

BENZIE COUNTY BOARD OF COMMISSIONERS

448 COURT PLACE – BEULAH, MI 49617 – (231) 882-9671

www.benzieco.net

MEETING AGENDA

JUNE 9, 2020

**Meeting will be held via teleconferencing
Call: 701-802-5100; Access Code: 795797#**

PLEASE TURN OFF ALL CELL PHONES OR SWITCH THEM TO VIBRATE

9:00 a.m. CALL TO ORDER
 ROLL CALL
 INVOCATION AND PLEDGE OF ALLEGIANCE
 APPROVAL OF AGENDA
 APPROVAL OF MINUTES – 5/26/2020
 PUBLIC INPUT
 TRUTH IN TAXATION RESOLUTION
 PUBLIC HEARING – SETTING TAX RATE
 APPROVE L-4029
 ELECTED OFFICIALS & DEPT HEAD COMMENTS
 ACTION ITEMS – Sheriff Patrol Agreement w/Lake Twp; 2020-017 Surplus to
 General Fund; Ratify TA with FPOLC; Sheriff Food Service Vendor Contract
 COVID-19 – Plan, Prepare & Respond Guidelines
 COMMISSIONER REPORTS –
 COUNTY ADMINISTRATOR’S REPORT –
 FINANCE – Approval of Bills
 COMMITTEE OF THE WHOLE – 5/26/2020 Consent
 COMMITTEE APPOINTMENTS – BTA
 UNFINISHED BUSINESS – Item H of COVID-19 Leave Policy
 NEW BUSINESS –
10:00 Cameron Clark – Child Care Budget for FY 2020-21
10:15
10:30

 PRESENTATION OF CORRESPONDENCE
 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 lengthier 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 – Linda Farrell (Crystal Lake, Frankfort)	231-882-6620
District	IV – Rhonda Nye (Benzonia).....	231-510-8804
District	V – Sherry Taylor (Homestead).....	231-882-5452
District	VI - Evan Warsecke (Colfax, Inland)	231-275-3375
District	VII - Gary Sauer (Blaine, Gilmore, Joyfield, Weldon)	231-651-0647

BENZIE COUNTY BOARD OF COMMISSIONERS
MEETING NOTICE

Due to the Coronavirus (COVID-19) pandemic and pursuant to the requirements of Governor Whitmer's Executive Order 2020-48 which provides temporary authorization of remote participation in public meetings, the Benzie County Board of Commissioners will be conducting their **Regular Meeting beginning at 9:00 a.m. AND Committee of the Whole beginning at 1:30 p.m.** on June 9, 2020 via teleconferencing.

Below you will find the information necessary to attend the meeting. You may access this meeting via any telephone (landline or cell).

Dial-in number (US): (701) 802-5100

Access code: 795797#

If you would like to submit written comments to be read into the meeting, you may submit them to Dawn Olney, Benzie County Clerk, at dolney@benzieco.net or Maridee Cutler, Deputy County Administrator, at mcutler@benzieco.net or mail to 448 Court Place, Beulah, MI 49617. The deadline for submitting written comments is Monday, June 8, 2020 at 12:00 noon.

Public Input will be provided at the start and end of the meeting. If any person wishes to speak during public input, they should indicate by stating so when the chair calls for public input. Any individual may also contact any of the seven county commissioners with their comments. Public input rules adopted by the board still apply and each person would be given 3 minutes to speak. Individuals are not required to identify themselves to participate in the meeting but would be required to identify themselves prior to speaking.

Benzie County will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting or hearing upon thirty-days (30) notice to the County of Benzie. Individuals with disabilities requiring auxiliary aids or service should contact the County by writing or calling the following

Agendas are posted on the County Website at: www.benzieco.net

Dawn Olney
Benzie County Clerk

Sent to KP
5-28-2020
4:44 PM

THE BENZIE COUNTY BOARD OF COMMISSIONERS

May 26, 2020

The Benzie County Board of Commissioners met in a regular session on Tuesday, May 26, 2020 via teleconferencing in the Frank F. Walterhouse Board Room, 448 Court Place, Government Center, Beulah, Michigan.

The meeting was called to order by Chair Bob Roelofs.

Present were: Commissioners Farrell (phone), Jeannot, Nye, Roelofs, Sauer, Taylor and Warsecke
Absent: None

The invocation was given by Commissioner Roelofs and the Pledge of Allegiance was recited.

Agenda:

Motion by Warsecke, seconded by Nye, to approve the agenda as presented. Ayes: Farrell (phone), Jeannot, Nye, Roelofs, Sauer, Taylor and Warsecke Nays: None Motion carried.

Minutes:

Motion by Jeannot, seconded by Taylor, to approve the regular session minutes of May 12, 2020 as presented. Ayes: Farrell (phone), Jeannot, Nye, Roelofs, Sauer, Taylor and Warsecke Nays: None Motion carried.

Motion by Nye, seconded by Sauer, to approve the closed session minutes of May 12, 2020 as presented. Ayes: Farrell (phone), Jeannot, Nye, Roelofs, Sauer, Taylor and Warsecke Nays: None Motion carried.

9:06 a.m. Public Input – None

ELECTED OFFICIALS & DEPARTMENT HEAD COMMENTS

Tom King, EMS Director, reported that their call volume is down a bit; the ambulance which had a new engine installed has been completed, the radiator was also replaced and an antifreeze flush as well; staff is holding up well.

Rebecca Hubers, Emergency Management, reported that the water level going into Elberta is being controlled with a one-way traffic and a temporary light; it is the Dept of Transportation's call on the management of that roadway; Facemasks – Emergency Management does have a supply for First Responders provided through state surplus; she has asked that all departments fund their own purchase of facemasks for staff; Emergency Management cannot provide a free supply to the Government Center.

Amy Bissell, Register of Deeds, stated that she knows someone that may be a resource for masks; her office has been taking appointments and will continue with that practice even when the building is open back up to the public; she has been in contact with her software vendor and is working toward getting all index images available for on-line access.

Mitch Deisch, County Administrator, stated that the EO 100 Stay at Home Order is in effect until June 12; the Emergency Declaration extends to June 19, 2020.

COMMISSIONERS

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May 26, 2020

Susan Boyd, Finance Manager, presented Revenue and Expenditure Reports for year ending 9/30/19 and for first quarter ending 12/31/19. Discussions held regarding the reports being too old to be beneficial. Susan will provide reports 45 days following quarterly end date.

Michelle Thompson, County Treasurer, indicated that reports should be able to be done either the Friday or Monday prior to a board meeting with real-time figures. These are not audited reports, just projections.

Susan agrees and will prepare Friday or Monday before the meeting.

Doug Durand, Benzie Senior Resources, provided a written report and stated that they are working to prepare for reopening; their services fall under a different set of guidelines due to the clientele being in the highest risk; they have their first two clients signed up with Face North for services; they delivered their final self-safe boxes last week and are now working on delivery of fresh produce; they are also providing facemasks to all clients.

ACTION ITEMS

Remonumentation Contract: Motion by Jeannot, seconded by Warsecke, to enter into the Remonumentation Contract with Crystal Surveying thru November 30, 2020, authorizing the chair to sign. Roll call. Ayes: Farrell (phone), Jeannot, Nye, Roelofs, Sauer, Taylor and Warsecke Nays: None Motion carried.

BACN 2% Grant Application: Motion by Sauer, seconded by Farrell, to approve the 2% Grant Application to the Grand Traverse Band of Ottawa and Chippewa Indians on behalf of Benzie Area Christian Neighbors (BACN), authorizing the chair to sign. Roll call. Ayes: Farrell (phone), Jeannot, Nye, Roelofs, Sauer and Warsecke Nays: Taylor Motion carried.

COVID-19

Motion by Jeannot, seconded by Farrell, to approve Resolution 2020-017 extending the closure of the Government Center to the public through June 12, 2020 as presented, authorizing the chair to sign. Roll call. Ayes: Farrell (phone), Jeannot, Nye, Roelofs, Sauer, Taylor and Warsecke Nays: None Motion carried.

Mitch Deisch, County Administrator, stated that he has provided Executive Orders 96, 97, 99, 100 and 103 to each commissioner.

Comm Jeannot asked that perhaps we could gather information we have learned from this and how we can better serve the public; what are we doing during the lock down and how we could continue to do when we open.

10:00 a.m. Det. Troy Lamerson, Benzie County Sheriff Office

Requests permission to donate excess property accumulated in the property room at the Sheriff Dept. Motion by Warsecke, seconded by Sauer, to allow the Sheriff Office to donate extra property in their possession following a property audit. Roll call. Ayes: Farrell (phone), Jeannot, Nye, Roelofs, Sauer, Taylor and Warsecke Nays: None Motion carried.

10:06 a.m. Greg Hubers, Hazard Pay

Requests approval of Hazard Pay to all First Responders in the amount of \$250.00 per pay period retroactive to March 1, 2020 to June 30, 2020 or the end of the Michigan State of Emergency, whichever shall occur first.

COMMISSIONERS

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May 26, 2020

Motion by Jeannot, seconded by Farrell, to deny the request for Hazard Pay. Roll call. Ayes: Farrell (phone), Jeannot, Nye, Roelofs, Sauer and Taylor Nays: Warsecke Motion carried.

10:47 a.m. Break

10:54 a.m. Reconvene

COMMISSIONER REPORTS

Chair Roelofs reported that he met with Pat Heins and Felice Kelly-Ware regarding the Drug Court activity; Village of Lake Ann is getting new guardrails in the Village; their storm sewers are being cleaned out today. The Almira Township Historical Society usually holds a July 4th celebration and it is being cancelled this year. Veterans Affairs is moving along well. Comm Jeannot asked if any type of celebration will be held replacing the Memorial Day ceremony at the Veterans Memorial – Chair Roelofs reported that they are considering some type of picnic possibly in August.

Comm Jeannot provided a written report (attached).

Comm Farrell provided a written report (attached).

Comm Nye provided a written report (attached).

Comm Taylor stated that she attended the HR committee meeting which has been reported on; she attended the BSR meeting via teleconference which Mr. Durand reported on; she has attended a couple webinars as well.

Comm Warsecke reported that he attended the committee interview for Benzie Transportation Authority; looking forward to getting back to normal.

Comm Sauer reported that the historic sign at Diamond Crossing in Thompsonville is moving forward; attended the MAC Ag/Tourism meeting; Village of Elberta held a virtual meeting – June 1 will be their audit; they will be replacing their water meters; will cost them \$35,000 for replacing the lead and copper lines which is required by EGLE.

Chair Roelofs reported that the National Guard did COVID testing at the jail – 7 inmates volunteered, and some Government Center staff as well.

COUNTY ADMINISTRATOR'S REPORT – provided a written report (attached).

FINANCE

Bills: Motion by Warsecke, seconded by Sauer, to approve payment of the bills from May 12, 2020 thru May 26, 2020 in the amount of \$159,826.10, as presented. Roll call. Ayes: Farrell (phone), Jeannot, Nye, Roelofs, Sauer, Taylor and Warsecke Nays: None Motion carried.

Michelle Thompson, County Treasurer, stated that her office is working on getting caught up; foreclosure has been extended thru July 20 at 5:00 p.m.; she is work on the 2020-21 budget.

COMMITTEE OF THE WHOLE

COMMISSIONERS

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May 26, 2020

COMMITTEE APPOINTMENTS

BTA: Interview committee has decided not to make a recommendation at this time.

UNFINISHED BUSINESS

Comm Jeannot inquired of the Appendix H to the COVID Leave Policy that was to be provided as an attachment to the Plan, Prepare and Respond Plan. Mr. Deisch stated that it is not ready for this meeting and will have it this afternoon at Committee of the Whole.

NEW BUSINESS

Comm Farrell asks if a link to the Census could be placed on our website. Mr. Deisch stated yes.

PRESENTATION OF CORRESPONDENCE

- Census information received.
- Road Commission minutes of April 23, 2020 received.
- Menominee County resolution regarding Executive Order 2020-77 received
- Tuscola County resolution regarding Moving Tuscola Forward received.
- Benzie Transportation Authority financial statement or April 2020 received.

11:40 a.m. Public Input

Michelle Thompson, County Treasurer, commented regarding technology use/not use in offices or work at home, the County Treasurer's office is a customer service office and you cannot provide customer service at home. Even if we were able to send our employees home with phones and laptops, there is the issue of some employees not having reliable internet access at their homes.

Comm Taylor explained her reason for a no vote on the 2% grant application for BACN – they area 501C3 but yet in this paperwork we got, is their budget of \$3 million to construct a new building; giving money that is taking away from services. Doesn't have to be a brand-new building.

11:43 a.m. Public Input Closed

Motion by Sauer, seconded by Roelofs, to adjourn at 11:43 a.m. Ayes: Farrell (phone), Jeannot, Nye, Roelofs, Sauer, Taylor and Warsecke Nays: None Motion carried.

Bob Roelofs, Chair

Dawn Olney, Benzie County Clerk

INDEX

1. Approved the agenda as presented.
2. Approved the regular session minutes of May 12, 2020 as presented.
3. Approved the closed session minutes of May 12, 2020 as presented.
4. Approved to enter into the Remonumentation Contract with Crystal Surveying thru November 30, 2020, authorizing the chair to sign.
5. Approved the 2% Grant Application to the Grand Traverse Band of Ottawa and Chippewa Indians on behalf of Benzie Area Christian Neighbors (BACN), authorizing the chair to sign.

COMMISSIONERS

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May 26, 2020

6. Approved Resolution 2020-017 extending the closure of the Government Center to the public through June 12, 2020 as presented, authorizing the chair to sign.
7. Denied the request for Hazard Pay.
8. Approved payment of the bills in the amount of \$159,826.10, as presented.

DRAFT

Art Jeannot
Commissioner Report
May 26, 2020

- Participated in 4 meetings on behalf of the county since May 12th.
- **5/18** Northern MI Commissioners Association – Had a presentation on high water issues through out Michigan. Lake Michigan could rise another 4 to 6 inches by August.
- **5/18** Benzie County Chamber of Commerce – Participated with a select community group to develop a “tool kit” for Benzie County businesses for re-opening.
- **5/20** Building Authority – Key take away from that meeting are wrapping up the project by updating generator usage, landscaping and possible work on kitchen cabinets and dishwashers. Committee anticipates moving responsibilities to BOC after bond is re-funded.
- **5/21** Northern MI Community Action Agency - Met as the Executive Committee only to stay in compliance of the Governors’ executive orders. Discussed growing demand on home delivered meals and housing needs for veterans and homeless.
-
- **Other –**
 - As most citizens, I have participated in several conference calls regarding the Governor’s executive orders and updates on COVID-19.
 - I have stayed in contact with many of my assigned committees and agencies by phone. The purpose is to share information regarding the current situation (COVID-19) and determine if the BOC needs to act on any issues on the group’s behalf.

RECEIVED

MAY 26 2020

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Commissioner's Report to BOC

May 26, 2020

Linda Farrell

District #3

Frankfort and Crystal Lake Township

I attended five meetings since we last met.

May 12, 2020 – Crystal Lake Township Board Meeting by call-in

- Continuing their operations from home through May 28 with adjustments as needed
- Discussed developing regular hours for appointments by phone

May 13 and 20, 2020 – BLDHD Weekly Community COVID-19 Updates - virtual meeting

May 14, 2020 – Centra Wellness Network Board Meeting - virtual meeting

- Conversations about MDHHS proposed Mental Health Organization and Funding continue with our NMRE promoting the Behavioral Health Home Model and a Rural Exemption
- CWN received an excellent CARF (Commission on Accreditation of Rehabilitation Facilities) evaluation – Congratulations to all the CWN Administration and Staff
- Some staff are being called back to work with appropriate safety measures; Skill Building and Employment Specialists may be called back June 1st
- Some staff worried about exposure possibilities
- They have a good 2-week PPE supply
- Board elections were held – Dennis Risser, Chair; Linda Farrell, Vice-Chair; Rhonda Nye, Secretary

May 19, 2020 City of Frankfort City Council Meeting – virtual meeting

- On June 1st at 3pm will hold a Public Hearing on their Operating Millage of 12.6928 - with adoption expected immediately following - to join the virtual public meeting contact City Hall
- 4th of July Parade, Cookout, Carnival and Fireworks have been cancelled. No decision yet on Sand Castle Building Contest
- City may close parts of Main street to vehicle traffic on some days/evenings to allow more open air dining options; details to come later
- City hall remain closed to the public except by appointment
- City Hall restrooms are open and are cleaned and sanitized 3 times/day

Rhonda Nye
District IV – Benzonia Township
Commissioner Report
May 26, 2020

May 13 – HR Committee:

Committee continues to review Staff Policy Manual; edits are being assigned and compiled into one document. 'At Will' employee edits are complete. Discussion regarding 2.2 Sexual Harassment, edits will be made by Comm. Taylor. Each Commissioner will research two Counties to determine how hierarchy is implemented for discrimination issues.

May 14 - Centra Wellness Board Meeting:

Dennis Risser voted Chair, Linda Farrell voted Vice Chair, Rhonda Nye voted Secretary. Don Smeltzer appointed to vacant NMRE seat. Covid-19 response discussed. Purchase of two vehicles approved.

May 18 – Benzie County Recovery Zoom Meeting:

Rick Coates, Chamber of Commerce, invited a cross section of the community to gather insight in developing a plan for reengaging the Benzie County Economy. The objective was to create a functional Economic Recovery Business Plan & Toolkit to assist our businesses reopening.

May 21 – Regional Public Defender Meeting:

Caseload statistics discussed: each attorney handling 160-190 cases per year which is within allowable caseload and warrants the number of attorneys currently on staff. 2021 Compliance Plan and Budget has been submitted and will be one of the first reviewed by the State. Continuing Legal Education is being conducted via Zoom. No jury trials until after June 22; 10 people limit problematic for 12-person jury.



448 Court Place • Beulah, MI 49617

Memo To: Board of Commission
From: Mitchell D. Deisch, Administrator
Date: May 21, 2020
Subject: COTW C19 Continued Discussion & Admin Update 5/26/2020

M D Deisch

1. **Resolution 2020-016** - Resolution 2020-16 expires on May 28, 2020 at 11:59 pm, which is the same time as EO-92 expires for the State of Michigan Stay Home order. If Governor Whitmer follows her normal pattern she will discuss her intent the Friday before the previous EO expires or Friday May 22, 2020. With offices being closed for Memorial Day on Monday May 25, 2020, I am hopeful that we will have more information available for the BOC to discuss. With the re-opening of much of Region 6, I am hopeful that Governor Whitmer allows us to re-open County facilities to the public after EO-92 expires. We shall see.
2. **COVID 19 Plan, Preparedness and Response Plan** – the BOC approved the most recent C19 Preparedness plan on May 12, 2020. EO-92 has additional requirements that need to be incorporated, most importantly full compliance with MIOSHA rules associated with providing a safe working environment. DCA Maridee Cutler, EM Rebecca Hubers and I had a video meeting on 5/20/2020 to discuss the specific needs and changes that need to be made. EO-92 allows for the plan to be developed (I believe it needs to be approved by BOC) 2 weeks after we open to the public. I do not believe the plan will be available for the 5/26/2020 meeting but should be available for the 6/9/2020 BOC meeting. Significant input is being received from the new 40+ page BLDHD Businesses Toolkit that they have produced. More to follow.
3. **Memorial Day** – Non-Emergency offices for Benzie County will not be open on Monday May 25, 2020 in observation of Memorial Day. Thank you to everyone who has served this country and provided all that we have!
4. **Headlee Re-Set Subcommittee #1** – I am attempting to reset the cancelled Headlee Subcommittee#1 (Commissioners Jeannot, Sauer and Taylor, Treasurer Thompson, and Finance Manager Boyd) to hold a conference call with Ogemaw County. This meeting was scheduled and cancelled at the onset of the C19 pandemic shutdowns. We (I) need to get this project re-energized and back on track.
5. **Attorney Interview** – As we approach the last week of May 2020, I am going to push back the General Legal Counsel interviews until June 2020, with the hopes that we can have in person interviews at that time, rather than attempting to set up a video interview. I will work with BOC to get these interviews scheduled.

2020-017 018

**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 9th day of June, 2020, at 9:00 a.m.

The meeting was called to order by Chairman Bob Roelofs.

Present: Commissioners Farrell, Jeannot, Nye, Roelofs, Sauer, Taylor and Warsecke

Absent: _____

The following preamble and resolution were offered by _____, supported by _____.

WHEREAS, The Benzie County Board of Commissioners, by resolution of June 9, 2020, propose a total authorized levy of 3.4334 mills within Benzie County for operating purposes for fiscal year 2020, which included an additional rate of 0.1426 mills; and

WHEREAS, the Benzie County Board of Commissioners has carefully examined the financial circumstances of Benzie County for the 2020 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 3.4334 mills be levied for operating purposes in fiscal year 2020 from within its authorized millage rate; and

WHEREAS, a public hearing will be held, and, under said Act 5, the Benzie County Board of Commissioners may now authorize a maximum total levy of 3.4334 mills for operating purposes for fiscal year 2020, within its present authorized millage rate.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. For Fiscal Year 2020 the total millage rate of 3.4334 mills, which includes an additional rate of 0.1426 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 9, 2020

Bob Roelofs, 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 9th day of June, 2020.

Dawn Olney, Benzie County Clerk

DRAFT

Summer Levy

Base Tax Rate adjusted for Convention & Cigarette Revenue

Counties BTR

$$3.443 \times 0.9773 = 3.3648$$

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

$$\$100,881 / 1,361,698,213 = 0.0740$$

- cigarette tax revenue / current year Taxable Value x 1000

$$\$0 / 1,361,698,213 = 0.0000$$

$$\text{Adjusted BTR} = 3.2908$$

100881

Section 1.)

Millage the Unit Proposs to Levy in 2020	3.4334		\$4,675,254.64	
- Adjusted Base Tax Rate	3.2908		\$4,481,076.48	1.043332928

Proposed Increase 0.1426 Millage

Section 2.)

Proposed Increase in Millage	0.1426				
Adjusted Base Tax Rate	3.2908	x	100	=	4.33%

% increase in Millage Rate

Section 3.)

Adjusted BTR x Current Years TV	3.2908	x	1,361,698,213	=	\$4,481,076.48
Prior Yr Op Millage x Prior Yr TV	3.443	x	1,311,442,055	=	\$4,515,295.00
					-\$34,218.52

Difference	-\$34,218.52	=	-0.76%	% increase/decrease
Prior Yr Revenue	\$4,515,295.00			in operating revenue

Current Yr Rev Est.	\$4,675,255	3.54%
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Truth in Taxation only applies to the General Operating Millage, not the Maples, Jail, ALS, etc.

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

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

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

Because the County levies more than one mill, The 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.

2019 Tax Value (T.V.)	1,311,442,055
2020 Losses	5,351,441
2020 Additions	25,207,617
2020 Taxable Value (T.V.)	1,361,698,213

Prev Yr Tax Rate	T.V.		Mills		Tax	Revenue Limit without tax hearing
County (TV-LOSSES+ADDS)	1,331,298,231	x	3.443	=	\$4,583,659.81	\$4,583,659.81
Property Owner	50,000	x	3.443	=	\$172.15	2019 Property Tax

Base Tax Rate	T.V.		Mills		Tax	2020 Tax Bill Decrease
County	1,361,698,213	x	3.3648	=	\$4,581,842.15	
Property Owner	50,000	x	3.3648	=	\$168.24	-\$3.91

Adj Base Tax Rate	T.V.		Mills		Tax	2020 Tax Bill Decrease
County	1,361,698,213	x	3.2908	=	\$4,481,076.48	
			Convention Facilities Tax Revenue:		\$100,881.00	
			Cigarette Tax Revenue:		\$0.00	
					\$4,581,957.48	
Property Owner	50,000	x	3.2908	=	\$164.54	-\$3.70

Headlee Tax Rate	T.V.		Mills		Tax	2020 Tax Bill
County	1,361,698,213	x	3.4334	=	\$4,675,254.64	
			Convention Facilities Tax Revenue:		\$100,881.00	
			Cigarette Tax Revenue:		\$0.00	
					\$4,776,135.64	
Property Owner	50,000	x	3.4334	=	\$171.67	-\$0.48

Revenue from Adj Base Tax Rate:	\$4,581,957.48
Revenue from Headlee Tax Rate:	\$4,776,135.64
Lost Revenue:	-\$194,178.17

Prev Yr Tax Rate Revenue Adjusted for Losses & Additions:	\$4,583,659.81
Base Tax Rate Revenue:	\$4,581,842.15
	-\$1,817.66

Prev Yr Revenue	1,311,442,055	x	3.443	=	\$4,515,295.00
Current Yr Revenue	1,361,698,213	x	3.4334	=	\$4,675,254.64
			Taxable Value Revenue:		\$159,959.65
			Convention Facilities Tax Revenue:		\$100,881.00
			Cigarette Tax Revenue:		\$0.00
			Net increase in revenue:		\$260,840.65

2020 Millage Reduction Fraction Calculations Worksheet

Including millage Reduction Fraction Calculations Not Specifically Assigned to the County

Equalization Director by Law

County	BENZIE	Taxing Jurisdiction	BENZIE COUNTY
2019 Total Taxable Value			1,311,442,055
Losses			5,351,441
Additions			25,207,617
2020 Total Taxable Value Based on SEV			1,361,698,213
2020 Total Taxable Value Based on Assessed Value (A.V.)			1,361,593,530
2020 Total Taxable Value Based on CEV			1,361,698,213

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

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

2020 Millage Reduction Fraction (Headlee). Round to 4 decimal places in the conventional manner. If number exceeds 1.0000, line through and enter 1.0000

$$\frac{(2019 \text{ Total Taxable Value} - \text{Losses}) \times \text{Inflation Rate of 1.019}}{(2020 \text{ Total Taxable Value Based on SEV} - \text{Additions})} = \underline{0.9958}$$

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

2a. Section 211.34, MCL, "Truth in Assessing:" (for cities and townships if S.E.V. exceeds A.V. for 2020 only)

2020 Rollback Fraction (Truth in Assessing) Round to 4 decimal places in the conventional manner.

$$\frac{2020 \text{ Total Taxable Value Based on Assessed Value for all Classes}}{2020 \text{ Total Taxable Value Based on SEV for all Classes}} = \underline{0.9999}$$

See State Tax Commission Bulletin No. 2 of 2020 for more information regarding this calculation.

2b. Section 211.34, MCL, "Truth in County Equalization" (for villages, counties and authorities if S.E.V. exceeds C.E.V. for 2020 only)

2020 Rollback Fraction (Truth in County Equalization) Round to 4 decimal places in the conventional manner.

$$\frac{2020 \text{ Total Taxable Value based on CEV for all Classes}}{2020 \text{ Total Taxable Value based on SEV for all Classes}} = \underline{1.0000}$$

See State Tax Commission Bulletin No. 2 of 2020 for more information regarding this calculation.

3. Section 211.24e, MCL, "Truth in Taxation" (for each taxing jurisdiction that levied more than 1 mill for operating purposes in 2019 only).

2020 Base Tax Rate Fraction (Truth in Taxation) Round to 4 decimal places in the conventional manner.

$$\frac{(2019 \text{ Total Taxable Value} - \text{Losses})}{(2020 \text{ Total Taxable Value Based on SEV} - \text{Additions})} = \underline{0.9773}$$

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

NOTE: The truth in taxation BTRF is independent from the cumulative millage reductions provided by sections 211.34d and 211.34. The Base Tax Rate equals the BTRF X 2019 Operating Rate levied.

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MAY 21 2020

DAWN OLNEY
BENZIE COUNTY CLERK
BEN LAH, MI 49617

2020 Tax Rate Request (This form must be completed and submitted on or before September 30, 2020)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS	
County	2020 Taxable Value of ALL Properties in the Unit as of 5-26-2020
BENZIE	1,361,698,213
Local Government Unit	For LOCAL School Districts: 2020 Taxable Value of Non-Homestead and Non-Qualified Agricultural Properties if a millage is Levied Against Them
BENZIE COUNTY	

You must complete this form for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec. 211.119. The following tax rates have been authorized for levy on the 2020 tax roll.

(1)	(2)	(3)	(4)	(5)**	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Source	Purpose of Millage	Date of Election	Original Millage Authorized by Election, Charter, etc.	2019 Millage Rate Permanently Reduced by MCL 211.34d 'Headlee'	2020 Current Year 'Headlee' Millage Reduction Fraction	2020 Millage Rate Permanently Reduced by MCL 211.34d 'Headlee'	Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	Maximum Allowable Millage Levy*	Millage Requested to be Levied July 1	Millage Requested to be Levied Dec. 1	Expiration Date of Millage Authorized
FIXED	OPER	8/1982	5.2900	3.4430	0.9958	3.4334	1.0000	3.4334	3.4334		INDEFINITE
Prepared by			Telephone Number	Title of Preparer		Date					
Thomas N. Longanbach			231-882-0015	Equalization Director		June 9, 2019					

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

<input checked="" type="checkbox"/> Clerk	<input type="checkbox"/>	Signature	Type Name Dawn Olney	Date June 9, 2019
<input type="checkbox"/> Secretary	<input type="checkbox"/>			
<input checked="" type="checkbox"/> Chairperson	<input type="checkbox"/>	Signature	Type Name Bob Roelofs	Date June 9, 2019
<input type="checkbox"/> President	<input type="checkbox"/>			

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9.

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2020 for instructions on completing this section.

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

Elected Officials
And
Department
Head
Report

9-1-1
Police
Fire / EMS

Benzie County Central Dispatch

505 S. Michigan Ave Beulah MI 49617
Non-emergency 231-882-4487 / Fax 231-882-5894



To: Board of Commissioners
From: Rebecca Hubers – Director/EMC

Re: Recap of May 2020

Mr. Jerry Suida resigned from BCCD as of May 30. This was his personal choice after learning that he was struggling with hearing/comprehending radio and telephone traffic. Mr. Suida did not want to be responsible for “something being missed” due to his hearing, to the point that it may place an officer or caller in peril. Although Mr. Suida did not find a fit with BCCD – he is a remarkable worker with great work ethic and integrity. The resignation is a recognized loss for BCCD.

Ms. Sydney Beechraft started with phase two of the ECS training process on afternoon and day shifts.

Executive Order violation calls have significantly decreased and calls regularly associated with summertime traffic in the area are increasing.

All Mobile CAD computers have been delivered and, as requested by the Board of Commissioners, all Townships and Benzie EMS were presented with billing for the install and auxiliary equipment needed to power and dock the CAD laptops. Money has been received by Homestead Township, Frankfort City, and Benzie EMS.

BCCD is moving forward with a project started by Mr. Berns to allow Text to 911. There is still program training and testing involved so the project is not presented to the public for live use at this time.

It has been very evident during evaluations of COVID workplace response and accommodations for OSHA, that the space needs for two dispatchers for each shift may be adequate in BCCD, but the personnel traffic from BCSO (which is necessary for business and personal health) that passes through that space greatly increases exposure and social distancing standards cannot be accommodated. I have discussed with the Dispatch Advisory Board the need to continue researching space needs options for BCCD.

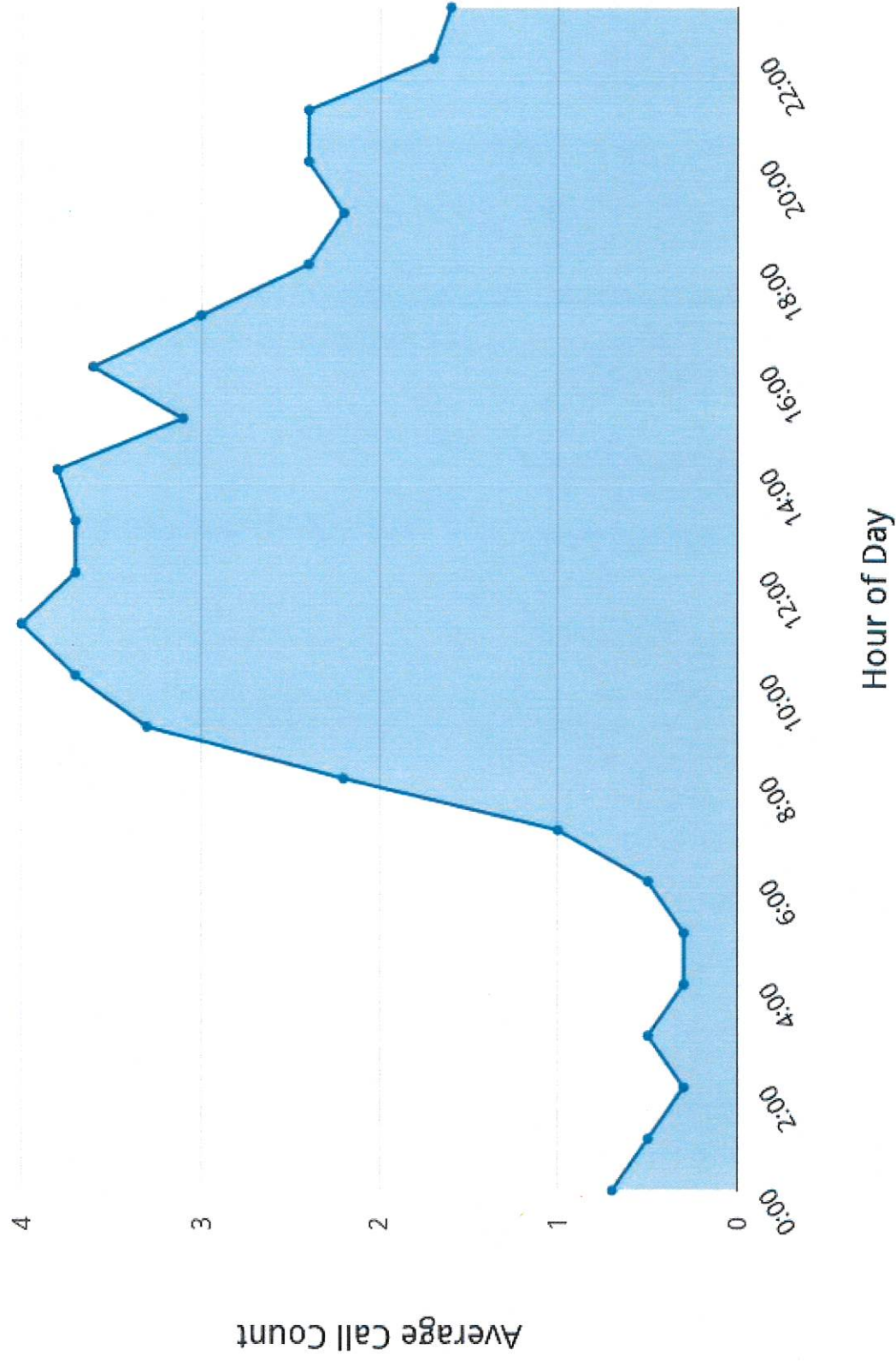
Sincerely – Rebecca Hubers

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JUN 03 2020
DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

BENZIE COUNTY (CENTRAL DISPATCH), MI

Admin Inbound Calls – Calls by Hour of Day

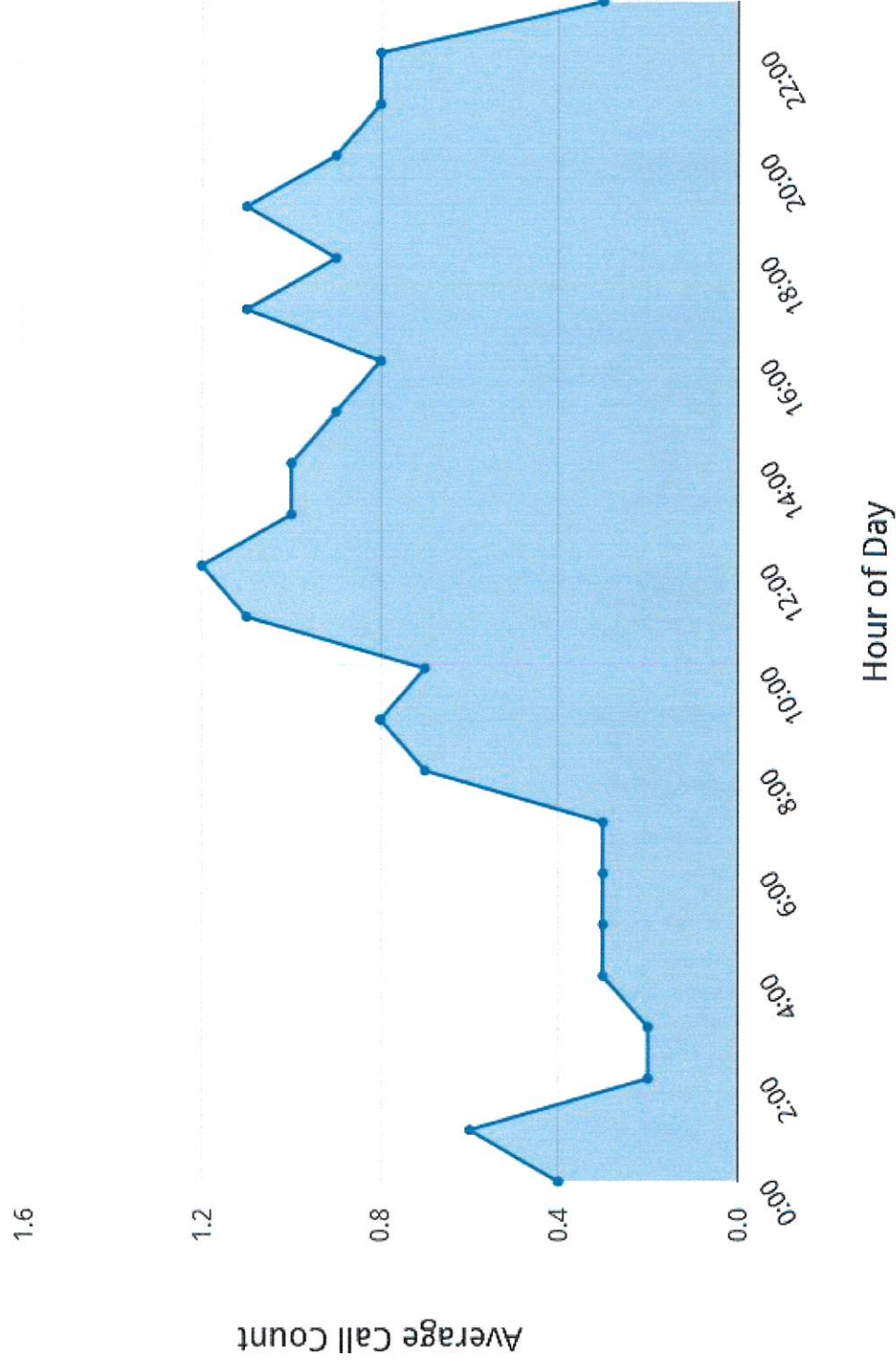
5/1/2020 to 6/1/2020



BENZIE COUNTY (CENTRAL DISPATCH), MI

9-1-1 Inbound Calls – Calls by Hour of Day

5/1/2020 to 6/1/2020



	Jan-20	Feb-20	Mar-20	Apr-20	May-20
9-1-1 Calls	544	471	434	388	532
Admin Inbound calls	1541	1406	1402	1658	1632
Transferred 9-1-1 to another PSAP	25	24	22	18	16
Transfers within building	156	176	138	156	157
Call for Service Nature types:					
Abandoned 9-1-1	55	52	56	40	76
Abandoned Vehicle	8		5	2	3
Accidental Dial	18	17	14	25	58
Alarm - Commercial	5	8	5	15	12
Alarm - Medical	10	2	7	10	6
Alarm - Residential	14	8	6	3	5
Ambulance Request	139	150	113	108	126
Ambulance Transfer	29	35	24	17	32
Animal Control Complaint	15	9	22	16	23
Assault	5	2	6	4	5
Assist Other Dept / County	5	13	12	4	3
Be on the Lookout	2			1	2
Boater in Distress					1
Boating Complaint				2	4
Breaking and Entering	2			5	4
Breaking and Entering - In progress			5	2	
Breaking and Entering - Vehicle			1		5
Bullying	1				
Bus Lights Disregarded		1			
Car vs Bear - Property Damage Accident				1	
Car vs Deer - Property Damage Accident	25	25	14	3	10
Careless Use	1	1	2	3	3
Child Neglect	1	1			1
Child Abuse	1				1
Citizen Assist	3	2	5	13	9
Civil - Assist	3	4	2		
Civil - Dispute	2			4	
Civil - Standby	2	2	2	1	
Computer Crime		1		1	
Counterfeit Money / ID	1				
COVID - Executive Order response			22	73	14
Criminal Sexual Conduct (CSC)		2	2	1	1
Custody Dispute	2		3	4	3
Deer Permit Issued	3	1		1	
Disorderly Subject		1	1	2	2
Domestic Violence	4	2	14	6	10
Drug Activity					4
Embezzlement					
EMS Centralize					
Family Trouble	5	8	1	1	9
Fight in Progress		1		1	1
Fire - Alarm	4	2	2	1	2
Fire - Brush	1		3	1	4

Fire - Chimney		2			
	Jan-20	Feb-20	Mar-20	Apr-20	May-20
Fire - Grass				2	
Fire - Other	6	3	6	7	6
Fire - Structure	1	2	7	6	3
Fire - Vehicle		2		1	
Fireworks Complaint					1
Found Property	1		8	4	6
Fraud	7	9	3	5	2
Gas Drive Off	3	3	8	3	2
Gas Leak (Natural Gas)				2	1
Harassment	4	5	4	4	5
Harassing Telephone Calls / Text	2	2	4	2	4
Hazardous Material Spill / Leak					
Identity Theft	2	1	1		
Illegal Burn		2	1	9	6
Illegal Dumping			1	2	
Illegal Fireworks					
Incorrigible Youth	1		1	1	1
Injured Animal	2	7	4	5	4
Intoxicated Driver - Suspected	2	2	1	3	3
Intoxicated Subject	1	4	3	2	2
Landlord / Tenant Dispute	2	1		5	5
Larceny	4	6	7	3	9
Leaving the scene of accident	1				1
Livestock in the roadway			1		5
Lost Property / Animal	1	1	2	1	2
Loud Party					
Marijuana Possession					
Malicious Destruction of Property	9	1	6	3	5
Minor in possession of tobacco		1	3	1	
Minor in posession of alcohol			1		1
Misdialed 9-1-1	7	10	15	10	11
Missing Person	2	1	3	3	
Motorist Assist	7	5	5	3	
Neighbor Dispute		1		8	4
Noise Complaint	2	1		2	10
Off Road Vehicle Complaint			1	4	
Open Door	2	1	1		2
Open Intoxicant in a Motor Vehicle					1
Other / Misc	17	17	19	17	29
Parking Complaint	3	2			1
Patient Transfer - EMS					
Peeping Tom					1
Person in the Water					2
Personal Injury Accident	4	6	3	1	4
Personal Protection Order - Entry	2	2	5	6	
Personal Protection Order - Violation			1	1	
Possession of Illegal Substance					

Power Line - Down, Fire, Arcing		1	4	4	3
	Jan-20	Feb-20	Mar-20	Apr-20	May-20
Private Property Accident	4	4	13	1	2
Probation Violation	1			1	1
Property Check	1	3	2		2
Property Damage Accident	23	17		2	4
Property Dispute		2	1	1	1
Prowler					
Reckless Driver	13	16	19	24	17
Road Hazard	13	15	3	4	7
Robbery - Armed					
Robbery - Unarmed					
Roll Over - Personal Injury Accident		2	1	1	1
Roll Over - Property Damage Accident	4	2	1		
Runaway				1	
Sex Offender Violations					1
Shoplifting	1	3	3		1
Shots fired complaint	1	1		5	6
Snowmobile Complaint		3			
Stalking		1	1		
Suicidal Subject	4	2	5	3	2
Suspicious Mail / Package	1			1	
Suspicious Person	2	3	4	4	3
Suspicious Telephone Call / Text		1			
Suspicious Situation	13	17	14	25	36
Suspicious Vehicle	5	3	4	4	4
Test Call	3	8	16	8	19
Threats	1	10	7	7	6
Traffic Stop	203	202	187	44	371
Tree Down in Road	5	3	10	16	19
Trespassing	1	1	3	7	7
Truancy	1				
Unauthorized Driving Away Automobile	1	1	1	1	2
Uninitiated 9-1-1 call		1			
Unknown Accident	1	3	2		
Unwanted Person	2	3	3	6	6
Unwanted Telephone Calls / Texts					
Vandalism					
Vehicle in Ditch	18	13	1		1
Verbal Dispute	1	2	1	2	1
VIN Inspection	2	3	1	1	4
Warrant Attempt		1			
Warrant Arrest					
Warrant Entry	10	12	13		
Warrant TIP			2		
Water Rescue					
Welfare Check	10	26	14	17	11
TOTAL	806	790	810	687	1115

Disclaimer - The calls for service nature type represents what the calltaker has determined best fits the type of call for service the caller requested, reported or described. Not all call for service nature types are listed. These call for service natures do not always represent how they are recorded by a public safety officer. Not all activity by a dispatcher is represented here.					
Smart911					
	Jan-20	Feb-20	Mar-20	Apr-20	May-20
Total number of profiles as of =	781	784	790	793	797
9-1-1 calls to Dispatch with profile	4	4	5	5	5
Chat by text	21	14	18	10	24
Chat with response	11	6	5	4	14

BENZIE COUNTY
REVENUE AND EXPENDITURE REPORT-GENERAL FUND
FOR THE QUARTER ENDING 03/31/20

	DESCRIPTION	YTD QTR ENDING	2019-20 AMENDED BUDGET	% BUDGET	PRIOR YEAR COMPARISON	
		03/31/20		USED	QTR ENDING 03/31/19	VARIANCE
Revenues:						
	Board of Commissioners	\$0	\$0	#DIV/0!	\$0	\$0
	Circuit Court	22,463	66,015	34.0%	21,154	1,309
	District Court	152,495	269,669	56.5%	78,271	74,224
	Friend of the Court	12,466	22,225	56.1%	12,488	(22)
	Juvenile Division	13,740	28,417	48.4%	13,731	9
	Probate Court	0	0	#DIV/0!	84,054	(84,054)
	Administrator	145	50,000	0.3%	86	59
	County Clerk	11,075	18,750	59.1%	9,507	1,568
	County Treasurer	377,251	5,444,902	6.9%	463,713	(86,462)
	Equalization Department	594	2,100	28.3%	579	15
	Elections	10,349	10,000	103.5%	5,266	5,083
	Building & Grounds	400	53,550	0.7%	3,666	(3,266)
	Legal & Contracted Services	0	0	#DIV/0!	0	0
	Prosecuting Attorney	26,929	73,237	36.8%	37,740	(10,811)
	Register of Deeds	172,517	325,750	53.0%	143,810	28,707
	Sheriff	5,030	39,845	12.6%	5,310	(280)
	Secondary Road Patrol	12,409	26,475	46.9%	14,306	(1,897)
	Zero Tolerance Bailiff	11,491	17,000	67.6%	5,572	5,919
	Emergency Management	20,963	10,250	204.5%	2,537	18,426
	Medical Examiner	4,476	4,000	111.9%	1,920	2,556
	Parks & Recreation	5,000	0	#DIV/0!	0	5,000
	Insurance & Bonds	0	8,000	0.0%	7,304	(7,304)
	Medical Insurance	8,573	25,600	33.5%	14,960	(6,387)
	Workers Compensation Insurance	16,732	22,000	76.1%	27,947	(11,215)
	Budgeted Use of Fund Balance	0	174,580	0.0%	0	0
TOTAL REVENUES		\$885,098	\$6,692,365	13.2%	953,921	(68,823)
Expenditures:						
	Board of Commissioners	47,425	100,650	47.1%	49,702	2,277
	Circuit Court	140,793	352,655	39.9%	159,867	19,074
	District Court	219,777	471,023	46.7%	128,056	(91,721)
	Friend of the Court	53,781	141,425	38.0%	71,581	17,800
	Juvenile Division	27,194	58,760	46.3%	29,102	1,908
	Probate Court	0	0	#DIV/0!	111,963	111,963
	Administrator	97,522	197,007	49.5%	117,762	20,240
	County Clerk	93,829	226,241	41.5%	94,340	511
	County Treasurer	72,352	160,310	45.1%	71,471	(881)
	Equalization Department	71,278	150,504	47.4%	68,589	(2,689)
	MSU Extension	37,579	54,918	68.4%	35,232	(2,347)
	Elections	19,571	48,825	40.1%	29,592	10,021
	Building & Grounds	100,431	202,051	49.7%	126,450	26,019
	Legal & Contracted Services	71,476	132,500	53.9%	69,439	(2,037)
	Prosecuting Attorney	123,349	266,520	46.3%	124,533	1,184
	Register of Deeds	69,572	148,058	47.0%	70,687	1,115
	Drain Commission	4,003	9,250	43.3%	3,445	(558)
	Surveyor	626	2,000	31.3%	678	52
	Plat Board	0	250	0.0%	0	0
	Central Services	24,847	54,000	46.0%	25,647	800
	Technology Support	39,521	59,200	66.8%	29,022	(10,499)
	Sheriff	448,335	914,507	49.0%	485,588	37,253
	Secondary Road Patrol	26,068	71,795	36.3%	31,401	5,333
	Zero Tolerance Bailiff	27,573	49,670	55.5%	23,036	(4,537)
	Emergency Management	26,774	54,004	49.6%	33,896	7,122
	Health Department	179,776	240,702	74.7%	174,213	(5,563)
	Medical Examiner	39,085	83,000	47.1%	41,911	2,826
	Mental Health	108,990	169,461	64.3%	107,806	(1,184)
	DHHS Board	315	2,500	12.6%	401	86
	Planning Department	0	0	#DIV/0!	7,168	7,168
	Intergovernmental	14,452	53,125	27.2%	3,125	(11,327)
	Parks & Recreation	6,096	11,000	55.4%	3,935	(2,161)
	Insurance & Bonds	112,586	126,750	88.8%	49,752	(62,834)
	Medical Insurance	346,716	773,367	44.8%	344,647	(2,069)
	Retirement-County Share	178,657	381,942	46.8%	171,869	(6,788)
	Social Security/Medicare	89,044	174,164	51.1%	87,702	(1,342)
	Unemployment/Workers Comp	30,924	53,500	57.8%	30,600	(324)
	Tax Tribunal Refunds Ordered	952	2,500	38.1%	1,155	203
	Transfer Out	272,000	694,231	39.2%	218,500	(53,500)
TOTAL EXPENDITURES		\$3,223,269	\$6,692,365	48.2%	\$3,233,863	\$10,594
SUMMARY:						
TOTAL REVENUES		\$885,098	\$6,692,365	13.23%	\$953,921	(\$68,823)
TOTAL EXPENDITURES		3,223,269	6,692,365	48.16%	3,233,863	10,594
NET REVENUES & EXPENDITURES		(\$2,338,171)	\$0	#DIV/0!	(\$2,279,942)	(\$58,229)

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JUN 03 2020

DAWN OLNEY
 BENZIE COUNTY CLERK
 BEULAH, MI 49617

BENZIE COUNTY
Millage Funded
For the Quarter Ended 03/31/20

	DESCRIPTION	YTD QUARTER ENDED 03/31/20	2019/20 AMENDED BUDGET	% BUDGET USED	PRIOR YEAR COMPARISON		
					QTR ENDED 03/31/19	VARIANCE	
Revenues:							
	Benzie County Road Commission	\$2,323,419	\$6,740,000	34.5%	\$3,138,947	(\$815,528)	State Grant \$-490k/Services -\$347k
	TNT Officer Millage Fund	124,856	155,429	80.3%	124,172	684	
	Jail Operations Fund	1,436,677	1,625,879	88.4%	1,303,064	133,613	Other contracts \$19k/transfer in +\$100k
	EMS Fund	1,460,783	2,101,596	69.5%	1,498,631	(37,848)	EMS Fees -\$28k/Prop tax -\$8k
	Animal Control	133,896	227,976	58.7%	133,493	403	
	COA/Benzie Senior Resources	1,057,660	1,107,900	95.5%	1,067,512	(9,852)	Prop tax
	Veterans Relief Fund	50,003	62,216	80.4%	50,486	(483)	
	Maples Debt/Millage Fund	799,708	842,000	95.0%	803,874	(4,166)	
	Medical Care Facility Fund	5,317,095	9,494,100	56.0%	5,255,484	61,611	Charge for services
TOTAL REVENUES		\$12,704,097	\$22,357,096	56.8%	\$13,375,663	(\$671,566)	
Expenditures:							
	Benzie County Road Commission	3,582,110	6,740,000	53.1%	3,122,533	(459,577)	Contracted services
	TNT Officer Millage Fund	81,770	155,429	52.6%	92,091	10,321	Vehicle
	Jail Operations Fund	824,808	1,625,879	50.7%	790,643	(34,165)	Repairs \$17k/Insurance \$24k
	EMS Fund	832,739	2,101,596	39.6%	777,220	(55,519)	Equipment
	Animal Control	110,433	227,976	48.4%	93,645	(16,788)	Vet Drug fees \$9k/Livestock fees \$5k
	COA/Benzie Senior Resources	557,786	1,107,900	50.3%	538,574	(19,212)	Contracted services
	Veterans Relief Fund	29,930	62,216	48.1%	24,188	(5,742)	Salary
	Maples Debt/Millage Fund	185,340	842,000	22.0%	470,427	285,087	Transfer out
	Medical Care Facility Fund	5,074,417	9,494,100	53.4%	4,708,607	(365,810)	Contracted services
TOTAL EXPENDITURES		\$11,279,333	\$22,357,096	50.5%	10,617,928	(661,405)	
SUMMARY:							
TOTAL REVENUES		\$12,704,097	\$22,357,096	56.82%	\$13,375,663	(\$671,566)	
TOTAL EXPENDITURES		11,279,333	22,357,096	50.45%	10,617,928	(661,405)	
NET REVENUES & EXPENDITURES		\$1,424,764	\$0	-	\$2,757,735	(\$1,332,971)	

	2019/20 Millage Per L-4029	Budgeted Expenditures	Variance
Benzie County Road Commission	\$1,309,606	\$6,740,000	(\$5,430,394)
TNT Officer Millage Fund	129,046	155,429	(26,383)
Jail Operations Fund	1,157,741	1,625,879	(468,138)
EMS Fund	1,035,777	2,101,596	(1,065,819)
Animal Control	127,866	227,976	(100,110)
COA/Benzie Senior Resources	1,107,906	1,107,900	6
Veterans Relief Fund	52,458	62,216	(9,758)
Maples Debt/Millage Fund	832,766	842,000	(9,234)
Medical Care Facility Fund	472,381	9,494,100	(9,021,719)

BENZIE COUNTY
REVENUE AND EXPENDITURE REPORT-OTHER FUNDS
For The Quarter Ending 03/31/20

	DESCRIPTION	YTD QUARTER ENDED 03/31/20	2019/20 AMENDED BUDGET	% BUDGET USED	PRIOR YEAR COMPARISON		
					QUARTER ENDED 03/31/19	VARIANCE	
Revenues:							
	Benzie Leelanau District Health Dept	\$1,583,060	\$3,001,000	52.8%	\$1,482,283	\$100,777	Charge for services
	Solid Waste/Recycling Fund	297,913	322,779	92.3%	318,263	(20,350)	Surcharge -\$16k
	Building Department Fund	146,689	315,000	46.6%	148,668	(1,979)	Permit fees
	Child Care Fund	26,950	453,800	5.9%	86,300	(59,350)	State grant -\$14k/transfer in \$40k
	Government Center Addition Debt Fund	20,255	0	#DIV/0!	54,451	(34,196)	DHHS rent
	Capital Improvement Fund	20	7,781	0.3%	0	20	
	MCF Renovations Fund	125,000	315,200	39.7%	798,573	(673,573)	Transfer in/refunds & rebates
	Equipment Replacement Fund	26,537	57,742	46.0%	31,230	(4,693)	
	Delinquent Tax Revolving Fund	248,247	426,020	58.3%	232,207	16,040	Interest
	Tax Foreclosure Fund	54,751	212,500	25.8%	43,281	11,470	Refunds Rebates \$10k
TOTAL REVENUES		\$2,529,422	\$5,111,822	49.5%	\$3,195,256	(\$665,834)	
Expenditures:							
	Benzie Leelanau District Health Dept	1,538,362	3,001,000	51.3%	1,397,705	(140,657)	Contracted services
	Solid Waste/Recycling Fund	132,764	322,779	41.1%	101,968	(30,796)	Contracted services \$30k (timing)
	Building Department Fund	117,471	281,911	41.7%	150,135	32,664	Contracted services
	Child Care Fund	111,135	453,800	24.5%	152,389	41,254	Institutional Room & Board/Foster Care
	Government Center Addition Debt Fund	0	0	#DIV/0!	0	0	
	Capital Improvement Fund	64,065	97,781	65.5%	12,252	(51,813)	Vehicle pmt/server/projector
	MCF Renovations Fund	144,545	315,200	45.9%	611,959	467,414	Project expenses
	Equipment Replacement Fund	16,470	57,742	28.5%	36,492	20,022	Less disbursements (CERT)
	Delinquent Tax Revolving Fund	663	426,020	0.2%	80,130	79,467	Transfer out to general fund \$80k
	Tax Foreclosure Fund	17,946	212,500	8.4%	17,808	(138)	
		\$2,143,421	\$5,168,733	41.5%	2,560,838	417,417	
SUMMARY:							
TOTAL REVENUES		\$2,529,422	\$5,111,822	49.5%	\$3,195,256	(\$665,834)	
TOTAL EXPENDITURES		2,143,421	5,168,733	41.5%	2,560,838	417,417	
NET REVENUES & EXPENDITURES		\$386,001	(\$56,911)	-678.3%	\$634,418	(\$248,417)	

ACTION ITEMS

SHERIFF PATROL AGREEMENT

AGREEMENT, made this 24TH day of April 2020, between the County of Benzie (hereinafter designated "County"), the Benzie County Sheriff (hereinafter designated "Sheriff") and Lake Township, Benzie County, Michigan (hereinafter designated "Lake Twp.").

WITNESSETH

WHEREAS, MCL 41.181 authorizes a township to contract with the Sheriff for special police protection with the boundaries of the township,

AND WHEREAS, PA 486, 1978, MCLA 45.401 CL=29 Section 1346, MSA 5.911 Section 1346, MSA 5.911 Section 1, provides that Counties pay the salaries of Sheriff Deputies in lieu of fees,

AND WHEREAS, PA 237.1919, MCLA 45.401: MSA 5.911 provides that all fees collected by the Sheriff shall be paid to the County,

AND WHEREAS, MCLA 45.3 CL 29 Section 1101, MSA 5.283, provides Counties may make all necessary contracts in relation to the property and concerns of the County.

AND WHEREAS, the Lake Twp., Benzie County, Michigan desires to enter into an agreement with the County for additional police protection by the Sheriff in the Twp. of Lake.

NOW, THEREFORE, in consideration of the premises and covenants and conditions hereinafter contained, IT IS HEREBY AGREED by and between the parties as follows:

1. The County, under the authority of the aforementioned Public Acts and Michigan Statutes, hereby calls upon the Sheriff to furnish additional special patrol protection in the Township of Lake for enforcement of all State laws, subject to the terms and conditions hereinafter contained.

In the aforesaid area to be patrolled, the Sheriff shall have discretion in deciding the portions of the total patrol time to be spent on the various route portions based on where, in his professional judgment, the greatest hazards exist or as requested by the Lake Twp. Supervisor.

2. Within the limitations of available manpower, the Sheriff shall provide one Deputy for extra patrol.
3. The extra patrol shall be from as needs demand. The area of patrol shall be: M-22 Platte River Bridge and Birch Trail Rd. (Illegal parking in No Parking Zones and parking with two wheels on the road of Birch Trail impeding traffic.) Lake Michigan Road including drive through Lake Twp. Parking lot. Deadstream Road from M-22 to Township limit near Miller's Resort Sign. Sutter Road, Crystal Drive and the complete Township.
4. Lake Twp., agrees to give the Sheriff a one (1) week notice of any additional time or change needed, subject to the limitation in paragraph 7.
5. All deputy patrols shall be supervised by a Command Officer.

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MAY 28 2020

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

6. A sworn Deputy Sheriff in full uniform shall operate all deputy patrols.
7. Lake Twp. shall reimburse the County of Benzie the sum Forty-Seven Dollars (\$47.00) for each hour or part thereof for fractional hours; provided, however, the total amount of contract shall be 320 hours bringing the final total due to Fifteen Thousand, Forty Dollars (\$15,040.00). Lake Township agrees to pay 50% of the total agreement amount before services commence on June 13, 2020 and final payment by September 15, 2020
8. The patrols shall begin on Memorial Day Weekend May 23, 24, 25, 2020 then commencing for the summer on June 13, 2020 through September 7, 2020 weekends, or sooner, subject to the needs Lake Township.
9. The normal Sheriff's police protection shall be continued throughout the County and shall not be reduced as a result of the agreement contained herein, or as a result of additional police services provided herein.
10. The Deputies shall not be utilized by Lake Twp. for functions or duties other than those of a law enforcement or police protection nature.
11. All Deputies shall be sworn Deputy Sheriffs and be directly accountable to the Sheriff.
12. The Sheriff shall provide to Lake Twp. a periodic accounting of the hours, which the deputies have worked in accordance with this agreement.
13. Lake Twp. shall draft a check payable to the County of Benzie for Fifty Percent (50%) and shall forward that document to the Benzie County Sheriffs Office, 505 S. Michigan Ave, Beulah, Michigan 49617, after services have been rendered to Lake Township.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and date first above written.

County of Benzie: Bob Roelofs, Chair _____

Ted Schendel, Sheriff _____

Lake Township

Anna Grobe, Supervisor

Anna Grobe May 11, 2020

COUNTY OF BENZIE

Resolution No. 2020- 019

A regular meeting of the Board of Commissioners of the County of Benzie, Michigan (the "County"), was held in Beulah, Michigan, on June 9, 2020. The following Commissioners were

PRESENT: _____

ABSENT: _____

The preambles and resolution set forth below were offered by Commissioner _____ and were seconded by Commissioner _____.

**RESOLUTION RECEIVING ADVICE FROM THE COUNTY TREASURER
AS TO A SURPLUS WHICH CAN BE TRANSFERRED FROM THE
BENZIE COUNTY DELINQUENT TAX REVOLVING FUND TO THE
BENZIE COUNTY GENERAL FUND**

WHEREAS, Section 87b(7) of Act No. 206, Michigan Public Acts of 1893, as amended ("Act 206") authorizes the Board of Commissioners to transfer to the Benzie County General Fund any surplus in the Benzie County Delinquent Tax Revolving Fund (the "DTRF") by appropriate action of the Board of Commissioners; and

WHEREAS, the Benzie County Treasurer has reviewed the amounts which are currently available in the DTRF, and has determined that \$130,000.00 may be transferred to the General Fund as a "surplus" as of May 31, 2020; and

WHEREAS, the Benzie County Treasurer hereby declares that a surplus of \$130,000.00 exists in the DTRF.

NOW, THEREFORE, IT IS RESOLVED BY THE BOARD AS FOLLOWS:

1. The Benzie County Treasurer is authorized to transfer \$130,000 from DTRF to the General Fund as of May 31, 2020.
2. Any further transfers of surplus amounts will be specifically approved after recommendation by the Benzie County Treasurer by resolution of the Board of Commissioners.

Discussion followed. A vote was thereupon taken on the foregoing resolution and the vote for each such resolution was as follows:

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BENZIE COUNTY CLERK
BEULAH, MI 49617

AYES:

NAYS:

ABSTAIN:

The foregoing Resolution was hereby declared adopted.

STATE OF MICHIGAN

COUNTY OF BENZIE

I certify that the foregoing is a true and accurate copy of the resolutions adopted by the Benzie County Board of Commissioners, that such resolutions were duly adopted at a regular meeting held on May 14, 2019, and that notice of such meeting was given as required by law.

[SEAL]

Benzie County Clerk

Resolution Benzie Transfer from DTRF to GF

Dawn Olney

Dated: _____

Total T.A.
2 pgs.
5/12/20 MDN

**BENZIE COUNTY
and
FOPLC GENERAL UNIT**

EMPLOYER REOPENER PROPOSAL

DATED: April 23, 2020

1. **ARTICLE XIII PENSION.** The employer proposes a new retirement plan for new hires on or after October 1, 2020. All new employees shall receive a DC (401) retirement system, in place of the current MERS DB plan as follows:

Mandatory employee contribution: 6% from date of hire.

Employer match:

Year 1:	2%
Year 2:	4%
Year 3:	4%
Year 4:	6%
Year 5:	7%

Vesting period for new employees regarding the **employer** DC contribution as follows:

1 year	20%
2 years	40%
3 Years	60%
4 years	80%
5 years	100%

T.A.
5/12/20
MDN

The Employer reserves the right to add to, subtract from, or otherwise modify its proposals.

n:\client\benzie\negs\foplc (fmr. tpoom)\2018\2020 re-opener\benzie and foplc employer reopener proposal (dc) 4.23.20.doc

COUNTY OF BENZIE
AND THE
FRATERNAL ORDER OF POLICE LABOR COUNCIL
GENERAL EMPLOYEES UNIT

April 27, 2020

Union Proposal

APPENDIX A - W

The union will agree to the Employers proposal dated April 23, 2020 by giving up the existing DEFINED BENEFIT RETIREMENT PLAN for all new hires after October 1, 2020, with all new hires receiving the DC (401) retirement plan, providing the employer will agree to a wage increase of three percent (3%) for contract month and year of October 1, 2020.

T.A.
5/12/20
MDN

Dawn Olney

From: Susan Boyd
Sent: Thursday, June 4, 2020 1:29 PM
To: Dawn Olney
Cc: Dan Smith
Subject: FW: Committee of Whole Updated.....
Attachments: Benzie Sheriffs Office, Corrections Committee Request.pdf

Dawn,

Since this is the only item on the COTW agenda, Evan made the decision to cancel the COTW meeting and Mitch would like this added to the regular BOC agenda.

Thank you.

Susan

From: Dan Smith <dsmith@benzieco.net>
Sent: Wednesday, June 03, 2020 2:46 PM
To: Susan Boyd <sboyd@benzieco.net>; Maridee Cutler <MCutler@benzieco.net>
Cc: Ted Schendel <TSchendel@benzieco.net>; Kyle Rosa <KRosa@benzieco.net>; Dawn Olney <DOlney@benzieco.net>
Subject: FW: Committee of Whole Updated.....

It looks like a 1.2 to 1.6% increase in cost based on the jail population.

From: Dan Smith
Sent: Wednesday, June 3, 2020 2:41 PM
To: Susan Boyd <sboyd@benzieco.net>; Maridee Cutler <MCutler@benzieco.net>
Cc: Dawn Olney <DOlney@benzieco.net>; Ted Schendel <TSchendel@benzieco.net>; Kyle Rosa <KRosa@benzieco.net>
Subject: Committee of Whole

I would like to get on the agenda for the committee of whole.

Thank you,



Lt. Daniel S. Smith, Jail Administrator
Benzie County Sheriff's Office
505 South Michigan Avenue
Beulah, MI 49617
(231) 882-4484 EXT: 235 office
(231) 882-5814 fax

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JUN 04 2020

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Committee Meeting Agenda Request Form

Date 06/03/2020

Department: Benzie County Sheriff's Office, Corrections

Project Name and Scope: Sign Contract with Food Service Vendor Canteen Services for Benzie Jail inmates.

Is this request for a budget amendment? No *If so, the amendment must be attached.*

Project Scope (explain reason for your project or amendment): Contract needs to be signed.

Cost of project \$ Susan is getting me figures. Is the project over \$3,500?

If, yes please attach your three bids/quotes.

Is the bid/quote recommended the lowest received:

If not the lowest bid/quote, provide a reason for your recommendation?

Have you checked your fund, do you have the required funds for your project? YES

Is there a contract/agreement that will need to be signed? YES

If yes, has the County Attorney reviewed and approved the contract/agreement? *If so, attach the attorney's approval and contract/agreement. He currently has it. YES*

Please Place an "X" next to the appropriate committee:

Finance B & G Technology HR

**Please note, Committee Meeting Agenda Requests will not be considered without the completion of this form. Deadline for submitting forms is the Thursday before the normal Committee Meeting date.*

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JUN 04 2020

DAWN OLNEY
BENZIE COUNTY CLERK
BENZIE, MI 49617

Page 1



CANTEEN SERVICES, INC.
FOOD SERVICE AGREEMENT

THIS AGREEMENT, made this _____, 2020, by and between the **County of Benzie**, a municipal corporation and political subdivision of the State of Michigan, acting on behalf of the **Benzie County Sheriff's Office** (hereinafter collectively referred to as 'Client') with offices located at 505 S. Michigan Avenue, Beulah, MI 49617, and **Canteen Services, Inc.** a Michigan corporation with principal offices at 905 North Church Street, Tekonsha, MI 49092 (hereinafter referred to as "Canteen").

WITNESSETH:

WHEREAS, Client desires to avail itself of Canteen's food services; and,

WHEREAS, Canteen desires to perform such services for Client,

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, the parties hereto, intending to be legally bound hereby, agree as follows:

SECTION 1. CLIENT'S GRANT TO CANTEEN

Client grants unto Canteen, as an independent contractor, the exclusive right to operate a food service at the following described premises:

Benzie County Jail
505 S. Michigan Avenue
Beulah, MI 49617

(such location hereinafter referred to as the "Premises"), and the exclusive right to prepare and provide meals for jail inmates, employees, guests, and other persons as shall be approved by the Client (said manual food service hereinafter referred to as "Services").

SECTION 2. CANTEEN'S RESPONSIBILITIES

- A. Pursuant to the provisions of this Agreement, Canteen will operate and manage its Services to provide nutritious meals and maintain high standards of quality, sanitation, and cleanliness.
- B. Canteen agrees to pay all federal, state, and local taxes which may be assessed against Canteen's equipment or merchandise while in or upon the Premises, as well as all federal, state, and local taxes assessed in connection with the operation of its Services upon the Premises. Canteen also agrees to comply with all federal, state, and local laws and regulations governing the preparation, handling, storage preparations and serving of foods, and to procure and keep in effect all the necessary licenses, permits, and food handler's cards required by law, and to post such permits within the catering areas in a prominent place as required by law. All costs in connection with such taxes (excluding said Client's real estate and personal property taxes referred to in Section 3), licenses, permits, and food handler's cards, shall be paid by Canteen. Canteen agrees to comply with applicable federal, state, and local laws and regulations pertaining to wages and hours of employment.

- C. Canteen shall hire all employees necessary for the performance of this Agreement. If possible, employees will be hired from the Benzie County area. Upon being hired, such employees shall be subject to such health examination as proper city, state, or federal authorities may require in connection with their employment. All persons employed by Canteen will be the employees of Canteen, and not of the Client, and will be covered by a fidelity bond. Canteen agrees that no employees of the Client will be hired by Canteen without permission of the Client for a period of six (6) months after the termination of their employment with Client. Canteen, in performing work required by this Agreement, shall not discriminate against any employee or applicant for employment because of race, religion, sex, color, national origin, age, height, weight, handicap, or marital status in violation of federal, state, or local law, unless such requirement is necessary for security reasons.
- D. The Client reserves the right to reject employees placed on the premises by Canteen.
- E. Canteen shall perform all necessary spot mopping of the floors in the storage and food service preparation areas. Canteen agrees to maintain conditions of sanitation and cleanliness. Canteen further agrees that Canteen's facilities and services, as well as the food prepared by Canteen, shall at all times be subject to inspection by an authorized, capable person or persons designated by the Client. See attached Exhibit B for detailed cleaning responsibilities. Client shall furnish adequate inmate workers to cook food and do necessary clean-up of the facilities.
- F. All records shall be kept on file by Canteen for a period of three (3) years from the date the record is made, and Canteen shall, upon reasonable notice, give the Client or his authorized representative the privilege at a reasonable time of inspecting, examining, and auditing, during normal business hours, such of Canteen's business records which are directly relevant to the financial arrangements set forth in Exhibit A. The cost of such inspection, examination, and audit will be at the sole expense of the Client, and such inspection, examination, and audit shall be conducted at the Canteen location where said records are normally maintained.
- G. Canteen agrees that Canteen's employees and agents shall comply with and observe all applicable rules and regulations concerning conduct on the Premises which Client imposes upon Client's employees and agents.

SECTION 3. CLIENT'S RESPONSIBILITIES

- A. Client shall, at its own cost and expense, provide all food equipment, facilities, and floor space, as mutually agreed between Client and Canteen, necessary to the efficient operation, transporting, and control of Canteen's Services. The Client will maintain, repair, and replace said equipment and facilities at its own expense, and the Client shall keep such equipment and facilities maintained in a safe operating condition such that no Canteen employee is exposed to or subjected to any unsafe situation which would violate the Occupational Safety and Health Act, including but not limited to the general duty and the specific duty clauses thereof, or any other similar federal, state, or local law or regulation; provided, however, if equipment provided by Client becomes inoperative, hazardous, or inefficient to operate, Canteen shall have the right to effect repairs or replacements at the expense of the Client, if the Client fails to do so within a reasonable time after written notice of said equipment deficiency. Client shall permit Canteen to have the use of all such equipment and facilities in the performance of its obligations hereunder, subject to the duty to exercise reasonable care in the use thereof. Canteen agrees that all equipment and items of equipment now or hereafter furnished by the Client to Canteen are the sole property of the Client, and Canteen agrees not to change, deface, or remove any symbol or mark of identity upon said equipment or items of equipment furnished by the Client.
- B. The Client will be responsible for all daily spot mopping of the floors in the dining area, all necessary cleaning of walls, windows, and electric light fixtures, and all necessary scrubbing, stripping, and polishing of floors in the storage, food service preparation area, and the dining room areas, as well as any areas

adjacent to stands or carts used for Canteen's Services, at no cost to Canteen. See attached Exhibit B for detailed cleaning responsibilities.

- C. Client agrees that no employees of Canteen will be hired by Client without permission of Canteen for a period of six (6) months after the termination of their employment with Canteen. Client shall not impose any regulation on Canteen's employees not imposed on Client's employees.
- D. Client reserves the right to approve all new hires before they are offered a position or to reject employees placed on the premises by Canteen.
- E. Client shall pay all real estate taxes with respect to the Premises, and Client shall pay all personal property taxes and similar taxes with respect to Client's equipment located on the Premises.
- F. Client also agrees to provide all expendable and small-ware replacements of all supplies, provide office equipment, office space, telephone and high-speed internet service at no cost to Canteen.

SECTION 4. FINANCIAL ARRANGEMENTS

The financial arrangements of this Agreement are set forth in Exhibit A which is attached hereto, incorporated herein, and made a part hereof as if fully set forth in the Agreement.

SECTION 5. INDEMNIFICATION: INSURANCE

- A. Canteen shall indemnify Client and the Sheriff of Benzie County, their employees, agents, elected officials, and appointed officials, against any and all claims, suits, losses, expenses, costs, damages, including actual attorney's fees incurred by Client caused, in whole or in part, by Canteen's actions or failure to act, or caused by the negligent acts or omissions of Canteen's agents or employees and/or caused by or arising out of the presence of Canteen's employees or agents on the Premises of Benzie County or arising out of the consumption or use of the products and food products sold by Canteen; provided however, nothing contained herein shall require Canteen to defend or indemnify the Client for losses, damages, injuries, or death arising out of the sole negligence of Client, their agents or employees.
- B. Client shall promptly notify Canteen in writing of any claims or lawsuits against Client within ten (10) days after the day Client first receives actual notice of such claim or lawsuit. Client will provide Canteen with a copy of a summons and complaint in the event a lawsuit is filed.
- C. In order to secure Canteen's obligation to hold harmless and indemnify the Client, Canteen shall procure and maintain the following insurance:
 - 1. Worker's Compensation Insurance as prescribed by the laws of the State of Michigan.
 - 2. Comprehensive General and Automobile Liability Insurance, with combined single limits of \$1,000,000 for any one occurrence in which bodily injury or property damage is alleged. Also, excess liability umbrella form in the amount \$10,000,000.

Canteen shall furnish Client with a Certificate of Insurance evidencing such coverage naming Client as additional insured. The cost of the above insurance will be paid by Canteen.

SECTION 6. COMMENCEMENT AND TERMINATION

This agreement shall become effective as of the **October 1, 2020**, and shall remain in force for three (3) years, thereafter; renewing for like terms upon mutual agreement. Either party may terminate this Agreement by giving ninety (90) days' written notice to the other party. The Client may terminate this Agreement for nonperformance by Canteen immediately without 90 days' notice.

Upon the termination or expiration of this Agreement, Canteen shall, as soon thereafter as is feasible, vacate all parts of the Premises occupied by Canteen, where applicable, and return the Premises to Client, together with all the equipment furnished by the Client pursuant to this Agreement, in the same condition as when originally made available to Canteen, excepting ordinary wear and tear and fire and other casualty loss.

The termination of this Agreement shall not affect the rights, privileges, liabilities, and/or responsibilities of the parties as they exist as of the effective date of termination and the parties shall cooperate fully with each other during the term of the contract and subsequent to the termination in order to ascertain and satisfy the liabilities of either party to the other. The indemnities in this Agreement shall survive the termination.

SECTION 7. INDEPENDENT CONTRACTOR RELATIONSHIP

It is mutually understood and agreed, and it is the intent of the parties that an independent contractor relationship be established and is hereby established under the terms and conditions of this Agreement; that employees of Canteen are not nor shall they be deemed to be employees of Client; and, that employees of Client are not nor shall they be deemed to be employees of Canteen.

SECTION 8. LOCKDOWN AND INSPECTION

- A. In the case of lockdown or other related acts, Canteen shall serve a special menu that would be kept on site for this type of emergency. If lockdown or emergency lasts more than three (3) days the administrator and Canteen will determine what course of action needs to be taken.
- B. The Client shall have the right to inspect or search all employees and agents of Canteen, their property and belongings while upon the Premises, without prior warning at any time. The Client shall have the right to refuse access of any person to the secured areas of the facility.

SECTION 9. CONFIDENTIALITY

All operating, and personnel information, including but not limited to, standard operating procedures, recipes, and computer software programs related to, and/or utilized in, Canteen's business operations and which may be housed (filed or stored) within the Client's facility are and shall remain confidential; excepting they are limited and subject to compliance with applicable public records laws.

SECTION 10. MATERIAL CHANGE

The operational and financial arrangements in this Agreement are based upon conditions existing as of the effective date stated in Section 6. In the event of significant and/or adverse change in conditions due to causes beyond Canteen's control, including but not limited to; a change in the scope of services required; menu changes; a decrease/increase in Client's inmate population; the availability of inmate kitchen labor; substantial increases in food, fuel, and cost of supplies; Federal, State, local, and/or other taxes, requirements, regulations; or other unforeseen conditions, Canteen reserves the right to give Client written notice of request to renegotiate and/or modify the terms of this Agreement.

SECTION 11. ASSIGNMENT

Neither Canteen nor Client may assign or transfer this Agreement, or any part thereof, without the prior written consent of the other party.

SECTION 12. ENTIRE AGREEMENT: WAIVER

This Agreement constitutes the entire Agreement between the parties with respect to the provision of Canteen's

EXHIBIT A

I. PRICING

Canteen agrees to operate its food service for BENZIE COUNTY SHERIFF'S OFFICE under the following terms:

- A. Canteen will provide the facilities with food service at a set price per meal. Canteen will provide three (3) meals per day, each day of the year. Billing is based on meal counts from Sunday breakfast through Saturday dinner. All inmate, jail staff, and visitors' meals shall be charged the same price. The price per meal will be determined on a per meal serving basis (Breakfast, Lunch, Dinner) according to the following schedule:

<u>Meals served</u>	<u>Price</u>
41 – 45	\$2.56
36 – 40	\$2.76
31 – 35	\$3.06
26 – 30	\$3.36
23 – 25	\$3.56
20 – 22	\$3.86
17 – 19	\$4.36
14 – 16	\$4.96
Medical Snacks	\$1.25

The above pricing will remain in effect for 12 months, thereafter; price review/revision(s) annually, within 30 days prior to anniversary date, and upon mutual agreement.

In the event Client requests to alter the agreed upon menu the per meal pricing may be renegotiated. If the meal count falls below 14 pricing shall be renegotiated.

- B. Benzie County Jail will provide telephone and internet service for business purposes of administering this Agreement, utilities, floor cleaning supplies, uniforms for inmate workers, breakfast trays, expendable/small-ware replacements, and all repairs and maintenance cost of equipment.
- C. Canteen's price is based upon Benzie County Jail supplying a sufficient number of inmate workers, Canteen is requesting a minimum of two (2). The jail administration will replace any disruptive inmate worker at Canteen's request. Canteen also reserves the right to request additional inmate assistance for deep cleaning as needed. In the event that inmate labor is not available, Canteen would acquire temporary labor from and bill the Client for this cost.
- D. Hours of service for the Jail facility will be:

Breakfast	8:00 a.m.
Lunch	12:00 p.m.
Dinner	5:00 p.m.

Hours may be adjusted if mutually agreed upon.

- E. In the event a determination is made during the term of this Agreement or after the term of this Agreement by the appropriate governmental authority that the payment either in part or in full, paid by the Client pursuant to this Agreement, is subject to any sales tax, this tax, together with any interest and/or penalties with respect thereto concerning such payments, shall immediately be reimbursed by Client to Canteen, notwithstanding the year in which such determination is made or the fact that this Agreement may have expired or been terminated for any reason by either party hereto prior to the date of such determination is made during the term of this Agreement, the Client shall, in addition, from the time of such determination forward, pay such tax to Canteen in the same manner.

II. CREDIT TERMS

Invoices for all meals will be processed weekly. All past-due amounts, over 45 days past billed, due to Canteen will be subject, at the option of Canteen, to a service charge of up to one percent (1%) per month of the unpaid balance.

In the event that sales amounts set forth in said statements are not paid according to the terms hereof, or in the event that Canteen, in its sole discretion, determines that Client's credit has become impaired, Canteen shall have the option of either declining to continue its services hereunder except on a cash-in-advance basis until such time as said credit has been re-established to Canteen's satisfaction, or terminating this Agreement without any liability whatsoever to Canteen.

III. BASIS OF FINANCIAL TERMS

The financial terms of this Agreement have been negotiated between the parties upon the conditions that Canteen will operate its Services at the same points of service and remain in operation only the hours agreed to when Canteen begins operations hereunder. If Client desires Canteen to operate its Services for additional points of service and/or for additional hours, Client and Canteen shall mutually agree on the appropriate financial arrangements for the additional points of service and/or additional hours.

EXHIBIT B

<u>RESPONSIBILITIES OF CANTEEN AND BENZIE COUNTY JAIL (CLIENT)</u>	<u>CANTEEN</u>	<u>CLIENT</u>
Floor Cleaning - Daily spot mopping of floors in the storage and food service preparation areas	X	
Floor Cleaning--Daily spot mopping of floor in the dining areas and all necessary scrubbing, stripping, and polishing of floor in the storage, food service preparation area and the dining areas		X
Freezers and Refrigerators - Cleaning of shelving, walls, and floor	X	
Freezers and Refrigerator - Cleaning of fans, coils, and condensers		X
Cleaning of cooking utensils, and mixing equipment and utensils, hand utensils, containers, toasters, coffee makers, grills, steam kettles, steamers, can openers, work surfaces, mixers, slicers, grinders, saws, deep fat fryers and skillets, vegetable peelers, sinks, beverage dispensers, mops and buckets, cafeteria tables, eating utensils, trays, tumblers, cups, storeroom shelving, shelving in food preparation and serving areas, ice machine, utensil racks, and utility drawers	X	
Food Costs	X	
Labor Costs	X	
Inmate Labor		X
Paper Goods	X	
Cleaning Supplies	X	X
Uniforms	X	X
Telephone and Internet Services		X
Expendable/Small-ware Replacements		X
Interest on Late Payments		X
Employee Insurance	X	
General Liability Insurance	X	
Facilities Liability Insurance		X
Maintenance Costs		X
Utilities		X
Dumpster Service		X
Pest Control		X
Food License	X	
Fire Systems		X
Sack Lunch Program	X	
Record Keeping	X	
Equipment Maintenance and/or Replacement		X



905 North Church Street, PO Box 305, Tekonsha MI, 49092 Ph. 877-922-6833 Fax 517-279-9650

June 20, 2019

Attn: Sheriff Ted Schendel
Benzie County Sheriff's Office
505 S. Michigan Ave.
Beulah, MI 49617

Re: Assumption of Contract

Dear Sheriff Schendel:

As you know, Canteen Services, Inc. ("Buyer"), owned by Craig and Jeff Tiggleman, has purchased certain accounts from Canteen Services of Northern Michigan, Inc. ("Seller"), owned by Mark Ribel. We understand you have consented to the transfer and assignment of the contract listed below from Seller to Buyer:

Contract: Food Services

Date: July 20, 2017

The purpose of this letter is to acknowledge that, effective as of June 20, 2019, Buyer accepts the transfer and assignment of the contract and assumes and agrees to perform all the obligations to be performed by Seller under the contract starting as of June 20, 2019.

We appreciate your cooperation with this matter and look forward to a successful relationship! Please don't hesitate to contact me or Jeff at any time.

Respectfully,

Canteen Services, Inc.

Craig Tiggleman

Craig Tiggleman
CEO



Benzie County Policy Guidelines for COVID-19
Plan, Prepare and Respond
Drafted for Approval: June 9, 2020

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Plan

Benzie County is committed to providing a safe and healthy workplace for all our workers and citizens. To ensure we have as safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Elected Officials, Department Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers, management and citizens. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. Benzie County Elected Officials and Department heads have our full support in enforcing the provisions of this policy.

Our workers are our most important assets. We are serious about safety and health and keeping our workers working at Benzie County. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by working with each office and making sure that the workspace in the offices have a minimum 6 feet distance between workers. The County has installed physical sneeze guard barriers on counters, and installed ground markings, and signs. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Benzie County Leelanau Health Department guidelines, federal OSHA standards related to COVID-19 and all relevant Executive Orders.

Screening Policy for COVID-19

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. Employees are **required** to self-screen daily by filling out the Coronavirus Disease (COVID-19) Workplace Health Screening Form (Appendix Forms). Elected Officials and Department Heads are responsible for collecting and distributing completed forms to the Deputy County Administrator.

1. Policy and Procedures for Prompt Identification and Isolation

- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their department head or elected official and stay home.
- Sick employees should follow the "I think I have been exposed to COVID-19, what should I do?" guidelines. Employees should not return to work until released from isolation by your health care provider or the health department.

See Appendix Forms, “I think I have Been Exposed to COVID-19, MIDHHS

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html> (See Appendix handouts)

- Employees who are well but who have a sick family member at home with COVID-19 should notify their department head or elected official and follow the CDC recommended precautions at the web link below.

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html#precautions> (See Appendix handouts)

2. Separate sick employees

- Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day should immediately be separated from other employees and sent home.
- If an employee tests positive to have a COVID-19 infection, the employer will work with the Public Health Department to take steps to notify employees that have had contact of their possible exposure to COVID-19 in the workplace and will maintain confidentiality as required by the Americans with Disabilities Act (ADA).

See Appendix Handout, “COVID-19 Testing Process”, MIDHHS

- The fellow employees that had close contact (6ft, for an excess of 10 min) will be sent home to self-monitor for symptoms (i.e., fever, cough, or shortness of breath) for a 14-day quarantine.

3. Family First Coronavirus Response Act

Benzie County has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household.

The U.S. Department of labor has prepared a temporary rule for paid leave under the Families First Coronavirus Response Act (effective April 1, 2020 through December 31, 2020) that the Benzie County Board of Commissions will follow to guide employees, which are not exempted by the County or by law from coverage under the FFCRA in respect to how they will be paid for any qualifying COVID-19 related leave.

- Family First Coronavirus Response Act: Employer paid leave requirements (Appendix Forms)
- Family First Coronavirus Response Act: Employee paid leave requirements (Appendix Forms)

- Temporary Emergency COVID-19 Leave Policy Applicable to Exempted/Excluded Emergency Responders and Health Care Providers (Appendix Forms)
- Emergency FMLA Form (Appendix Forms)
- Emergency SLR Form (Appendix Forms)

4. Workplace Infection-Control Practices

Benzie County has implemented policies and procedures for prompt identification and isolation (see screening) for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time.

Should the County have an identified case the following process will take place to quarantine the area:

- Maintenance will close off the area in question. By using signage or taping off the area.
- Employees in the area will be sent home.
- The Cleaning Company will be contacted for deep cleaning to occur after hours, the County will wait as long as possible before beginning cleaning and disinfecting to minimize potential for exposure to respiratory droplets.
- If possible, outside doors and windows will be opened to increase air circulation in the area.

(Personal Protective Equipment should be worn while closing off area and while disinfecting area).

5. Cleaning Surfaces

If surfaces are dirty, they will be cleaned using a detergent or soap and water prior to disinfection. Use dilute household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.

To prepare a bleach solution use:

- 5 Tablespoons (1/3) cup bleach per gallon of water, or
- 4 teaspoons bleach per quart of water.

Thoroughly spray area and wipe down with a soft cloth and allow to air dry.

For soft surfaces such as carpet, rugs and drapes. Remove contamination if present and clean with appropriate cleaners indicated for use on these surfaces.

Gloves and masks should be removed carefully to avoid contamination of the wearer and the surrounding area. Clean hands immediately after the removal of gloves. Should the cleaning personnel find a tear in the gloves or potential exposure let your supervisor know immediately.

In addition, the County will maintain confidentiality as required by the Americans with Disabilities Act (ADA) to protect the privacy of workers' health status and health information.

**See Appendix Handout, "Cleaning and Disinfecting Your Facility", [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)*

Handwashing

Basic infection prevention measures are being implemented at the County Building(s). Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet.

All citizens and visitors to the County Building(s) will be requested to sanitize their hands prior to or upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations throughout the County Building(s) so they can be used for hand hygiene in place of soap and water.

Respiratory Etiquette: Cover your cough or sneeze

Employees, citizens and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in provided trash receptacles that are located throughout the County Building(s) and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all employees, citizens and visitors.

Social distancing

Social distancing of six feet will be implemented and maintained between employees, citizens and visitors in the County Building(s) through the following engineering and administrative controls:

- The County encourages anyone who is feeling sick to stay at home.
- Minimizing contact among employees, citizens, and visitors by replacing face-to-face meetings with virtual communications and implementing telework if feasible.
- Establish 6 ft distancing between employees in offices, use sneeze guards when conducting transactions in person with citizens, and wearing proper face masks if employees must be within 6ft of each other or while interacting with citizens.
- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.
- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap

and water prior to disinfection. To disinfect, use products that meet EPA's criteria for use against SARS-CoV-2^{external icon}, the cause of COVID-19, and are appropriate for the surface.

- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Practice social distancing by avoiding large gatherings and maintaining distance (approximately 6 feet or 2 meters) from others when possible.
- The County has installed signage requiring 6ft distancing within the County Buildings(s) to alert citizens and visitors.
- Discontinue nonessential travel to locations with ongoing COVID-19 outbreaks.

See Appendix Handouts, "Social distancing, what you should know", State of Michigan

To help with congestion upon opening daily, the County Government Center Building(s) have multiple entry points for employees to enter through.

To further social distancing and safe practices, the drinking and water fountains have been turned off to keep employees from gathering, and to eliminate a high touch area for contamination.

Cloth Face Coverings

Employees who are not able to social distance and need to be within 6ft of a fellow employee, citizen or visitor should wear proper face coverings. Benzie County has a limited supply of masks available and has dispersed as many as possible to each department. Should you have your own cloth face covering make sure:

- The mouth and nose are fully covered
- The covering fits snugly against the sides of the face so there are no gaps
- You do not have difficulty breathing while wearing the cloth face covering
- The cloth face covering can be tied or otherwise secured to prevent slipping

**See Appendix Handouts, "Important Information About Your Cloth Face Coverings", "How to Safely Wear and Take Off a Cloth Face Covering", "Use of Cloth Face Coverings to Help Slow the Spread of COVID-19", [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)*

Cleaning, disinfection, and ventilation

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, and areas in the work environment, including restrooms, break rooms, meeting rooms, door handles, elevator panels, and railings. Employees are required to conduct frequent cleaning and disinfecting in high-touch areas, such as phones, keyboards, touch screens, and shared equipment such as staples, tape dispensers, keyboards, registers, and copy machines.

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product.

Some or all the products below will be available for use daily:

- Spray bottles with solution of bleach and water to disinfect surfaces (employee use in offices)
- Hand sanitizer (employee use in offices, and on countertops for citizens and visitors)
- Clorox commercial disinfecting wipes - EPA # 67619-9 (employee use, and cleaning personnel)
- Professional Lysol Disinfecting spray - EPA # 777-99-675 (employee use, and cleaning personnel)
- Professional Lysol Toilet Bowl Cleaner - EPA # 777-81-675 (cleaning personnel use)
- The Works Toilet Bowl Cleaner -UN/ID # un 3264 (cleaning personnel use)

The County has taken steps to maximize the amount of fresh air that is being brought into the workplace, air recirculation is being limited and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people.

Communications and Training

This COVID-19 Preparedness Plan is being communicated through an interoffice email to all employees and necessary training is being provided by the Benzie Leelanau District Health Department. Additional communication and training will be ongoing through communications with Elected Officials, department heads and employees as situations arise. For those employees that did not receive the initial training, the Human Resources Manager will go through the manual with those employees and new hires.

Instructions will be communicated to citizens and visitors through signage throughout the County Building(s) about:

- Social distancing between other citizens and employees
- Good hygiene practices in bathrooms
- Recommendations that citizens and visitors use face masks when dropping off, picking up, and conducting transactions at the County Building(s).
- Citizens and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

Elected Officials and department heads are to monitor how effective the program has been implemented by monitoring citizens and employees and reporting to a workplace coordinator with issues that they may have. Elected Officials, department heads and employees are to work through this new program together and update the training as necessary through communications with a workplace coordinator.

Classifying Employee Exposure to COVID-19

Employee risk of occupational exposure to COVID-19 during an outbreak may vary from very high to high, medium, or lower (caution) risk. The level of risk depends on the occupation type for each employee, and the need for contact within 6 ft of people known to be, or suspected of being infected with COVID-19, or requirement for repeated or extended contact with persons known to be, or suspected of being, infected with COVID-19.

- Very High Exposure Risk – Are those employees with high potential for exposure to known or suspected sources of COVID-19 during medical, postmortem, or laboratory procedures. Benzie County employees in this category are paramedics, emergency medical technicians, and the medical examiner.
- High Exposure Risk – Are those employees with high potential for exposure to known or suspected sources of COVID-19. Benzie County employees in this category are paramedics, emergency medical technicians, and the medical examiner.
- Medium Exposure Risk – Are those employees that require frequent and/or close contact with (i.e. within 6ft of) people who may be infected with COVID-19, but who are not known or suspected COVID-19 patients. Benzie County employees in this category are deputies, correction officers, and animal control officers.
- Lower Exposure Risk – Are those employees that do not require contact with people known to be, or suspected of being, infected with COVID-19, nor have frequent close contact with (i.e. within 6 ft of) the general public. Benzie County employees in this category are 911 dispatchers, Government Center and Courthouse employees.

Employee Return to Work Plan

Employees who fail entrance screening will only be permitted to return to work under the following circumstances.

Employees who test positive for COVID-19 or display one or more of the principal symptoms of COVID-19 (fever, atypical cough, or atypical shortness of breath) will not be permitted to return to work until either:

1. Both 3 days have passed since their symptoms have resolved *and* 7 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result; or
2. They receive a negative COVID-19 test.

Employees* who have been in “close contact” (being within approximately six feet for a prolonged period of time) with an individual who tests positive for COVID-19 or who displays one or more of the principal symptoms of COVID-19 will not be permitted to return to work until either:

1. 14 days have passed since the last close contact with the sick or symptomatic individual;
or

2. The symptomatic individual receives a negative COVID-19 test.

*See Appendix Handout, “When is it safe to leave home”, Benzie Leelanau District Health Department.

**The “close contact” rule does not apply to the following classes of workers: health care professionals; workers at a health care facility (including hospitals, surgical centers, health maintenance organizations, nursing homes, hospice, and veteran’s facilities); first responders (e.g., police officers, fire fighters, paramedics); child protective service employees; workers at child caring institutions, as defined in MCL 722.111; and workers at correctional facilities.*

Workplace COVID-19 Communication Coordinators

Emergency Manager
County Administrator
Deputy County Administrator

The workplace COVID-19 Communication Coordinators will help:

- Assist Elected Officials and Department managers to cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.
- Identify alternate supply chains for critical goods and services in the event of disruption.
- Train employees on workplace infection-control practices
- Train employees on the proper use of personal protective equipment
- Train employees on how to report unsafe working conditions
- Developing an emergency communication plan to communicate important messages to employees and constituents.

Emergency Communication Plan

Communication

Communication is a critical part of incident management. This section outlines the communication plan supports its mission to provide clear, effective internal and external communication between the administration, staff, emergency responders, and the media. Communication with the staff will be conducted utilizing plain language; no codes will be used to disseminate the threat or incident information. Every staff member is responsible of reading and acknowledging the communication provided.

Internal Building Communications

As soon as practical, all Department Heads, Elected Officials and the Board of Commissioners of Benzie County will be notified of the incident and kept informed as additional information becomes available and as plans for management of the situation evolve. The staff member initiating the communication will do his/her best to describe the location and nature of the threat, within reason and as safety allows.

The following practices will be utilized to disseminate information internally when appropriate:

- o Fire or Other Alarm Systems.
- o Intercom System (444)
- o Automatic Notification Systems (Code Red)
- o Telephone tree.
 - o E-mail and SMS text message.
 - o Regularly scheduled staff meetings.

External Stakeholders Communications

Incident that occur at the Benzie County Government Center may have cascading impacts within the community. Therefore, before an incident occurs, Government Administration will work with stakeholders to develop trusting relationships to ensure they are aware of how to receive incident information and alerts. External stakeholders include citizens, privatized or contracted services, and community agencies integrated into the Government Center's activities. Benzie County Government Center will work to ensure all external communications are delivered in an appropriate means for all access and functional needs populations.

As soon as practical, Benzie County Government Center will disseminate incident information to external stakeholders through the most appropriate means. While incident information may be limited and/or unconfirmed during the initial stages of the incident, the Administration will provide as much information as possible about:

- o Exactly what is known to have happened,
- o Describe how the government Center is handling the situation,
- o Provide reunification procedures,
- o Provide information on when and how additional information will be disseminated.

Providing information to media outlets in a timely manner will assist the Government Center in providing information to other external stakeholders. However, the Administration has a duty to protect employee privacy. All Benzie County Government Center staff members are to refer all questions and requests for information to the designated spokesperson or Public Information Officer. This will ensure a clear and consistent message is provided to all external stakeholders. The Crisis Response Team will coordinate all media releases and designate a spokesperson for the incident.

Post Incident Communications

After the safety and status of staff have been assured, and emergency conditions have abated, staff will assemble to support the restoration of the Government Center department operations. Defining mission-critical operations and staffing will be a starting point for the recovery process. Collecting and disseminating information will facilitate the recovery process. The Administration will ensure all staff, external stakeholders, and community partners receive critical recovery information.

I have read and understand the Benzie County Policy Guidelines for COVID-19 Plan, Prepare and Respond Plan issued to me.

Date: _____

Signed by: _____

**Please return signature page to Deputy County Administrator for placement in your employee file.*

CORONAVIRUS DISEASE (COVID-19) WORKPLACE HEALTH SCREENING

In order to access the workplace, I affirm that in the past 24 hours, have you experienced:

- | | |
|------------------------------------|--|
| An atypical cough | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Atypical shortness of breath | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Fever of 100.4 degrees F or higher | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Chills/Repeated Shaking | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Muscle Pain | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Sore Throat | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Headache | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| New or Loss of Taste or Smell | <input type="checkbox"/> Yes <input type="checkbox"/> No |

If you answer "yes" to any of the symptoms listed above, you will not be permitted access to the premises. Please self-isolate at home and contact your primary care physician for direction.

- You should isolate at home for a minimum of 7 days since symptoms first appear.
- You must also have 3 days without fever and improvement in respiratory symptoms.

In the past 14 days have you:

Had close contact (within six (6) feet for a prolonged period of time) with someone with a diagnosis of COVID-19? ☐ Yes ☐ No

Have you engaged in any activity or travel within the last 14 days which fails to comply with Stay Home, Stay Safe Executive Order? ☐ Yes ☐ No

Have you been directed or told by the local health department or your healthcare provider to self-quarantine? ☐ Yes ☐ No

If you answer "yes" to any of these questions, you are not permitted access to the premises. Self-quarantine at home for 14 days.

If no to all of the above, please check and sign below and proceed to enter the workplace premises:

_____ I will wear a face covering while in any public spaces within the premises.

Signature: _____ Date: _____

BENZIE COUNTY
EMPLOYEE REQUEST FOR EMERGENCY FAMILY AND MEDICAL LEAVE

Employees requesting Emergency FMLA (EFMLA) pursuant to the Families First Coronavirus Response Act (FFCRA) must complete this form. You must provide as much advance notice as is reasonably practicable. Upon completion of this form, submit it to Human Resources for processing.

Completing this form does not automatically guarantee that your leave will be approved

Employee Name:	
Employee Phone Number:	Employee Email:
Employee Home Address:	
This is a (choose one): <input type="checkbox"/> New request for leave <input type="checkbox"/> Request for an extension of leave	
Anticipated Start Date of Leave:	Expected Return to Work Date:
COVID-19 Qualifying Reason for Leave (check all applicable) I am unable to work (or telework) for the following reasons: <div style="margin-left: 20px;"><input type="checkbox"/> I need to care for my son or daughter under age 18 because my child's elementary or secondary school has been closed due to a public health emergency. Name of school: _____</div> <div style="margin-left: 20px;"><input type="checkbox"/> I need to care for my son or daughter under age 18 because my child's place of care has been closed due to a public health emergency. Place of care name: _____</div> <div style="margin-left: 20px;"><input type="checkbox"/> I need to care for my son or daughter under age 18 because the childcare provider for my son or daughter is unavailable because of a public health emergency. Name of provider: _____</div>	
Employee Statement (reason that employee is unable to work or telework because of the COVID-19 qualifying reason) _____ _____	
I will need (choose one): <input type="checkbox"/> Continuous leave <input type="checkbox"/> Intermittent leave <i>If your need for leave is intermittent, please indicate the frequency and duration of your intermittent leave below (ie: 4 hrs. per day for 2 weeks)</i> Substitution of Paid Leave During First 10 Days of EFMLA: Pursuant to the FFCRA, the first 10 days of EFMLA is unpaid, however the Emergency Paid Sick Leave Act (EPSLA) provides for an initial two weeks of paid leave. This period thus covers the first ten workdays of extended family and medical leave, unless you elect to use existing paid leave offered by your employer instead. If you would like to use Emergency Paid Sick Leave, please complete the separate Emergency Paid Sick Leave request form in addition to this form. If instead you would like to use paid leave that is offered through your employer, please indicated below which type of leave you would like to use and how many hours you plan to use. <div style="margin-left: 20px;"><input type="checkbox"/> Vacation (____ Hrs) <input type="checkbox"/> Sick Leave (____ hrs) <input type="checkbox"/> Personal (____ hrs) <input type="checkbox"/> Other (____ hrs)</div>	
I certify that the above information is accurate and complete. I understand that if I fail to report for work on or before the scheduled return date indicated above or fail to contact Human Resources regarding my absence from work beyond such scheduled date of return, my additional days of absence may not be approved by my employer and may be subject to my employer's attendance policy.	
Employee Signature:	Date Signed:
Return form to Human Resources by fax at (231) 882-7072 or email to: mcutler@benzieco.net	

BENZIE COUNTY
EMPLOYEE REQUEST FOR EMERGENCY PAID SICK LEAVE

Employees requesting Emergency Paid Sick Leave (EPSL) pursuant to the Families First Coronavirus Response Act (FFCRA) must complete this form. You must provide as much advance notice as is reasonably practicable. Upon completion of this form, submit it to Human Resources for processing.

Completing this form does not automatically guarantee that your leave will be approved

Employee Name:	
Employee Phone Number:	Employee Email:
Employee Home Address:	
This is a (choose one): <input type="checkbox"/> New request for leave <input type="checkbox"/> Request for an extension of leave	
Anticipated Start Date of Leave:	Expected Return to Work Date:
COVID-19 Qualifying Reason for Leave (check all applicable) I am unable to work (or telework) for the following reasons: <div style="margin-bottom: 5px;"><input type="checkbox"/> I am subject to state, federal or local quarantine or isolation order related to COVID-19. Government Entity Name: _____</div> <div style="margin-bottom: 5px;"><input type="checkbox"/> I have been advised by a health care professional to self-quarantine due to concerns related to COVID-19. Health care provider name: _____</div> <div style="margin-bottom: 5px;"><input type="checkbox"/> I have symptoms related to COVID-19 and I am seeking a diagnosis. Health care provider name: _____</div> <div style="margin-bottom: 5px;"><input type="checkbox"/> I am caring for an individual who is subject to quarantine or has been advised to quarantine related to COVID-19. Health care provider name: _____</div> <div style="margin-bottom: 5px;"><input type="checkbox"/> I need to care for my child under age 18 because the child's school, childcare or childcare provider is closed or unavailable because of COVID-19. Name of school, childcare or childcare provider: _____</div> <div style="margin-bottom: 5px;"><input type="checkbox"/> I am experiencing other conditions substantially similar to COVID-19 as specified by Leelanau/Benzie Health Department. Name of individual from BLHD: _____</div>	
Employee Statement (reason that employee is unable to work or telework because of the COVID-19 qualifying reason) _____ _____	
I will need (choose one): <input type="checkbox"/> Continuous leave <input type="checkbox"/> Intermittent leave <i>If your need for leave is intermittent, please indicate the frequency and duration of your intermittent leave below (ie: 4 hrs. per day for 2 weeks)</i> Substitution of Paid Leave During First 10 Days of EFMLA: Pursuant to the FFCRA, the first 10 days of EFMLA is unpaid, however the Emergency Paid Sick Leave Act (EPSLA) provides for an initial two weeks of paid leave. This period thus covers the first ten workdays of extended family and medical leave, unless you elect to use existing paid leave offered by your employer instead. If you would like to use Emergency Paid Sick Leave, please complete the separate Emergency Paid Sick Leave request form in addition to this form. If instead you would like to use paid leave that is offered through your employer, please indicated below which type of leave you would like to use and how many hours you plan to use. <div style="margin-bottom: 5px;"><input type="checkbox"/> Vacation (____Hrs) <input type="checkbox"/> Sick Leave (____hrs) <input type="checkbox"/> Personal (____hrs) <input type="checkbox"/> Other (____hrs)</div>	
I certify that the above information is accurate and complete. I understand that if I fail to report for work on or before the scheduled return date indicated above or fail to contact Human Resources regarding my absence from work beyond such scheduled date of return, my additional days of absence may not be approved by my employer and may be subject to my employer's attendance policy.	
Employee Signature:	Date Signed:
Return form to Human Resources by fax at (231) 882-7072 or email to: mcutler@benzieco.net **Please attach copy of isolation order	

I think I have been exposed to COVID-19, what should I do?

Close Contacts

I live with or am caring for someone with COVID-19

Someone that has COVID-19 coughed or sneezed on me

I think my coworker has COVID-19

I think someone I know has COVID-19

You should self quarantine and monitor yourself for symptoms. The local health department may ask you to do so.*

You do not need to self quarantine, but it is a good idea to be vigilant and monitor yourself for symptoms.

Have you developed symptoms of respiratory illness such as fever, cough, or shortness of breath?

YES

NO

Are you having severe symptoms like difficulty breathing, persistent pain or pressure in the chest, new confusion or inability to arouse or bluish lips or face?

YES

NO

Seek immediate medical attention.

Contact your health care provider to discuss your symptoms.

Continue to monitor yourself for symptoms.

HOW DO I MONITOR MYSELF?

Pay attention for COVID-19 symptoms:

- Fever
- Cough
- Shortness of Breath

If you are concerned about your health, contact your health care provider.

If your doctor decides you should be tested for COVID-19, your health care provider can order testing for you.

Health care provider takes a sample

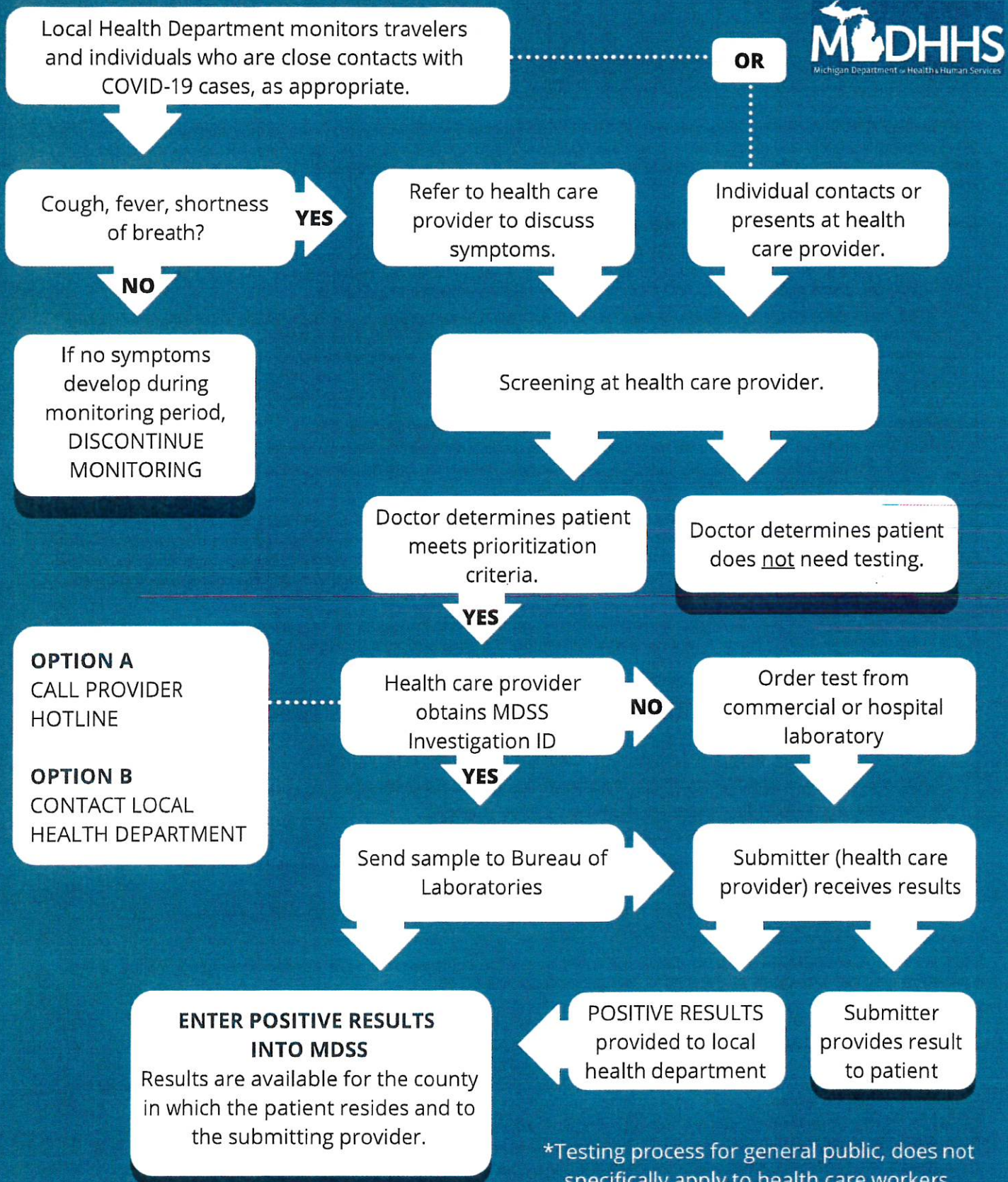
Sample is sent to a laboratory for testing

Laboratory sends result to health care provider

Health care provider informs patient of result. The state health department will not provide results.

* Quarantine process for general public, does not specifically apply to health care workers.

COVID-19 TESTING PROCESS*



*Testing process for general public, does not specifically apply to health care workers.



FAMILIES FIRST CORONAVIRUS RESPONSE ACT: EMPLOYER PAID LEAVE REQUIREMENTS

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. [1] The Department of Labor's (Department) Wage and Hour Division (WHD) administers and enforces the new law's paid leave requirements. These provisions will apply from the effective date through December 31, 2020.

Generally, the Act provides that covered employers must provide to **all employees**: [2]

- *Two weeks (up to 80 hours) of **paid sick leave** at the employee's regular rate of pay* where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
- *Two weeks (up to 80 hours) of **paid sick leave** at two-thirds the employee's regular rate of pay* because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor.

A covered employer must provide to **employees that it has employed for at least 30 days**: [3]

- Up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee's regular rate of pay where an employee is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

Covered Employers: The paid sick leave and expanded family and medical leave provisions of the FFCRA apply to certain public employers, and private employers with fewer than 500 employees. [4] Most employees of the federal government are covered by Title II of the Family and Medical Leave Act, which was not amended by this Act, and are therefore not covered by the expanded family and medical leave provisions of the FFCRA. However, federal employees covered by Title II of the Family and Medical Leave Act are covered by the paid sick leave provision.

Small businesses with fewer than 50 employees may qualify for exemption from the requirement to provide leave due to school closings or child care unavailability if the leave requirements would jeopardize the viability of the business as a going concern.

► Qualifying Reasons for Leave

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (**or unable to telework**) due to a need for leave because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Under the FFCRA, an employee qualifies for expanded family leave if the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

[1] Wage and Hour Division does not administer this aspect of the law, but notes that every dollar of required paid leave (plus the cost of the employer's health insurance premiums during leave) will be 100% covered by a dollar-for-dollar refundable tax credit available to the employer. For more information, please see the Department of the Treasury's website.

[2] Employers of Health Care Providers or Emergency Responders may elect to exclude such employees from eligibility for the leave provided under the Act.

[3] Employers of Health Care Providers or Emergency Responders may elect to exclude such employees from eligibility for the leave provided under the Act.

[4] Certain provisions may not apply to certain employers with fewer than 50 employees. See Department FFCRA regulations (expected April 2020).

► Duration of Leave

For reasons (1)-(4) and (6): A full-time employee is eligible for up to 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.

For reason (5): A full-time employee is eligible for up to 12 weeks of leave at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

► Calculation of Pay [5]

For leave reasons (1), (2), or (3): employees taking leave shall be paid at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).

For leave reasons (4) or (6): employees taking leave shall be paid at $\frac{2}{3}$ their regular rate or $\frac{2}{3}$ the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).

For leave reason (5): employees taking leave shall be paid at $\frac{2}{3}$ their regular rate or $\frac{2}{3}$ the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period—two weeks of paid sick leave followed by up to 10 weeks of paid expanded family and medical leave). [6]

Tax Credits: Covered employers qualify for dollar-for-dollar reimbursement through tax credits for all qualifying wages paid under the FFCRA. Qualifying wages are those paid to an employee who takes leave under the Act for a qualifying reason, up to the appropriate per diem and aggregate payment caps. Applicable tax credits also extend to amounts paid or incurred to maintain health insurance coverage. For more information, please see the Department of the Treasury's website.

Employer Notice: Each covered employer must post in a conspicuous place on its premises a notice of FFCRA requirements. [7]

Prohibitions: Employers may not discharge, discipline, or otherwise discriminate against any employee who takes paid sick leave under the FFCRA and files a complaint or institutes a proceeding under or related to the FFCRA.

Penalties and Enforcement: Employers in violation of the first two weeks' paid sick time or unlawful termination provisions of the FFCRA will be subject to the penalties and enforcement described in Sections 16 and 17 of the Fair Labor Standards Act, 29 U.S.C. 216; 217. Employers in violation of the provisions providing for up to an additional 10 weeks of paid leave to care for a child whose school or place of care is closed (or child care provider is unavailable) are subject to the enforcement provisions of the Family and Medical Leave Act. The Department will observe a temporary period of non-enforcement for the first 30 days after the Act takes effect, so long as the employer has acted reasonably and in good faith to comply with the Act. For purposes of this non-enforcement position, "good faith" exists when violations are remedied and the employee is made whole as soon as practicable by the employer, the violations were not willful, and the Department receives a written commitment from the employer to comply with the Act in the future.

► RESOURCES

For additional information or to file a complaint:

1-866-487-9243 | TTY: 1-877-889-5627

dol.gov/agencies/whd

[5] Paid sick time provided under this Act does not carry over from one year to the next. Employees are not entitled to reimbursement for unused leave upon termination, resignation, retirement, or other separation from employment.

[6] An employee may elect to substitute any accrued vacation leave, personal leave, or medical or sick leave for the first two weeks of partial paid leave under this section.

[7] The Department will issue a model notice no later than March 25, 2020.



FAMILIES FIRST CORONAVIRUS RESPONSE ACT: EMPLOYEE PAID LEAVE RIGHTS

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor's (Department) Wage and Hour Division (WHD) administers and enforces the new law's paid leave requirements. These provisions will apply from the effective date through December 31, 2020.

Generally, the Act provides that employees of covered employers are eligible for:

- *Two weeks (up to 80 hours) of **paid sick leave** at the employee's regular rate of pay* where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
- *Two weeks (up to 80 hours) of **paid sick leave** at two-thirds the employee's regular rate of pay* because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and
- *Up to an additional 10 weeks of **paid expanded family and medical leave** at two-thirds the employee's regular rate of pay* where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

Covered Employers: The paid sick leave and expanded family and medical leave provisions of the FFCRA apply to certain public employers, and private employers with fewer than 500 employees.^[1] Most employees of the federal government are covered by Title II of the Family and Medical Leave Act, which was not amended by this Act, and are therefore not covered by the expanded family and medical leave provisions of the FFCRA. However, federal employees covered by Title II of the Family and Medical Leave Act are covered by the paid sick leave provision.

Small businesses with fewer than 50 employees may qualify for exemption from the requirement to provide leave due to school closings or child care unavailability if the leave requirements would jeopardize the viability of the business as a going concern.

Eligible Employees: *All employees* of covered employers are eligible for two weeks of paid sick time for specified reasons related to COVID-19. *Employees employed for at least 30 days* are eligible for up to an additional 10 weeks of paid family leave to care for a child under certain circumstances related to COVID-19. ^[2]

Notice: Where leave is foreseeable, an employee should provide notice of leave to the employer as is practicable. After the first workday of paid sick time, an employer may require employees to follow reasonable notice procedures in order to continue receiving paid sick time.

► Qualifying Reasons for Leave

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (**or unable to telework**) due to a need for leave because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Under the FFCRA, an employee qualifies for expanded family leave if the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

^[1] Certain provisions may not apply to certain employers with fewer than 50 employees. See Department FFCRA regulations (expected April 2020).

^[2] Under the Act, special rules apply for Health Care Providers and Emergency Responders.

► DURATION OF LEAVE

For reasons (1)-(4) and (6): A full-time employee is eligible for 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.

For reason (5): A full-time employee is eligible for up to 12 weeks of leave (two weeks of paid sick leave followed by up to 10 weeks of paid expanded family & medical leave) at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

► CALCULATION OF PAY [3]

For leave reasons (1), (2), or (3): employees taking leave are entitled to pay at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).

For leave reasons (4) or (6): employees taking leave are entitled to pay at $\frac{2}{3}$ their regular rate or $\frac{2}{3}$ the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).

For leave reason (5): employees taking leave are entitled to pay at $\frac{2}{3}$ their regular rate or $\frac{2}{3}$ the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period). [4]

► RESOURCES

For additional information or to file a complaint:

1-866-487-9243 | TTY: 1-877-889-5627

dol.gov/agencies/whd

[3] Paid sick time provided under this Act does not carryover from one year to the next. Employees are not entitled to reimbursement for unused leave upon termination, resignation, retirement, or other separation from employment.

[4] An employee may elect to substitute any accrued vacation leave, personal leave, or medical or sick leave for the first two weeks of partial paid leave under this section.

**Temporary Emergency COVID-19 Leave Policy Applicable to Exempted/Excluded
Emergency Responders and Health Care Providers**

- A. In response to the COVID-19 outbreak and in consultation with the County Health Department, the County Board of Commissioners authorizes the County Administrator and Elected Officials, or their designees, to appropriately monitor and coordinate actions and implement measures to safeguard the welfare of its employees and residents while maintaining operations in an effective and efficient manner. After April 1, 2020 and through December 31, 2020, employees who are healthcare providers or emergency responders exempted/excluded from coverage or application from the Emergency Family and Medical Leave Expansion Act ("EFMLEA") and from the definition of employee under the Emergency Paid Sick Leave Act ("EPSLA") (an "Exempt Employee" or collectively "Exempt Employees") may be authorized -- upon request by the Exempt Employee -- a temporary emergency leave of up to 3 work days for any Exempt Employee who reasonably believes he/she has been exposed or infected with COVID-19 to permit the employee an opportunity to contact his/her healthcare provider for examination to seek a diagnosis, testing and treatment. During the first 3 days of a temporary emergency leave absence ("Temporary Emergency Leave") supervisors shall not require a healthcare provider's note for Exempt Employees who are experiencing COVID-19 symptoms (including, coughing, fever, shortness of breath) and are seeking a medical from a healthcare provider in that offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.
- B. The Temporary Emergency Leave granted under this Policy may be extended for up to 2 consecutive work weeks (or such additional or longer period as may in the future be granted by the Board of Commissioners) if an Exempt Employee's healthcare provider confirms, in writing, that an employee has been infected with COVID-19, is reasonably likely to spread COVID-19 to coworkers or the public through the performance of the employee's regular job duties, and/or is unable to perform the essential functions of his/her job without possible harm to himself/herself or others.
- C. An Exempt Employee diagnosed with COVID-19 must provide doctor's certification clearing them to work in order to return. This provision shall in no-way be interpreted to limit the County's authority at law to require such further and/or additional testing or clearances for employees or other to implement other measures to safeguard the health of employees and the public while maintaining operations in an effective and efficient manner and continuing to perform critical and essential services.
- D. An Exempt Employee may be instructed not to report if the employee is showing symptoms of COVID-19 (including, coughing, fever, shortness of breath) until they are released by a healthcare provider.

- E. A full-time Exempt Employee may be granted Temporary Emergency Leave equal to, but not exceeding the total hour equivalent of the position's normal budgeted hours for a normal two-week pay-period (normally, 80 hours, but this may vary by position) (pro-rated for part-time). Eligibility for Temporary Emergency Leave expires on December 31, 2020, and employees may not carry over leave from one year to the next and are not entitled to reimbursement for unused Temporary Emergency Leave upon termination, resignation, retirement, or other separation from employment.
- F. Absences using Temporary Emergency Leave will not be counted as an unscheduled absence. However, nothing shall alter or amend the current County policy that both paid and unpaid leave for an otherwise qualifying reason will count toward FMLA time off pursuant to employer policies. The attribution or non-attribution of Temporary Emergency Leave to existent FMLA limits shall be applied consistent with County policies and the law.
- G. If an Exempt Employee believes their Temporary Emergency Leave absence will exceed the allowable hours (pro-rated for part-time) authorized by this special Temporary Emergency Leave policy, the employee may request additional paid or unpaid leave pursuant to the normal applicable County policies or provisions of the applicable collective bargaining agreement. Normal verification requirements will apply, which may include but not be limited to verification from a health care provider to the Human Resources Director.
- H. Limited duration leave may be considered on a discretionary basis for caring for COVID related absences based on the operational and staffing needs of the Department. However, such discretionary leave shall not normally be granted on an indefinite or extended basis, the reasons for which such special leave may be granted are where the employee:
1. Has been advised by a health care provider to self-quarantine related to COVID-19;
 2. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
 3. Is caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or self-quarantine as described in (1);
 4. Is caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19; or
 5. Is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Cleaning And Disinfecting Your Facility

Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

How to clean and disinfect

Wear disposable gloves to clean and disinfect.

Clean

- **Clean surfaces using soap and water.** Practice routine cleaning of frequently touched surfaces.



High touch surfaces include:

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.



Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- **Recommend use of EPA-registered household disinfectant.** **Follow the instructions on the label** to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label)
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

- **Diluted household bleach solutions may also be used** if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.

Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

Leave solution on the surface for **at least 1 minute**

To make a bleach solution, mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of water

OR

- 4 teaspoons bleach per quart of water

- **Alcohol solutions with at least 70% alcohol.**

Soft surfaces

For soft surfaces such as **carpeted floor, rugs, and drapes**

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.



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cdc.gov/coronavirus

- **Laundry items** (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- **Disinfect with an EPA-registered household disinfectant.** [These disinfectants](#) meet EPA's criteria for use against COVID-19.

Electronics

- For electronics, such as **tablets, touch screens, keyboards, remote controls, and ATM machines**
- Consider putting a **wipeable** cover on electronics.
- **Follow manufacturer's instruction** for cleaning and disinfecting.
 - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol.** Dry surface thoroughly.



Laundry

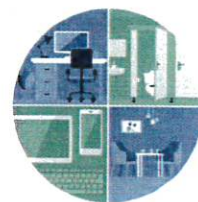
For clothing, towels, linens and other items

- **Wear disposable gloves.**
- **Wash hands with soap and water** as soon as you remove the gloves.
- **Do not shake** dirty laundry.
- Launder items according to the manufacturer's instructions. Use the **warmest appropriate water setting** and dry items completely.
- Dirty laundry from a sick person **can be washed with other people's items.**
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.



Cleaning and disinfecting your building or facility if someone is sick

- **Close off areas** used by the sick person.
- **Open outside doors and windows** to increase air circulation in the area. **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the sick person**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- If **more than 7 days** since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection.



When cleaning

- **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- **Wash your hands often** with soap and water for 20 seconds.
 - Always wash immediately after removing gloves and after contact with a sick person.



- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

- **Additional key times to wash hands** include:

- After blowing one's nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food.
- After contact with animals or pets.
- Before and after providing routine care for another person who needs assistance (e.g., a child).

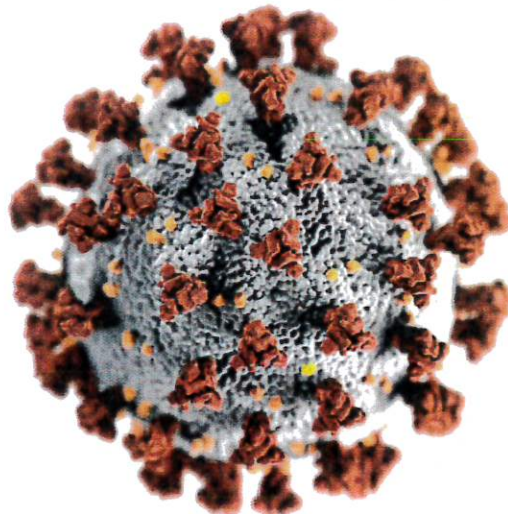
Additional Considerations for Employers



- **Educate workers** performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Provide instructions **on what to do if they develop symptoms within 14 days** after their last possible exposure to the virus.
- Develop **policies for worker protection and provide training** to all cleaning staff on site prior to providing cleaning tasks.
 - Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Ensure workers are **trained on the hazards of the cleaning chemicals** used in the workplace in accordance with OSHA's Hazard Communication standard ([29 CFR 1910.1200](#)).
- **Comply** with OSHA's standards on Bloodborne Pathogens ([29 CFR 1910.1030](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132](#)).

For facilities that house people overnight:

- Follow CDC's guidance for [colleges and universities](#). Work with state and local health officials to determine the best way to isolate people who are sick and if temporary housing is needed.
- For guidance on cleaning and disinfecting a sick person's bedroom/bathroom, review CDC's guidance on [disinfecting your home if someone is sick](#).



Social distancing

What You Need to Know

Social distancing means keeping a physical separation from other people. This includes avoiding groups of people and keeping space between yourself and others. It can include larger measures like closing public spaces and canceling group events. It helps protect people from illness, especially those who are more vulnerable. Social distancing limits the spread of disease by lowering the chance of contact with someone with COVID-19. Please create specific business plans based on these guidelines.

PRACTICE SOCIAL DISTANCING

Individuals Can

- Keep six (6) feet between yourself and others.
- Avoid getting together in social groups and gatherings.
- Use Skype and FaceTime to visit family and friends.
- Use online, curbside or drive-through services such as banking, groceries, pharmacy and carryout.
- Avoid public places at their busiest times.



Businesses can

- Have employees tele-work when possible.
- Modify operations to provide online options.
- Restrict areas where people may gather.
- Limit in-person meetings and use electronic communication methods.
- Assess store layout and modify high traffic areas (i.e. checkout lines, pharmacy counter etc.) to create six (6) feet of space between people:
 - Special store hours for seniors, healthcare workers and first responders to shop.
 - Signage asking people to remain at least 6 feet apart from others.
 - Mark floors of checkout lines with tape for 6 foot spacing between customers.
 - Promote curbside pick-up, delivery and online services.

Everyone should

- Stay home when sick.
- Avoid hugging, high-fives, shaking hands, and sharing cups or eating utensils.
- Use good personal hygiene practices whenever you are out in public:
 - Washing your hands often with soap and warm water for 20 seconds, and help young children do the same. If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol.
 - Covering your nose and mouth with a tissue when you cough or sneeze, or cough/sneeze in your upper sleeve. Immediately throw away used tissues in the trash, then wash hands.
 - Avoiding touching your eyes, nose, and mouth with unwashed hands.
 - Cleaning and disinfecting frequently touched surfaces, such as toys and doorknobs.

Learn more about slowing the spread of COVID-19 from the State of Michigan at

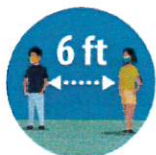
<https://bit.ly/3dj7jO4>

Important Information About Your Cloth Face Coverings

As COVID-19 continues to spread within the United States, CDC has recommended additional measures to prevent the spread of SARS-CoV-2, the virus that causes COVID-19. In the context of community transmission, CDC recommends that you:



Stay at home as much as possible



Practice social distancing (remaining at least 6 feet away from others)



Clean your hands often



In addition, CDC also recommends that everyone wear cloth face coverings when leaving their homes, regardless of whether they have fever or symptoms of COVID-19. This is because of evidence that people with COVID-19 can spread the disease, even when they don't have any symptoms. Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

How cloth face coverings work

Cloth face coverings prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing. If everyone wears a cloth face covering when out in public, such as going to the grocery store, the risk of exposure to SARS-CoV-2 can be reduced for the community. Since people can spread the virus before symptoms start, or even if people never have symptoms, wearing a cloth face covering can protect others around you. Face coverings worn by others protect you from getting the virus from people carrying the virus.



How cloth face coverings are different from other types of masks

Cloth face coverings are NOT the same as the medical facemasks, surgical masks, or respirators (such as N95 respirators) worn by healthcare personnel, first responders, and workers in other industries. These masks and respirators are personal protective equipment (PPE). Medical PPE should be used by healthcare personnel and first responders for their protection. Healthcare personnel and first responders should not wear cloth face coverings instead of PPE when respirators or facemasks are indicated.



N95 respirator



Cloth covering

General considerations for the use of cloth face coverings

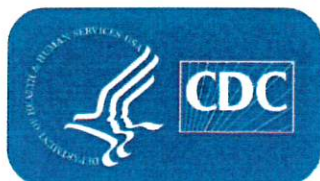
When using a cloth face covering, make sure:

- The mouth and nose are fully covered
- The covering fits snugly against the sides of the face so there are no gaps
- You do not have any difficulty breathing while wearing the cloth face covering
- The cloth face covering can be tied or otherwise secured to prevent slipping



Avoid touching your face as much as possible. Keep the covering clean. Clean hands with soap and water or alcohol-based hand sanitizer immediately, before putting on, after touching or adjusting, and after removing the cloth face covering. Don't share it with anyone else unless it's washed and dried first. You should be the only person handling your covering. Laundry instructions will depend on the cloth used to make the face covering. In general, cloth face coverings should be washed regularly (e.g., daily and whenever soiled) using water and a mild detergent, dried completely in a hot dryer, and stored in a clean container or bag.

For more information, go to: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-faq.html>



cdc.gov/coronavirus

How to Safely Wear and Take Off a Cloth Face Covering

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2

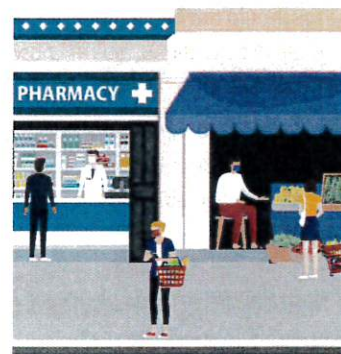


USE THE FACE COVERING TO PROTECT OTHERS

- Wear a face covering to protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

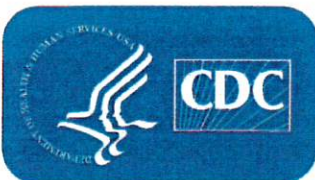
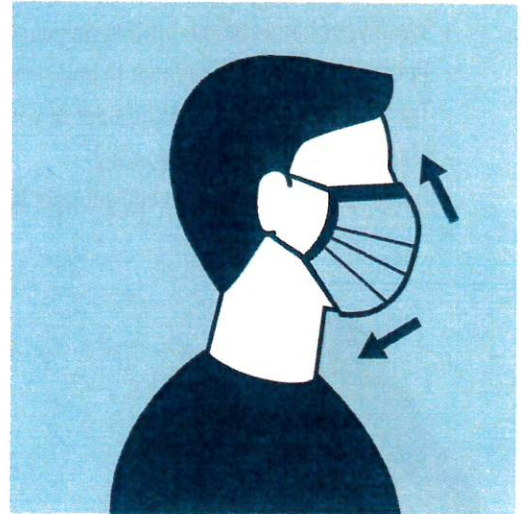
Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.



cdc.gov/coronavirus

When is it safe to leave home

if you have symptoms of COVID-19 or live with someone who does?



STAY HOME.
STAY SAFE. SAVE LIVES.
MICHIGAN.GOV/CORONAVIRUS

Employers can't retaliate against workers for taking time away from work under these circumstances, but you must notify your employer.

If necessary, file a complaint with MIOsha. Learn more at Michigan.gov/MIOshaComplaint.

For Me (Home Isolation)

I have been diagnosed with COVID-19.

I have developed one or more symptoms of COVID-19.

You have had no fever for **at least 72 hours (3 full days)**, without the use of medicine that reduces fevers,

— AND —

other symptoms, like cough or shortness of breath, **have improved**,

— AND —

at least 10 days have passed since your symptoms first appeared.

If you answered yes to all conditions, you may end home isolation.

Close Contacts (Quarantine)

I live with someone diagnosed with COVID-19.

I live with someone who has developed one or more symptoms of COVID-19.

Stay home for 14 days after your **last contact** with the sick person.

Monitor yourself for symptoms twice a day.

If one or more symptoms **do not appear within the 14-day quarantine period**, you may end home quarantine.

How do I monitor myself?



Check your temperature twice a day and look for common symptoms like:

- **Fever**
- **Cough**
- **Shortness of breath**

For a full list of symptoms, visit bit.ly/2xQkl60. If you are concerned about your health or have developed symptoms, contact your health care provider or urgent care.



Should I wear a face covering?

If you must leave home, every person regardless of health, should cover their nose and mouth with a homemade mask, scarf, bandana or handkerchief, especially when a 6-foot distance is difficult to maintain.

*If you had a test to determine if you are still contagious, you can leave home after you had a negative COVID-19 test OR you are cleared by your health care provider or the Health Department. All processes on this chart are for the general public. They do not specifically apply to workers at a health-care facility, first responders (e.g., police officers, fire fighters, paramedics), and prison employees.

Commissioner Reports

County Administrator Report



448 Court Place • Beulah, MI 49617

Memo To: Board of Commission
From: Mitchell D. Deisch, Administrator
Date: June 3, 2020
Subject: Administrative Update 6/9/2020 BOC Meeting

1. 2020/2021 FY Budget

- a. Meetings have begun with various departments with both Finance Manager Susan Boyd and I meeting with each department to review their budget submittals. More meetings will follow over the next few weeks as the draft budget is put together for BOC review.
- b. A meeting was held last week with the Finance Manager, Treasurer, Equalization Director and myself to discuss revenue projections for FY 20/21. With the State of Michigan projecting several billion-dollar revenue shortfalls for the remainder of the 2019/2020 FY and projections of 3-4 billion shortfall in revenue in FY 20/21, I have expressed concern as to how this will impact our upcoming budget. The consensus of the group was that until the State of Michigan Treasury provides some information Counties, there is really no way to anticipate what impacts the pandemic will have upon our budget projections. It does appear that we will be once again experiencing a headlee rollback. More to follow.

2. **State Executive Order 110** – on Monday June 1, 2020 Governor Whitmer signed EO 110, which replaced EO 96. EO-110 reversed the decision to continue the state home order until Friday June 12, 2020 by opening several sectors of the state immediately. Thus, local governmental office can re-open to the public. Benzie County facilities are planning on reopening to the public on Monday June 8, 2020. EO-97 Safeguards to protect Michigan Employees from COVID-19, has many different steps that need to be completed to maintain compliance. A copy of EO-97 has been attached to the memo for your review.

3. **Benzie County Policy Guidelines for COVID-19 Plan, Prepare and Respond plan**- The third version of this plan will be on the agenda under action items for the BOC to take formal action on. I want to acknowledge both Deputy Administrator Maridee Cutler and Emergency Manager Rebecca Hubers for all their hard work and diligence to bring this plan together. A copy of the plan will be provided to each employee, labor unions and be made available to the public upon request. It will also be added to the Benzie County website. This plan as well as EO-97 requires that all employees go through a training for COVID-19. More to follow.

4. **Headlee Reset Continued Discussion** – A conference call with Ogemaw County officials has been scheduled for Monday June 8, 2020. This is still part of the first Headlee Resetting sub

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DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

committee investigation. The first subcommittee consists of Commissioners Art Jeannot, Gary Sauer, Sherry Taylor, Treasurer Michelle Thompson, Finance Manager Susan Boyd and Administrator Mitch Deisch. I am hopeful that after this conference call we can move forward subcommittee 2, reviewing the collected data and making a firm plan on moving forward.

5. **Attorney Interviews** – I am planning on scheduling general legal counsel interviews the 3rd or 4th week of June 2020. I have discussed this with County Clerk Dawn Olney, based upon the fact that it will be an open meeting with the full BOC conducting the interview. I will be wanting to be looking at several dates during this time with the BOC at their 6/9/2020 meeting, thus please bring your calendars. I am hoping to conduct all 4 interviews with potential firms on one afternoon, giving approximately 45-60 minutes for each interview. Time will be allowed for each firm to make an introductory presentation to the full BOC, with scheduled questions by the BOC afterwards. Once again, the firms to be interviewed are:

- Figura Law Office
- Mika Meyers
- Cohl Stoker and Toskey
- Cummings, McClorey, Davis and Acho

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THE OFFICE OF

GOVERNOR GRETCHEN WHITMER

WHITMER / NEWS / EXECUTIVE ORDERS

Executive Order 2020-97 (COVID-19)

EXECUTIVE ORDER

No. 2020-97

Safeguards to protect Michigan's workers from COVID-19

Rescission of Executive Order 2020-91

The novel coronavirus (COVID-19) is a respiratory disease that can result in serious illness or death. It is caused by a new strain of coronavirus not previously identified in humans and easily spread from person to person. There is currently no approved vaccine or antiviral treatment for this disease.

On March 10, 2020, the Department of Health and Human Services identified the first two presumptive-positive cases of COVID-19 in Michigan. On that same day, I issued Executive Order 2020-4. This order declared a state of emergency across the state of Michigan under section 1 of article 5 of the Michigan Constitution of 1963, the Emergency Management Act, 1976 PA 390, as amended, MCL 30.401 et seq., and the Emergency Powers of the Governor Act of 1945, 1945 PA 302, as amended, MCL 10.31 et seq.

Since then, the virus spread across Michigan, bringing deaths in the thousands, confirmed cases in the tens of thousands, and deep disruption to this state's economy, homes, and educational, civic, social, and religious institutions. On April 1, 2020, in response to the widespread and severe health, economic, and social harms posed by the COVID-19 pandemic, I issued Executive Order 2020-33. This order expanded on Executive Order 2020-4 and declared both a state of emergency and a state of disaster across the State of Michigan under section 1 of article 5 of the Michigan Constitution of 1963, the Emergency Management Act, and the Emergency Powers of the Governor Act of 1945. And on April 30, 2020, finding that COVID-19 had created emergency and disaster conditions across the State of Michigan, I issued Executive Order 2020-67 to

continue the emergency declaration under the Emergency Powers of the Governor Act, as well as Executive Order 2020-68 to issue new emergency and disaster declarations under the Emergency Management Act.

The Emergency Management Act vests the governor with broad powers and duties to “cop[e] with dangers to this state or the people of this state presented by a disaster or emergency,” which the governor may implement through “executive orders, proclamations, and directives having the force and effect of law.” MCL 30.403(1)-(2). Similarly, the Emergency Powers of the Governor Act of 1945 provides that, after declaring a state of emergency, “the governor may promulgate reasonable orders, rules, and regulations as he or she considers necessary to protect life and property or to bring the emergency situation within the affected area under control.” MCL 10.31(1).

To suppress the spread of COVID-19, to prevent the state’s health care system from being overwhelmed, to allow time for the production of critical test kits, ventilators, and personal protective equipment, to establish the public health infrastructure necessary to contain the spread of infection, and to avoid needless deaths, it is reasonable and necessary to direct residents to remain at home or in their place of residence to the maximum extent feasible. To that end, on March 23, 2020, I issued Executive Order 2020-21, ordering all people in Michigan to stay home and stay safe. In Executive Orders 2020-42, 2020-59, 2020-70, 2020-77, and 2020-92, I extended that initial order, modifying its scope as needed and appropriate to match the ever-changing circumstances presented by this pandemic.

The measures put in place by these executive orders have been effective: the number of new confirmed cases each day has started to drop. Although the virus remains aggressive and persistent—on May 20, 2020, Michigan reported 53,009 confirmed cases and 5,060 deaths—the strain on our health care system has begun to relent, even as our testing capacity has increased. We have now begun the process of gradually resuming in-person work and activities that were temporarily suspended under my prior orders. In so doing, however, we must move with care, patience, and vigilance, recognizing the grave harm that this virus continues to inflict on our state and how quickly our progress in suppressing it can be undone.

In particular, businesses must do their part to protect their employees, their patrons, and their communities. Many businesses have already done so by implementing robust safeguards to prevent viral transmission. But we can and must do more: no one should feel unsafe at work. With Executive Order 2020-91, I created an enforceable set of workplace standards that apply to all businesses across the state. I am now amending those standards to include new provisions governing outpatient health-care facilities.

Acting under the Michigan Constitution of 1963 and Michigan law, I order the following:

1. All businesses or operations that are permitted to require their employees to leave the homes or residences for work under Executive Order 2020-92, and any order that follows it, must, at a minimum:
 - a. Develop a COVID-19 preparedness and response plan, consistent with recommendations in Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration and available [here](#). By June 1, 2020, or within two weeks of resuming in-person activities, whichever is later, a business's or operation's plan must be made readily available to employees, labor unions, and customers, whether via website, internal network, or by hard copy
 - b. Designate one or more worksite supervisors to implement, monitor, and report on the COVID-19 control strategies developed under subsection (a). The supervisor must remain on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role.
 - c. Provide COVID-19 training to employees that covers, at a minimum:
 1. Workplace infection-control practices
 2. The proper use of personal protective equipment.
 3. Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
 4. How to report unsafe working conditions.
 - d. Conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
 - e. Keep everyone on the worksite premises at least six feet from one another to the maximum extent possible, including through the use of ground markings, signs, and physical barriers, as appropriate to the worksite.
 - f. Provide non-medical grade face coverings to their employees, with supplies of N95 masks and surgical masks reserved, for now, for health care professionals, first responders (e.g., police officers, fire fighters, paramedics), and other critical workers.
 - g. Require face coverings to be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace, and consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

- h. Increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (e.g., door handles), paying special attention to parts, products, and shared equipment (e.g., tools, machinery, vehicles).
 - i. Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case in the workplace.
 - j. Make cleaning supplies available to employees upon entry and at the worksite and provide time for employees to wash hands frequently or to use hand sanitizer.
 - k. When an employee is identified with a confirmed case of COVID-19, within 24 hours, notify both:
 - 1. The local public health department, and
 - 2. Any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.
 - l. An employer will allow employees with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the Centers for Disease Control and Prevention ("CDC").
 - m. Follow Executive Order 2020-36, and any executive orders that follow it, that prohibit discharging, disciplining, or otherwise retaliating against employees who stay home or who leave work when they are at particular risk of infecting others with COVID-19.
 - n. Establish a response plan for dealing with a confirmed infection in the workplace, including protocols for sending employees home and for temporary closures of all or part of the worksite to allow for deep cleaning.
 - o. Restrict business-related travel for employees to essential travel only.
 - ~~p. Encourage employees to use personal protective equipment and hand sanitizer on public transportation.~~
 - q. Promote remote work to the fullest extent possible.
 - r. Adopt any additional infection-control measures that are reasonable in light of the work performed at the worksite and the rate of infection in the surrounding community.
2. Businesses or operations whose work is primarily and traditionally performed outdoors must:
- a. Prohibit gatherings of any size in which people cannot maintain six feet of distance from one another.
 - b. Limit in-person interaction with clients and patrons to the maximum extent possible, and bar any such interaction in which people cannot maintain six feet of distance from one another.

- b. Provide and require the use of personal protective equipment such as gloves, goggles, face shields, and face coverings, as appropriate for the activity being performed.
 - b. Adopt protocols to limit the sharing of tools and equipment to the maximum extent possible and to ensure frequent and thorough cleaning and disinfection of tools, equipment, and frequently touched surfaces.
- 3. Businesses or operations in the construction industry must:
 - 1. Conduct a daily entry screening protocol for employees, contractors, suppliers, and any other individuals entering a worksite, including a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with, if possible, a temperature screening.
 - 2. Create dedicated entry point(s) at every worksite, if possible, for daily screening as provided in sub-provision (b) of this section, or in the alternative issue stickers or other indicators to employees to show that they received a screening before entering the worksite that day.
 - 3. Provide instructions for the distribution of personal protective equipment and designate on-site locations for soiled face coverings.
 - 4. Require the use of work gloves where appropriate to prevent skin contact with contaminated surfaces.
 - 5. Identify choke points and high-risk areas where employees must stand near one another (such as hallways, hoists and elevators, break areas, water stations, and buses) and control their access and use (including through physical barriers) so that social distancing is maintained.
 - 6. Ensure there are sufficient hand-washing or hand-sanitizing stations at the worksite to enable easy access by employees.
 - 7. Notify contractors (if a subcontractor) or owners (if a contractor) of any confirmed COVID-19 cases among employees at the worksite.
 - 8. Restrict unnecessary movement between project sites.
 - 9. Create protocols for minimizing personal contact upon delivery of materials to the worksite.
- 4. Manufacturing facilities must:
 - a. Conduct a daily entry screening protocol for employees, contractors, suppliers, and any other individuals entering the facility, including a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with temperature screening as soon as no-touch thermometers can be obtained.

- b. Create dedicated entry point(s) at every facility for daily screening as provided in sub-provision (a) of this section, and ensure physical barriers are in place to prevent anyone from bypassing the screening.
- c. Suspend all non-essential in-person visits, including tours.
- d. Train employees on, at a minimum:
 - 1. Routes by which the virus causing COVID-19 is transmitted from person to person.
 - 2. Distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces.
 - 3. The use of personal protective equipment, including the proper steps for putting it on and taking it off.
- e. Reduce congestion in common spaces wherever practicable by, for example, closing salad bars and buffets within cafeterias and kitchens, requiring individuals to sit at least six feet from one another, placing markings on the floor to allow social distancing while standing in line, offering boxed food via delivery or pick-up points, and reducing cash payments.
- f. Implement rotational shift schedules where possible (e.g., increasing the number of shifts, alternating days or weeks) to reduce the number of employees in the facility at the same time.
- g. Stagger meal and break times, as well as start times at each entrance, where possible.
- h. Install temporary physical barriers, where practicable, between work stations and cafeteria tables.
- i. Create protocols for minimizing personal contact upon delivery of materials to the facility.
- j. Adopt protocols to limit the sharing of tools and equipment to the maximum extent possible.
- k. Ensure there are sufficient hand-washing or hand-sanitizing stations at the worksite to enable easy access by employees, and discontinue use of hand dryers.
- l. Notify plant leaders and potentially exposed individuals upon identification of a positive case of COVID-19 in the facility, as well as maintain a central log for symptomatic employees or employees who received a positive test for COVID-19.
- m. Send potentially exposed individuals home upon identification of a positive case of COVID-19 in the facility.
- n. Require employees to self-report to plant leaders as soon as possible after developing symptoms of COVID-19.

- o. Shut areas of the manufacturing facility for cleaning and disinfection, as necessary, if an employee goes home because he or she is displaying symptoms of COVID-19.
- 5. Research laboratories, but not laboratories that perform diagnostic testing, must:
 - a. Assign dedicated entry point(s) and/or times into lab buildings.
 - b. Conduct a daily entry screening protocol for employees, contractors, suppliers, and any other individuals entering a worksite, including a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with, if possible, a temperature screening.
 - c. Create protocols and/or checklists as necessary to conform to the facility's COVID-19 preparedness and response plan under section 1(a).
 - d. Suspend all non-essential in-person visitors (including visiting scholars and undergraduate students) until further notice.
 - e. Establish and implement a plan for distributing face coverings.
 - f. Limit the number of people per square feet of floor space permitted in a particular laboratory at one time.
 - g. Close open workspaces, cafeterias, and conference rooms.
 - h. As necessary, use tape on the floor to demarcate socially distanced workspaces and to create one-way traffic flow.
 - i. Require all office and dry lab work to be conducted remotely.
 - j. Minimize the use of shared lab equipment and shared lab tools and create protocols for disinfecting lab equipment and lab tools.
 - k. Provide disinfecting supplies and require employees to wipe down their work stations at least twice daily.
 - l. Implement an audit and compliance procedure to ensure that cleaning criteria are followed.
 - m. Establish a clear reporting process for any symptomatic individual or any individual with a confirmed case of COVID-19, including the notification of lab leaders and the maintenance of a central log.
 - n. Clean and disinfect the work site when an employee is sent home with symptoms or with a confirmed case of COVID-19.
 - o. Send any potentially exposed co-workers home if there is a positive case in the facility.
 - p. Restrict all non-essential work travel, including in-person conference events.
- 6. Retail stores that are open for in-store sales must:
 - a. Create communications material for customers (e.g., signs or pamphlets) to inform them of changes to store practices and to explain the precautions the store is taking to prevent infection.

- b. Establish lines to regulate entry in accordance with subsection (c) of this section, with markings for patrons to enable them to stand at least six feet apart from one another while waiting. Stores should also explore alternatives to lines, including by allowing customers to wait in their cars for a text message or phone call, to enable social distancing and to accommodate seniors and those with disabilities.
- c. Adhere to the following restrictions:
 - 1. For stores of less than 50,000 square feet of customer floor space, must limit the number of people in the store (including employees) to 25% of the total occupancy limits established by the State Fire Marshal or a local fire marshal. Stores of more than 50,000 square feet must:
 - A. Limit the number of customers in the store at one time (excluding employees) to 4 people per 1,000 square feet of customer floor space.
 - B. Create at least two hours per week of dedicated shopping time for vulnerable populations, which for purposes of this order are people over 60, pregnant women, and those with chronic conditions like heart disease, diabetes, and lung disease.
 - 2. The director of the Department of Health and Human Services is authorized to issue an emergency order varying the capacity limits described in this subsection as necessary to protect the public health.
- d. Post signs at store entrance(s) instructing customers of their legal obligation to wear a face covering when inside the store.
- e. Post signs at store entrance(s) informing customers not to enter if they are or have recently been sick.
- f. Design spaces and store activities in a manner that encourages employees and customers to maintain six feet of distance from one another.
- g. Install physical barriers at checkout or other service points that require interaction, including plexiglass barriers, tape markers, or tables, as appropriate.
- h. Establish an enhanced cleaning and sanitizing protocol for high-touch areas like restrooms, credit-card machines, keypads, counters, shopping carts, and other surfaces.
- i. Train employees on:
 - 1. Appropriate cleaning procedures, including training for cashiers on cleaning between customers.
 - 2. How to manage symptomatic customers upon entry or in the store.

j. Notify employees if the employer learns that an individual (including a customer or supplier) with a confirmed case of COVID-19 has visited the store.

k. Limit staffing to the minimum number necessary to operate.

7. Offices must:

- a. Assign dedicated entry point(s) for all employees to reduce congestion at the main entrance.
- b. Provide visual indicators of appropriate spacing for employees outside the building in case of congestion.
- c. Take steps to reduce entry congestion and to ensure the effectiveness of screening (e.g., by staggering start times, adopting a rotational schedule in only half of employees are in the office at a particular time).
- d. Require face coverings in shared spaces, including during in-person meetings and in restrooms and hallways.
- e. Increase distancing between employees by spreading out workspaces, staggering workspace usage, restricting non-essential common space (e.g., cafeterias), providing visual cues to guide movement and activity (e.g., restricting elevator capacity with markings, locking conference rooms).
- f. Turn off water fountains.
- g. Prohibit social gatherings and meetings that do not allow for social distancing or that create unnecessary movement through the office.
- h. Provide disinfecting supplies and require employees wipe down their work stations at least twice daily.
- i. Post signs about the importance of personal hygiene.
- j. Disinfect high-touch surfaces in offices (e.g., whiteboard markers, restrooms, handles) and minimize shared items when possible (e.g., pens, remotes, whiteboards).
- k. Institute cleaning and communications protocols when employees are sent home with symptoms.
- l. Notify employees if the employer learns that an individual (including a customer, supplier, or visitor) with a confirmed case of COVID-19 has visited the office.
- m. Suspend all nonessential visitors.
- n. Restrict all non-essential travel, including in-person conference events.

8. Restaurants and bars must:

- a. Limit capacity to 50% of normal seating.
- b. Require six feet of separation between parties or groups at different tables or bar tops (e.g., spread tables out, use every other table, remove or put up chairs or barstools that are not in use).

- c. Create communications material for customers (e.g., signs, pamphlets) to inform them of changes to restaurant or bar practices and to explain the precautions that are being taken to prevent infection.
- d. Close waiting areas and ask customers to wait in cars for a call when their table is ready.
- e. Close self-serve food or drink options, such as buffets, salad bars, and drink stations.
- f. Provide physical guides, such as tape on floors or sidewalks and signage on walls to ensure that customers remain at least six feet apart in any lines.
- g. Post sign(s) at store entrance(s) informing customers not to enter if they are or have recently been sick.
- h. Post sign(s) instructing customers to wear face coverings until they get to their table.
- i. Require hosts and servers to wear face coverings in the dining area.
- j. Require employees to wear face coverings and gloves in the kitchen area when handling food, consistent with guidelines from the Food and Drug Administration ("FDA").
- k. Limit shared items for customers (e.g., condiments, menus) and clean high-contact areas after each customer (e.g., tables, chairs, menus, payment tools, condiments).
- l. Train employees on:
 - 1. Appropriate use of personal protective equipment in conjunction with food safety guidelines.
 - 2. Food safety health protocols (e.g., cleaning between customers, especially shared condiments).
 - 3. How to manage symptomatic customers upon entry or in the restaurant.
- m. Notify employees if the employer learns that an individual (including an employee, customer, or supplier) with a confirmed case of COVID-19 has visited the store.
- n. Close restaurant immediately if an employee shows multiple symptoms of COVID-19 (fever, atypical shortness of breath, atypical cough) and perform a deep clean, consistent with guidance from the FDA and the CDC. Such cleaning may occur overnight.
- o. Install physical barriers, such as sneeze guards and partitions at cash registers, bars, host stands, and other areas where maintaining physical distance of six feet is difficult.

- p. To the maximum extent possible, limit the number of employees in shared spaces, including kitchens, break rooms, and offices, to maintain at least a six-foot distance between employees.
9. Outpatient health-care facilities, including clinics, primary care physician offices, or dental offices, and also including veterinary clinics, must:
- a. Post signs at entrance(s) instructing patients to wear a face covering when inside.
 - b. Limit waiting-area occupancy to the number of individuals who can be present while staying six feet away from one another and ask patients, if possible, to wait in cars for their appointment to be called.
 - c. Mark waiting rooms to enable six feet of social distancing (e.g., by placing X's on the ground and/or removing seats in the waiting room).
 - d. Enable contactless sign-in (e.g., sign in on phone app) as soon as practicable.
 - e. Add special hours for highly vulnerable patients, including the elderly and those with chronic conditions.
 - f. Conduct a common screening protocol for all patients, including a temperature check and questions about COVID-19 symptoms.
 - g. Place hand sanitizer and face coverings at patient entrance(s).
 - h. Require employees to make proper use of personal protective equipment in accordance with guidance from the CDC and the U.S. Occupational Health and Safety Administration.
 - i. Require patients to wear a face covering when in the facility, except as necessary for identification or to facilitate an examination or procedure.
 - j. Install physical barriers at sign-in, temperature screening, or other service points that normally require personal interaction (e.g., plexiglass, cardboard, tables).
 - k. Employ telehealth and telemedicine to the greatest extent possible.
 - l. Limit the number of appointments to maintain social distancing and allow adequate time between appointments for cleaning.
 - m. Employ specialized procedures for patients with high temperatures or respiratory symptoms (e.g., special entrances, having them wait in their car) to avoid exposing other patients in the waiting room.
 - n. Deep clean examination rooms after patients with respiratory symptoms and clean rooms between all patients.
 - o. Establish procedures for building disinfection in accordance with CDC guidance if it is suspected that an employee or patient has COVID-19 or if there is a confirmed case.

10. Employers must maintain a record of the requirements set forth in Sections 1(c), (d), and (k).
11. The rules described in sections 1 through 10 have the force and effect of regulations adopted by the departments and agencies with responsibility for overseeing compliance with workplace health-and-safety standards and are fully enforceable by such agencies. Any challenge to penalties imposed by a department or agency for violating any of the rules described in sections 1 through 10 of this order will proceed through the same administrative review process as any challenge to a penalty imposed by the department or agency for a violation of its rules.
12. Any business or operation that violates the rules in sections 1 through 10 has failed to provide a place of employment that is free from recognized hazards that are causing, or are likely to cause, death or serious physical harm to an employee, within the meaning of the Michigan Occupational Safety and Health Act, MCL 408.1011.
13. Nothing in this order shall be taken to limit or affect any rights or remedies otherwise available under law.

Given under my hand and the Great Seal of the State of Michigan.

GRETCHEN WHITMER
GOVERNOR

Date: May 21, 2020

Time: 9:49 am

RELATED CONTENT

Executive Order 2020-111 (COVID-19) (June 1, 2020)

Executive Order 2020-108 (May 29, 2020)

Executive Order 2020-109 (May 29, 2020)

Executive Order 2020-110 (COVID-19) (June 1, 2020)

Executive Order 2020-106 (COVID-19) (May 28, 2020)

Executive Order 2020-107 (May 29, 2020)

Executive Order 2020-99 (COVID-19) (May 22, 2020) - Declaration of State of Emergency

Executive Order 2020-100 (COVID-19) (May 22, 2020)

Executive Order 2020-101 (COVID-19) (May 22, 2020)

Executive Order 2020-102 (COVID-19) (May 22, 2020)

Executive Order 2020-103 (COVID-19) (May 22, 2020)

Executive Order 2020-104 (COVID-19) (May 26, 2020)

Executive Order 2020-105 (May 26, 2020) - Declaration of State of Emergency

Executive Order 2020-98 (May 22, 2020) - Declaration of State of Emergency

Executive Order 2020-95 (COVID-19) (May 21, 2020)

Executive Order 2020-96 (COVID-19) (May 21, 2020) - Rescinded

Executive Order 2020-93 (COVID-19) (May 20, 2020)

Executive Order 2020-94 (May 19, 2020) - Declaration of State of Emergency

Executive Order 2020-85 (COVID-19)

Executive Order 2020-86 (COVID-19)



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Finance Report

BILLS TO BE APPROVED JUNE 9, 2020

Motion to approve Vouchers in the amount of:

\$	102,304.22	General Fund (101)
\$	44,685.91	Jail Fund (213)
\$	27,735.73	Ambulance Fund & ALS (214)
\$	3,912.98	Funds 105-238
\$	1,773.85	ACO Fund (247)
\$	146.48	Building (249)
\$	7,571.55	Dispatch 911 Fund (261)
\$	103,459.95	Funds 239-292
\$	6,906.72	Funds 293-640
\$	14,085.69	701 Fund
\$	-	Trust and Agency Funds & MSU Trust and Agency Fund (702-771)
<hr/>		
\$	312,583.08	

RECEIVED

JUN 04 2020

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

150

206-K-9 Fund	230-BVTMC	269-Law Library	310-Gov't Ctr Addition-Debt
207-Sheriff Reserve's	232-Planning/Zoning	270-Platte River Bridge	315-Benzie Leelanau Health
208-Dive Team	235-CBDG	271-Housing Grant	321-Jail Bond
209-Resource Officer	238-EDC	276-Council on Aging	371-Jail Bldg Debt Millage
210-Benzie Kids	245-Remonumentation	285-Pt. Betsie Lighthouse	425-Equipment Replace
211-D.A.R.E. Fund	256-Reg of Deeds	292-Child Care Fund	
215-FOC	262-911-Training	293-Soldiers Relief Fund	

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	SAUER, GARY	MILEAGE - MAY 2020	MILEAGE	06/04/20	35.08	76631
			Total For Dept 101 BOARD OF COMMISSIONERS			35.08	
Dept 131 CIRCUIT COURT							
101-131-860.00	TRAVEL	QUAGLIA, VINCENT	MEALS & MILEAGE - MAY 20202	053120	06/04/20	162.30	76624
101-131-967.00	PROJECT EXPENSES - DRUG	FELICE J. KELLEY-WARE	DRUG COURT COORDINATOR WEEK ENDING 052920	052920	06/04/20	307.80	76591
			Total For Dept 131 CIRCUIT COURT			470.10	
Dept 136 DISTRICT COURT							
101-136-727.00	OFFICE SUPPLIES	NOWAK, KIM	REIMBURSEMENT	DP291	05/28/20	17.96	76550
101-136-727.00	OFFICE SUPPLIES	VISA-KIM NOWAK	ZOOM/AMAZON:FOLDERS-SANITIZERS-THE	DP290	05/28/20	494.57	76560
101-136-727.00	OFFICE SUPPLIES	OFFICE DEPOT	FOLDERS/ENVELOPES/INK/TAPE/CLIPS/D	496069749001	06/04/20	184.96	76620
101-136-727.00	OFFICE SUPPLIES	VISA-KIM NOWAK	EXTERNAL DRIVE	DP305	06/04/20	52.98	76656
101-136-727.00	OFFICE SUPPLIES	VISA-KIM NOWAK	PO'S PHONE CASE/PROTECTOR	DP306	06/04/20	26.97	76657
101-136-853.00	CELLULAR PHONES	VERIZON WIRELESS	CELL PHONES	9854538671	05/28/20	89.78	76559
101-136-900.00	PRINTING & PUBLISHING	VISA-KIM NOWAK	ZOOM/AMAZON:FOLDERS-SANITIZERS-THE	DP290	05/28/20	15.89	76560
101-136-900.00	PRINTING & PUBLISHING	I.C.L.E.	2020 EPIC W/REP COMMS & MI PROB BE	20205165518/575	06/04/20	356.00	76595
101-136-955.10	DUES & REGISTRATIONS	MADCM	MEMBERSHIP DUES	DP296	06/04/20	75.00	76606
101-136-955.10	DUES & REGISTRATIONS	STATE OF MICHIGA CERT	K NOWAK- CER RENEWAL	DP297	06/04/20	30.00	76635
101-136-955.10	DUES & REGISTRATIONS	STATE OF MICHIGAN CER	O BRIEN: CER RENEWAL / LONG-MILLER	DP301	06/04/20	60.00	76643
			Total For Dept 136 DISTRICT COURT			1,404.11	
Dept 142 JUVENILE DIVISION							
101-142-727.00	OFFICE SUPPLIES	PURE WATER WORKS	WATER COOLER LEASE	20-4224	06/04/20	11.66	76623
101-142-727.00	OFFICE SUPPLIES	ROBINSON, KELLIE	REIM MILEAGE,PHONE, INCENTIVES, OFF	JUNE 1	06/04/20	63.71	76628
101-142-860.00	TRAVEL	CAMERON CLARK	REIM MILEAGE AND PHONE	JUNE 1	06/04/20	261.65	76583
101-142-957.40	NON REIMBURSABLE EXPENSE	CAMERON CLARK	REIM MILEAGE AND PHONE	JUNE 1	06/04/20	50.00	76583
			Total For Dept 142 JUVENILE DIVISION			387.02	
Dept 172 ADMINISTRATOR							
101-172-727.00	OFFICE SUPPLIES	VISA-MITCHELL DEISCH	OFFICE SUPPLIES	0892	05/28/20	15.89	76561
101-172-860.00	TRAVEL	DEISCH, MITCH	MILEAGE ALLOWANCE	060120	06/04/20	300.00	76588
			Total For Dept 172 ADMINISTRATOR			315.89	
Dept 215 COUNTY CLERK							
101-215-807.00	JURY BOARD FEES	BOWERS, JEAN	JURY BOARD PER DIEM	6/1/2020	06/04/20	35.00	76582
101-215-807.00	JURY BOARD FEES	BOWERS, JEAN	JURY BOARD MILEAGE	6/1/2020	06/04/20	1.16	76582
101-215-807.00	JURY BOARD FEES	MICK, JANICE	JURY BOARD PER DIEM	6/1/2020	06/04/20	35.00	76612
101-215-807.00	JURY BOARD FEES	MICK, JANICE	JURY BOARD MILEAGE	6/1/2020	06/04/20	8.12	76612
101-215-807.00	JURY BOARD FEES	SHRAKE, ELIZABETH	JURY BOARD PER DIEM	6/01/2020	06/04/20	35.00	76632
101-215-807.00	JURY BOARD FEES	SHRAKE, ELIZABETH	JURY BOARD MILEAGE	6/1/2020	06/04/20	4.06	76632
101-215-961.00	TRAINING & SCHOOLS	STATE OF MICHIGAN - C	CEO CERTIFICATION RENEWAL KIMBERLY	6/1/2020	06/04/20	30.00	76640
101-215-961.00	TRAINING & SCHOOLS	STATE OF MICHIGAN - C	CEO CERTIFICATION RENEWAL TAMMY BO	6/1/2020	06/04/20	30.00	76641
101-215-961.00	TRAINING & SCHOOLS	STATE OF MICHIGAN - C	CEO CERTIFICATION RENEWAL LUCY BUR	6/1/2020	06/04/20	30.00	76642
			Total For Dept 215 COUNTY CLERK			208.34	
Dept 253 COUNTY TREASURER							
101-253-727.00	OFFICE SUPPLIES	JACKPINE BUSINESS CEN	OFFICE SUPPLIES	453816-0	05/28/20	43.98	76597
101-253-830.10	SERVICE CONTRACT (AC)	ALL ANIMAL VET CENTER	SALES FOR DOG LICENCES 1ST QTR 202	052620	05/28/20	8.00	76569
101-253-830.10	SERVICE CONTRACT (AC)	BETSIIE RIVER VETERINA	SALES OF DOG LICENCES 1 ST QTR 202	052620	05/28/20	188.00	76579
101-253-830.10	SERVICE CONTRACT (AC)	NORTHWOOD ANIMAL HOSP	SALES OF DOG LICENCES 1ST QTR 2020	052620	05/28/20	14.00	76617
101-253-830.10	SERVICE CONTRACT (AC)	PLATTE LAKE VETERINAR	SALES OF DOG LICENCES 1ST QTR 2020	052620	05/28/20	45.00	76622
			Total For Dept 253 COUNTY TREASURER			298.98	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 101 GENERAL FUND							
Dept 257 EQUALIZATION DEPARTMENT							
101-257-727.00	OFFICE SUPPLIES	OFFICE DEPOT	LABELS, POST ITS, TAPE DISPENSER	493016893001	06/18/20	62.13	76552
			Total For Dept 257 EQUALIZATION DEPARTMENT			62.13	
Dept 265 BUILDING & GROUNDS							
101-265-750.00	MAINTENANCE SUPPLIES	NUGENT ACE HARDWARE	BUBBLE WRAP	170297	06/04/20	7.18	76619
101-265-750.00	MAINTENANCE SUPPLIES	NUGENT ACE HARDWARE	ROUND UP	170235	06/04/20	11.99	76619
101-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	CELL PHONES	9854538671	05/28/20	134.67	76559
			Total For Dept 265 BUILDING & GROUNDS			153.84	
Dept 266 LEGAL & CONTRACTED SERVICES							
101-266-810.00	LEGAL FEES	COHL, STOKER, TOSKEY,	RETAINER SERVICES	51363	05/28/20	1,833.34	76537
101-266-810.00	LEGAL FEES	COHL, STOKER, TOSKEY,	NON RETAINER SERVICES	51362	05/28/20	1,501.50	76537
			Total For Dept 266 LEGAL & CONTRACTED SERVICES			3,334.84	
Dept 267 PROSECUTING ATTORNEY							
101-267-827.00	MGT CONTRACT	MGT OF AMERICA, INC.	FY 2020 CRP BILLING SERVICE	37352	04/12/20	1,382.00	76546
101-267-853.00	CELLULAR PHONES	VERIZON WIRELESS	CELL PHONES	9854538671	05/28/20	44.89	76559
			Total For Dept 267 PROSECUTING ATTORNEY			1,426.89	
Dept 275 DRAIN COMMISSION							
101-275-819.00	CONTRACT SERVICE - LAKE	DIXON, CRAIG	MONTHLY CONTRACTED SERVICES FOR DA	060120	06/04/20	333.33	76590
			Total For Dept 275 DRAIN COMMISSION			333.33	
Dept 285 CENTRAL SERVICES							
101-285-730.00	POSTAGE	RESERVE ACCOUNT	POSTAGE FOR METER	46789160	06/04/20	2,500.00	76626
			Total For Dept 285 CENTRAL SERVICES			2,500.00	
Dept 286 TECHNOLOGY SUPPORT							
101-286-963.00	COMPUTER SUPPORT	I.T. RIGHT	CONTRACTED SERVICE JUNE 27, 2020 -	20164155	06/04/20	1,669.92	76596
			Total For Dept 286 TECHNOLOGY SUPPORT			1,669.92	
Dept 301 SHERIFF							
101-301-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	SHERIFF APR 2020 FUEL	1305	05/28/20	1,311.52	76528
101-301-748.00	GAS, OIL & GREASE	XPRESS LUBE	18-1 OC	50694	06/06/20	59.85	76565
101-301-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	FUEL MAY 2020	1315	06/11/20	1,450.82	76574
101-301-749.00	VEHICLE REPAIRS	HEIGES PERFORMANCE, I	14-4 WHEEL BEARING R&R	013094	06/11/20	355.10	76594
101-301-749.00	VEHICLE REPAIRS	THIRLBY AUTOMOTIVE -	HEADLAMP 15.1	820812	06/11/20	19.90	76650
101-301-752.10	DRY CLEANERS	ROBBIE'S DRY CLEANERS	DRY CLEANING MAY 2020	2655	06/11/20	43.50	76627
101-301-800.00	CONTRACTED SERVICES	I.T. RIGHT	CONTRACTED SERVICE JUNE 27, 2020 -	20164155	06/04/20	498.05	76596
101-301-800.00	CONTRACTED SERVICES	MICHIGAN STATE POLICE	GTWY VPN 2 QUARTER	551-561902 0603	06/11/20	387.00	76611
101-301-850.00	TELEPHONE	CHARTER COMMUNICATION	JUNE TV	0010078052120	06/20/20	44.83	76536
101-301-850.00	TELEPHONE	VERIZON WIRELESS	CELL PHONES	9854538671	05/28/20	44.89	76559
101-301-850.00	TELEPHONE	VERIZON WIRELESS	CELL PHONES	9854538673	05/28/20	381.72	76559
101-301-855.00	RADIO MAINTENANCE/EQUIPM	GRAND TRAVERSE MOBILE	13-1 STRIP EQUIP	53910	06/25/20	486.25	76593
101-301-855.00	RADIO MAINTENANCE/EQUIPM	GRAND TRAVERSE MOBILE	13-2 RADIO REPAIR	53909	06/25/20	105.75	76593
101-301-970.00	EQUIPMENT	SUMMITT COMPANIES	FIRE EXT MAINT SHERIFF	1516359	06/21/20	97.00	76645
101-301-980.00	VEHICLE EQUIPMENT	PRO COM INC	3 TICKET PRINTERS	36197	05/14/20	2,180.00	76554
			Total For Dept 301 SHERIFF			7,466.18	
Dept 333 SECONDARY ROAD PATROL							
101-333-725.00	FRINGE BENEFITS	BLUE CARE NETWORK	EMPLOYEE HEALTH INSURANCE FOR JUE	201290038077	06/04/20	1,197.14	76581
101-333-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	SHERIFF APR 2020 FUEL	1305	05/28/20	64.33	76528
101-333-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	FUEL MAY 2020	1315	06/11/20	101.51	76574

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 101 GENERAL FUND							
Dept 333 SECONDARY ROAD PATROL							
Total For Dept 333 SECONDARY ROAD PATROL						1,362.98	
Dept 426 EMERGENCY MANAGEMENT							
101-426-725.00	FRINGE BENEFITS	BLUE CARE NETWORK	EMPLOYEE HEALTH INSURANCE FOR JUE	201290038077	06/04/20	478.86	76581
101-426-727.00	OFFICE SUPPLIES	JACKPINE BUSINESS CEN	EM OFFICE SUPPLIES	453611-0	06/04/20	40.96	76597
101-426-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	COMM VAN FUEL	1324	06/04/20	28.60	76574
101-426-850.00	TELEPHONE	VERIZON WIRELESS	CELL PHONES	9854538672	05/28/20	44.89	76559
Total For Dept 426 EMERGENCY MANAGEMENT						593.31	
Dept 648 MEDICAL EXAMINER							
101-648-959.00	FORENSIC AUTOPSIES	GOSLINOSKI, LOIS R. D	AUTOPSIES - MAY 2020	053120	06/04/20	2,400.00	76592
Total For Dept 648 MEDICAL EXAMINER						2,400.00	
Dept 649 MENTAL HEALTH							
101-649-836.00	APPROPRIATIONS	CENTRA WELLNESS NETWO	MONTHLY APPROPRIATION JUNE 2020	000982	06/04/20	10,091.92	76584
Total For Dept 649 MENTAL HEALTH						10,091.92	
Dept 728 INTERGOVERNMENTAL							
101-728-885.00	LIQUOR TAX - NO MI REG E	NORTHERN MICHIGAN REG	LIQUOR TAX PORTION OWED	2ND QTR	06/04/20	25,641.50	76616
Total For Dept 728 INTERGOVERNMENTAL						25,641.50	
Dept 851 INSURANCE & BONDS							
101-851-828.10	LIABILITY & BUILDING INS	MICHIGAN MUNICIPAL RI	RETENTION FUND INSTALLMENT	R0001121	05/28/20	1,000.00	76547
Total For Dept 851 INSURANCE & BONDS						1,000.00	
Dept 852 MEDICAL INSURANCE							
101-852-717.00	MEDICAL/DENTAL/VISION IN	BLUE CARE NETWORK	EMPLOYEE HEALTH INSURANCE FOR JUE	201290038077	06/04/20	40,622.86	76581
101-852-717.00	MEDICAL/DENTAL/VISION IN	CONQUEST, JEFF	RETIREE HEALTH SUPPLEMENT BENEFIT	060120	06/04/20	175.00	76586
101-852-717.00	MEDICAL/DENTAL/VISION IN	KOSIBOSKI, JEFFREY	RETIREE HEALTH SUPPLEMENT BENEFIT	060120	06/04/20	175.00	76605
101-852-717.00	MEDICAL/DENTAL/VISION IN	TUCKER, DAVID	MONTHLY RETIREE HEALTHCARE SUPPLEM	060120	06/04/20	175.00	76655
Total For Dept 852 MEDICAL INSURANCE						41,147.86	
Total For Fund 101 GENERAL FUND						102,304.22	
Fund 205 TNT OFFICER MILLAGE FUND							
Dept 000							
205-000-725.00	FRINGE BENEFITS	BLUE CARE NETWORK	EMPLOYEE HEALTH INSURANCE FOR JUE	201290038077	06/04/20	1,197.14	76581
205-000-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	SHERIFF APR 2020 FUEL	1305	05/28/20	23.25	76528
205-000-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	FUEL MAY 2020	1315	06/11/20	103.59	76574
205-000-840.00	INTELL/INVESTIGATIONS	TRANSUNION RISK & ALT	MAY INTELL 2020	202005-1 939561	07/15/20	50.00	76654
Total For Dept 000						1,373.98	
Total For Fund 205 TNT OFFICER MILLAGE FUND						1,373.98	
Fund 206 SHERIFF'S K-9 FUND							
Dept 000							
206-000-967.00	PROJECT EXPENSES	PLATTE LAKE VETERINAR	K9 EXPENSE	292396	05/21/20	65.88	76553
206-000-967.00	PROJECT EXPENSES	PLATTE LAKE VETERINAR	K9 EXPENSE	292220	05/14/20	113.40	76553
Total For Dept 000						179.28	
Total For Fund 206 SHERIFF'S K-9 FUND						179.28	
Fund 209 SCHOOL RESOURCE OFFICER							
Dept 000							
209-000-725.00	FRINGE BENEFITS	BLUE CARE NETWORK	EMPLOYEE HEALTH INSURANCE FOR JUE	201290038077	06/04/20	399.03	76581

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 209 SCHOOL RESOURCE OFFICER							
Dept 000							
209-000-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	SHERIFF APR 2020 FUEL	1305	05/28/20	151.11	76528
209-000-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	FUEL MAY 2020	1315	06/11/20	159.52	76574
209-000-749.00	VEHICLE REPAIRS	GRAND TRAVERSE MOBILE	SRO VEHICLE EQUIPMENT	53793	06/03/20	278.12	76542
			Total For Dept 000			987.78	
			Total For Fund 209 SCHOOL RESOURCE OFFICER			987.78	
Fund 213 JAIL OPERATIONS FUND							
Dept 265 BUILDING & GROUNDS							
213-265-783.00	EQUIP. SERVICES & SUPPLI	AMAZON CAPITAL SERVIC	FILTERS/CLEANERS JAIL	1KJR-JIYC-KM14	06/12/20	250.55	76527
213-265-783.00	EQUIP. SERVICES & SUPPLI	CENTRAL CLEANING SYST	VITAL OXIDE WIPES	35801	06/05/20	790.35	76534
213-265-783.00	EQUIP. SERVICES & SUPPLI	KSS ENTERPRISES	WIPES	1216839	05/28/20	76.80	76545
213-265-783.00	EQUIP. SERVICES & SUPPLI	KSS ENTERPRISES	WIPES	1219571-1	06/17/20	38.40	76545
213-265-783.00	EQUIP. SERVICES & SUPPLI	KSS ENTERPRISES	HAND SANITIZER	1223183-1	06/10/20	89.82	76545
213-265-923.00	FUEL - NATURAL GAS	DTE ENERGY	NAT GAS APRIL 2020	2478900657 08 A	06/04/20	634.35	76539
213-265-924.00	ELECTRIC	CONSUMERS ENERGY	ELECTRIC - JAIL	207145826703 JA	06/01/20	2,532.72	76538
213-265-935.00	JAIL REPAIRS	AMAZON CAPITAL SERVIC	MONITOR MOUNT & HDMI CABLE	1K7P-NR4J-CFNQ	06/23/20	49.34	76527
213-265-935.00	JAIL REPAIRS	BLUE WATER ELECTRIC	ELECTRIC OUTLETS/DB AND JAIL	838	05/14/20	1,430.00	76531
213-265-935.00	JAIL REPAIRS	JOHNSON CONTROLS FIRE	PLC/BRKER/RELAY FOR JAIL DOORS	86774431	06/21/20	419.60	76544
213-265-935.00	JAIL REPAIRS	WOLVERINE POWER SYSTE	MAINT FOR GENERATOR	0188374-IN	05/28/20	490.80	76564
213-265-935.00	JAIL REPAIRS	WOLVERINE POWER SYSTE	PARTS - GENERATOR MAINT	0188371-IN	05/28/20	70.67	76564
213-265-935.00	JAIL REPAIRS	ACCESS WINDOW, DOOR &	WIND/DOOR HARDWARE R&R	1457	06/26/20	1,210.00	76568
213-265-935.00	JAIL REPAIRS	NUGENT ACE HARDWARE	MAY 2020 JAIL REPAIRS	1444 MAY 2020	06/25/20	201.06	76619
			Total For Dept 265 BUILDING & GROUNDS			8,284.46	
Dept 351 JAIL - CORRECTIONS							
213-351-740.00	FOOD SUPPLIES	CANTEEN SERVICES	CRACKERS	97360	04/14/20	16.65	76533
213-351-740.00	FOOD SUPPLIES	CANTEEN SERVICES	APRIL MEALS 2020	97359	05/14/20	6,010.74	76533
213-351-742.00	KITCHEN SUPPLIES	SUMMITT COMPANIES	KITCH HOOD INSTALL	21651133	05/24/20	200.00	76555
213-351-749.00	VEHICLE REPAIRS	HEIGES PERFORMANCE, I	14 CORRECTIONS VAN AC REPAIR	013095	06/11/20	161.24	76594
213-351-751.00	UNIFORMS	AMAZON CAPITAL SERVIC	UNIFORMS/PHONE CASE JAIL	1V6G-NNQV-63X7	06/08/20	58.56	76527
213-351-751.00	UNIFORMS	AMAZON CAPITAL SERVIC	UNIFORMS - BATES	1HR1-TW71-LQHV	06/28/20	67.49	76570
213-351-752.10	DRY CLEANERS	ROBBIE'S DRY CLEANERS	DRY CLEANING MAY 2020	2655	06/11/20	386.25	76627
213-351-834.00	PRISONER MEDICAL - BENZI	ALL ACCESS CARE PLLC	APRIL MEDICAL 2020 JAIL	IN48039	05/15/20	13,184.09	76526
213-351-940.20	EQUIPMENT LEASE - COPIER	TEAM FINANCIAL GROUP,	COPIER CONTRACT MAY 2020	00031559	06/11/20	461.25	76646
213-351-956.00	EMPLOYEE PHYSICALS	MANAGEMENT & BEHAVIOR	PRE EMPLOYMENT PHYSICAL	SIMPKIN 0525202	06/25/20	950.00	76607
213-351-963.00	COMPUTER EQUIPMENT	AMAZON CAPITAL SERVIC	SCANNER	1WL1-R3PH-HG67	06/05/20	264.99	76527
213-351-963.00	COMPUTER EQUIPMENT	AMAZON CAPITAL SERVIC	UNIFORMS/PHONE CASE JAIL	1V6G-NNQV-63X7	06/08/20	9.99	76527
213-351-963.00	COMPUTER EQUIPMENT	I.T. RIGHT	CONTRACTED SERVICE JUNE 27, 2020 -	20164155	06/04/20	908.20	76596
213-351-970.00	EQUIPMENT	AMAZON CAPITAL SERVIC	FACE SHEILDs COVID 19 SUPPLIES	1PX6-3DL1-36LK	06/25/20	71.28	76527
			Total For Dept 351 JAIL - CORRECTIONS			22,750.73	
Dept 852 MEDICAL INSURANCE							
213-852-717.00	MEDICAL/DENTAL/VISION IN	BLUE CARE NETWORK	EMPLOYEE HEALTH INSURANCE FOR JUNE	201290038077	06/04/20	13,487.72	76581
213-852-717.00	MEDICAL/DENTAL/VISION IN	DELTA DENTAL PLAN OF	EMPLOYEE DENTAL INSURANCE FOR JUNE	RIS0002833450	06/04/20	163.00	76589
			Total For Dept 852 MEDICAL INSURANCE			13,650.72	
			Total For Fund 213 JAIL OPERATIONS FUND			44,685.91	
Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND							
Dept 265 BUILDING & GROUNDS							
214-265-850.01	INTERNET SERVICE	CENTURYLINK	INTERNET SERVICE	404669354	05/28/20	301.43	76535
214-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	CELL PHONES	9854538671	05/28/20	20.04	76559

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND							
Dept 265 BUILDING & GROUNDS							
214-265-833.00	CELLULAR PHONES	VERTIZON WIRELESS	CELL PHONES	9854538672	05/28/20	92.96	76559
214-265-935.00	BUILDING REPAIRS	NUGENT ACE HARDWARE	SMOKE ALARM REPLACEMENT FOR STATIO	170370	05/28/20	62.48	76551
214-265-970.00	EQUIPMENT & REPAIR	VISA=THOMAS KING	ST 3 MICROWAVE, EMS WEEK GIFT CERT	5-17-20	05/28/20	144.79	76562
214-265-970.00	EQUIPMENT & REPAIR	THRILBY AUTO - ALS/EM	LAWN MOWER OIL AND PLUG (ST 2)	851742	06/04/20	15.51	76649
Total For Dept 265 BUILDING & GROUNDS						637.21	
Dept 655 ADVANCED LIFE SUPPORT (ALS)							
214-655-727.00	OFFICE SUPPLIES	TEAM FINANCIAL GROUP,	COPIER PAYMENT	40019080	05/28/20	198.34	76556
214-655-727.00	OFFICE SUPPLIES	VISA=THOMAS KING	ST 3 MICROWAVE, EMS WEEK GIFT CERT	5-17-20	05/28/20	450.00	76562
214-655-735.00	MEDICAL SUPPLIES	MUNSON MEDICAL CENTER	PHARMACY CHARGES	4-30-20	05/28/20	450.00	76549
214-655-735.00	MEDICAL SUPPLIES	THRILBY AUTO - ALS/EM	95 MASKS FOR AMBULANCES (COVID 19	820654	06/04/20	62.32	76649
214-655-735.10	MEDICAL SUPPLIES - GAS	VISA=THOMAS KING	ST 3 MICROWAVE, EMS WEEK GIFT CERT	5-17-20	05/28/20	22.79	76562
214-655-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	FUEL	1308	05/28/20	741.10	76528
214-655-748.00	GAS, OIL & GREASE	BENZIE TRANSPORTATION	A33 OIL CHANGE	2405	05/28/20	164.08	76529
214-655-748.00	GAS, OIL & GREASE	WEX BANK	FUEL CHARGES-EMS	65454240	05/28/20	212.36	76563
214-655-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	FUEL	1319	05/28/20	922.96	76574
214-655-749.00	VEHICLE REPAIRS	BENZIE TRANSPORTATION	A21 OIL, TIRES, REAR BRAKES	2404	05/28/20	1,411.56	76529
214-655-749.00	VEHICLE REPAIRS	VALLEY TRUCK PARTS	A 21 FRONT END ALIGNMENT	2-1221886	05/28/20	260.00	76558
214-655-749.00	VEHICLE REPAIRS	THRILBY AUTO - ALS/EM	BRAKE SUPPLIES FOR A21	829448	06/04/20	60.34	76649
214-655-751.00	UNIFORMS	TIMOTHY GUENTHARDT	BOOT ALLOWANCE	REIMBURSEMENT	05/28/20	150.00	76557
214-655-751.00	UNIFORMS	BAY SUPPLY & MARKETIN	EMBROIDERY FOR EARL AND LAURA ON P	59521	06/04/20	63.00	76571
214-655-751.00	UNIFORMS	BAY SUPPLY & MARKETIN	EMBROIDERY FOR MARC O. ON HIS JACK	59520	06/04/20	27.00	76571
214-655-751.00	UNIFORMS	TELE-RAD, INC.	UTILITY SHIRT FOR EARL AND LAURA,	897778	06/04/20	167.97	76648
214-655-751.00	UNIFORMS	TIMOTHY GUENTHARDT	BOOTS FOR TIM G	TIM-BOOTS-2020	06/04/20	150.00	76652
214-655-800.01	CONTRACTED SERVICES - BI	NORTH FLIGHT, INC.	BILLING	4-30-2020	06/04/20	1,925.00	76615
214-655-963.00	COMPUTER SUPPORT	I.T. RIGHT	CONTRACTED SERVICE JUNE 27, 2020 -	20164155	06/04/20	87.89	76596
214-655-970.00	EQUIPMENT	BIOMEDICAL SOLUTIONS	AED FOR T62	104193	05/28/20	960.02	76530
214-655-970.00	EQUIPMENT	BOUND TREE MEDICAL, L	LUCUS BATTERY CHARGERS AND BATTERI	83632997	05/28/20	1,258.34	76532
214-655-970.00	EQUIPMENT	STRYKER FLEX FINANCIA	INSTALLMENT PMT-MONITOR	174875	06/04/20	3,945.51	76644
Total For Dept 655 ADVANCED LIFE SUPPORT (ALS)						13,690.58	
Dept 852 MEDICAL INSURANCE							
214-852-717.00	MEDICAL/DENTAL/VISION IN	BLUE CARE NETWORK	EMPLOYEE HEALTH INSURANCE FOR JUE	201290038077	06/04/20	13,407.94	76581
Total For Dept 852 MEDICAL INSURANCE						13,407.94	
Total For Fund 214 EMERGENCY MEDICAL SERVICES (E						27,735.73	
Fund 220 MARINE PATROL FUND							
Dept 000							
220-000-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	FUEL MAY 2020	1315	06/11/20	88.05	76574
220-000-748.00	GAS, OIL & GREASE	CRYSTAL LAKE MARINA	OIL - MARINE	4960	06/11/20	28.00	76587
220-000-748.00	GAS, OIL & GREASE	NAPA AUTO SUPPLY, INC	FUEL FILTER MARINE	100004024450833	06/11/20	7.58	76614
220-000-748.00	GAS, OIL & GREASE	NAPA AUTO SUPPLY, INC	FUEL FILTER MARINE	100004024450923	06/11/20	14.72	76614
220-000-748.00	GAS, OIL & GREASE	NAPA AUTO SUPPLY, INC	MARINE FUEL FILTER	100004024450880	06/11/20	15.54	76614
220-000-751.00	UNIFORMS	EMBROID ME OF TRAVERS	MARINE SHIRTS 8	E19553	06/05/20	176.00	76540
220-000-954.10	RENT	CRYSTAL LAKE MARINA	SLIP RENTAL 2020 - MARINE PATROL	2126	06/04/20	550.00	76587
Total For Dept 000						879.89	
Total For Fund 220 MARINE PATROL FUND						879.89	
Fund 228 SOLID WASTE/RECYCLING FUND							
Dept 000							
228-000-748.00	GAS, OIL & GREASE	BENZIE COUNTY ROAD CO	FUEL FOR APRIL 2020	1309	06/04/20	18.82	76575

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Fund 228 SOLID WASTE/RECYCLING FUND							
Dept 000							
228-000-850.00	TELEPHONE	VERIZON WIRELESS	CELL PHONES	9854538671	05/28/20	44.89	76559
228-000-963.00	COMPUTER SUPPORT	I.T. RIGHT	CONTRACTED SERVICE JUNE 27, 2020 -	20164155	06/04/20	29.30	76596
			Total For Dept 000			93.01	
Dept 852 MEDICAL INSURANCE							
228-852-717.00	MEDICAL/DENTAL/VISION IN	BLUE CARE NETWORK	EMPLOYEE HEALTH INSURANCE FOR JUNE	201290038077	06/04/20	399.04	76581
			Total For Dept 852 MEDICAL INSURANCE			399.04	
			Total For Fund 228 SOLID WASTE/RECYCLING FUND			492.05	
Fund 241 LAND BANK AUTHORITY FUND							
Dept 000							
241-000-967.00	PROJECT EXPENSES	BENZIE COUNTY TREASUR	PETTY CASH REIMBURSEMENT	060420	06/04/20	30.00	76577
			Total For Dept 000			30.00	
			Total For Fund 241 LAND BANK AUTHORITY FUND			30.00	
Fund 247 ANIMAL CONTROL FUND							
Dept 265 BUILDING & GROUNDS							
247-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	CELL PHONES	9854538671	05/28/20	89.78	76559
			Total For Dept 265 BUILDING & GROUNDS			89.78	
Dept 430 ANIMAL CONTROL							
247-430-963.00	COMPUTER SUPPORT	I.T. RIGHT	CONTRACTED SERVICE JUNE 27, 2020 -	20164155	06/04/20	87.89	76596
			Total For Dept 430 ANIMAL CONTROL			87.89	
Dept 852 MEDICAL INSURANCE							
247-852-717.00	MEDICAL/DENTAL/VISION IN	BLUE CARE NETWORK	EMPLOYEE HEALTH INSURANCE FOR JUNE	201290038077	06/04/20	1,596.18	76581
			Total For Dept 852 MEDICAL INSURANCE			1,596.18	
			Total For Fund 247 ANIMAL CONTROL FUND			1,773.85	
Fund 249 BUILDING DEPARTMENT FUND							
Dept 371 BUILDING INSPECTOR							
249-371-963.00	COMPUTER SUPPORT	I.T. RIGHT	CONTRACTED SERVICE JUNE 27, 2020 -	20164155	06/04/20	146.48	76596
			Total For Dept 371 BUILDING INSPECTOR			146.48	
			Total For Fund 249 BUILDING DEPARTMENT FUND			146.48	
Fund 261 911 EMERGENCY SERVICE FUND							
Dept 325 DISPATCH/COMMUNICATION							
261-325-830.00	911 MAINTENANCE CONTRACT	MILLENNIA TECHNOLOGIE	SERVICE TICKET 13570	13912	06/04/20	60.00	76613
261-325-830.00	911 MAINTENANCE CONTRACT	WESTTEL INTERNATIONAL	MONTHLY SERVICE AND MAINT. - JULY 2	1474	06/04/20	938.00	76658
261-325-963.00	COMPUTER SUPPORT	I.T. RIGHT	CONTRACTED SERVICE JUNE 27, 2020 -	20164155	06/04/20	322.27	76596
			Total For Dept 325 DISPATCH/COMMUNICATION			1,320.27	
Dept 852 MEDICAL INSURANCE							
261-852-717.00	MEDICAL/DENTAL/VISION IN	BLUE CARE NETWORK	EMPLOYEE HEALTH INSURANCE FOR JUNE	201290038077	06/04/20	6,225.09	76581
261-852-717.00	MEDICAL/DENTAL/VISION IN	DELTA DENTAL PLAN OF	EMPLOYEE DENTAL INSURANCE FOR JUNE	RIS0002833450	06/04/20	26.19	76589
			Total For Dept 852 MEDICAL INSURANCE			6,251.28	
			Total For Fund 261 911 EMERGENCY SERVICE FUND			7,571.55	
Fund 276 COMMISSION ON AGING MILLAGE FUND							
Dept 000							

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Fund 276	COMMISSION ON AGING MILLAGE FUND						
Dept 000							
276-000-800.00	CONTRACTED SERVICES	BENZIE SENIOR RESOURC	MONTHLY PYMT FOR CONTRACTED SERVICE	060120	06/04/20	92,325.00	76578
			Total For Dept 000			92,325.00	
			Total For Fund 276 COMMISSION ON AGING MILLAGE F			92,325.00	
Fund 292	CHILD CARE FUND						
Dept 000							
292-000-840.95	IN HOME CARE MISC.	SMART START MICHIGAN		6/1/20	06/04/20	310.00	76634
292-000-850.00	TELEPHONE	ROBINSON, KELLIE	REIM MILEAGE, PHONE, INCENTIVES, OFF	JUNE 1	06/04/20	150.00	76628
292-000-860.00	TRAVEL/GAS CARDS	ROBINSON, KELLIE	REIM MILEAGE, PHONE, INCENTIVES, OFF	JUNE 1	06/04/20	10.46	76628
292-000-862.00	MENTORING/TUTORING	PENSYL, KRISTIN	TUTORING IHC CLIENTS	APRIL	06/04/20	405.00	76621
292-000-862.01	INCENTIVES	ROBINSON, KELLIE	REIM MILEAGE, PHONE, INCENTIVES, OFF	JUNE 1	06/04/20	50.82	76628
			Total For Dept 000			926.28	
			Total For Fund 292 CHILD CARE FUND			926.28	
Fund 293	VETERAN'S RELIEF FUND						
Dept 000							
293-000-839.00	VETERANS BURIALS & MARKE	JUDI SHAFTON	VETERANS BURIAL BENEFIT - CARL MOR	6/1/2020	06/04/20	300.00	76602
293-000-839.10	VETERANS FINANCIAL AID	NITRO WRAPS	BENZIE BUS WRAPS FOR VETERANS	1155	05/28/20	5,260.00	76566
			Total For Dept 000			5,560.00	
			Total For Fund 293 VETERAN'S RELIEF FUND			5,560.00	
Fund 425	EQUIPMENT REPLACEMENT FUND						
Dept 351	JAIL - CORRECTIONS						
425-351-957.00	MISCELLANEOUS - INMATE T	ADVANCED SATELLITE CO	CAMERA INSTALL 1/2 HALF	47594	05/21/20	10,178.67	76525
			Total For Dept 351 JAIL - CORRECTIONS			10,178.67	
			Total For Fund 425 EQUIPMENT REPLACEMENT FUND			10,178.67	
Fund 516	DELINQUENT TAX REVOLVING FUND						
Dept 000							
516-000-694.00	CASH OVER/SHORT	JAMES HANRATH	OVERPAID DELINQUENT TAXES	07-026-	05/28/20	20.00	76599
516-000-694.00	CASH OVER/SHORT	JUDITH DEPODESTA	OVERPAID DELINQUENT TAXES	01-507-	06/04/20	10.56	76603
516-000-694.00	CASH OVER/SHORT	REBECCA SWARTZ	OVERPAID DELINQUENT TAXES	01-025-0	06/04/20	6.16	76625
			Total For Dept 000			36.72	
			Total For Fund 516 DELINQUENT TAX REVOLVING FUND			36.72	
Fund 532	TAX FORECLOSURE FUND						
Dept 253	COUNTY TREASURER						
532-253-800.00	CONTRACTED SERVICES - RE	BENZIE COUNTY REGISTE	TO RECORD 32 REDEMPTIONS AND 1 CAN	052020	05/28/20	990.00	76573
532-253-800.00	CONTRACTED SERVICES - RE	BENZIE COUNTY TREASUR	PETTY CASH REIMBURSEMENT	060420	06/04/20	175.00	76577
			Total For Dept 253 COUNTY TREASURER			1,165.00	
			Total For Fund 532 TAX FORECLOSURE FUND			1,165.00	
Fund 569	BUILDING AUTHORITY						
Dept 000							
569-000-721.00	PER DIEM	CLARK, JAMES	PER DIEM FOR BUILDING AUTHORITY 5/	052020	05/28/20	35.00	76585
569-000-721.00	PER DIEM	JOHNSON, JEFF	PER DIEM FOR BUILDING AUTHORITY ON	052020	05/28/20	35.00	76600
569-000-800.00	CONTRACTED SERVICES	MAY, SHARRON	RECORDING SECRETARY FOR BA ON MAY	052120	05/28/20	75.00	76609
			Total For Dept 000			145.00	

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Fund 569 BUILDING AUTHORITY							
Fund 701 GENERAL AGENCY FUND						145.00	
Dept 136 DISTRICT COURT							
701-136-214.01	DUE TO SHERIFF'S DEPT -	BENZIE COUNTY SHERIFF	MAY 2020 OWI REIMBURSEMENT	DP300	06/04/20	338.50	76576
701-136-228.20	DUE STATE - DNR JUDGE	STATE OF MICHIGAN	MAY 2020 FEE TRANSMITTAL	DCST05/2020	06/04/20	300.00	76637
701-136-228.30	DUE STATE - D. L. REINS	STATE OF MICHIGAN	MAY 2020 FEE TRANSMITTAL	DCST05/2020	06/04/20	75.00	76637
701-136-228.37	DUE STATE - CRIME VICTIM	STATE OF MICHIGAN	MAY 2020 FEE TRANSMITTAL	DCST05/2020	06/04/20	1,275.30	76637
701-136-228.42	DUE STATE - STATE COURT	STATE OF MICHIGAN	MAY 2020 FEE TRANSMITTAL	DCST05/2020	06/04/20	80.00	76637
701-136-228.47	DUE STATE - OWI REIMBURS	STATE OF MICHIGAN	MAY 2020 FEE TRANSMITTAL	DCST05/2020	06/04/20	300.00	76637
701-136-228.56	DUE STATE - EFILING FEE	STATE OF MICHIGAN	MAY 2020 FEE TRANSMITTAL	DCST05/2020	06/04/20	145.00	76637
701-136-228.57	DUE STATE - STATE JURY	STATE OF MICHIGAN	MAY 2020 FEE TRANSMITTAL	DCST05/2020	06/04/20	75.00	76637
701-136-228.58	DUE STATE - CIVIL FILING	STATE OF MICHIGAN	MAY 2020 FEE TRANSMITTAL	DCST05/2020	06/04/20	462.00	76637
701-136-228.59	DUE STATE - JUSTICE SYST	STATE OF MICHIGAN	MAY 2020 FEE TRANSMITTAL	DCST05/2020	06/04/20	2,354.62	76637
701-136-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BOND APPLIED/COSTS	DP292	05/28/20	1,300.00	76524
701-136-265.00	CASH BONDS PAYABLE	ROSE, NICOLE KAYANNE	BOND RETURNED: ROSE	20-067-ST	06/04/20	200.00	76629
701-136-271.00	RESTITUTIONS PAYABLE	NUSENT ACE HARDWARE	RESTITUTION PYMT FROM LUKE MENDRIK	19-408-SM	06/04/20	90.00	76618
701-136-271.00	RESTITUTIONS PAYABLE	RYKSE, BRAD	RESTITUTION PYMT FROM LARRY L BROW	19-203-FY	06/04/20	50.00	76630
701-136-271.00	RESTITUTIONS PAYABLE	SINGLETON, MEGAN	RESTITUTION PYMT FROM SHAWN K ROBE	19-375-SM	06/04/20	50.00	76633
701-136-271.00	RESTITUTIONS PAYABLE	TIMMER, JEREDITH	RESTITUTION PYMT FROM BRANDON PIPE	13-245-FY	06/04/20	5.00	76651
701-136-275.00	REFUNDS	TEEPLES, DOMINIC M	REFUND: OVERPAYMENT ON TICKET	20-X722794-SI	06/04/20	138.00	76647
Dept 141 FRIEND OF THE COURT						7,238.42	
701-141-222.04	DUE MANISTEE - STATUTORY	MANISTEE COUNTY TREAS	FEE COLLECTIONS MAY 2020	053120	06/04/20	784.15	76608
701-141-222.05	DUE MANISTEE - PROCESSIN	MANISTEE COUNTY TREAS	FEE COLLECTIONS MAY 2020	053120	06/04/20	185.35	76608
Dept 148 PROBATE COURT						969.50	
701-148-228.06	DUE STATE - SHARED FEES	STATE OF MICHIGAN	MAY 2020 FEE TRANSMITTAL	PCST05/2020	06/04/20	717.14	76636
701-148-228.42	DUE STATE - GENERAL FEES	STATE OF MICHIGAN	MAY 2020 FEE TRANSMITTAL	PCST05/2020	06/04/20	155.00	76636
701-148-228.56	DUE STATE - EFILING FEE	STATE OF MICHIGAN	MAY 2020 FEE TRANSMITTAL	PCST05/2020	06/04/20	225.00	76636
701-148-228.58	DUE STATE - CIVIL FILING	STATE OF MICHIGAN	MAY 2020 FEE TRANSMITTAL	PCST05/2020	06/04/20	1,350.00	76636
Dept 215 COUNTY CLERK						2,447.14	
701-215-228.05	DUE STATE - NOTARY FEES	MICHIGAN DEPARTMENT O	NOTARY FEE TRANSMITTAL	MAY 2020	06/04/20	6.00	76610
701-215-228.16	DUE STATE - PISTOL PERMI	STATE OF MICHIGAN (#3	CPL FOR MAY 2020	551-561786	06/04/20	824.00	76639
701-215-228.37	DUE STATE - CRIME VICTIM	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	MAY 2020	06/04/20	563.40	76638
701-215-228.42	DUE STATE - STATE COURT	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	MAY 2020	06/04/20	160.00	76638
701-215-228.56	DUE STATE - EFILING FEE	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	MAY 2020	06/04/20	75.00	76638
701-215-228.58	DUE STATE - CIVIL FILING	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	MAY 2020	06/04/20	357.00	76638
701-215-228.59	DUE STATE - JUSTICE SYST	STATE OF MICHIGAN	CIRCUIT COURT FEE TRANSMITTAL	MAY 2020	06/04/20	414.00	76638
701-215-265.00	CASH BONDS PAYABLE	85TH DISTRICT COURT	BOND MONEY DYLAN REED	19-2652-FH	06/04/20	400.00	76567
701-215-265.00	CASH BONDS PAYABLE	BENZIE COUNTY CLERK	BOND MONEY APPLIED NICOLE BALLARD	20-2673-FH	06/04/20	450.00	76572
701-215-271.00	RESTITUTIONS PAYABLE	JAMES AND CAROLINE HE	RESTITUTION FROM LUCAS BRIGHT	11-2233-FH	05/28/20	10.00	76543
701-215-271.00	RESTITUTIONS PAYABLE	BLARNEY CASTLE - FRAN	RESTITUTION FROM MICHAEL REED	02-1795-FC	06/04/20	37.50	76580
701-215-271.00	RESTITUTIONS PAYABLE	JAMES AND CAROLINE HE	RESTITUTION FROM LUCAS BRIGHT	11-2233-FH	06/04/20	10.00	76598
701-215-271.00	RESTITUTIONS PAYABLE	TOM AND ROBIN LEE	RESTITUTION FROM DONALD MARSHALL	14-2364-FH	06/04/20	50.00	76653
701-215-299.03	CIRCUIT COURT MISCELLANE	JONATHAN FULLER	OVERPAYMENT OF COURT ASSESSMENTS J	12-2268-FH	06/04/20	13.73	76601
Dept 253 COUNTY TREASURER						3,370.63	
701-253-275.00	TAX OVERPAYMENTS/REFUNDS	KIMBERLY O'CONNOR	OVERPAID ON DOG LICENSES	060220	06/04/20	30.00	76604

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Fund 701 GENERAL AGENCY FUND							
Dept 253 COUNTY TREASURER			Total For Dept 253 COUNTY TREASURER			30.00	
Dept 301 SHERIFF							
701-301-228.63	DUE STATE - SEX OFFENDER	MICHIGAN STATE POLICE	SOR APRIL 2020	551-561601	06/10/20	30.00	76548
			Total For Dept 301 SHERIFF			30.00	
			Total For Fund 701 GENERAL AGENCY FUND			14,085.69	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
			Fund Totals:				
			Fund 101 GENERAL FUND			102,304.22	
			Fund 205 TNT OFFICER MILLAGE FUND			1,373.98	
			Fund 206 SHERIFF'S K-9 FUND			179.28	
			Fund 209 SCHOOL RESOURCE OFFICER			987.78	
			Fund 213 JAIL OPERATIONS FUND			44,685.91	
			Fund 214 EMERGENCY MEDICAL SERVICES			27,735.73	
			Fund 220 MARINE PATROL FUND			879.89	
			Fund 228 SOLID WASTE/RECYCLING FUND			492.05	
			Fund 241 LAND BANK AUTHORITY FUND			30.00	
			Fund 247 ANIMAL CONTROL FUND			1,773.85	
			Fund 249 BUILDING DEPARTMENT FUND			146.48	
			Fund 261 911 EMERGENCY SERVICE FUND			7,571.55	
			Fund 276 COMMISSION ON AGING MILLAGE			92,325.00	
			Fund 292 CHILD CARE FUND			926.28	
			Fund 293 VETERAN'S RELIEF FUND			5,560.00	
			Fund 425 EQUIPMENT REPLACEMENT FUND			10,178.67	
			Fund 516 DELINQUENT TAX REVOLVING FU			36.72	
			Fund 532 TAX FORECLOSURE FUND			1,165.00	
			Fund 569 BUILDING AUTHORITY			145.00	
			Fund 701 GENERAL AGENCY FUND			14,085.69	
			Total For All Funds:			312,583.08	

User: SBOYD
DB: Benzie
Checks 76567 to 76658 (92 checks)

Post Date GL Number	Journal	Summ/Det	Ref #	Description	DR Amount	CR Amount
06/04/2020	CD	S	193492	SUMMARY CD 06/04/2020		
101-000-001.03				CASH SSB CHKG 201 (AP)	91,579.57	91,579.57
101-000-002.00				ACCOUNTS PAYABLE		
205-000-001.03				CASH SSB CHKG 201 (AP)	1,350.73	1,350.73
205-000-002.00				ACCOUNTS PAYABLE		
209-000-001.03				CASH SSB CHKG 201 (AP)	558.55	558.55
209-000-002.00				ACCOUNTS PAYABLE		
213-000-001.03				CASH SSB CHKG 201 (AP)	17,996.21	17,996.21
213-000-002.00				ACCOUNTS PAYABLE		
214-000-001.03				CASH SSB CHKG 201 (AP)	20,835.44	20,835.44
214-000-002.00				ACCOUNTS PAYABLE		
220-000-001.03				CASH SSB CHKG 201 (AP)	703.89	703.89
220-000-002.00				ACCOUNTS PAYABLE		
228-000-001.03				CASH SSB CHKG 201 (AP)	447.16	447.16
228-000-002.00				ACCOUNTS PAYABLE		
241-000-001.03				CASH SSB CHKG 201 (AP)	30.00	30.00
241-000-002.00				ACCOUNTS PAYABLE		
247-000-001.03				CASH SSB CHKG 201 (AP)	1,684.07	1,684.07
247-000-002.00				ACCOUNTS PAYABLE		
249-000-001.03				CASH SSB CHKG 201 (AP)	146.48	146.48
249-000-002.00				ACCOUNTS PAYABLE		
261-000-001.03				CASH SSB CHKG 201 (AP)	7,571.55	7,571.55
261-000-002.00				ACCOUNTS PAYABLE		
276-000-001.03				CASH SSB CHKG 201 (AP)	92,325.00	92,325.00
276-000-002.00				ACCOUNTS PAYABLE		
292-000-001.03				CASH SSB CHKG 201 (AP)	926.28	926.28
292-000-002.00				ACCOUNTS PAYABLE		
293-000-001.03				CASH SSB CHKG 201 (AP)	300.00	300.00
293-000-002.00				ACCOUNTS PAYABLE		
516-000-001.03				CASH SSB CHKG 201 (AP)	36.72	36.72
516-000-002.00				ACCOUNTS PAYABLE		
532-000-001.03				CASH SSB CHKG 201 (AP)	1,165.00	1,165.00
532-000-002.00				ACCOUNTS PAYABLE		
569-000-001.03				CASH SSB CHKG 201 (AP)	145.00	145.00
569-000-002.00				ACCOUNTS PAYABLE		
701-000-001.03				CASH SSB CHKG 201 (AP)	12,745.69	12,745.69
701-000-002.00				ACCOUNTS PAYABLE		
					250,547.34	250,547.34
					250,547.34	250,547.34

Committee Of The Whole

THE BENZIE COUNTY BOARD OF COMMISSIONERS
COMMITTEE OF THE WHOLE
May 26, 2020

The Benzie County Board of Commissioners met as a Committee of the Whole on Tuesday, May 26, 2020, via teleconferencing in the Frank Walterhouse Board Room, at 448 Court Place, Government Center, Beulah, Michigan.

The meeting was called to order by Vice Chair Evan Warsecke at 1:30 p.m.

Present were: Commissioners Farrell (phone), Jeannot, Nye, Roelofs, Sauer, Taylor and Warsecke

The Pledge of Allegiance was recited.

Agenda:

Motion by Roelofs, seconded by Nye, to approve the agenda as presented. Ayes: Farrell (phone), Jeannot, Nye, Roelofs, Sauer, Taylor and Warsecke Nays: None Motion carried.

Minutes:

Motion by Roelofs, seconded by Taylor, to approve the Committee of the Whole minutes of March 10, 2020 as amended. Ayes: Farrell (phone), Jeannot, Nye, Roelofs, Sauer, Taylor and Warsecke Nays: None Motion carried.

1:32 p.m. Public Input

Dan Smith – HVAC Capital Improvement Request: Motion by Jeannot, seconded by Taylor, to recommend to the Board of Commissioners to approve HVAC system for IT Room at the Jail in the amount of \$22,472.00 as requested. Roll call. Ayes: Farrell (phone), Jeannot, Nye, Roelofs, Sauer, Taylor and Warsecke Nays: None Motion carried.

Motion by Sauer, seconded by Roelofs, to recommend to the Board of Commissioners to authorize installation of three (3) rooftop HAVC units at the Jail, not to exceed \$22,614.00. Roll call. Ayes: Farrell (phone), Jeannot, Nye, Roelofs, Sauer, Taylor and Warsecke Nays: None Motion carried.

Michelle Thompson – Budget Amendment Request/Veterans State Grant: Motion by Roelofs, seconded by Nye, to recommend to the Board of Commissioners to approve the Budget Amendment in the amount of \$59,454.00 for fund 293 – Veterans as follows:

Increase:		
293-000-539.00	State Grants	\$59,454.00
Increase:		
293-000-900.00	Printing and Publishing	\$27,384.00
293-000-800.00	Contracted Services	\$ 8,000.00
293-000-970.00	Office Equipment/Technology	\$ 6,500.00
293-000-703.00	Wages	\$ 5,300.00
293-000-839.20	Peacetime Veterans Assistance	\$12,270.00

Roll call. Ayes: Farrell (phone), Jeannot, Nye, Roelofs, Sauer, Taylor and Warsecke Nays: None Motion carried.

Committee of the Whole

Page 2 of 3

May 26, 2020

Mitch Deisch:

- a. Budget Adjustment Request/Tuition Reimbursement – Maridee Cutler: Motion by Roelofs, seconded by Taylor, to recommend to the Board of Commissioners to approve the Budget Amendment in the amount of \$1,000.00 for Fund 101, Dept 172 – County Administrator as follows:

Increase:

101-172-961.00	Training & Schools	\$1,000.00
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Decrease:

101-172-860.00	Travel	\$ 500.00
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101-172-955.00	Conventions & Meetings	\$ 500.00
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Roll call. Ayes: Farrell (phone), Jeannot, Nye, Roelofs, Sauer, Taylor and Warsecke Nays: None Motion carried.

- b. COVID-19 Update: Mitch stated he is working on version 3 of the Plan, Prepare and Respond Plan – version 3; needs to be final within 2 weeks after the building reopens to the public. We have to provide the plan to the employees, unions, constituents that want to see it.

Appendix H: Has been provided to the board; corrections need to be made – item H needs a statement that it is for immediate household; to be placed on the agenda for next meeting.

2:21 p.m. Public Input – None

Motion by Roelofs, seconded by Warsecke, to adjourn at 2:21 p.m. Ayes: Farrell (phone), Jeannot, Nye, Roelofs, Sauer, Taylor and Warsecke Nays: None Motion carried.

Evan Warsecke, Chair (COTW)

Dawn Olney, Benzie County Clerk

Committee of the Whole

Page 3 of 3

May 26, 2020

Motion by _____, seconded by _____, to approve the Committee of the Whole Consent Calendar as follows:

1. To approve HVAC system for IT Room at the Jail in the amount of \$22,472.00 as requested.
2. To authorize installation of three (3) rooftop HAVC units at the Jail, not to exceed \$22,614.00.
3. To approve the Budget Amendment in the amount of \$59,454.00 for fund 293 – Veterans as presented.
4. To approve the Budget Amendment in the amount of \$1,000.00 for Fund 101, Dept 172 – County Administrator as presented.

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: 5/13/2020

Request to Amend the 2019/20 Budget for the following:

Account to be Increased:

Line Number	Account Name	Amount
293 000 539.00	State Grants	59,454.00

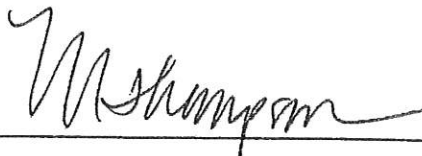
Total \$ 59,454.00

Account to be Increased:

Line Number	Account Name	Amount
293 000 900.00	Printing and Publishing	27,384.00
293 000 800.00	Contracted Services	8,000.00
293 000 970.00	Office Equipment/Technology	6,500.00
293 000 703.00	Wages	5,300.00
293 000 839.20	Peacetime Veterans Assistance	12,270.00

Total 59,454.00

SIGNED: _____



for COTW 5/26/2020
me

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: 5/14/2020

Request to Adjust the 2019/20 Budget for the following:

Account to be Increased:

Line Number	Account Name	Amount
101-172-961.00	Training & Schools	1,000.00

Total \$ 1,000.00

Account to be Decreased:

Line Number	Account Name	Amount
101-172-860.00	Travel	500.00
101-172-955.00	Conventions & Meetings	500.00

Total \$ 1,000.00

SIGNED: _____



Committee Appointments

APPOINTMENT TO BOARD, COMMISSIONS AND AGENCIES

APPLICATION

DATE: June 3, 2020

Name: Irene A. Nugent

Address (including PO Box): 781 Lake St., Frankfort, MI 49635

County District: Benzie Co.

Home Telephone: 231-352-4859

Occupation: retired

Business Telephone:

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

1. BTA

My interest in having an effective bus service in Benzie Co. began when I was coordinator of the Human Services Collaborating Body (HSCB) for the county. A new Transportation Committee was formed on which I was very active & feasibility studies were done. A few years later, Benzie Bus became a reality &, when the opportunity arose in 2014, I joined the BTA Board, serving on the Marketing Comm. & completing a 3 year term. I am still on the Marketing Comm. & joined the Local Advisory Comm in Jan., 2018. I feel that the Benzie Bus has made great strides in serving all segments of the population & responding to their needs. Since I have a history of the bus service and have actively served on the board and committees for 6 years, I feel that I would be an asset to finish Patti Roth's term. Knowledge of the BTA & experience in interviewing people for responsible positions should be helpful this year. At the request of our school superintendent in Ohio, I served on a committee to select the principal for a new elementary school. The person selected was in this position for many years. As Director of the CASA/GAL Program in Toledo, I was responsible for interviewing & recommending to the judge those volunteers who were interested in serving as GAL for neglected & abused children. We never had to dismiss a volunteer for improper or negligent behavior. I have had extensive experience as an active board member and leader. I would like to use that experience for the BTA this coming year.

PLEASE ATTACH A CURRENT OR UPDATED RESUME OR LETTER OF INTEREST

This application with resume' attached must be returned to:

BENZIE COUNTY CLERK
448 COURT PLACE
BEULAH, MI 49617

RECEIVED

JUN 04 2020

1/8/14

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Irene A. Nugent
781 Lake Street
Frankfort, Michigan 49635
231-352-4859

EDUCATION

Michigan State University
Bachelor of Art in Sociology

June, 1962

Since 1974, I have attended hundreds of conferences, seminars and workshops relating to all aspects of the positions I have held. I have also participated as trainer or presenter at several conferences and seminars or training sessions.

EMPLOYMENT

Coordinator for Benzie County Human Services Collaborating Body

Oct. '98 – Oct. '03

Coordinated collaborative activities of over thirty human service organizations, planned monthly agendas, provided communications between all, staffed HSCB meetings and Board meetings, attended meetings of workgroups, wrote newsletters, planned and facilitated annual meetings, etc.

Member of 5 Star Collaborative and helped write the \$4 million + Way to Grow grant awarded to the TBA school district.

Administrative Assistant for Graceland Fruit, Inc.

Oct. '95 – Sept. '98

Office Manager for Nugent Ace Hardware

Apr. '94 - May '95

Volunteer Coordinator for the Victims of Crime Act (VOCA) Program at Child and Family Services in Traverse City, Michigan.

Nov. '92 - Apr. '94

Upon assuming this position in this six-year-old program, I compiled its first training manual, wrote its first brochure and consistently wrote press releases to educate and recruit.

Director of the Court Appointed Special Advocate/Guardian ad Litem (CASA/GAL) and Citizen Review Board (CRB) Programs of the Juvenile Division of the Lucas County (Toledo, Ohio) Family Court.

July, 1982 – October, 1992

As director of these two programs, I supervised activities of 125 volunteers and office staff of four. Up to 40 new volunteers were recruited, screened, and trained each year to meet program's growth and attrition. Volunteers served as GAL for neglected, abused and dependent children. Attorney GAL's also required to take our training. Participated in training of Children Services Board caseworkers regarding court programs. Responsible for planning and implementation, coordination, education of the public, evaluation, volunteer recognition and over-all functioning of the programs in the court and child service system and the community.

EXPERIENCE

Manager of Oliver Art Center Gift Shop

2013 – 2018

Co-Chairman of St. Ann Church (Frankfort) \$600,000 Capital Campaign – raised over \$900,000

2004

Co-Manager of POMH Auxiliary Gift Shop

2000 – June, 2011

Treasurer Republican Women of Benzie County

2008 – 2012

Charter Member/Member RWBC

1996 - 2014

Chairman of POMHA Home Tour and Charity Ball, while serving two terms as President of the POMH Auxiliary

1997 – 1999

Home Tour profit of \$8,000 was the largest to date & until recently.

Coordinator, as volunteer, for Lucas County Juvenile Court Citizen Review Boards Project

Feb., 1980 - July, 1982

Chairman of Channel 30 TV Auction, Toledo Public Broadcasting April, 1981 - April, 1982

As 1982 Auction Chairmen, my husband and I supervised the efforts of over 310 volunteers in raising funds (\$275,000 goal) through the sale of donated merchandise. This required planning, scheduling, and coordinating activities of 52 committees.

Associate Chairman of Auction 1980 - 1981

Worked on Auction in various capacities 1970 - 1983

Member of Area Council of Junior League May, 1980 - May, 1981

One of seven, representing 43 Leagues from 8 states and Ontario, Canada. As Area Council member, I was responsible for coordinating the exchange of information between the Association of Junior Leagues and the Area II Leagues. We also provided assistance and service to Area II Leagues in program and training. I was liaison for 6 leagues and Resource Person for Child Advocacy and Public Affairs for the 43 Leagues. As a group, we planned and implemented four different seminars and conferences.

Community Vice President of Toledo Junior League 1979 - 1980

Chaired the 22 member Community Council. Convened the 7 member Project Evaluation Committee with responsibility for evaluating both continuing and terminating projects and making recommendations. Assisted in project development.

Initiator and Coordinator of the Mini-Museum Project in the Perrysburg, Ohio Public Schools

1977 - 1979

Organized and implemented an art education program for the elementary school children in Perrysburg. Persuaded Mother's Club and school administration and teachers that we should have a Mini-Museum program. Planned agendas and chaired meetings for Mini-Museum volunteers. Scheduled 16 volunteers with approximately 72 teachers in three elementary schools. Served as liaison between volunteers and school personnel. Formulated evaluation for teachers to complete regarding program. Recommended changes and revised program to incorporate suggestions from teacher and volunteer evaluations following first year of program. Coordinated for first two years. The program was still operating in 2008 (haven't checked since then).

Section Leader, Coordinator, and Captain United Way Campaigns 1974 - 1979

Assistant Chairman of Project Transition (Program for pre-delinquent teenage girls at YWCA)

1975 - 1976

Board Member of EOPA 1970 - 1974

As chairman of evaluation committee, 1972-1973, conducted evaluation of six EOPA (Economic Opportunity Planning Association) operated community centers, wrote evaluation forms, interviewed staff and clients served by centers, reviewed centers' performance, compiled and interpreted data and made recommendations.

ORGANIZATIONS AND COMMITTEES

Benzie Transit Authority (Benzie Bus) Board

Board member 2014 - 2017

Marketing Committee 2014 - present

Local Advisory Committee 2018 - present

Elizabeth Lane Oliver Center for the Arts

Board Member 2015 - 2018

Board Secretary 2016 - 2018

Gift Shop Committee Chairman 2012 - 2018

Paul Oliver Memorial Hospital Board

Member	2008 – 2017
Attended Governance Institute Training (9 months)	2008 – 2009
Member	2019 - present
Board Chairman	2009 – 2011
Munson System Hospital Board Chairmen Committee	2009 – 2011
MMC/MHC Governance Committee	2009 – 2011
Patient Safety/Board Quality Committee (POMH)	2009 – present
Paul Oliver Foundation (POF)	2009 – 2011
POF Board Chairman	2019 - present
POF Vice Chairman	2017 - 2019
POF Development Committee	2012–2014
Paul Oliver Memorial Hospital Auxiliary	1996 - present
Co-Manager POMHA Gift Shop	2000 – 2011
Director – POMHA Board	2003 – 2007
President Elect & President	1996 – 1999

Membership increased from 215 in '97 to 284 in '99. I also initiated
& wrote the first of the membership newsletters & put the
membership list and data in excel format

Nominating Chairman	2000
Charity Ball Chairman	1999
Home Tour Co-Chairman & Chairman	1996 – 1998
Golf Benefit Committee Member & Publicity Chairman	1996 – 2013
Golf Benefit Committee Chairman	2006 – 2007
(May 2006 Golf Benefit profits up by 30%, increase in 2007 also)	

Munson Healthcare Foundations Committee 2020 - 2022

Munson Healthcare Regional Foundation

Member	2001 – 2010
Naming Committee, Member	2004 – 2008
Stewardship Committee, Member	2006 – 2008
Allocations Committee, Member	2007
Allocations Committee, Chair	2008
A couple Ad Hoc committees, as member	
Emeritus Member	2010 – 2017

Meals on Wheels – deliver as needed 2016- present

St. Ann's Church

Women's Guild, Secretary 2007 – 2008

P.E.O., Member, V. P., President (2001-2003), Committees 1995- present
Recording Secretary 2017 - 2019

Benzie County Michigan State University Alumni Club Board 2000 – 2002

Children's Charter of the Courts of Michigan (Board Member) 1993 – 2003
Required attendance at regular meetings in Lansing

National CASA Association (Headquartered in Seattle)

Secretary	1991 – 1993
Served on Standards Committee and committee to review grant process utilized by National CASA	1992 – 1994

Ohio Association of CASA and GAL

President	1990 – 1992
re-elected (but, moved to Michigan in Nov. 1992)	1992 – 1994
Vice- President	1988 – 1990
Vice President and Secretary	1987 – 1988
Founding member	1987

Ohio Association of Citizen Review Boards	
President	1984 – 1988
Founding member	1984
Juvenile Court/CSB Senate Bill '89 Committee	1988 - 1989
Chairman	
Member of training panel for joint training (5 sessions)	
DACOVA- Directors & Coordinators of Volunteers Assoc.	1982 – 1992
Joint Hospital Team	1982 – 1992
Education Committee	1988 – 1992
Multi-disciplinary Sexual Abuse Team - Lucas Co.	1982 – 1992
OPTIONS, Inc. (Substance Abuse Prevention & Intervention primarily centered in the schools)	
	1984 - 1992
President	1988 - 1990
Vice-President	1986 - 1988
Secretary	1985 - 1986
Junior League of Toledo, Inc.	
Active	1973 - 1981
Sustainer	1981 - 1998
Area Council Member	1980 - 1981
Executive Committee: Community V. P.	1979 - 1980
Board of Directors: Community Council Chair	1979 - 1980
Public Affairs Chairman	1978 - 1979
Committees: Sounding Board Chair	1977 - 1978
Education Asst. Chair	1976 - 1977
Town Hall Ticket Chair	1976 - 1977
Project Transition Asst. Chair	1975 - 1976
Other Committees: Placement, Finance, Community Research, Nominating	
Zonta	1981 - 1984
Secretary	1982 - 1983
McAuley High School Parents Assoc. Board	1978 - 1980
Served on Researched Development Committee	1980
McAuley High School Mother's Club, President	1979 - 1980
Education Forum Planning and Implementation Committees (Lucas Co, Ohio)	1978 – 1979
Perrysburg Mother's Club	1973 - 1980
President, Vice President, Mini-Museum, Nominating.	
At request of Superintendent, served on Principal Selection Committee	1978
AAUW (American Association of University Women)	1966 - 1980
Secretary (2 terms), Nominating (3 terms)	
Brownie Scout Leader	1970 - 1974
St. Rose Church - Altar Sodality - Legislative Comm. Chair,	1962 - 1992
Lay distributor, Christmas Toy Collection	
Married to Duane. Four married daughters, 9 grandchildren, 4 great-grandchildren	

Correspondence

①

**KALKASKA COUNTY BOARD OF COMMISSIONERS
RESOLUTION NUMBER 2020-16**

At a regular meeting of the Board of Commissioners for the County of Kalkaska, State of Michigan, held by ZOOM with EO 2020-75 and EO 2020-77 on the 20th day of May, 2020 with the meeting called to order at 5:30 PM.

Present: Commissioners Dave Comai, Patty Cox, Kohn Fisher, Leigh Ngirarsaol (by ZOOM), James Sweet (by ZOOM) and John West.

Absent: Commissioners Craig Crambell.

The following resolution was offered by West. Supported by Comai:

**COUNTY RESOLUTION 2020-16
MOVE KALKASKA COUNTY FORWARD**

Whereas, Benjamin Franklin (1706-1790) stated "Any society that is willing to give up liberty for temporary security deserve neither and lose both"; and

Whereas, Under the Emergency Management Act, 1976 PA 390, the Governor may declare a state of disaster and a state of emergency for the reasons specified therein; and

Whereas, A state of disaster or state of emergency declared under the Emergency Management Act continues until the Governor finds that the threat or danger has passed, the disaster or emergency has been dealt with to the extent that disaster or emergency conditions no longer exist, or until the declared state of disaster or emergency has been in effect for 28 days; and

Whereas, After 28 days, the Governor shall issue an executive order or proclamation declaring the state of disaster or emergency terminated, unless a request by the Governor for an extension of the state of disaster or emergency for a specific number of days is approved by resolution of both houses of the Legislature; and

Whereas, An executive order or proclamation declaring the state of disaster or emergency shall indicate the area or areas threatened, the conditions causing the emergency, and the conditions permitting the termination of the state of emergency; and

Whereas, On March 10, 2020, Governor Whitmer issued Executive Order 2020-4 declaring a state of emergency across the entire state of Michigan to address the COVID-19 pandemic; and

Whereas, On April 1, 2020, Governor Whitmer issued Executive Order 2020-33 to replace Executive Order 2020-4 and expand the initial March 10, 2020, declaration to include a state of disaster related to the COVID-19 pandemic through April 30, 2020; and

Whereas, Executive Order 2020-33 states the state of emergency and the state of disaster will terminate when emergency and disaster conditions no longer exist and appropriate programs have been implemented to recover from any effects of the statewide emergency and disaster, consistent with the legal authorities upon which the

declaration is based and any limits imposed by those authorities, including Section 3 of the Emergency Management Act, 1976 PA 390, MCL 30.403; and

Whereas, On April 1, 2020, Governor Whitmer requested that the Legislature pass a concurrent resolution extending the state of emergency and state of disaster statewide across Michigan through April 30, 2020; and

Whereas, On April 7, 2020, the Legislature passed Senate Concurrent Resolution No. 24 authorizing Executive Order 2020-33 through April 30, 2020; and

Whereas, On April 27, 2020, Governor Whitmer requested that the Legislature pass a concurrent resolution extending the state of emergency and state of disaster statewide across Michigan through May 28, 2020; and

Whereas, The Legislature did not extend the state of emergency beyond April 30, 2020 as required under law; and

Whereas, the Kalkaska County Board of Commissioners perceive that certain restrictions in the Executive Order violate the civil liberties of Michigan residents that are protected by the United States Constitution and the Constitution of the State of Michigan of 1963; and

Whereas, Governor Whitmer did not provide scientific data to justify the state of emergency being declared equally across all 83 counties of the state of Michigan; and

Whereas, The Governor's executive orders placed arbitrary and inconsistent restrictions, without reasonable scientific justification, on some businesses, but not on others, and on particular activities of a person, sometimes resulting in oppressive consequences, regardless of efforts by a business or a person to implement national guidelines for safe social distancing that can combat the spread of COVID-19; and

Whereas, The Governor's executive orders placed arbitrary and inconsistent restrictions, without reasonable scientific justification, on individual's rights to associate, assemble, worship, and travel, including but not limited to the ability of a person to assemble for worship or see family members outside of a person's household, regardless of efforts taken to implement national guidelines for safe social distancing that can combat the spread of COVID-19 and without considering if a person has recovered from COVID-19; and

Whereas, The Governor's executive orders have prohibited hospitals, clinics and other medical professionals from conducting elective medical procedures that people need, including preventative care, even in cases where hospitals and medical professionals have the capacity to safely do so; and

Whereas, COVID-19 has impacted population groups differently, with some high-risk persons that are older or have underlying health conditions being more vulnerable and other low-risk persons able to safely participate in activities by implementing national guidelines for safe social distancing or if they have recovered from COVID-19; and

Whereas, the response to the COVID-19 virus must be balanced as not to make the collateral impacts more devastating and punitive than the virus itself; and

Whereas, COVID-19 has impacted areas and regions of the state differently with some counties being able to effectively contain the spread of COVID-19, including Kalkaska County, by following national guidelines for safe social distancing; now, therefore, be it

Whereas, the Kalkaska County Board of Commissioners believe all businesses are “essential” because they provide for the livelihood of their employees, and the financial hardship to those that are laid off is substantial; and

Resolved by the Kalkaska County Board of Commissioners, That we demand that the Governor compile and make available within three days from the date of this concurrent resolution, in a manner easily accessible by the public, detailed data, summarized by county, on:

1. The daily number of available hospital related beds occupied by all patients since January 1, 2020, segregated by in-patient beds, negative airflow beds, and intensive care unit (ICU) beds.
2. The daily number of available hospital related beds occupied by verified COVID-19 patients since January 1, 2020, segregated by in-patient beds, negative airflow beds, and ICU beds.
3. The daily number of emergency room visits in total and the daily number of emergency room visits by patients testing positive for COVID-19 since January 1, 2020.
4. The daily number of verified COVID-19 hospitalizations and verified COVID-19 deaths that are related to retirement or nursing homes since January 1, 2020.
5. The daily number of verified COVID-19 hospitalizations and verified COVID-19 deaths of individuals, who have had other pre-existing or underlying health conditions, since January 1, 2020, with a segregation of those health conditions and a breakout of verified COVID-19 hospitalizations and verified COVID-19 deaths by age, gender, and race.
6. The daily number of ventilators available and daily inventories of hospital Personal Protection Equipment since April 9, 2020.
7. The number of medical professionals that have been furloughed, had work hours reduced, or received a cut in pay since March 10, 2020.

; And be it further

Resolved, That we request local health departments, local health organizations and local hospitals provide the above data specific to Kalkaska County and make it available to the public; and be it further

Resolved, That we demand that all data related to emergency room visits, hospitalizations, and deaths related to COVID-19 patients be verified and confirmed to be COVID-19 positive patients, and the date of emergency visit, hospitalization, or death be recorded as the actual date of occurrence, not the date of any data adjustments being made subsequently; and be it further

Resolved, That we encourage the people of Kalkaska County to continue to follow national guidelines for safe social distancing and the County continues to take specific measures to protect the population most at risk, including those residing in nursing homes and retirement facilities; and be it further

Resolved, That we encourage businesses in Kalkaska County to determine the best approach to implement national guidelines for safe social distancing as they begin to open up and move Michigan forward without the Legislature extending the state of

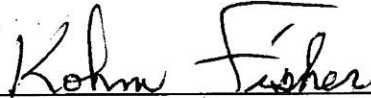
emergency and without the declaration of a statewide declaration of disaster; and be it further

Resolved, That we encourage hospitals, clinics and medical professionals in Kalkaska County to provide elective procedures and preventative care where it is deemed appropriate based on staffing capacity, hospital capacity and availability of personal protective equipment (PPE) and as medical professionals in those facilities determine the best approach to implement national guidelines for safe social distancing; and be it further

Resolved, that a copy of this Resolution be sent to the Governor Gretchen Whitmer, US Senator Gary Peters, US Senator Debbie Stabenow, US Representative Jack Bergman, Senator Curt Vanderwall, Representative Daire Rendon, Michigan Association of Counties, Michigan County Clerks and Kalkaska County Township Clerks.

Roll Call Vote: West, yes; Comai, yes; Cox, yes; Crambell, absent; Ngirarsaol, yes; Sweet, yes; Fisher, yes. 6 yeas. 0 nays. 1 absent. Carried.

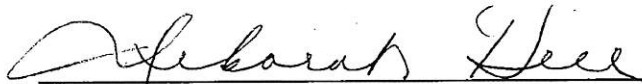
Resolution declared adopted.



Kohn Fisher

Chairman of the Kalkaska County Board of Commissioners

I, the undersigned, Clerk of Kalkaska County, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Kalkaska County Board of Commissioners at its Regular Meeting held on May 20, 2020.



Deborah Hill, County Clerk

Clerk of the Kalkaska County Board of Commissioners

2

Manager Matt Skeels
Clerk Jennifer Kolinske

The April 23, 2020 minutes were accepted as presented.

Cash Summary: The cash summary was presented by Clerk Kolinske.

Mike Johnson – Shop Foreman/Facility Manager – N/A

Matt Skeels – Manager – Elmer's finished Hardwoods Acres yesterday. Primary paving projects are completed. We have a driveway sight distance issue on Mick Road. Township is interested in correcting the hill however not interested in paying for it at this time. This would need to be done prior to paving. Mick Road project has been moved to 2021 and has been replaced with a project on Fowler Road. We replaced a culvert on Thomas Road that created a lot of sediment in the river which we have been receiving calls on. Commissioner Bowers asked when brining will begin? Manager Skeels stated that Beckman should be starting next week. Four 10-hour day weeks begin on May 18, 2020.

Standing guest: Gary Sauer, County Commissioner – Gave a report on the state of the County with regard to the Coronavirus. Currently Benzie County has 4 cases, Leelanau has 10. Blaine Township will have a public meeting on May 28, 2020 @ 6:00 p.m. regarding weight restrictions on lower Herron Road. Joyfield Township is still discussing the Mick Road issue. There is some confusion on how much their cost would be. Memorial Day Veteran's ceremonies have been canceled. County board brought all employees back as of May 13, 2020.

Public Input: County Commissioner Sherry Taylor (Homestead Township) attended school board meeting where the vote was 6 to 1 approving a new millage to be placed on the August ballot. Taylor also asked Clerk Kolinske if there is any news regarding reduced MTF revenues. Clerk Kolinske will cover this topic when presenting 2nd QTR Financials later in the meeting.

MAY 28 2020

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

Items Before the Board:

2020 COVID-19 Preparedness & Response Plan - Motion by Commissioner Bowers and supported by Commissioner Mick to adopt the 2020 COVID-19 Preparedness & Response Plan. Roll Call Vote: Commissioner Rosa-aye, Commissioner Bowers-aye and Commissioner Mick-aye. Nays: None, Motion carried.

Resolution 2020-05 Nostwick Road Critical Bridge - Motion by Commissioner Bowers and supported by Commissioner Mick to adopt Resolution 2020-05 Nostwick Road Application for Critical Bridge Funds. Roll Call Vote: Commissioner Rosa-aye, Commissioner Bowers-aye and Commissioner Mick-aye. Nays: None, Motion carried.

Resolution 2020-06 Reynolds Road Critical Bridge - Motion by Commissioner Rosa and supported by Commissioner Mick to adopt Resolution 2020-6 Reynolds Road Application for Critical Bridge Funds. Roll Call Vote: Commissioner Rosa-aye, Commissioner Bowers-aye and Commissioner Mick-aye. Nays: None, Motion carried.

Resolution 2020-07 Participation Federal Aid Exchange Pilot Program (AMENDING 2020-03) - Motion by Commissioner Mick and supported by Commissioner Bowers to adopt Resolution 2020-7 Participation Federal Aid Exchange Pilot Program (AMENDING 2020-03). Roll Call Vote: Commissioner Rosa-aye, Commissioner Bowers-aye and Commissioner Mick-aye. Nays: None, Motion carried

2nd QTR Financials & MTF Update – Clerk Kolinske presented the 2nd QTR Financials. Clerk Kolinske informed the board that based on the latest estimates received from the State of Michigan Treasury our MTF revenue is estimated to be approximately \$340,000 less for FY 2020 than we budgeted.

Correspondence/Information/Discussion:

Paving Projects Update – Paving project update was given earlier in the meeting under Manager Skeels work summary report.

Building Improvements/Renovations Review & Discussion – Manager Skeels will provide hard copies of all plans presented to date to all board members for review.

Public Input: N/A

Board Round Table: Commissioner Rosa asked Manager Skeels to look into the Work Share Program being offered by the State of Michigan.

Meeting Adjourned at 10:55 a.m.

Robert Rosa, Chairman

Jennifer L. Kolinske, Clerk

RESOLUTION

NO: 2020-05-145

LIVINGSTON COUNTY

DATE: May 26, 2020

2

Resolution in Support of the Request to Reclassify Livingston County – Board of Commissioners

WHEREAS, since March 24, 2020, the people of the State of Michigan have been under a stay-at-home order and unable to go to work, gather in public or even visit family or friends in an effort to “flatten the curve” and attempt to stop the novel coronavirus that was infecting so many people and overwhelming our health care system in some urban areas; and

WHEREAS, through a series of Executive Orders, Governor Whitmer has extended this protracted period of lockdown, and there is great uncertainty about when or whether this will end; and

WHEREAS, it is undisputed that the novel coronavirus is highly communicable and dangerous primarily to those with comorbidity factors, but that “the curve” has been flattened and our health care system is capable of receiving and treating patients. What is also undisputed is that the current level of lockdown is unnatural and is itself the source of numerous other community problems, including rising rates of domestic violence, depression and suicides, and that this unreasonable extended prohibition on normal human interaction is having real negative effects and making us less neighborly, less human and more isolated. Also, it is undisputed that many individuals and businesses are suffering significant economic harm from the ongoing indiscriminate lockdown. Finally, the hype over the virus is causing residents in our area to fear going to the hospital for their actual, real medical emergencies, as reflected in the staggering number of EMT calls that result in the first responders arriving to find the patients already dead because their condition had already progressed so far; and

WHEREAS, a harsh and protracted quarantine of the presumptively healthy for the sake of the few medically vulnerable is not sustainable in a society, and inasmuch as Livingston County, which the Governor has inexplicably grouped with Wayne County in her MI Safe Start Plan to Reopen Michigan, it is not likely that a return to our natural freedoms will be permitted any time soon; and

WHEREAS, State Representatives Hank Vaupel (R-Fowlerville) and Ann Bollin (R-Brighton Township) have formally petitioned Governor Whitmer to reclassify Livingston County in District-5, rather than District-1.

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MAY 29 2020

DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

THEREFORE BE IT RESOLVED that in order to protect the safety, welfare and rights of our County residents and businesses, and to state clearly our desire to reopen our community as soon as possible, the Livingston County Board of Commissioners, believing that it is inappropriate to indiscriminately lock down suburban and rural areas whose demographics are so dissimilar to the urban areas that were so badly affected, hereby **SUPPORTS THE REQUEST** made by Reps. Vaupel and Bollin to reclassify Livingston County in District 5 as regards the Governor's MI Safe Start Plan.

BE IT FURTHER RESOLVED that Livingston County Clerk is hereby directed to transmit copies of this resolution to Governor Whitmer, State Senator Lana Theis, State Representative Ann Bollin, State Representative Hank Vaupel, the Michigan Association of Counties, and all Michigan Counties.

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#

MOVED: W. Nakagiri
SECONDED: K. Lawrence
CARRIED: Roll Call Vote: Yes (8): W. Nakagiri, K. Lawrence, W. Green, D. Helzerman, R. Bezotte, G. Childs, J. Gross and C. Griffith; No (0): None; Absent (0): None

STATE OF MICHIGAN)
) §
 COUNTY OF LIVINGSTON)

I, **ELIZABETH HUNDLEY**, the duly qualified and acting Clerk of the County of Livingston, Michigan do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the County Board of Commissioners at a regular meeting on the 26th day of May 2020, the original of which is on file in my office.
 IN WITNESS WHEREOF, I have hereto affixed by official signature on this 28th day of May 2020, A.D.



Elizabeth Hundley
 ELIZABETH HUNDLEY, LIVINGSTON COUNTY CLERK

Dawn Olney

From: Maridee Cutler
Sent: Saturday, May 30, 2020 1:48 PM
To: Dawn Olney
Subject: RE: Census update Self-Response Rate for BENZIE County May 25

HA

Maridee Cutler – CHRS, SHRM-CP
Deputy County Administrator
Benzie County



From: Kris S Steinberg (CENSUS/CG FED) <kris.s.steinberg@2020census.gov>
Sent: Wednesday, May 27, 2020 4:51 PM
To: Kris S Steinberg (CENSUS/CG FED) <kris.s.steinberg@2020census.gov>
Subject: Census update Self-Response Rate for BENZIE County May 25

Dear Partners and non-partners:

I hope you all had an enjoyable Memorial Day weekend and the you and your family are well.

1. Below are the Self-Response Rates (internet and mail) for our municipalities.
2. The Census Bureau is still hiring and the web page is still open to apply - 2020census.gov/jobs
3. I am looking for Census promoting events to represent what is happening in our communities for the next several weeks. Please let me know if you have anything going on.
4. Attached is a letter explaining the resumption of Update and Leave program in Michigan.

I hope you have a great week.

Sincerely,
Kris

Kris Steinberg, Partnership Specialist

Chicago Region

O/M: (920) 866 0132

census.gov | [@uscensusbureau](https://twitter.com/uscensusbureau)

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DAWN OLNEY
BENZIE COUNTY CLERK
BEULAH, MI 49617

0-39.9% 40-49.9%
50-69.9% 70% +
surpassed 2010

¹Self Response Rates

¹Self Response Rates

	4/11	4/14	5/17	5/18	5/25
National	47.9%	49.1%	59.6	59.6	60.1
Michigan	54.5%	55%	66.2	66.3	66.7

Self-Response Rates

			2010	4/11	4/14	5/17	5/18	5/25
Benzie Co. (18)	² UL%	³ LRS	46.5%	35.5%	36.5%	45.1%	45.2%	45.5%
City - Frankfort	14.6	13.3	49.2	30.8	32.1	39.8	39.8	40.0
Beulah	6.9+	14.6-16.7	19.4	13.2	13.7	16.7	16.7	16.7
Elberta	29.3	18.0	60.0	3.4	3.4	6.0	6.0	6.0
Honor	2.9	16.7	39.3	30.8	31.8	46.8	47.3	47.3
Lake Ann	4.3+	16.2	28.6	29.8	31	40.5	40.5	40.5
Thompsonville	29.3	16.2	50.2	42.8	44	61.9	61.9	61.9
Almira Twp.	6.5	16.7	61.1	52.4	53.8	65.5	65.7	66.2
Benzonia Twp.	2.6, 6.5, 29.3	14.6-18	43.1	30.8	31.7	38.9	39.0	39.3
Blaine Twp.	29.3	18.0	46.5	32.8	33	37.5	37.7	37.7
Colfax Twp.	4.3	16.2	59.9	43.7	45.2	59.2	59.2	59.4
Crystal Lake Twp.	14.6	13.3	30.3	21.3	22.1	28.2	28.2	28.4
Gilmore Twp.	29.3	13.3-18	63.4	25.4	25.8	29.7	29.7	29.9
Homestead Twp.	2.6, 29.3	16.7-18	56.0	40.9	42.3	56.0	56.3	56.7
Inland Twp.	4.3	16.2	71.0	55.6	57.2	70.0	70.0	70.1
Joyfield Twp.	29.3	16.2	65.6	51.6	51.8	58.8	58.8	59.1
Lake Twp.	2.6	14.6-16.7	26.9	19.1	19.6	23.0	23.0	23.2
Platte Twp.	2.6	16.7	55.5	37.0	38.7	52.1	52.5	54.2
Weldon Twp.	4.3, 29.3	16.2-18	26.5	20.4	21	28.2	28.2	28.2
Lake Co. (17)	² UL%	³ LRS	27.3%	16.5%	17.0%	20.1%	20.1%	20.3%
Baldwin	57.9, 71.6	20-21.7	53.7	44.3	44.7	53.7	53.7	54.5
Luther	53.2	19.0	60.2	38.3	38.3	44.0	44.0	44.0
Chase Twp.	57.9	20.0	65.4	53.5	53.5	59.9	59.9	60.4
Cherry Valley Twp.	57.9, 53.1	19-20	30.6	17.4	17.7	21.1	21.1	21.3
Dover Twp.	57.9, 53.2	19-20	41.9	24.0	25.3	27.9	27.9	28.2
Eden Twp.	66.7, 53.2	14.2-19	26.2	11.7	12.2	14.4	14.4	14.5
Elk Twp.	66.7	14.2	28.1	16.1	16.7	19.5	19.5	19.8
Ellsworth Twp.	53.2	19.0	49.6	34.2	35.6	40.5	40.5	41.0

Lake Twp.	71.6	21.7	15.9	6.4	6.9	8.5	8.5	8.7
Newkirk Twp.	53.2	19.0	31.1	15.1	15.6	18.1	18.2	18.4
Peacock Twp.	66.7, 53.2	14.2-19.0	19.5	7.5	7.7	9.6	9.6	9.8
Pinora Twp.	57.9, 53.2	19-20	55.3	40.8	41.7	47.7	47.9	47.9
Pleasant Plains Twp.	57.9, 71.6	20-21.7	30.9	18.8	19.4	23.9	23.9	24.1
Sauble Twp.	66.7	14.2	24.4	15.4	15.4	17.5	17.5	17.5
Sweetwater Twp.	66.7, 71.6	14.2-21.7	21.4	16.9	17.4	18.8	18.8	18.8
Webber Twp.	66.7, 57.9, 71.6, 53.2	14.2-21.7	31.6	20.6	21.0	25.7	25.8	26.3
Yates Twp.	57.9	20.0	19.3	7.0	7.5	9.8	9.8	9.9
Manistee Co. (19)	² UL%	³ LRS	55.3%	43.0%	43.9%	51.7%	51.8%	52.1%
City - Manistee	0.0, 0.0	17.3-20.7	64.1	46.6	47.8	60.7	60.8	61.0
Bear Lake	0	14.3	56.8	39.5	40.1	45.3	45.3	45.9
Copemish	6.3	18.7	63.1	38.4	38.4	45.5	45.5	45.5
Kaleva	6.3	18.7	62.7	43.9	43.9	50.2	50.2	50.2
Onkama	13.8	14.7	54.5	25.7	26.9	37.4	37.7	38.6
Arcadia Twp.	0	14.3	45.6	26.7	28.1	37.3	37.3	37.6
Bear Lake Twp.	13.8, 6.5	14.8-14.7	58.6	41.5	42.5	53.1	53.1	53.7
Brown Twp.	0.0, 6.5	19.8	65.1	54.5	55.8	60.2	60.4	60.7
Cleon Twp.	6.3	18.7	60.6	51.4	51.6	58.7	58.7	59.3
Dickson Twp.	6.5, 32.0	15.3-19.8	50.2	42.6	43.1	47.9	47.9	47.9
Filer Ch. Twp.	11.5, 0.0	16.4-17.3	74.9	66.3	67.3	74.3	74.3	74.5
Manistee Twp.	0.0, 6.5, 11.5, 0.0	14.8-16.4	68.4	53.2	54.0	59.4	59.4	59.9
Maple Grove Twp.	6.3, 6.5	18.7-19.8	55.0	42.7	42.7	49.1	49.1	49.2
Marilla Twp.	6.3, 6.5	18.7-19.8	52.2	42.0	42.4	49.4	49.4	49.8
Norman Twp.	6.5, 32	15.3-19.8	38.6	26.8	27.6	30.6	30.7	30.9
Onkama Twp.	13.8	14.7	43.9	26.7	27.8	35.3	35.4	36.1
Pleasanton Twp.	6.3, 0.0	14.3-18.7	47.7	34.6	35.9	42.8	42.8	43.0
Springdale Twp.	6.3	18.7	48.3	35.4	36.1	40.4	40.7	41.0
Stronach Twp.	32.0, 11.5, 0.0	15.3-17.3	59.1	46.5	47.3	52.3	52.3	52.7
Mason Co. (20)	² UL%	³ LRS	59.1%	46.0%	46.5%	56.4%	56.5%	56.7%

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Ludington	0.0, 3.4	17.2-22	65.7	54.5	54.8	63.7	63.7	64.0
Scottville	0	20.0	66.9	51.1	51.7	67.7	67.7	68.2
Custer	0.0, 20.2	19.7-20	70.8	56.0	56.7	67.4	67.4	67.4
Fountain	10.5	18.2	76.3	57.6	58.8	62.4	62.4	63.5
Free Soil	10.5	18.2	64.5	53.0	54.2	66.3	66.3	67.5
Amber Twp.	0	20.0	73.0	52.2	53.1	69.8	69.8	70.2
Branch Twp.	20.3	19.7	47.8	36.8	37.3	40.8	40.8	41.0
Custer Twp.	0.0, 20.2	19.7-20	72.7	56.8	57.1	68.5	68.5	68.7
Eden Twp.	0.0, 20.3	19.7-20	58.2	41.4	41.4	49.2	49.5	50.0
Free Soil Twp.	10.5	18.2	60.8	47.0	47.6	53.0	53.0	53.5
Grant Twp.	0.4	15.7	65.2	40.6	41.5	58.0	58.1	58.1
Hamlin Twp.	0.4, 0.6	13.1-15.7	56.3	41.9	42.5	53.1	53.1	53.6
Logan Twp.	20.3	19.7	36.1	22.7	23	25.5	25.8	25.8
Meade Twp.	10.5	18.2-19.7	35.4	23.2	23.7	27.5	27.5	27.5
Pere Marquette Ch Twp.	0.0, 0.4	16.8-20	64.7	45.5	45.9	57.8	57.8	57.8
Riverton Twp.	0.4	16.8	70.8	49.4	50.1	66.7	66.7	67.6
Sheridan Twp.	10.5, 20.3	18.2-19.7	40.8	31.0	31.2	34.5	34.5	34.5
Sherman Twp.	10.5, 0.0, 20.3	18.2-20	77.8	59.3	59.9	66.3	66.3	66.5
Summit Twp.	0.4	16.8	42.5	30.4	31.3	39.9	39.9	40.0
Victory Twp.	0.4, 0.0	15.7-20	71.4	46.9	47.8	63.9	63.9	64.0
Mecosta Co.(21)	² UL%	³ LRS	60.3%	45.2%	45.8%	54.9%	54.9%	55.2%
Big Rapids	0	22.7-35.8	67.0	41.4	42.1	54.6	54.7	54.9
Barryton	4.8	18.4	66.7	51.0	52	58.7	58.7	59.7
Mecosta	0	16.2	65.6	37.3	37.8	55.7	55.7	55.7
Morley	0	18.1	65.7	53.6	54	60.8	60.8	61.2
Stanwood	0	18.1	70.2	50.0	50.0	57.4	57.4	57.4
Aetna Twp.	0.0, 0.0	18.1-22.7	67.4	56.6	57.2	63.2	63.2	64.3
Austin Twp.	0, 0.0, 0.7	15.4-18.1	65.0	52.4	52.9	63.3	63.3	63.6
Big Rapids Ch. Twp.	0, 0.0, 0.0	22.7-23.7	75.8	48.9	49.8	61.8	61.9	62.0
Chippewa Twp.	4.8, 28.5	16.2-18.4	40.7	21.7	22.0	24.8	25.0	25.1
Colfax Twp.	28.5, 0.0	16.2-19.1	73.8	58.0	58.7	66.7	66.7	66.9

Deerfield Twp.	0.0, 0.7	15.4-18.1	81.4	59.6	60.1	68.3	68.3	68.6
Fork Twp.	4.8	18.4	58.4	45.7	46.0	50.7	50.7	50.9
Grant Twp.	0	16.2-19.1	68.5	46.9	47.2	59.5	59.5	59.8
Green Ch. Twp.	28.5, 0.0	19.1	70.5	46.4	46.9	60.8	60.8	60.8
Hinton Twp.	0.7	15.4	71.5	57.4	58.6	66.7	66.7	66.7
Martiny Twp.	3.2, 0.0	16.2-17.1	44.4	35.4	35.7	40.6	40.7	41.0
Mecosta Twp.	0.0, 0.0	18.1-22.7	65.1	47.9	48.3	61.4	61.4	61.7
Millbrook Twp.	0.7	15.4	74.4	59.6	60.2	67.0	67.2	67.4
Morton Twp.	0.0, 0.7	15.4-16.2	53.8	41.3	41.7	48.7	48.8	49.0
Sheridan Twp.	4.8, 3.2	17.1-18.4	52.4	39.7	40.8	46.6	46.7	47.3
Wheatland Twp.	4.8, 0.0, 0.7	15.4-18.4	72.6	56.2	57.0	65.3	65.3	65.7
Newaygo Co (29)	²UL%	³LRS	59.3%	47.2%	47.8%	56.2%	56.2%	56.5%
Fremont	0	18.6	73.2	56.1	57.1	73.2	73.2	73.6
Grant	1.5, 0.0	20.2-20.8	62.5	47.2	47.9	62.1	62.1	62.6
Hesperia	4.5	19.1	70.5	56.1	56.5	66.1	66.1	66.3
Newaygo	0.6	19.0	67.3	49.9	50.5	65.0	65.1	65.5
White Cloud	0.6	21.0	64.5	48.8	49.5	56.0	56.0	56.7
Ashland Twp.	0	20.8	70.9	55.8	56.5	63.7	63.8	64.1
Barton Twp.	22.4	18.4	66.4	49.4	50.1	56.6	56.6	56.6
Beaver Twp.	22.4	18.4	57.0	32.4	33.4	37.3	37.3	37.9
Big Prairie Twp.	0.6, 0.8	17.3-19	53.3	39.3	39.4	44.7	44.8	45.0
Bridgeton Twp.	0.0, 0.0	16.2-20.8	71.2	58.6	59.1	66.7	66.9	67.2
Brooks Twp.	0.0, 0.6	14.1-19	58.8	41.4	42.3	54.4	54.4	54.5
Croton Twp.	0.8, 0.9, 0.0	17.3-19.1	60.2	41.8	42.3	51.3	51.4	51.7
Dayton Twp.	4.5, 0.0	16.2-19.1	74.9	65.1	65.8	75.3	75.5	75.8
Denver Twp.	22.4, 4.5	18.4-19.1	69.0	49.9	50.2	56.3	56.3	56.4
Ensley Twp.	0	18.2	74.3	60.9	61.8	66.7	66.7	67.3
Everett Twp.	0.0, 0.6, 0.6	14.1-21	66.3	48.8	50.0	56.9	56.9	57.3
Garfield Twp.	0.0, 0.6, 0.0	14.1-20.8	66.4	53.7	54.5	60.5	60.5	61.1
Goodwell Twp.	22.1	18.4	59.2	47.0	47.6	54.2	54.2	54.5

Grant Twp.	0.0, 1.1	18.2-20.2	78.6	57.1	57.7	71.1	71.1	71.4
Home Twp.	22.4	18.4	40.6	29.1	29.6	33.2	33.6	34.0
Lilley Twp.	22.4	18.4	39.6	21.2	21.9	24.7	24.7	24.8
Lincoln Twp.	4.5, 0.6	19.1-21	63.4	41.2	42.0	48.7	48.7	49.1
Merrill Twp.	22.4	18.4	35.2	15.4	15.4	18.6	18.6	18.6
Monroe Twp.	22.4	18.4	47.1	24.3	24.9	27.5	27.5	27.5
Norwich Twp.	22.4	18.4	69.8	47.4	48.0	54.1	54.1	54.1
Sheridan Ch Twp.	0	16.2	74.9	59.7	60.4	68.8	68.9	69.4
Sherman Twp.	4.5, 0.0	14.1-19.1	63.3	52.1	52.4	58.0	58.1	58.3
Troy Twp.	22.4	18.4	50.6	24.1	24.1	28.0	28.0	28.4
Wilcox Twp.	0.6	21.0	65.1	44.5	44.7	51.2	51.2	51.9
Oceana Co. (23)	² UL%	³ LRS	52.4%	38.3%	38.9%	47.7%	47.7%	48.1%
Hart	1.2	21.1	65.3	43.7	44.7	62.4	62.4	62.7
Hesperia	6.6	18.2	70.5	56.1	56.5	66.1	66.1	66.3
New Era	0	21.9	76.2	56.1	56.7	71.7	71.7	72.2
Pentwater	24	15.7	41.0	24.0	24.2	30.1	30.1	30.6
Rothbury	0	21.9	64.8	38.5	38.5	56.0	56.0	56.5
Shelby	0	21.9	64.9	45.5	46.2	63.4	63.4	63.8
Walkerville	10.5	22.8	69.6	41.5	42.4	48.3	48.3	48.3
Benona Twp.	0.7	17.5	42.0	32.5	32.8	37.4	37.4	37.7
Claybanks Twp.	0.7	17.5	58.1	41.7	41.8	47.9	47.9	48.2
Colfax Twp.	10.5	22.8	32.4	22.4	23.2	25.5	25.5	25.7
Crystal Twp.	10.5	22.8	55.0	40.7	40.9	44.8	44.8	45.3
Elbridge Twp.	10.5	22.8	61.3	50.1	51.1	56.7	56.7	57.1
Ferry Twp.	6.6	18.2	73.3	55.9	56.8	63.9	63.9	64.6
Golden Twp.	19.9	15.3	31.3	21.5	21.8	24.9	24.9	25.3
Grant Twp.	0	21.9	68.0	44.5	45.4	61.8	61.8	62.0
Greenwood Twp.	6.6	18.2	69.2	48.9	49.5	58.0	58.0	58.7
Hart Twp.	1.2	21.1	69.5	45.3	46.0	62.2	62.3	63.0
Leavitt Twp.	10.5	22.8	57.3	37.7	37.9	43.9	43.9	44.3
Newfield Twp.	6.6	18.2	61.1	46.6	46.8	52.8	52.9	53.0
Otto Twp.	6.6	18.2	70.4	51.8	52.3	58.6	58.6	59.1
Pentwater Twp.	24	15.7	40.0	24.6	25.0	30.5	30.5	30.9
Shelby Twp.	0	21.9	70.5	48.2	48.7	65.4	65.4	65.6
Weare Twp.	24	15.7	64.9	45.3	46.1	61.8	61.8	62.0

1-Self-Response Rate = Percentage of people responding on their own (without someone coming to the door) compared to the invitations sent out. The interactive mapper is at <https://2020census.gov/en/response-rates.html>

2-UL = Update Leave program. These addresses will not receive an invitation letter. They will instead have a field worker come to their door, update that the address is correct and leave the census information in a bag on their door. This program occurs in areas that:

- Do not have city-style addresses.
- Do not receive mail through city-style addresses.
- Receive mail at post office boxes or at drop points.
- Have been affected by major or natural disasters.
- Have high concentrations of seasonally vacant housing

3-LRS (Low Response Score). It is a Prediction of the percentage of the population that will NOT self-respond to the Census mailings in March of 2020. It is based on previous Census returns and other Census survey returns such as the American Community Survey. The mapper for this is at <https://www.census.gov/library/visualizations/2017/geo/roam.html>

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B.M. N. SIDE BOAT RAMP ELEV. 601.87

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B.M. 4 IRON NE ABUTMENT ELEV. 589.44

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BENZIE COUNTY CLERK
BEULAH, MI 49617

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**BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT
SPECIAL BOARD OF HEALTH MEETING
Wednesday, May 27, 2020 2:00 p.m.
Via Microsoft Teams**

Chairperson Gary Sauer called the meeting to order at 2:08 pm.

Members Present:

Gary Sauer - Benzie County Board of Commissioners
Tony Ansonge - Leelanau County Board of Commissioners
Carolyn Rentenbach – Leelanau County Board of Commissioners
Linda Farrell – Benzie County Board of Commissioners
Dr. Barbara Conley – Leelanau County Member at Large
Dr. Mark Kuiper – Benzie County Member at Large

Members Excused:

Staff Present:

Lisa Peacock – Health Officer
Dr. Joshua Meyerson – Medical Director
Dodie Putney – Director of Administrative Services
Eric Johnston – Director of Environmental Health
Michelle Klein - Director of Personal Health

Guests Present:

Laura de la Rambelje, Program Administrator, Office of Local Health Services, Michigan
Department of Health and Human Services (MDHHS)

Pledge of Allegiance

Approval of Minutes:

Motion By: Conley to approve the Regular Board of Health Meeting of April 22, 2020 as presented.

Seconded By: Sauer

Roll Call Vote: Sauer-Yea, Rentenbach-Yea, Conley-Yea, Ansonge-Yea,
Kuiper-Yea Excused: Farrell **Motion Carried**

Approval of the Agenda:

Motion By: Rentenbach to approve agenda as presented

Seconded By: Ansonge

Roll Call Vote: Sauer-Yea, Rentenbach-Yea, Conley-Yea, Ansonge-Yea,
Kuiper-Yea. Excused: Farrell **Motion carried**

Public Comment – None

Accreditation Certificate Presentation: Laura de la Rambelje from the MDHHS Office of Local Health Services, presented the Board of Health with the Accreditation Certificate from September 2019. The Benzie-Leelanau District Health Department engages a significant amount of quality improvement effort across its entire organization, as well as contributes to quality improvement involvement through the State's accreditation quality improvement initiative. The Health Department passed all accreditation essential indicators at a 98% rate which is amazing. All the

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important indicators were passed at 100%. Only three indicators were missed, and the Health Department has already worked to correct those indicators. Since the Health Department was a first-time participant in the quality improvement supplement, this accreditation certificate is coming with commendation. The Health Department is a tremendous State partner and the efforts that the staff put in everyday benefits the entire State. Once COVID-19 is over, Laura looks forward to driving up to the Board of Health meeting and hand deliver the certificate in person. The Benzie-Leelanau District Health Department is doing many great things.

Health Officer Update – Lisa Peacock

Lisa Peacock referred to her public health statement that was included in the Board packet. A few things that have happened since then:

1. Community Staff Recognition:
 - a. Michelle Klein was designated by the League of Women Voters of Leelanau County as their outstanding community member for this year. This was in recognition of Michelle's hard work over the many years for Leelanau County.
 - b. Amanda Stowe, one of our social workers, received the Infant Mental Health Award of Excellence from the Northwest Michigan Alliance for Infant Mental Health. This recognized Amanda's abilities, dedication, and compassion to young families and the infant mental health population.
2. COVID-19 Response within the Agency. A reopening taskforce has been created within the Agency to develop our own Reopening Response Plan to ensure that we keep our employees and the public safe. As the COVID-19 situation evolves, we are constantly looking at staffing levels to make sure we are using appropriate staffing program levels. As the governing rules become less restrictive, there is a rising need for our own personal responsibility for keeping the community safe. It is important that people still practice social distancing, masking, and washing of hands. The public needs to be aware of how they are feeling, where they go, and who they interact with. Employees need to be really honest with their agency health screening and staying home when they do not feel well. There are lots of businesses starting to reopen and businesses are trying to do the right thing. It is important to recognize those businesses that are doing things right. The State would like to see this region increase testing numbers. Northwest Michigan Health Services, Inc (NMHSI) is accepting people who do not have a doctor, or they are asymptomatic. If there is someone who wants to be tested, there is not a reason why they cannot be tested.

Accounts Payable

Motion By: Rentenbach to approve accounts payable and pay the bills in the amount of \$110,062.50.

Seconded By: Ansorge

Roll Call Vote: Conley-Yea, Rentenbach-Yea, Kuiper-Yea, Sauer-Yea, Ansorge-Yea, Farrell-Yea. **Motion Carried**

April 2020 Financial Statements

Putney stated that a large part of the deficit is due to accrued revenue not being recorded. This is where the expenses are recognized but the revenue is invoiced and comes in at a later time. There will be a significant impact on the budget as a result of the COVID-19 response. The estimated State funding for COVID-19 response is at \$225,000 which we have not received any revenue at this time.

Motion By: Rentenbach to accept the financial statements as presented.

Seconded By: Conley

Roll Call Vote: Farrell-Yea, Ansorge-Yea, Conley-Yea, Sauer-Yea, Rentenbach-Yea, Kuiper-Yea **Motion Carried.**

Revised Freedom of Information Policy

Motion By: Farrell to approve the revised Freedom of Information Policy Resolution 2020-1 with a revised Section 3g as rewritten by the attorney, Bryan Graham.

Seconded By: Rentenbach

Roll Call Vote: Farrell-Yea, Ansorge-Yea, Conley-Yea, Sauer-Yea, Rentenbach-Yea, Kuiper-Yea
Motion Carried.

Health Officer & Medical Director Contract

The contract with the Health Department of Northwest Michigan for health officer and medical director services is set to expire on June 15, 2020. The original contract was for five years and consisted of exhibits from the original 2015 contract that are now outdated. It was agreed to have the contract revised and brought back for Board approval at a special meeting on Wednesday, June 10th at 9:00 am to be held via Microsoft Teams.

Budget 2020/2021 County Appropriation Request

Motion By: Sauer to approach each county and request a 3% increase in appropriations in addition of requesting Benzie County for additional funding for the digitization of environmental health records.

Seconded By: Rentenbach

Roll Call Vote: Farrell-Yea, Ansorge-Yea, Conley-Yea, Sauer-Yea, Rentenbach-Yea, Kuiper-Yea
Motion Carried.

Staff Reports:**Medical Director – Dr. Joshua Meyerson**

Dr. Meyerson echoed Lisa's comments as it has been mostly all COVID-19 response. Excited about getting to the point where we are learning to live with COVID-19 in a safe way. All of our services are essential, and it is great seeing our staff making sure that clients are getting the services they need. There has been some talk about a potential COVID-19 vaccine by the end of the year which would be great, but should not be counted on.

Personal Health – Michelle Klein

Personal Health Services, WIC and MIHP, are being done virtually through the end of June. We are doing an occasional in person visit with vulnerable newborns or when there are breastfeeding problems that cannot be resolved with a video visit. In June we are looking to increase in-person services like immunizations and family planning. We have lengthened appointment times and have plans in place for clients waiting in their cars until we are ready to take them back to the clinic area, so they are not spending time in the waiting room. On June 12th we will be having a drive-through shingles clinic in the parking lot of our Lake Leelanau facility. The Early Childhood millage work involves our Parenting Communities staff continuing to reach out to families virtually and through their Facebook group. They are looking at options for in-person get togethers starting in June. For example, in the past we have held summer walking groups for Moms and their young children and are looking at resuming these as they are a great way for families to connect in person in a safe manner. We are in the process of scheduling interviews for the County Early Childhood coordinator. This position is focused on convening a multidisciplinary workgroup to identify needs and gaps in early childhood services. This position would also help develop a five-year strategic plan and facilitating collaboration between agencies that provide early childhood services. The end goal would be developing a seamless and efficient early childhood network in Leelanau County. COVID Update: No new cases in either counties. Currently all positive cases are out of isolation and only a couple contacts are still being monitored. As testing has expanded, we are no longer tracking and contacting everyone who is tested and are just following up with any positive results. This has reduced our workload, allowing staff to begin resuming their regular work. A retired public health nurse, who has worked with us over the last few weeks, is now able to assist if we should see a surge of cases.

Environmental Health – Eric Johnston

1. EH Program Status – COVID 19

May 7th – Present

- EH Service Desk Open
 - Social distancing restrictions in place for safety of staff
 - Field staff still working from home as much as possible
- Land Use Service Resumed
 - On-Site Sewage Permitting Services
 - Residential Construction Permits
 - Non-Residential Construction Permits
 - Septic Tank Only Permits
 - Septic System Installation Final Inspections
 - Water Supply Permitting Services
 - Residential and Irrigation Well Permits
 - Type II and III Commercial Well Permits
 - Water Well Installation Final Inspections
 - Existing System Evaluations
 - Residential/Commercial Existing System Evaluations
 - MDARD Review (Water and Wastewater)
 - Site Evaluations
 - Vacant Land (aka Perk Test) Evaluations
- Suspended Inspections and Activities
 - Public Swimming Pools*
 - Campgrounds*
 - Body Art*
 - NT Type II surveys
 - Nuisance Complaints (unless deemed a matter of protecting or sustaining life)
 - In-Office Meetings (Internet Meeting Sites Utilized Instead)
(*activities not permitted under current executive order)

May 26 to Present

- Routine food establishment inspections resumed

2. Food Licensing Fees (Update from April Meeting)

Executive Order 2020-71 (6) extends the 2019-2020 Food Facility license and registration expiration date until 60 days after the end of the declared states of emergency and disaster. It also states that late fees shall not be assessed for the 2020-21 licensing year. As of today, approximately 20% of our licensed food facilities have not paid for their 2020-2021 license.

3. COVID-19 Toolkits

To answer as many questions as possible and to help owners prepare for the eventual reopening of their facilities, our department (along with our Public Information Officer) developed a Campground Toolkit and a Restaurant Toolkit. These toolkits answer frequently asked questions and provide links to helpful resources for developing a COVID-19 Preparedness and Response Plan for their business. In addition to those toolkits, we also provided the BLDHD Business Toolkit, which provides health screening forms, educational documents regarding social distancing practices and personal protection equipment, and much more. These toolkits can be found on our www.bldhd.org website.

4. NMHSI Testing Site (Update)

Due to the May 7th reopening of construction and real estate activities, our land use staff was no longer able to assist at the NMHSI testing site after Friday, May 1st. Prior to that day, we made arrangements with the Benzie County Emergency Response Team (CERT) to take our places beginning on Monday, May 4th.

5. Legionella Case Investigation

On April 28, 2020, we were notified of a resident at a Benzie County long term care facility who had tested positive for Legionella. Since being notified, our department has worked in partnership with our Public Health staff, Michigan Department of Health and Human Services (MDHHS), the City of Frankfort, and the long-term care facility's administration. During this case investigation, our department has provided the facility with guidance on how to proceed with the water system investigation, which included putting temporary water system precautionary measures in place and a comprehensive legionella water system investigation sampling plan. We also provided guidance documents so that they could develop a legionella water system management plan to help prevent future legionella cases.

6. EH Service Activities

Due to the COVID-19 pandemic and associated "Stay Home, Stay Safe" executive order by Michigan's Governor, our department is behind last year's number of permits, vacant land evaluations, and existing system evaluations by 81 applications. I anticipate that the number of applications will increase as the State reopens, however, it is most likely that the number of services provided during FY 2020 will be lower than FY 2019.

7. EH Program Efficiency Improvement Efforts

- Leelanau County Office Property File Scanning – all records have been scanned and imported into our digital document management program (Laserfiche). Staff is in the process of reviewing the data for the purposes of removing or redacting information that may be considered an invasion of an individual's privacy.
- Benzie County Office Property Files – staff has been scanning all new documentation, and any older records that are requested by the public, into Laserfiche. It is our intention to request enough funding from the Benzie County Board of Commissioners to have all our Benzie County property records scanned soon.
- Public Portal for Digital Records – the portal is set up and being used by staff for looking up records in the field and while they are working from home. It is our plan to make the site available to the public as soon as the records are "cleaned up" of personal privacy information, as mentioned above.
- Automated Water Sample Result Entry - We are currently working with Laserfiche to automate water sample result entry into WATERTRACK (EGLE's Non-Community Water Supply Program's database system). When fully functional, it is anticipated that it will save approximately a \$1000 and 42 hours of hand entering approximately 1,500 water results per year.
- HealthSpace Upgrade – The process of upgrading our EH services software program to a cloud-based program has begun. This upgrade is expected to be more user friendly for staff, be

more customizable for our department's needs, provide more flexible administrative reporting features, has a public interface for on-line completion & submittal of applications, and allow for on-line credit card payments. It is anticipated that the upgrade process will take three months to complete.

Administrative – Dodie Putney

Putney reported that her focus has been on the computer network. With many employees working from home, we needed to make sure our network was secured, and employees had what they needed. Putney went on to report on a security assessment that was done on our network where overall we are in good shape. The Health Department is increasing our Internet capability by switching from coax cable to fiber optic at both offices with a very little change in cost.

Public Comment - None

Board Comments – Farrell thanked everyone for all their hard work, we are stellar in the State and appreciate all the guidance that is received during this pandemic. Rentenbach congratulated the staff for all their hard work; well done. It is a pleasure to serve on the Board. Eric Johnston mentioned how fantastic Lisa Peacock and Dr. Meyerson have been during this time, great leadership for the staff and public.

Adjourn: The meeting adjourned at 4:08 pm

Gary Sauer, Chair

Dodie Putney, Recording Secretary

10:00

I would like to be included in the June 9 Commissioner's meeting to present the 2020-21 Child Care Fund budget. This budget is due to the state well before other budgets and therefore requires attention prior to any other county budgets. Thank you.

Cameron Clark

Director of Youth Services

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BEULAH, MI 49617

County Child Care Budget Summary (DHS-2091)

Michigan Department of Health and Human Services (MDHHS)

Children's Services Agency

Benzie County for October 1, 2020 through September 30, 2021

Organization	Court Contact Person	Telephone Number	Email Address
Benzie County	Cameron Clark - CCF Organization Management		cclark@mnstco.net
Fiscal Year	MDHHS Contact Person	Telephone Number	Email Address
October 1, 2020 through September 30, 2021	Lori M. Strong - CCF Organization Fiscal Staff		strongl@oakgov.com

Cost Sharing Ratios	County 50% / State 50%	Anticipated Expenditures		
		MDHHS	Court	Combined
A. Out of Home Care - Court or Tribal Supervised		\$0.00	\$142,500.00	\$142,500.00
B. In-Home Care		\$0.00	\$267,645.00	\$267,645.00
C. County/Court-Operated Facilities		\$0.00	\$0.00	\$0.00
D. Subtotals (A+B+C)		\$0.00	\$410,145.00	\$410,145.00
E. Revenue		\$0.00	\$20,000.00	\$20,000.00
F. Net Expenditure		\$0.00	\$390,145.00	\$390,145.00

Cost Sharing Ratios	County 50% / State 50%	Anticipated Expenditures		
		MDHHS	Court	Combined
A. Out of Home Care - Neglect Abuse		\$0.00	\$54,500.00	\$54,500.00

Please Note: The Neglect/Abuse Out-of-Home Care amount reflects ONLY the county court's share of these expenditures. Effective October 2019 the State of Michigan pays 100% of Neglect/Abuse Out-of-Home placements and the county then reimburses the state 50%.

Cost Sharing Ratios	County 0% / State 100%	Court	Combined
Foster Care During Release Appeal Period		\$0.00	\$0.00

Cost Sharing Ratios	County 0% / State 100% \$15,000.00 Maximum	MDHHS	Court	Combined
Basic Grant		\$0.00	\$15,000.00	\$15,000.00

Total Expenditure	\$405,145.00
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BUDGET DEVELOPMENT CERTIFICATION

THE UNDERSIGNED HAVE PARTICIPATED IN DEVELOPING THE PROGRAM BUDGET PRESENTED ABOVE. We certify that the budget submitted above represents an anticipated gross expenditure for the fiscal year: October 1, 2020 through September 30, 2021; and any requests for reimbursement shall adhere to all state law, administrative rules and child care fund handbook authority.

Presiding Judge	Date
County Director of MDHHS Signature	Date
Chairperson, Board of Commissioner's Signature	Date
And/or County Executive Signature	Date

Michigan Department of Health & Human Services (MDHHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to an MDHHS office in your area.

AUTHORITY: Act 87, Publication of 1978, as amended.
COMPLETION: Required.
PENALTY: State reimbursement will be withheld from local government.

BUDGET REPORT FOR BENZIE COUNTY
 Fund: 292 CHILD CARE FUND

GL NUMBER	DESCRIPTION	2018-19 ORIGINAL BUDGET	2018-19 AMENDED BUDGET	2018-19 ACTIVITY	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	2019-20 THRU 06/30/20 ACTIVITY	2020-21 REQUESTED BUDGET	2020-21 REVIEWED BUDGET	2020-21 APPROVED BUDGET
ESTIMATED REVENUES										
Dept 000										
292-000-539.00	STATE GRANTS - 50% REIMBURSEMENT	169,975	169,975	105,568	226,900	226,900	12,328	227,102		
292-000-539.01	STATE - CCF 10% ADMIN	29,180	29,180	43,760	39,830	39,830	15,104	40,820		
292-000-682.10	REIMBURSEMENT - IN HOME CARE	5,000	5,000	185	100	100	300	5,000		
292-000-682.20	REIMBURSEMENT - FOSTER CARE/COURT	6,000	6,000	10,503	5,000	5,000	3,423	5,000		
292-000-687.30	REIMBURSE INST CARE ROOM & BOARD			2,835	5,000	5,000	1,400			
292-000-687.00	REFUNDS/REBATES			624			383			
292-000-699.00	TRANSFER IN - CHILD CARE	130,000	273,590	273,590	176,970	176,970	40,000	226,183		
Totals for dept 000 -		340,155	483,745	437,065	453,800	453,800	72,878	504,205		
TOTAL ESTIMATED REVENUES		340,155	483,745	437,065	453,800	453,800	72,878	504,205		

BUDGET REPORT FOR BENZIE COUNTY
 Fund: 292 CHILD CARE FUND

GL NUMBER	DESCRIPTION	2018-19 ORIGINAL BUDGET	2018-19 AMENDED BUDGET	2018-19 ACTIVITY	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 06/30/20	2020-21 REQUESTED BUDGET	2020-21 REVIEWED BUDGET	2020-21 APPROVED BUDGET
APPROPRIATIONS										
Dept 000										
292-000-704.02	SALARY - CASEWORKER	32,990	36,286	36,286	43,000	43,000	27,611	45,000		
292-000-725.00	FRINGE BENEFITS - JUVENILE OFFICE	10,000	12,833	12,833	12,000	12,000	5,984	15,205		
292-000-725.06	FRINGE BENEFITS - CASEWORKER	20,399	21,076	21,076	27,000	27,000	13,767	28,000		
292-000-832.00	CONTRACTED SERVICES	13,000	99,500	72,890	99,500	99,500	43,758	95,300		
292-000-840.00	CONTRACTED SVCS - VOL COORDINATOR	25,000	25,000	23,078	26,000	26,000	15,167	26,000		
292-000-840.10	STATE WARD CHARGEBACKS									
292-000-840.30	FOSTER CARE - DI	6,000	6,000	5,329	36,000	36,000		50,000		
292-000-840.40	FOSTER CARE-DI/NON-SCHED	2,000	2,000		1,000	1,000		1,000		
292-000-840.50	FOSTER CARE-NA	91,550	68,550	59,165	45,000	45,000	2,183	45,000		
292-000-840.60	FOSTER CARE-NA/NON-SCHED	4,000	4,000	3,032	1,000	1,000	1,000	1,000		
292-000-840.70	INSTITUTIONAL ROOM & BOARD	72,000	144,590	136,490	105,500	105,500	1,000	105,500		
292-000-840.80	NON-SCH. PMTS INSTITUTIONAL CARE	2,000	2,000	283	1,000	1,000		1,000		
292-000-840.90	INDEPENDENT LIVING	17,000	15,288	6,828	8,500	8,500	2,751	8,500		
292-000-840.95	IN HOME CARE MISC.	13,800	13,800	13,632	13,800	13,800	5,918	13,800		
292-000-850.00	TELEPHONE	1,800	1,800	950	1,800	1,800	550	1,200		
292-000-860.00	TRAVEL/GAS CARDS	6,690	12,856	6,515	13,000	13,000	3,143	13,000		
292-000-862.00	MENTORING/TUTORING	9,000	9,000	2,819	8,000	8,000	1,335	8,000		
292-000-862.01	INCENTIVES	7,200	3,439	2,561	6,000	6,000	1,382	6,000		
292-000-862.02	DRUG TESTING	1,500	1,500	875	1,700	1,700		1,700		
292-000-862.03	SUBSTANCE ABUSE COUNSELING	2,000	2,000	2,000	4,000	4,000	618	4,000		
Totals for dept 000 -		337,929	481,519	406,632	453,800	453,800	125,643	504,205		
TOTAL APPROPRIATIONS										
NET OF REVENUES/APPROPRIATIONS - FUND 292		337,929	481,519	406,632	453,800	453,800	125,643	504,205		
BEGINNING FUND BALANCE		2,226	2,226	30,433			(52,765)			
ENDING FUND BALANCE		59,117	59,117	89,550	89,551	89,551	89,551	36,786	36,786	36,786
		61,343	61,343		89,551	89,551	36,786		36,786	36,786