

This document covers Fiscal Year 2018. This document becomes valid upon approval by the Michigan Commission on Services to the Aging. It may be conditionally approved subject to all general and/or special conditions established by the Commission on Services to the Aging. This signature page may substitute for required signatures on documents within the documents if those documents are specifically referenced on this signature page.

The signatories below acknowledge that they have reviewed the entire document including all budgets, assurances, and appendices and they commit to all provisions and requirements of this Annual Implementation Plan.

Signature of Chairperson, Board of Directors 	Date 6-1-17
Print Name DONALD E. SCHUITEMAN	
Signature of Area Agency on Aging Director 	Date 5/30/17
Print Name Robert C. Schlueter	
Area Agency on Aging Area Agency on Aging of Northwest Michigan	
Documents referenced by the signature page: <ul style="list-style-type: none"><li>• FY 2018 Area Plan Grant Budget</li><li>• FY 2018 Direct Service Budgets</li><li>• Request to Transfer Funds</li><li>• Waiver for Direct Service Provision</li><li>• Assurance and Certifications</li><li>• Assurance of Compliance With Title VI of Civil Rights Act of 1964</li><li>• Regional Service Definitions</li><li>• Agreement for Receipt of Supplemental Cash-in-Lieu of Commodity Payments for the Nutrition Program for the Elderly</li><li>• Waiver of Minimum Percentage for a Priority Service Category</li></ul>	



**2017 – 023**  
**TRUTH IN TAXATION**  
**RESOLUTION TO ADOPT MILLAGE RATE**

A meeting of the Benzie County Board of Commissioners was held in the Commissioners Room, Government Center, in said Benzie County on the 27<sup>th</sup> day of June, 2017, at 4:00 p.m.

The meeting was called to order by Chairman Custer C. Carland.

Present: Commissioners \_\_\_\_\_  
Absent: \_\_\_\_\_

The following preamble and resolution were offered by \_\_\_\_\_, supported by \_\_\_\_\_.

**WHEREAS**, The Benzie County Board of Commissioners, by resolution of June 13, 2017, propose a total authorized levy of 3.4692 mills within Benzie County for operating purposes for fiscal year 2017, which included an additional rate of 0.1119 mills; and

**WHEREAS**, the Benzie County Board of Commissioners has carefully examined the financial circumstances of Benzie County for the 2017 fiscal year, including estimated expenditures, estimated revenues, and state equalized valuation of property located within the County, and determined that the levy of an additional millage rate will be necessary for the sound management and operation of Benzie County; and

**WHEREAS**, the Benzie County Board of Commissioners has complete authority to establish that a maximum of 3.3573 mills be levied for operating purposes in fiscal year 2017 from within its authorized millage rate; and

**WHEREAS**, a public hearing has been held, and, under said Act 5, the Benzie County Board of Commissioners may now authorize a maximum total levy of 3.4692 mills for operating purposes for fiscal year 2017, within its present authorized millage rate.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. For Fiscal Year 2017 the total millage rate of 3.4692 mills, which includes an additional rate of 0.119 mills, shall be levied upon property located within Benzie County.
2. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Roll Call.

Ayes: \_\_\_\_\_  
Nays: \_\_\_\_\_

Dated: June 27, 2017

\_\_\_\_\_  
Custer C. Carland, Chairman

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 27<sup>th</sup> day of June, 2017.

\_\_\_\_\_  
Dawn Olney, Benzie County Clerk

DRAFT

# CORRESPONDENCE

①

**BENZIE COUNTY VETERANS' AFFAIRS COMMITTEE**  
**Meeting Minutes**  
**Monday, May 1, 2017, 9:00am**  
**Conference Room 206, Governmental Center, Beulah, Michigan**

Committee Members present: Tom Stobie, Kirt Giddis, Camp Bailey, Phil Hoyt, Bob Roelofs, Ed Kowalski, and Dale Ginzel (Secretary)

Also present: Michelle Thompson

A moment of silence was followed by the Pledge of Allegiance.

A motion was made by Bob and supported by Phil to add Memorial Day event schedule to the agenda. Motion was approved unanimously.

A motion was made by Kirt and supported by Ed to approve April 3 committee meeting minutes. Motion was approved unanimously.

**Public Comment:** None

**Outside Veterans Meetings:** Tom and Bob attended the Grand Traverse County VA Committee meeting and learned that Grand Traverse County is experiencing budgeting issues. John Lefler and Bob met with new Project Cherry Tree Chairman and it was discussed that the Project is going in a new direction and will also be addressing VA Choice Program issues. They also learned that Ray Franz announced he is running for state senate.

**County Veterans Counselor Report:** Chuck Lerchen not present.

**Financial input:** Michelle Thompson gave the financial report as of May 1, 2017: The Veteran's Relief Fund (293) has an end balance of \$113,856.69. The Veterans Trust Fund (294) End Balance is \$5,019.63. Memorial Fund (Fund 701) End Balance as of April 28<sup>th</sup> is \$7,601.54.

**Old Business:**

- a. Kirt informed the committee that we must move forward with Belden Bricks to ensure brick colors remains consistent.
- b. Belden Bricks representative informed Kirt that a batch of 4x8 and 8x8 bricks did not match color and that they would wait on payment until correct colored bricks have been delivered. The earliest bricks could be delivered is May 12.
- c. Boy Scouts may be able to assist preparing the brick site at Memorial prior to hardscaping.

**New Business:**

- a. Bob discussed Memorial Day event schedule
- b. U.S. flag and service flags will cost \$262.67

**Mileage, bills and per diem requests:**

- a. Bob requested reimbursement of \$181.22 for ballard material. Kirt made a motion and was supported by Camp to approve the motion. Roll call: Kirt – yes, Tom – yes, Phil – yes, Ed – yes, Camp – yes, Dale – yes, Bob - abstained
- b. Bob made a motion and was supported by Ed to approve mileage and per diem. Roll call: Kirt – yes, Tom – yes, Phil – yes, Ed – yes, Camp – yes, Dale – yes, Bob - yes

Meeting was adjourned at 10:08am

**RECEIVED**

JUN 12 2017

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

The regular meeting of the Board of County Road Commissioners of Benzie County was called to order by Chairman Rosa at the Road Commission offices in Honor, Michigan on Thursday, May 25, 2017 at 9:30 AM.

Present:	Chairman Bob Rosa	Manager Skeels
	Vice chair Phil Hoyt	Clerk Jordan
	Member Ted Mick	Superintendent Schaub

Motion by Comm Mick and supported by Comm Hoyt to accept the agenda as amended adding Crystal Dr permit, Fowler Rd, Grass Lk Dam Rd, Non-compliant permit policy and ROW utility clean up & repair. Ayes: Rosa, Mick and Hoyt. Motion carried.

The minutes of the 05/11/17 meeting were accepted as presented.

Motion by Comm Hoyt and supported by Comm Mick to pay bills # 44010 to # 44057 for the amount of \$323,580.04 and Payroll #10 for \$49,189.07. Ayes: Rosa, Mick and Hoyt. Motion carried.

**Superintendent's report:** Drainage issues around Crystal Lake; Hiring a seasonal worker to work in the shop; No paving since the last meeting; Hired a full time driver; Employee on leave of absence has returned.

**Standing Guest:** Gary Sauer - Brought the board up to date on issues at the county level.

**Public Input:** None

**New Business:**

**10:00 Bill Lange regarding encroachment permit for 6463 Crystal Drive** - Mr. Lange was present to ask for an additional foot setback at 6463 Crystal Drive. The permit was issued on 5/11/17 and stated that he could place trees and a fence in the right-of-way, 7 feet from the fog line. He is asking to be allowed to be 6 to 6.5 feet from the fog line. Motion by Hoyt and supported by Rosa to deny the change from the original 7 foot setback due to public safety concerns. Ayes: Rosa, Mick and Hoyt. Motion carried.

**Private Rd - Tink's Trail** - Property off CR 669 in Inland Township, Section 18, T26N, R13W, was split in 2006. The land owners, Kim and Pat Geetings were directed at that time that the private road accessing the 8 parcels would have to conform to the Private Road standards, which includes a paved approach. No parcels have been sold until this year. They were asking that the paved approach be waived or delayed until more of the parcels were sold. Motion by Comm Hoyt and supported by Comm Mick that the private road must conform to the Private Road Standards and the approach must be paved. Ayes: Rosa, Mick and Hoyt. Motion carried.

**Non-Conforming Commercial Driveway at St Ambrose on 841 S. Pioneer** - Kirk Jones, owner of St Ambrose Cellars paved the driveway to the tasting room in 2016. The driveway does not conform to our Commercial Driveway specifications. He appeared before the Board on 10/24/16 asking for a variance allowing the 18 foot wide drive and 66 foot approach at Pioneer Rd. The Board responded at that time that the driveway needed to conform to our Commercial Driveway specifications by June 1, 2017. As of this today, the driveway has not been corrected. Management will send him a letter.

RECEIVED

JUN 12 2017

128

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

**Page 2, Benzie CRC mtg 05/25/17**

**Village of Honor** - Motion by Comm Mick and supported by Comm Hoyt to allow an additional 60 cyds +/- for the repair on Leelanau St in the Village of Honor. Ayes: Rosa, Mick and Hoyt. Motion carried.

**Henry Rd** - Abandonment request - The petition with the signatures of 7 freeholders in the township in favor of abandonment of a portion of Henry Rd was received on May 16. A public hearing will be set for July 13, 2017.

**Permit for 3899 Crystal Dr** - On 3/30/17 this unpermitted driveway on the north side of the road and an unpermitted parking area on the south side of the road were discussed. The permit was obtained after the fact. There were problems with the design(drainage) and width of the of both paved areas. Brad has talked to the contractor. They will sawcut and slope the drive away from the road, 1 foot past the plowed portion of the shoulder (on the north side). The Road Commission will not accept any liability or responsibility for damage to anything in the right-of-way on either side of the road.

**Fowler Rd** - East of Greenbriar. The Board directed the staff to bid out 3/10 of a mile of widening and removing trees and to prepare an estimate of what it would cost the Road Commission to do the work.

**Grass Lake Dam Rd** - We certify 0.6 miles of Grass Lake Dam Rd through the campground. We need to decertify the loop around the campground. This is a state owned campground, maintained by Colfax Township. We will refer this to counsel for advice on how to proceed.

**Correspondence/Information/Discussion:**

- Non-compliance fees and procedures
- Utilities clean up and repair of their property within the road right-of-way
- US-31 between Beulah and Honor is scheduled to be reconstructed in 2022
- Matt will meet with Homestead Twp regarding lowering the berm at the township cemetery on Marshall Rd to improve sight distance at Covey Rd and Marshall.
- Frankfort Gateway Arch - Counsel is working on a solution.
- Kivisto Tree Service still has some restoration to complete on the federal safety project.
- Matt is meeting with the Friends of the Pt Betsie Lighthouse about the road-end project.

**Public Input:** None

**Closed Session:** 11:45 AM - Motion by Comm Hoyt and supported by Comm Mick to enter into closed session to discuss the purchase of real estate. Ayes: Rosa, Mick and Hoyt. Motion carried.

Returned to the regular meeting at 11:54 AM.

Meeting was adjourned at 11:55 AM.

Minutes approved 06/08/17- KJ

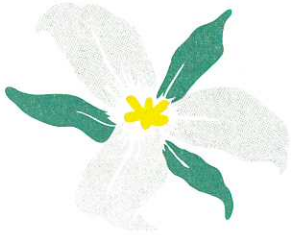
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Robert Rosa, Chairman

---

Kathleen A, Jordan, Clerk





June 14, 2017

**Resolution #18-2017 By Christian Marcus, seconded by David Heeres**

At the June 8, 2017 meeting of the Antrim County Board of Commissioners, the following Resolution was offered:

**SUPPORT TO MAINTAIN THE REQUIRED FUNDING  
OF THE MICHIGAN STATE UNIVERSITY (MSU) RESEARCH STATION  
LOCATED IN LEELANAU COUNTY TO ASSIST WITH THE ERADICATION OF THE  
SPOTTED WING DROSOPHILA**

The Antrim County Board of Commissioners hereby approves the following resolution regarding maintaining the required funding of the MSU research station located in Leelanau County to assist with controlling and eventually eradicating the Spotted Wing Drosophila (SWD):

**Whereas**, Antrim County and the rest of Northwest Michigan region are the primary producers of tart cherries in the United States, producing 70-75% of the tart cherries grown nationally; and

**Whereas**, the job creation associated with growing, harvesting and processing of tart cherries is a major economic driver in Antrim County along with other West Michigan Counties; and

**Whereas**, the invasive SWD has the potential of devastating the State cherry industry, by burrowing and destroying the ripe cherry, to the point where the tart cherries are not a marketable product; and

**Whereas**, abandoned and neglected tart cherry farms are contributing to the spread of the invasive SWD, by not properly controlling the invasive SWD through the appropriate use of pesticide management;  
And

**Whereas**, Antrim County is requesting the assistance from the neighboring tart cherry producing counties, State of Michigan and the Federal Government for all possible interventions to help control and eradicate the invasive SWD through continued funding of research and encourages the consideration of additional funding opportunities to appropriately manage the invasive SWD; and

**NOW THEREFORE BE IT RESOLVED**, that the Antrim County Board of Commissioners strongly supports all efforts to eliminate this invasive pest that is having a negative impact upon our internationally recognized fruit growing economy.

**RECEIVED**

JUN 19 2017

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

**RESOLUTION #18-2017 –continued.**

**BE IT FURTHER RESOLVED**, that the Antrim County Clerk be directed to forward this resolution to the following: Senator Wayne Schmidt, Representative Triston Cole, and to Benzie, Charlevoix, Grand Traverse, Leelanau, Manistee, Kent, Mason, Muskegon, Newaygo, Oceana, Allegan, Berrien and VanBuren Counties.

YES – David Heeres, Melissa Zelenak, Karen Bargy, Edgar Boettcher, Bryan Smith, Brenda Ricksgers, Dawn LaVanway, Christian Marcus;

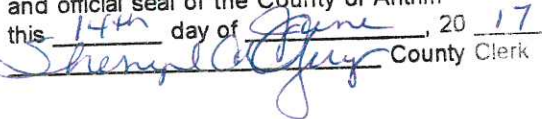
NO – None;

Absent – Scott Kruger.

**RESOLUTION #18-2017 DECLARED ADOPTED.**

ANTRIM COUNTY CLERK, BELLAIRE, MI  
STATE OF MICHIGAN, COUNTY OF ANTRIM, ss  
I, Sheryl A. Guy, Clerk of the County of Antrim, do  
certify the above is a true and exact copy of the  
original record now remaining in this office.

IN TESTIMONY WHEREOF, I have set my hand  
and official seal of the County of Antrim

this 14<sup>th</sup> day of June, 20 17  
 County Clerk





June 13, 2017

County Of Benzie  
448 Court Place  
Beulah, MI 49617

Dear County Of Benzie:

Thank you so much for your recent donation. We appreciate your gift and look forward to using it to make a better program for the athletes of Special Olympics Michigan.

Special Olympics offers athletes with intellectual disabilities the chance to improve their ability in many ways. People know us as a sports program but we are much more than sports. We encompass sports, health and wellness through our Healthy Athletes programs, fitness and play through our traditional sports and Young Athlete programs, and inclusion through our unified programs.

Simply put, we transform lives through sports and change communities for the better. Your donation makes it possible for us to offer free health screenings, fitness and competitive sport programs, and unified opportunities for our athletes.

Thank you for your donation to Special Olympics Michigan and over 21,000 athletes statewide. As a volunteer based program located in communities all over Michigan, it means the world to us. Programs are provided at no cost to athletes or their families. Thank you for helping to make a difference. For more information about our programs or events go to [www.somi.org](http://www.somi.org) or call 800-644-6404.

Sincerely,

Lois Arnold  
President and Chief Executive Officer  
LA/sg

Receipt No. 504368  
Check No. 553348

Gift Date: 6/12/2017  
Total Gift Amount: \$500.00  
Charitable Contribution Amount: \$500.00  
Value of Goods/Services Received:  
Description of Goods/Services: General Donation  
Source: General Donation

**RECEIVED**

JUN 19 2017

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

Check the box and change a life this tax season! Special Olympics Michigan changes lives and changes society's perceptions of children and adults with intellectual disabilities. Be part of our movement and help us provide even more inclusive opportunities to our athletes. Look for the Voluntary Contributions Schedule (Form 6642) when filing your state income taxes to make a donation.  
[www.somi.org/checkthebox](http://www.somi.org/checkthebox)

**Special Olympics Michigan**

Central Michigan University, Mount Pleasant, MI 48859 Tel (989) 774-3911 Fax (989) 774-3034

[www.somi.org](http://www.somi.org) Email [somi@somi.org](mailto:somi@somi.org) Twitter @spolympicsmi

Created by the Joseph P. Kennedy Jr. Foundation for the benefit of persons with intellectual disabilities

June 13, 2017

Chairperson  
Benzie County Board of Commissioners  
P.O. Box 377  
Beulah, MI 49617

Dear Sir or Madam:

You will find enclosed an annual accounting for the period ending December 31, 2016 and 2015 for the Benzie County 9-1-1 Service District. Section 405 of Senate Bill No. 303 of 1986 requires that telephone service providers of each service district prepare an annual accounting of the 9-1-1 technical (network) revenues and expenses.

We have been retained by the service providers listed on the attached statement to compile this information. This report provides your district's information for each listed provider of 9-1-1 service in your district. The over (under) collection amount may result in a change in the 9-1-1 technical rate. Rate changes are generally done annually in May to be effective July 1.

If you have any questions regarding the information, please contact our office.

Very truly yours,



Jeffery A. Irwin, CPA  
Principal

JAI:kp  
Enclosures  
cc: 911 coordinator

RECEIVED

JUN 19 2017

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

**BENZIE COUNTY**  
**E911 TECHNICAL SURCHARGE POOL**  
**FINANCIAL STATEMENTS**  
**YEARS ENDED DECEMBER 31, 2016 AND 2015**

**RECEIVED**

**JUN 19 2017**

**DAWN OLNEY**  
**BENZIE COUNTY CLERK**  
**BEULAH, MI 49617**

 **Maner**  
**Costerisan**  
Cost-effective solutions  
for your business

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## ACCOUNTANT'S DISCLAIMER REPORT

To the Telephone Service Suppliers of  
Benzie County E911 Technical Surcharge Pool

The accompanying financial statements of Benzie County E911 Technical Surcharge Pool as of and for the years ended December 31, 2016 and 2015, were not subjected to an audit, review, or compilation engagement by us and, accordingly, we do not express an opinion, a conclusion, nor provide any assurance on them.

We are not independent with respect to the Benzie County E911 Technical Surcharge Pool.

*Maner Costerisan PC*

May 8, 2017

**BENZIE COUNTY E911 TECHNICAL SURCHARGE POOL  
(AN ASSOCIATION)  
STATEMENTS OF TRUST ASSETS AND LIABILITIES  
DECEMBER 31, 2016 AND 2015**

	<u>2016</u>	<u>2015</u>
<b>ASSETS</b>		
Accounts receivable - service suppliers	\$ 5,847	\$ 4,021
Deficit	<u>2,148</u>	<u>-</u>
Total assets	<u>\$ 7,995</u>	<u>\$ 4,021</u>
<b>LIABILITIES</b>		
Amounts due to common funds	\$ 5,263	\$ 1,004
Accounts payable - service suppliers	2,732	1,500
Surplus	<u>-</u>	<u>1,517</u>
Total liabilities	<u>\$ 7,995</u>	<u>\$ 4,021</u>

See notes to financial statements.

**BENZIE COUNTY E911 TECHNICAL SURCHARGE POOL  
(AN ASSOCIATION)  
STATEMENTS OF TRUST ADDITIONS AND DEDUCTIONS  
YEARS ENDED DECEMBER 31, 2016 AND 2015**

	<u>2016</u>	<u>2015</u>
ADDITIONS - technical surcharges	\$ 13,683	\$ 13,569
DEDUCTIONS - provision of service costs	<u>17,348</u>	<u>13,273</u>
SURPLUS (DEFICIT)	(3,665)	296
SURPLUS, beginning of year	<u>1,517</u>	<u>1,221</u>
SURPLUS (DEFICIT), end of year	<u><u>\$ (2,148)</u></u>	<u><u>\$ 1,517</u></u>

See notes to financial statements.

**BENZIE COUNTY E911 TECHNICAL SURCHARGE POOL  
(AN ASSOCIATION)  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Basis of accounting** - These financial statements are prepared on the accrual basis of accounting. Additions are recorded when billed and deductions are recorded based upon the provisions of Michigan Public Act 32. Since the statute mandates cost recoveries, there is no income, loss or corresponding fund balance.

**Classification of assets and liabilities** - The financial activities of the Pool do not generally involve a business cycle since the recognition of assets and the payment of liabilities are based on specific circumstances. Accordingly, the classification of assets and liabilities between current and long-term is not used.

**Common funds** - The service suppliers utilize a common bank account for the seventy-nine service districts within the State of Michigan (the Pool). All funds within the Pool are held in trust solely for participating service suppliers. Cash and cash equivalents consist of cash on deposit and short-term investments with maturities of twelve months or less. Interest earnings, generally immaterial, are credited to the various service districts to reduce reported costs.

**Accounts receivable** - Accounts receivable are reported at the amount management expects to collect on balances outstanding at year-end. Receivable amounts are charged to bad debt expense when they are determined to be uncollectible based upon a periodic review of the accounts by management. Accounting principles generally accepted in the United States of America require that the allowance method be used to recognize bad debts; however, the effect of using the direct write-off method is not materially different from the results that would have been obtained under the allowance method.

**Federal income tax** - Due to the nature of the Pool, taxes on income are not applicable. Accordingly, these financial statements do not reflect a provision for income taxes and the Pool has no other tax positions which must be considered for disclosure.

**Amounts due to or from common funds** - represents the service district's cash and cash equivalents or advances from the Pool bank account.

**Accounts payable and receivable - service suppliers** - represents the amounts due to or from the emergency telephone service suppliers within the service district. Accounts receivable do not bear interest.

**Accounts payable - insufficient funds** - represents the amounts due to service suppliers as a result of a lack of funds within the service district to pay all costs submitted by the service suppliers. Michigan Public Act 32 allows for a maximum cost recovery rate of \$0.80 per month per end user for recurring charges and \$1.00 per month per end user for nonrecurring charges.



**BENZIE COUNTY E911 TECHNICAL SURCHARGE POOL  
(AN ASSOCIATION)  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Concluded)**

Additions - represent the monthly billings of technical surcharges to end users by the service suppliers. These amounts are determined in accordance with the provisions of Michigan P.A. 32 and are subject to maximum caps as stipulated by that statute.

Deductions - represent the costs of providing the emergency telephone network, switching, billing and collection, and similar amounts by the service suppliers to end users in the service district.

Surplus or deficit - represents future refunds or billings to adjust for the over or under collection of surcharges from the service end users.

**NOTE 2 - NATURE OF ORGANIZATION, RISKS, AND UNCERTAINTIES**

The Benzie County E911 Technical Surcharge Pool is an unincorporated association of suppliers of emergency (911) telephone service within Benzie County, in the State of Michigan. It was formed to provide for the settlement of costs between service suppliers as required by Public Act 32 (P.A. 32) of 1986, as amended.

The service suppliers for this service district are Ace Telephone Company, CenturyTel of Michigan, CenturyTel Midwest, CenturyTel of Northern Michigan, AT&T, and TelNet Worldwide. In accordance with Michigan P.A. 32, these service suppliers are entitled to recovery of costs as defined by the statute. In addition, the statute requires uniform billing on a geographic basis. Each service supplier reports its billings and costs. These amounts are then pooled and settlements for over or under collections are made.

The Pool is required to disclose significant concentrations of credit risk regardless of the degree of such risk. Financial instruments that potentially subject the Pool to concentrations of credit risk consist principally of temporary cash investments. The Pool places its temporary cash investments with FDIC insured financial institutions. Although such investments and cash balances may exceed the federally insured limits at certain times during the year, they are, in the opinion of management, subject to minimal risk.

Management evaluates events and transactions that occur after year end for potential recognition or disclosure in the financial statements. These subsequent events have been considered through May 8, 2017, which is the date the financial statements were available to be issued.

In the preparation of tax returns, tax positions are taken based on interpretation of federal, state and local income tax laws. Management periodically reviews and evaluates the status of uncertain tax positions and makes estimates of amounts, including interest and penalties, ultimately due or owed. No amounts have been identified, or recorded, as uncertain tax positions. Federal, state and local tax returns generally remain open for examination by the various taxing authorities for a period of three to four years.

**BENZIE COUNTY E911 TECHNICAL SURCHARGE POOL  
(AN ASSOCIATION)  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 2 - NATURE OF ORGANIZATION, RISKS, AND UNCERTAINTIES (Concluded)**

The process of preparing financial statements in conformity with accounting principles generally accepted in the United States of America requires the use of estimates and assumptions that affect the reported amounts of assets, and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results may differ from estimated amounts.

**NOTE 3 - SURCHARGE RATES**

P.A. 32 permits the recovery of both recurring and nonrecurring charges. Recurring charges are defined as the amounts necessary for the ongoing operation of the system. Nonrecurring charges are for the initial setup and non-operational installation of trunks, circuits and similar items. Depending on the date of commencement of service, the nonrecurring charges are subject to various amortization rates and periods of up to ten years. At December 31, the Benzie County billed access-facility monthly rates were:

	<u>2016</u>	<u>2015</u>
Recurring	\$ 0.42	\$ 0.31
Nonrecurring	<u>0.00</u>	<u>0.00</u>
Total	<u>\$ 0.42</u>	<u>\$ 0.31</u>

Effective July 1, 2017, the recurring rate will be increased by \$0.11 and the nonrecurring rate will be increased by \$0.01 resulting in a total rate of \$0.54.

# AREA AGENCY ON AGING

## of Northwest Michigan

### 2016 Annual Report

For Fiscal Year October 1, 2015—September 30, 2016

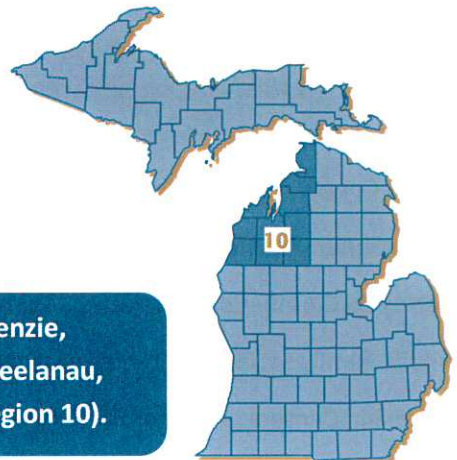
Earlier today I paused in the hallway of AAANM to listen to a remarkable conversation. One of AAANM's Social Workers was on the phone with an obviously distraught spouse. As the Social Worker talked, I gleaned that the gentleman on the phone was heartbroken. The love of his life has progressive dementia. In her normal calm and compassionate way, the Social Worker talked with him about supports and services that might be available to help care for his wife. She also validated the importance of his caregiver role and the need to take care of himself. The call concluded by scheduling a time with the gentleman and his wife for Options Counseling, an opportunity to meet with an unbiased Specialist to create a plan for long term care supports and services.

As I walked from the hallway to my office, I thought about all of the lives AAANM impacts each year, whether it be by providing information and assistance, offering workshops to manage chronic conditions like diabetes, coordinating in-home services for those in a Care Connections program, or helping individuals with Medicare open enrollment and selecting a Part D drug plan. The staff at AAANM, their capacity to be there and support older adults, persons with disabilities, caregivers and family members, continually awes me.

In the spirit of awe, I would also like to recognize the AAANM Board of Advisors (BOA). The BOA is a group of volunteers who advocate for and educate about the needs of older adults in Region 10. During FY2016, members of the BOA came together and reinstated Senior Empower Day (SED). SED is a regional, signature education event for older adults and caregivers. On September 21, 2016, presentations and activities provided valuable information about planning for aging and maximizing health during the aging process to almost 200 individuals. My hat is off to the BOA members who worked tirelessly to make the 2016 Senior Empower Day a reality!



Robert Schlueter  
Executive Director, AAANM



RECEIVED

MAY 30 2017

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

An Area Agency on Aging serving Antrim, Benzie,  
Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau,  
Manistee, Missaukee and Wexford Counties (Region 10).



# AREA AGENCY ON AGING OF NORTHWEST MICHIGAN

(AAANM) is a private, non-profit corporation, designated as an Area Agency on Aging in 1974 by the Michigan Aging and Adult Services (AASA), formerly Michigan Office of Services to the Aging (OSA).

As one of more than 670 Area Agencies on Aging nationwide, AAANM is responsible for developing, managing and funding a comprehensive system of services for older adults in ten counties of northwestern lower Michigan.

## DIRECT SERVICES

	Units	Clients
Creating Confident Caregivers Program (hours)	861	65
Elder Abuse Prevention (hours)	75.5	n/a
Information and Assistance (contacts)	2,059	n/a
Long-Term Care Ombudsman (contacts)	2,025	n/a
Medicare / Medicaid Assistance Program (contacts)	7,546	n/a
Personal Action Toward Health Program (hours)	2,084	190
Tailored Caregiver Assessment (T-Care) (hours)	10	4
A Matter of Balance (hours)	3,601	337

## CONTRACTED SERVICES

	Units	Clients
Adult Day Health (hours)	4,514	31
Adult Day Transportation (trips)	2,528	26
Kinship Caregiver Supplemental Services	n/a	21
Congregate Meals (meals)	164,745	6,801
Home Delivered Meals (meals)	321,260	2,307
Legal Assistance (hours)	626	229

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.**

AAANM contracts Federal Older Americans Act and State Older Michiganians Act funding to organizations serving Region 10. The following organizations received contracted funding in FY2016:

Antrim County Commission on Aging

Benzie Senior Resources

Charlevoix County Commission on Aging

Child & Family Services of Northwestern Michigan

Friendship Centers of Emmet County

Kalkaska County Commission on Aging

Legal Services of Northern Michigan

Northwest Michigan Community Action Agency

VitalCare Adult Day

# CARE CONNECTIONS

Care Connections is a program that offers individuals the supports they need to remain living in the community. Support Coordinators (nurses and social workers) help individuals understand and access the care options available to them.



Care Management Services	409	people
Caregiver Respite Services	6	people
MI Choice Waiver Services	458	people
Nursing Home Transition Services	37	people
Veterans Services	6	people

## PURCHASED SERVICES

	Care Management	MI Choice Waiver
Adult Day Health (hours)	1,296	1,275
Community Living Supports (hours)	n/a	357,164
Home Delivered Meals (meals)	n/a	21,260
Homemaking (hours)	14,110	n/a
Personal Care (hours)	15,239	n/a
Personal Emergency Response Systems (clients)	155	188
Private Duty Nursing / Training (hours)	2,363	4,152
Respite Care (hours)	13,778	2,931
Transportation (clients)	101	150

**CARE MANAGEMENT** - Guides adults 60 years and older who have long term care needs to resources that help support care in the community.

**MI CHOICE WAIVER** - Coordinates a plan that supports adults 18 years and older who are eligible to have Medicaid pay for their long term care in a community setting.

**NURSING HOME TRANSITION SERVICES** - Assists Medicaid eligible adults to develop a plan for returning to community living.

To view client testimonial videos for Care Management, MI Choice Waiver or Nursing Home Transition Services, or to view a video about Creating Confident Caregivers, Personal Action Toward Health (PATH) and Tailored Caregiver Assessment, please visit [www.aaanm.org](http://www.aaanm.org).

**Area Agency on Aging of Northwest Michigan**  
**1609 Park Drive, PO Box 5946, Traverse City, Michigan 49696-5946**  
**231.947.8920 - 1.800.442.1713**



# FY2016 Highlights

## Community Linkage

Providing information about long term supports and services and linkage to community resources is a fundamental role of Area Agencies on Aging. At AAANM, trained Specialists (nurses and social workers) are dedicated to assisting those who call or walk in. Specialists answer questions, help individuals navigate family dynamics, make connections to programs and resources, and some days, just lend a shoulder on which to cry.

## Building Relationships

As the delivery of healthcare evolves, AAANM recognizes the growing importance of being an expert in aging issues and the provision of long term care supports and services. During FY2016, AAANM actively participated in several initiatives to increase connection and linkage between healthcare providers, community organizations and older adults, persons with disabilities, and caregivers. Some examples include:

- Strengthening AAANM's presence with healthcare providers as a resource to assist older adults and caregivers in navigating aging issues and long term care needs.
- Working with an electronic Health Information Exchange (HIE) to receive notification when AAANM clients are in the Emergency Room or admitted to the hospital.
- Participating as a Steering Committee member with the Northern Michigan Community Health Innovation Region (NMCHIR) to increase connection between physicians and community organizations to address patient needs.

## Expanding Services

AAANM offers Diabetes Personal Action Toward Health (PATH) workshops throughout Region 10. Diabetes PATH workshops encourage individuals to actively self-manage their condition.

In FY2016, AAANM expanded Diabetes PATH to include individual consults with a Diabetes Nurse Educator and a Registered Dietician. The ***LIFE with Diabetes*** program received formal accreditation from the American Association of Diabetes Educators.

# FY2016 Audited Financial Summary

EXPENSES	Dollars
Community Services	\$1,290,025
MI Choice Waiver	\$8,029,990
Home Delivered Meals	\$938,749
Congregate Meals	\$533,106
Care Management Support	\$567,876
Administration/Support/Planning	\$280,562
Other (in house programs)	\$316,680
Senior Employment	\$0
Program Development	\$69,129
Total	\$12,026,117

REVENUES	Dollars
MI Choice Waiver	\$8,029,990
Local Cash	\$43,000
Federal Support	\$2,072,651
State Support	\$1,692,334
Care Management	\$58,443
Other	\$129,699
Total	\$12,026,117

AAANM receives federal and state dollars through agreements with the Michigan Department of Health and Human Services/Aging and Adults Services Agency.

AAANM also appreciates funds from each of the ten county government units, as well as contributions/memorial gifts from clients, caregivers and the general public.