

# BENZIE COUNTY BOARD OF COMMISSIONERS

---

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

[www.benzieco.net](http://www.benzieco.net)

## MEETING AGENDA

**February 22, 2022**

**Frank F. Walterhouse Meeting Room, Governmental Center, Beulah, Michigan**

**Join Zoom Meeting**

**Please click the link below to join the webinar:**

**<https://us02web.zoom.us/j/84922540958>**

**Webinar ID: 849 2254 0958**

**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 – 2/8/22  
PUBLIC COMMENT  
FINANCE –  
    A) Approval of Bills  
ELECTED OFFICIALS & DEPT HEAD COMMENTS  
ACTION ITEMS –  
    A) COVID Paid Time Off  
    B) 2022-006 ACO Millage  
    C) 2022-007 Drug Enforcement Millage  
    D) Planning Ordinance Repeal  
    E) 2002 Taurus – sale and declare surplus  
    F) 2022-008 Pave BVT Beulah to Thompsonville  
COMMISSIONER REPORTS –  
COUNTY ADMINISTRATOR’S REPORT – Katie Zeits  
COMMITTEE OF THE WHOLE – 2/8/22 Consent Calendar  
COMMITTEE APPOINTMENTS – Construction Bd of Appeals; EDC/BRA  
UNFINISHED BUSINESS –  
NEW BUSINESS –  
  
10:00  
10:15      PRESENTATION OF CORRESPONDENCE  
PUBLIC COMMENT  
ADJOURNMENT

### **Times Subject to Change**

The County of Benzie will provide necessary reasonable auxiliary aids and services for individuals with disabilities at the meeting upon five (5) working days’ notice to the County. Individuals with disabilities requiring auxiliary aids or services should contact the County in writing or by 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 COMMENT**

**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 comment 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 Comment. 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. The Board will not be accepting public comment via zoom/online.

Group Presentations – 15 minutes  
Individual Presentations – 3 minutes

**Board Response:** Generally, as this is a “Comment” 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 Comment 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 – Andy Miller (Crystal Lake, Frankfort) .....	231-920-8300
District IV – Rhonda Nye (Benzonia).....	231-510-8804
District V – Tim Markey (Homestead) .....	231-871-1399
District VI - Evan Warsecke (Colfax, Inland) .....	231-275-3375
District VII - Gary Sauer (Blaine, Gilmore, Joyfield, Weldon) .....	231-651-0647

January 11, 2022



**THE BENZIE COUNTY BOARD OF COMMISSIONERS**  
**February 8, 2022**

The Benzie County Board of Commissioners met in a regular session on Tuesday, February 8, 2022 in the Frank Walterhouse Board Room, 448 Court Place, Government Center, Beulah, Michigan.

The meeting was called to order by Chair Bob Roelofs.

Present were: Commissioners Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke

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

**Agenda:**

Motion by Warsecke, seconded by Miller, to approve the agenda as amended to add I- MSHDA Grant supporting document to Action Items. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

**Minutes:**

Motion by Jeannot, seconded by Miller, to approve the regular session minutes of January 25, 2022 as presented. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Motion by Sauer, seconded by Nye, to approve the special session minutes of February 1, 2022 as presented. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

9:02 a.m. Public Input – None

**FINANCE**

Bills: Motion by Miller, seconded by Warsecke, to approve payment of the bills from January 25, 2022 thru February 8, 2022 in the amount of \$312,304.51, as presented. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Michelle Thompson, County Treasurer, reported that she attended the Michigan Association of County Treasurer's conference in person last week; her office will continue to be short-handed for the next couple of weeks.

**ELECTED OFFICIALS & DEPARTMENT HEAD COMMENTS**

U/S Hubers updated the board on the events of last Friday with the homicide; MSP is doing the homicide investigation; they are appreciative of all the resources they received.

**ACTION ITEMS**

Cody Kastl – MERS Purchase Time: Motion by Warsecke, seconded by Miller, to approve the Application for Additional Service Credit Purchase for Cody Kastl, authorizing the Board Chair to sign. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

MERIT Service Agreement Addendum: Motion by Nye, seconded by Markey, to authorize the Service Agreement between Merit Network, Inc. and Benzie County for annual internet bandwidth originally authorized August 2015 and extended August 2020, be amended to reflect an increase in

## COMMISSIONERS

Page 2 of 5

February 8, 2022

bandwidth from 40 Mbps to 100 Mbps in the annual amount of \$6,480 and that the Board Chair be authorized to sign such amendment. Roll call. Ayes: Jeannot Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

TelNet Phone Upgrade: Motion by Markey, seconded by Miller, approved the proposal from TelNet for an upgraded phone system and support for a period of 60 months, be accepted and the Board Chair be authorized to sign the appropriate agreements, with funds available in the appropriate department funds. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Prosecuting Attorney – Budget Amendment: Motion by Markey, seconded by Miller, to approve the Budget Amendment recognizing an additional \$960 in grant revenue and \$960 in additional expenditures in the Prosecuting Attorney's budget as presented. Roll call. Ayes: Jeannot Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Headlee: Discussions held regarding process to move forward; agree to delay further discussion and appointment of a tax allocation committee until late 2022.

Planning Ordinance Repeal: Motion by Warsecke, seconded by Markey, to approve that the Benzie County Planning Commission Ordinance Number 2009-002, adopted by the Board of Commissioners on May 19, 2009 be repealed in its entirety. Roll call. Ayes: Jeannot Markey, Miller, Nye, Roelofs, and Warsecke Nays: Sauer Motion carried.

ARPA Next Steps: Motion by Sauer, seconded by Warsecke, to direct Administration to facilitate brainstorming sessions with staff to prepare a draft list of allowable expenditures as defined by the Department of Treasury for the American Rescue Plan Act funding. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

MERS Service Credit Purchases Moving Forward: Motion by Sauer, seconded by Nye, that the Board of Commissioners elect to eliminate the option for participating employees to purchase additional service credit, and not to approve any application requests after February 1, 2022 and authorize the Chair to sign the appropriate documents. Roll call. Ayes: Nye and Sauer Nays: Jeannot, Markey, Miller, Roelofs and Warsecke Motion denied.

Motion by Jeannot, seconded by Warsecke, that the Board of Commissioners elect to eliminate the option for participating employees to purchase additional service credit, and not to approve any application requests after March 1, 2022 and authorize the Chair to sign the appropriate documents. Roll call. Ayes: Jeannot, Markey, Roelofs, Sauer and Warsecke Nays: Miller and Nye Motion carried.

MSHDA Housing Form: Motion by Roelofs, seconded by Markey, to authorize the Program Income Exempt Project Determination for Housing as presented, authorizing the Chair to sign as the Certifying Officer. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

9:55 a.m. Break

10:03 a.m. Reconvene

## **COMMISSIONERS**

**Page 3 of 5**

**February 8, 2022**

10:03 a.m. Tad Peacock, Nonpoint Source Grant – Village of Beulah

This grant was awarded to the Village of Beulah, and they will be the fiduciary; asks this board to consider a commitment of funds over the next three years – the same amount as two years ago, \$7,000 each year for three years.

Comm Sauer asks for clarity about what will be done. The SAW grant identified the problems, and this Nonpoint Source grant will be used to fix the issues.

Comm Markey asked about the maintenance plan for the future, who will take care of it?

Motion by Jeannot, seconded by Miller, to stand by our earlier approval of \$7,000 per year for three years, upon determination of funding source. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

## **COMMISSIONER REPORTS**

Chair Roelofs attended and reported on Special Meeting on 2/1; 2/3 Area Agency on Aging 2/23 Bylaws workshop.

Comm Jeannot provided a written report (attached).

Comm Miller attended and reported on the Human Services Collaborative; Airport Authority.

Comm Nye attended and reported on Benzie Leelanau Health Department; Goal Setting special meeting; Village of Benzonia meeting.

Comm Markey attended and reported on Homestead Township; Goal Setting; Local Planning Team.

Comm Warsecke attended the Goal Setting meeting.

Comm Sauer attended and reported on Benzie Leelanau Health Department; MAC Ag & Tourism; Joyfield Township; Blaine Township; DHHS (Maples); met with County Administrator, Sheriff and Undersheriff regarding School Resource Officer.

## **COUNTY ADMINISTRATOR'S REPORT – Katie Zeits**

Reported on the MAC Conference which will be held next month; Broadband will present the survey results to the Board in April; LogoWear – if anyone is interested, please contact her; having a Benzie Senior Resources funding issue – will discuss further in the near future; Space Needs; Active Pure Units – does this board want another presentation, the current quote was close to \$100,000 for both buildings.

## **COMMITTEE OF THE WHOLE**

Motion by Warsecke, seconded by Sauer, to approve items 1 - 4 of the January 25, 2022, Committee of the Whole Consent Calendar as presented. Roll call. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

## **COMMITTEE APPOINTMENTS**

Benzie Leelanau Health Board: 3 applicants at this time-1 position; schedule interviews for Friday, February 11 starting at 9:00 a.m. Comm Roelofs, Nye, Sauer and CA Zeits to interview.

## COMMISSIONERS

Page 4 of 5

February 8, 2022

CDBG Housing: Motion by Jeannot, seconded by Nye, to acknowledge the resignation of Amy Bissell from the Benzie County Housing Committee effective April 30, 2022 with regrets. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Walterhouse Nays: None Motion carried.

**UNFINISHED BUSINESS** – None

**NEW BUSINESS** – None

### PRESENTATION OF CORRESPONDENCE

- Benzie Transportation Authority financial report for December 2021 received.
- Leelanau County resolution Supporting the Community Mental Health Authority and Opposing Current State Legislation to Change the CMHA received.
- Marquette County resolution Supporting the Cause of Protecting Democracy, Promoting Policies that Protect Access to the Ballot for Voters and Building on the Progress of the 2020 Elections received.

11:10 a.m. Public Input

Annie Browning, Benzonia Twp, was reflecting on the meeting and heard the phrase money grab, coming from the Village of Beulah & hearing Tad (Peacock) talk about Crystal Lake improvements to the community health.

11:10 a.m. Public Input Closed

Motion by Warsecke, seconded by Markey, to adjourn at 11:12 a.m. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

---

Bob Roelofs, Chair

Dawn Olney, Benzie County Clerk

### INDEX

1. Approved the agenda as amended to add I- MSHDA Grant supporting document to Action Items.
2. Approved the regular session minutes of January 25, 2022 as presented.
3. Approved the special session minutes of February 1, 2022 as presented.
4. Approved payment of the bills from January 25, 2022 thru February 8, 2022 in the amount of \$312,304.51, as presented.
5. Approved the Application for Additional Service Credit Purchase for Cody Kastl, authorizing the Board Chair to sign.
6. Authorized the Service Agreement between Merit Network, Inc. and Benzie County for annual internet bandwidth originally authorized August 2015 and extended August 2020, be amended to reflect an increase in bandwidth from 40 Mbps to 100 Mbps in the annual amount of \$6,480 and that the Board Chair be authorized to sign such amendment.

## COMMISSIONERS

Page 5 of 5

February 8, 2022

7. Approved the proposal from TelNet for an upgraded phone system and support for a period of 60 months, be accepted and the Board Chair be authorized to sign the appropriate agreements, with funds available in the appropriate department funds.
8. Approved the Budget Amendment recognizing an additional \$960 in grant revenue and \$960 in additional expenditures in the Prosecuting Attorney's budget as presented.
9. Approved the Benzie County Planning Commission Ordinance Number 2009-002, adopted by the Board of Commissioners on May 19, 2009 be repealed in its entirety.
10. Approved to direct Administration to facilitate brainstorming sessions with staff to prepare a draft list of allowable expenditures as defined by the Department of Treasury for the American Rescue Plan Act funding.
11. Denied that the Board of Commissioners elect to eliminate the option for participating employees to purchase additional service credit, and not to approve any application requests after February 1, 2022 and authorize the Chair to sign the appropriate documents.
12. Approved that the Board of Commissioners elect to eliminate the option for participating employees to purchase additional service credit, and not to approve any application requests after March 1, 2022 and authorize the Chair to sign the appropriate documents.
13. Authorized the Program Income Exempt Project Determination for Housing as presented, authorizing the Chair to sign as the Certifying Officer.
14. Approved to stand by our earlier approval of \$7,000 per year for three years, upon determination of funding source to the Village of Beulah for the Nonpoint Source Grant matching funds contribution. Approved items 1 - 4 of the January 25, 2022, Committee of the Whole Consent Calendar as presented.
15. Acknowledged the resignation of Amy Bissell from the Benzie County Housing Committee effective April 30, 2022 with regrets.



**Art Jeannot**  
**Commissioner Report**  
**February 8, 2022**

- Participated in 7 meetings on behalf of the County since our January 25<sup>th</sup> meeting.
- **1/26 - EDC Retention Committee –**
  - We continue to work on a proposal to contract with the Benzie Chamber to help with economic development efforts. I hope to bring a recommendation to an April or May meeting of the BOC.
- **2/1 – Special BOC Meeting –** Attended by all Commissioners.
  - Attended by all Commissioners to discuss 2022 goals for administration staff.
- **2/3 – Lake Township –**
  - Representative of the National Parks Department discussed their experience with the Ironman event. They are hoping for advanced notice of the Townships participation for 2022 so that they can notify people registering for campsites during the event.
  - After some discussion regarding an RFP for legal services, I contacted our Administrator to provide a copy of the RFP the Commissioners used in recent years.
- **2/4 – MAC Finance and General Governance Committee –**
  - Presentation by MI Economic Development. There was a discussion about possible grants for local communities. Katie Zeits joined the meeting.
- **2/4 – Maples (DHHS) –**
  - At Commissioner Sauer's request I participated in the meeting to answer questions regarding the MOU with respect to the capital needs of the Maples. The topic was not brought up. Commissioner Sauer will report on the details of the meeting.
- **2/7 – Northern MI Counties Association –**
  - Discussion centered around Senator Shirkey's bill to change funding for community mental health in the State of MI. We were joined by Senator VanderWall. Katie Zeits also joined the meeting. In general, it appears as if the bill gets little support from the Northern Mi Counties.
- **2/7 – Networks Northwest –**
  - Council of Governments – Chris Christensen will continue on as Chair. Discussion on trail grant for Manistee and Benzie connector. NWNW is hosting a county administrator round table every other month. We were update on OMA policy. It is still being considered whether public input must be available for those people attending remotely. Apparently, some counties have had extended public input as a result of people offering comment who have no connection to the county.
  - Full board – discussion on possible funding to upgrade space for "Parole". NWNW staff will get back to me.
- **Other –**
- **2/7 –** Met with State Representative O'Malley to discuss state funding for economic development opportunities. I invited Blake Brooks and Katie Zeits to join us.

**RECEIVED**

FEB 08 2022

DAWN OLNEY  
BENZIE COUNTY CLERK  
BEULAH, MI 49617

# Finance Report

---

## **BILLS TO BE APPROVED FEBRUARY 22nd**

Motion to approve Vouchers in the amount of:

\$ 130,043.88 General Fund (101)

\$ 49,198.36 Jail Fund (213)

\$ 20,681.87 Ambulance Fund & ALS (214)

\$ 17,787.13 Funds 105-238

\$ 2,990.62 ACO Fund (247)

\$ - Building (249)

\$ 8,189.43 Dispatch 911 Fund (261)

\$ 35,743.82 Funds 239-292

\$ 4,699.56 Funds 293-640

\$ 13,210.20 701 Fund

\$ - Trust and Agency Funds & MSU Trust and Agency Fund (702-771)

---

\$ 282,544.87



### Payable February 4th -February 18th

DATE	FUND 101 GENERAL	FUND 213 JAIL	FUND 214 EMS	FUND 105-238	FUND 247 ACO	FUND 249 BUILDING	FUND 261 DISPATCH	FUND 239-292	FUND 293-690	FUND 701 TRUST/ AGENCY	FUND 702-771	TOTALS
2.10.22	\$ 70,873.08	\$ 17,597.51	\$ 9,875.50	\$ 1,542.19	\$ 1,406.56		\$ 15.00	\$ 12,261.92	\$ 4,469.22	\$ 13,195.20		\$ 131,236.18
2.17.22	\$ 59,170.80	\$ 31,600.85	\$ 10,806.37	\$ 16,244.94	\$ 1,584.06		\$ 8,174.43	\$ 23,481.90	\$ 230.34	\$ 15.00		\$ 151,308.69
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
<b>Totals</b>	<b>\$ 130,043.88</b>	<b>\$ 49,198.36</b>	<b>\$ 20,681.87</b>	<b>\$ 17,787.13</b>	<b>\$ 2,990.62</b>	<b>\$ -</b>	<b>\$ 8,189.43</b>	<b>\$ 35,743.82</b>	<b>\$ 4,699.56</b>	<b>\$ 13,210.20</b>	<b>\$ -</b>	<b>\$ 282,544.87</b>

206-K-9 Fund  
207-Sheriff Reserve's  
208-Dive Team  
209-Resourse Officer  
210-Benzie Kids  
211-D.A.R.E. Fund  
215-FOC

230-BVTMC  
232-Planning/Zoning  
235-CBDG  
238-EDC  
245-Remonumentation  
256-Reg of Deeds  
262-911-Training

269-Law Library  
270-Platte River Bridge  
271-Housing Grant  
276-Council on Aging  
285-Pt. Betsie Lighthouse  
292-Child Care Fund  
293-Soldiers Relief Fund

310-Gov't Ctr Addition-Debt  
315-Benzie Leelanau Health  
321-Jail Bond  
371-Jail Bldg Debt Millage  
425-Equipment Replace

02/17/2022 11:04 AM  
User: LBARRETT  
DB: Benzie County

INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY  
EXP CHECK RUN DATES 02/11/2022 - 02/18/2022  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

Page: 1/6

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 101 BOARD OF COMMISSIONERS					
101-101-900.00	PRINTING & PUBLISHING	PIONEER GROUP	BOC MEETING AND SCHEDULE	296.70	84182
Total For Dept 101 BOARD OF COMMISSIONERS				296.70	
Dept 142 JUVENILE DIVISION					
101-142-957.40	NON REIMBURSABLE EXPENSES	MICHIGAN ASSN FAMILY COURT	MEMBERSHIP FEE FOR MAFCA	150.00	84175
Total For Dept 142 JUVENILE DIVISION				150.00	
Dept 215 COUNTY CLERK					
101-215-727.00	OFFICE SUPPLIES	OFFICE DEPOT	OFFICE SUPPLIES - CLERK	8.89	84179
101-215-727.00	OFFICE SUPPLIES	OFFICE DEPOT	OFFICE SUPPLIES - CLERK	24.79	84180
101-215-955.10	DUES & REGISTRATIONS	MPJRA	MPJRA DUES FOR T. BOWERS & K. CHILDS	200.00	84176
Total For Dept 215 COUNTY CLERK				233.68	
Dept 261 MSU EXTENSION					
101-261-730.00	POSTAGE	BENZIE COUNTY CLERK	POSTAGE 2.9.2022	1.46	84143
Total For Dept 261 MSU EXTENSION				1.46	
Dept 265 BUILDING & GROUNDS					
101-265-850.00	TELEPHONE	TELNET WORLDWIDE	TELEPHONE	424.42	84187
101-265-923.00	FUEL - NATURAL GAS	DTE ENERGY	GAS	1,265.22	84156
101-265-924.00	ELECTRIC	CONSUMERS ENERGY	ELECTRIC	185.16	84151
Total For Dept 265 BUILDING & GROUNDS				1,874.80	
Dept 267 PROSECUTING ATTORNEY					
101-267-703.03	WAGES - SUMMER INTERN	PROSECUTING ATTY ASSOC.	(SUMMER INTERN PROGRAM 2022	7,400.00	84183
101-267-808.00	WITNESS FEES	DALE GILBERT	DC PE 21-371-FY WITNESS FEES	6.40	84153
Total For Dept 267 PROSECUTING ATTORNEY				7,406.40	
Dept 268 REGISTER OF DEEDS					
101-268-955.10	DUES & REGISTRATIONS	MI ASSOC OF REGISTER OF DE	REGISTRATION FEE FOR REG OF DEEDS CONF	85.00	84173
Total For Dept 268 REGISTER OF DEEDS				85.00	
Dept 285 CENTRAL SERVICES					
101-285-940.20	EQUIPMENT LEASE	TEAM FINANCIAL GROUP, INC.	40032368 ADMIN COPIER	375.75	84185
Total For Dept 285 CENTRAL SERVICES				375.75	
Dept 286 TECHNOLOGY SUPPORT					
101-286-850.01	INTERNET SERVICE	MERIT NETWORK INC.	ADDITIONAL BANDWIDTH AUGUST 21	324.00	84172
101-286-850.01	INTERNET SERVICE	MERIT NETWORK INC.	CONTRACTED BANDWIDTH 10/1/21-9/30/22	4,842.00	84172
Total For Dept 286 TECHNOLOGY SUPPORT				5,166.00	
Dept 301 SHERIFF					
101-301-748.00	GAS, OIL & GREASE	WEX BANK	FUEL - 01/16/2022 TO 02/15/2022 BCSO	204.52	
101-301-749.00	VEHICLE REPAIRS	GRAND TRAVERSE MOBILE COMM	16-1 LIGHT FIX	222.50	84163
101-301-955.00	CONVENTIONS & DUES	VISA=SHERIFF DEPT	OFF SUPP/DUES	50.00	84190
Total For Dept 301 SHERIFF				477.02	
Dept 333 SECONDARY ROAD PATROL					
101-333-725.00	FRINGE BENEFITS	BLUE CARE NETWORK	COVERAGE 3/1/22-3/31/22	1,188.04	84145
Total For Dept 333 SECONDARY ROAD PATROL				1,188.04	
Dept 426 EMERGENCY MANAGEMENT					
101-426-725.00	FRINGE BENEFITS	BLUE CARE NETWORK	COVERAGE 3/1/22-3/31/22	475.22	84145

02/17/2022 11:04 AM  
User: LBARRETT  
DB: Benzie County

INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY  
EXP CHECK RUN DATES 02/11/2022 - 02/18/2022  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

Page: 2/6

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 426 EMERGENCY MANAGEMENT					
		Total For Dept 426 EMERGENCY MANAGEMENT		475.22	
Dept 648 MEDICAL EXAMINER					
101-648-835.00	LAB FEES	NMS LABS	LAB FEES	539.00	84177
		Total For Dept 648 MEDICAL EXAMINER		539.00	
Dept 852 MEDICAL INSURANCE					
101-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CARE NETWORK	COVERAGE 3/1/22-3/31/22	40,710.23	84145
101-852-874.00	MEDICAL INSURANCE - RETIREES	BLUE CARE NETWORK	COVERAGE 3/1/22-3/31/22	396.02	84145
		Total For Dept 852 MEDICAL INSURANCE		41,106.25	
		Total For Fund 101 GENERAL FUND		59,375.32	
Fund 205 TNT OFFICER MILLAGE FUND					
Dept 000					
205-000-725.00	FRINGE BENEFITS	BLUE CARE NETWORK	COVERAGE 3/1/22-3/31/22	396.02	84145
205-000-748.00	GAS, OIL & GREASE	WEX BANK	FUEL - 01/16/2022 TO 02/15/2022 BCSO	131.01	
		Total For Dept 000		527.03	
		Total For Fund 205 TNT OFFICER MILLAGE FUND		527.03	
Fund 213 JAIL OPERATIONS FUND					
Dept 265 BUILDING & GROUNDS					
213-265-782.00	MAINTENANCE SUPPLIES	AMAZON CAPITAL SERVICES, I	JAIL EQUIP	471.93	
213-265-783.00	EQUIP. SERVICES & SUPPLIES	KSS ENTERPRISES	PT TP WIPES - JAIL	538.29	84167
213-265-923.00	FUEL - NATURAL GAS	DTE ENERGY	JAN 12 TO FEB 9 NATURAL GAS - JAIL	1,971.51	84157
213-265-924.00	ELECTRIC	CONSUMERS ENERGY	ELECTRIC 010822 TO 020622 - JAIL	2,792.34	84152
213-265-935.00	JAIL REPAIRS	HURST MECHANICAL	PREVE MAINT FEE 02152022	1,925.00	84164
		Total For Dept 265 BUILDING & GROUNDS		7,699.07	
Dept 351 JAIL - CORRECTIONS					
213-351-727.00	OFFICE SUPPLIES	VISA=SHERIFF DEPT	OFF SUPP/DUES	99.50	84190
213-351-740.00	FOOD SUPPLIES	CANTEEN SERVICES	FOOD SUPPLIES 01/30/22 TO 02/05/22	1,680.36	84147
213-351-748.00	GAS, OIL & GREASE	WEX BANK	FUEL - 01/16/2022 TO 02/15/2022 BCSO	40.85	
213-351-834.00	PRISONER MEDICAL - BENZIE CO	ALL ACCESS CARE PLLC	DEC 2021 JAIL MEDICAL	10,792.61	84139
		Total For Dept 351 JAIL - CORRECTIONS		12,613.32	
Dept 852 MEDICAL INSURANCE					
213-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CARE NETWORK	COVERAGE 3/1/22-3/31/22	11,801.24	84145
		Total For Dept 852 MEDICAL INSURANCE		11,801.24	
		Total For Fund 213 JAIL OPERATIONS FUND		32,113.63	
Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND					
Dept 265 BUILDING & GROUNDS					
214-265-750.00	MAINTENANCE SUPPLIES	MI PEST	ST 3 PEST CONTROL	61.00	84174
214-265-853.00	CELLULAR PHONES	VERIZON WIRELESS	786787479-00001 COMMUNICATION	97.97	84188
214-265-922.00	WATER & SEWER	CITY OF FRANKFORT	ST 3 WATER AND SEWER BILL	70.19	84150
214-265-923.00	FUEL - PROPANE GAS	DTE ENERGY	DTE GAS FOR ST 3 GARAGE	243.08	84154
214-265-923.00	FUEL - PROPANE GAS	DTE ENERGY	ST 3 GAS	168.53	84155
214-265-924.00	ELECTRIC	CONSUMERS ENERGY	ST 3 ELECTRICITY	131.31	84061
		Total For Dept 265 BUILDING & GROUNDS		772.08	
Dept 655 ADVANCED LIFE SUPPORT (ALS)					
214-655-721.00	PER DIEM	FRANKE, JIM	EMS PER DIEM/TRAVEL	40.00	84160

02/17/2022 11:04 AM  
User: LBARRETT  
DB: Benzie County

INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY  
EXP CHECK RUN DATES 02/11/2022 - 02/18/2022  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

Page: 3/6

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND					
Dept 655 ADVANCED LIFE SUPPORT (ALS)					
214-655-721.00	PER DIEM	JOWETT, GAYLORD	EMS PER DIEM/TRAVEL	40.00	84165
214-655-721.00	PER DIEM	MARKEY, TIM	EMS PER DIEM/TRAVEL	40.00	84169
214-655-721.00	PER DIEM	MEAD, MICHAEL	EMS PER DIEM/TRAVEL	40.00	84171
214-655-735.00	MEDICAL SUPPLIES	BOUND TREE MEDICAL, LLC	MED SUPPLIES	17.70	84146
214-655-751.00	UNIFORMS	BAY SUPPLY & MARKETING, INC.	EMBROIDERY ON SPARE SHIRTS	14.00	84142
214-655-751.00	UNIFORMS	TELE-RAD, INC.	PANTS FOR TOM KING	55.99	84186
214-655-860.00	TRAVEL	FRANKE, JIM	EMS PER DIEM/TRAVEL	5.85	84160
214-655-860.00	TRAVEL	MARKEY, TIM	EMS PER DIEM/TRAVEL	11.70	84169
Total For Dept 655 ADVANCED LIFE SUPPORT (ALS)				265.24	
Dept 852 MEDICAL INSURANCE					
214-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CARE NETWORK	COVERAGE 3/1/22-3/31/22	9,900.36	84145
Total For Dept 852 MEDICAL INSURANCE				9,900.36	
Total For Fund 214 EMERGENCY MEDICAL SERVICES (EMS) FUND				10,937.68	
Fund 220 MARINE PATROL FUND					
Dept 000					
220-000-961.00	TRAINING & SCHOOLS	OTTAWA COUNTY SHERIFF'S OFFICE	MARINE ACADEMY 2022 H. BARTHOLOMEW	150.00	84181
Total For Dept 000				150.00	
Total For Fund 220 MARINE PATROL FUND				150.00	
Fund 228 SOLID WASTE/RECYCLING FUND					
Dept 000					
228-000-800.00	CONTRACTED SERVICES	GFL ENVIRONMENTAL	RECYCLING SERVICES FOR JANUARY 2022	15,235.90	84161
228-000-821.50	HAZARDOUS WASTE	ERECYCLE TC	ELECTRONICS RECYCLING	40.00	84158
228-000-934.00	OTHER REPAIRS/ MAINTENANCE - SITE	A J'S EXCAVATING LLC	SNOW PLOWING	27.00	84138
Total For Dept 000				15,302.90	
Dept 852 MEDICAL INSURANCE					
228-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CARE NETWORK	COVERAGE 3/1/22-3/31/22	396.02	84145
Total For Dept 852 MEDICAL INSURANCE				396.02	
Total For Fund 228 SOLID WASTE/RECYCLING FUND				15,698.92	
Fund 247 ANIMAL CONTROL FUND					
Dept 852 MEDICAL INSURANCE					
247-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CARE NETWORK	COVERAGE 3/1/22-3/31/22	1,584.06	84145
Total For Dept 852 MEDICAL INSURANCE				1,584.06	
Total For Fund 247 ANIMAL CONTROL FUND				1,584.06	
Fund 261 911 EMERGENCY SERVICE FUND					
Dept 325 DISPATCH/COMMUNICATION					
261-325-853.00	CELLULAR PHONES	VERIZON WIRELESS	386755522-00001 COMMUNICATION	41.50	84188
261-325-853.00	CELLULAR PHONES	VERIZON WIRELESS	786787479-00001 COMMUNICATION	46.60	84188
261-325-853.00	CELLULAR PHONES	VERIZON WIRELESS	342267501-00001	1,621.09	84188
261-325-961.00	TRAINING & SCHOOLS	VISA-RHUBERS	CENTRAL DISPATCH - VISA CHARGES STATEMENT	525.00	84189
Total For Dept 325 DISPATCH/COMMUNICATION				2,234.19	
Dept 852 MEDICAL INSURANCE					
261-852-717.00	MEDICAL/DENTAL/VISION INSURANCE	BLUE CARE NETWORK	COVERAGE 3/1/22-3/31/22	5,940.24	84145

02/17/2022 11:04 AM  
User: LBARRETT  
DB: Benzie County

INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY  
EXP CHECK RUN DATES 02/11/2022 - 02/18/2022  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

Page: 4/6

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 261 911 EMERGENCY SERVICE FUND					
Dept 852 MEDICAL INSURANCE					
		Total For Dept 852 MEDICAL INSURANCE		5,940.24	
		Total For Fund 261 911 EMERGENCY SERVICE FUND		8,174.43	
Fund 262 DISPATCHER TRAINING FUND					
Dept 000					
262-000-961.00	TRAINING & SCHOOLS	MACNLOW ASSOCIATES	ADVANCED 40HR DISPATCH TRAINING - HUBER	699.00	84168
262-000-961.00	TRAINING & SCHOOLS	VISA=RHUBERS	CENTRAL DISPATCH - VISA CHARGES STATEMEN	365.00	84189
		Total For Dept 000		1,064.00	
		Total For Fund 262 DISPATCHER TRAINING FUND		1,064.00	
Fund 265 JUSTICE TRAINING (302) FUND					
Dept 000					
265-000-967.00	PROJECT EXPENSES	NORTHERN MICHIGAN LAW ENFC	ANNUAL MEMEBERSHIP 2022	150.00	84178
		Total For Dept 000		150.00	
		Total For Fund 265 JUSTICE TRAINING (302) FUND		150.00	
Fund 269 LAW LIBRARY FUND					
Dept 000					
269-000-901.00	RESOURCE MATERIALS	MATTHEW BENDER & CO., INC.	MI CIVIL PROC LITIG MANUAL 2022	235.99	84170
		Total For Dept 000		235.99	
		Total For Fund 269 LAW LIBRARY FUND		235.99	
Fund 285 POINT BETSIE LIGHTHOUSE FUND					
Dept 808 5.1 M STATE GRANT					
285-808-800.00	CONTRACTED SERVICES - ENGINEERIN	BARR ENGINEERING CO.	POINT BETSIE SHORELINE PROTECTION SYSTE	21,839.91	84141
		Total For Dept 808 5.1 M STATE GRANT		21,839.91	
		Total For Fund 285 POINT BETSIE LIGHTHOUSE FUND		21,839.91	
Fund 292 CHILD CARE FUND					
Dept 000					
292-000-862.03	SUBSTANCE ABUSE COUNSELING	CATHOLIC HUMAN SERVICES, I	SUB ABUSE COUNSELING	192.00	84148
		Total For Dept 000		192.00	
		Total For Fund 292 CHILD CARE FUND		192.00	
Fund 293 VETERAN'S RELIEF FUND					
Dept 000					
293-000-721.00	PER DIEM	BAILEY, LAWRENCE	VA PER DIEM	40.00	84140
293-000-721.00	PER DIEM	FENDER, GARY	VA PER DIEM	40.00	84159
293-000-721.00	PER DIEM	GIDDIS, KIRT	VA PER DIEM	40.00	84162
293-000-721.00	PER DIEM	KOWALSKI, ED	VA PER DIEM	40.00	84166
293-000-721.00	PER DIEM	SCHAFFER, DONALD E.	VA PER DIEM	40.00	84184
293-000-727.00	OFFICE SUPPLIES	GTAVC	COALITION DUES	50.00	
293-000-748.00	GAS, OIL & GREASE	VISA= KAREN KOROLENKO	GAS FOR VA VEHICLE	63.00	
293-000-860.00	TRAVEL	VISA= KAREN KOROLENKO	VA CONFERENCE	350.00	
293-000-860.00	TRAVEL	VISA= KAREN KOROLENKO	VA TRAVEL	444.20	
293-000-860.00	TRAVEL	BAILEY, LAWRENCE	VA MILEAGE	2.15	84140
293-000-860.00	TRAVEL	FENDER, GARY	VA MILEAGE	3.51	84159
293-000-860.00	TRAVEL	GIDDIS, KIRT	VA MILEAGE	18.60	84162
293-000-860.00	TRAVEL	KOWALSKI, ED	VA MILEAGE	3.51	84166

02/17/2022 11:04 AM  
User: LBARRETT  
DB: Benzie County

INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY  
EXP CHECK RUN DATES 02/11/2022 - 02/18/2022  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

Page: 5/6

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 293 VETERAN'S RELIEF FUND					
Dept 000					
293-000-860.00	TRAVEL	SCHAFFER, DONALD E.	VA MILEAGE	2.57	84184
293-000-970.00	EQUIPMENT	JACKPINE BUSINESS CENTERS	VA OFFICE FURNITURE	264.99	
Total For Dept 000				1,402.53	
Total For Fund 293 VETERAN'S RELIEF FUND				1,402.53	
Fund 516 DELINQUENT TAX REVOLVING FUND					
Dept 000					
516-000-694.00	CASH OVER/SHORT	JOYFIELD TOWNSHIP	OVERPAID ON DLQ TAXES 09-011-023-00	455.10	
Total For Dept 000				455.10	
Total For Fund 516 DELINQUENT TAX REVOLVING FUND				455.10	
Fund 701 GENERAL AGENCY FUND					
Dept 215 COUNTY CLERK					
701-215-271.00	RESTITUTIONS PAYABLE	BENZIE COUNTY PROSECUTORS	RESTITUTION (OWI REIMB.) ANDREW MYSLIW	5.00	84144
701-215-271.00	RESTITUTIONS PAYABLE	CIERA BRUNAN	RESTITUTION FROM LUCAS BRIGHT	10.00	84149
Total For Dept 215 COUNTY CLERK				15.00	
Dept 253 COUNTY TREASURER					
701-253-225.01	BENZIE CENTRAL SCHOOLS	BENZIE COUNTY CENTRAL SCH	OPERATING	18,312.84	
701-253-275.00	TAX OVERPAYMENTS/REFUNDS	MORROW SUSAN	NON EXPIRED DOG LICENSE REFUND	10.00	
Total For Dept 253 COUNTY TREASURER				18,322.84	
Total For Fund 701 GENERAL AGENCY FUND				18,337.84	

02/17/2022 11:04 AM  
User: LBARRETT  
DB: Benzie County

INVOICE GL DISTRIBUTION REPORT FOR BENZIE COUNTY  
EXP CHECK RUN DATES 02/11/2022 - 02/18/2022  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

Page: 6/6

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
-----------	-------------------	--------	---------------------	--------	---------

Fund Totals:

Fund 101 GENERAL FUND	59,375.32
Fund 205 TNT OFFICER MII	527.03
Fund 213 JAIL OPERATIONS	32,113.63
Fund 214 EMERGENCY MEDIC	10,937.68
Fund 220 MARINE PATROL I	150.00
Fund 228 SOLID WASTE/REC	15,698.92
Fund 247 ANIMAL CONTROL	1,584.06
Fund 261 911 EMERGENCY S	8,174.43
Fund 262 DISPATCHER TRAI	1,064.00
Fund 265 JUSTICE TRAININ	150.00
Fund 269 LAW LIBRARY FUN	235.99
Fund 285 POINT BETSIE LI	21,839.91
Fund 292 CHILD CARE FUNI	192.00
Fund 293 VETERAN'S RELIE	1,402.53
Fund 516 DELINQUENT TAX	455.10
Fund 701 GENERAL AGENCY	18,337.84

Total For All Funds:	172,238.44
----------------------	------------

# Elected Officials And Department Heads

---



**BENZIE SENIOR RESOURCES  
BOARD OF DIRECTORS MEETING  
FEBRUARY 16, 2022  
4:30 P.M.**

**The Gathering Place Senior Center & Conference Call-In**

**Agenda**

**Conference Call-In Information**

**1-866-809-6529 with the guest code of 3401609 followed by the # key.**

Call to Order  
Prayer of Invocation  
Pledge of Allegiance  
Roll Call

Approval of the February 16, 2022 Agenda  
Approval of Minutes from the previous meeting – January 19, 2021

**Public Input – Those attending In-person are permitted to participate. (Limit of 3 minutes for individual presentation and 15 minutes for group presentation)**

**Information Items**

- A. Executive Committee Report
- B. Fund Development Report
- C. Directors Report – January 2022/February 2022
- D. Program/Services Report – January 2022
- E. Board of Commissioners Update

**Action Items**

- 1. Finance Committee Report on the January 2022 Financials and Approval of the January 2022 Financials

**New Business**

- 1. Hand out the Draft of FY'2021 Financial Audit for a 30 day review
- 2. Board Review of the second draft of Committee Charters
- 3. Review Results Summary of HDM Client Survey from 2021
  - a. New HDM Client Survey after 2 weeks in the program
  - b. HDM Discharge Client Survey

**Old Business**

None

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

**Adjournment – Board Approval**

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

**NEXT MEETING – March 16, 2022 @ 4:30 pm**

Location: The Gathering Place Senior Center, 10579 Main Street, Honor

Benzie Senior Resources  
**Board of Directors Meeting**  
January 19<sup>th</sup>, 2022 Meeting Minutes  
**The Gathering Place Senior Center and Conference Call-in**

**Call to Order:** Paul Turner called the meeting to order at 4:32 p.m.

**Prayer of Invocation:** No volunteers to provide invocation

**Pledge of Allegiance:** Said by all present

**Roll Call:**

In Person: Victor Dinsmoore; Leo Hughes; Deb Rogers; Ingrid Turner and Paul Turner

Via Conference Call: Nancy Mullen Call; Pam Howe-Perry; Linda Ringleka; and Rosemary Russell

Excused: None

**Also, In-Person:** Dawn Bousamra; Sabra Boyle, Doug Durand, and Benzie County Commissioner - Tim Markey

**Approval of the January 19, 2022 Agenda** – Motion by Leo Hughes to accept the Agenda as amended (adding action item #2 Financial Committee Report on the December 2021 Financials and Approval of the December 2021 Financials). Seconded by Ingrid Turner. All in-person board members said Aye. Motion approved.

**Approval of the December 15, 2021 Meeting Minutes** – Motion by Leo Hughes to accept the minutes as presented. Seconded by Ingrid Turner. All in-person board members said Aye. Motion approved.

**Public Input:** No public at the meeting.

**Information Items**

- A. **Executive Committee Report** - Paul Turner briefly reviewed items discussed at the last Leadership Committee Meeting including how the actions outlined in the strategic plan need to be aligned with the appropriate committee and may require modification to our current committee structure. Paul Turner further advised that Doug Durand would be updating the board later in the meeting regarding Staffing, COVID-19, and the Year End Appeal.
- B. **Fund Development Report** - Leo Hughes advised that the January Fund Development Meeting was a presentation on the Network for Good software by Stephanie Wire of Network for Good. Following the Fund Development Meeting Linda Ringleka sent an email asking what other systems are used by area non-profits. Nancy Mullen Call suggested that if we have other options, we should get a demo of those systems as well. Linda Ringleka advised that she can contact some local non-profits to see what they are using if someone could provide the names. Doug Durand mentioned Father Fred and Goodwill Industries as well as other possible local non-profits Elizabeth Oliver Art Center, The Friends of Betsie Pointe Lighthouse, Paul Oliver Memorial Hospital Auxiliary, and ECHO His Love (formerly Love INC).
- C. **Directors Report – December 2021/January 2022** - Doug Durand highlighted that COVID is still impacting everything BSR does and advised that he has suspended all large group activities at The Gathering Place and will wait until infection rate falls below 3% before reducing the restrictions. Doug also mentioned the staff work restrictions have been updated in accordance with CDC guidelines. Other items mentioned were that the sliding scale fee is being updated based on the federal poverty guidelines they just received; the orientation for Nicole Olney is going well; and the impact of the federal budget being held constant until the new budget is approved will adversely impact BSR due to expense increases.

- D. **Program/Services Report – December 2021** - Doug Durand reviewed his report and mentioned that there will be no face-to-face meetings for tax preparation services, but they have a process to provide support electronically. Health and Family Services advised Doug that they have lost their local Dentist and until replaced clients will need to go to Traverse City for treatment. Staff and Volunteer Sensitivity Training is currently being developed. They have added two new meal delivery drivers. Services going well overall. Nancy Mullen Call asked about foot care and Doug outlined that BSR will continue to outsource the foot care clinic at this time, but that they are still looking for additional RN/LPN support.
- E. **Board of Commissioners Update** - Tim Markey, County Commissioner advised that the county is starting to work on how the county plans to use ARPA funds now that the Federal Government has given clear direction on how the funds can be used. The County is also starting to work on how to address the negative impact of the Headlee Amendment. Tim Markey mentioned that currently County EMS is transporting on average one COVID case per day. Additionally, Tim mentioned that the County recently held active shooter exercises at both Benzie Central and Frankfort/Elberta Schools with great participation by all area agencies and said the exercise went well and they will continue to be conducted. A winter water rescue exercise is currently being planned.

**Action Items**

1. **Approval of the Strategic Plan.** The strategic plan was provided to all Board members for final review at the December 2021 Board Meeting. Doug Durand requested Board approval of the Strategic Plan. A motion to approve the Strategic Plan was made by Deb Rogers and seconded by Ingrid Turner.  
Roll Call: Victor Dinsmoore-Yes; Deb Rogers-Yes; Leo Hughes-Yes; Ingrid Turner-Yes and Paul Turner-Yes. Motion approved.
2. **Finance Committee Report on the December 2021 Financials and Approval of the December 2021 Financials.** Deb Rogers referenced the financials included in the board materials and advised that the Finance Committee has is recommending board approval. A motion to approve the financial report was made by Ingrid Turner and seconded by Paul Turner.  
Roll Call: Victor Dinsmoore-Yes; Leo Hughes-Yes; Deb Rogers-Yes; Ingrid Turner-Yes and Paul Turner-Yes. Motion approved.

**Old Business –** None

**New Business -** None

**Board Round Table Discussion/Evaluation of Meeting –** None

**Adjournment:** There being no further business to discuss, a motion to adjourn was made by Deb Rogers and seconded by Leo Hughes. All agreed to adjourn. Meeting adjourned at 5:15 p.m.

Respectfully submitted:  
Leo Hughes  
Secretary, Benzie Senior Resources Board.

NEXT MEETING: Wednesday, February 16<sup>th</sup>, 2022 at 4:30 p.m.  
Location: The Gathering Place Senior Center, 10579 Main Street, Honor, MI 49640

**Benzie Senior Resources  
Executive Directors Report  
December 2021 – January 2021**

**Items of Information**

- Income Tax Season has begun, and we are collaborating with Northwest Michigan Community Action Agency again this year. Just like last year, we will send out information packets to anyone interested having their taxes done detailing what information will be needed. They can either drop or mail in their packet of information to BSR. We will then log in their packet and contact the 2 assigned volunteers to pick up the packet for completion of their income taxes. When the returns are completed by the tax prep volunteers, they will then be dropped back off at the office and we will notify the client to come by the office to pick up their completed returns. Last year we assisted 251 customers doing this process.
- On April 19, 2022, Area Agency on Aging of Northwest Michigan will be performing a program monitoring visit. The focus will be on our Home Delivered Meals and Home Healthcare Program for compliance to ensure that our service programs for older persons are being operated in accordance with service contracts, in compliance with the ACLS Bureau Operating Standards for Service Programs and a review of our Fiscal Components related to the Home Delivered Meals and Home Healthcare Programs. With this extensive upcoming compliance visit, I have been devoting time to review all aspects of our operations and reviewing volunteer management policies, general agency policies, training, orientation, care manuals, etc.
- My Senior Center Software was purchased late last year with funds from the Cares Act. This is a cloud-based database that will be used to have TGP customers sign in for lunch and/or activities. It allows volunteers to record their time in and time out and what they volunteered for. It will keep track of our client's activities they attended, congregate meals, curbside to go meals, second meals. The My Senior Center will keep track of birthdays, send out emails, phone calls to remind customers if they signed up for an activity, etc. Over 1,500 senior centers have purchased this system, and we are now in the final stages of going online with it. Each of our TGP customers will be given a key card to swipe when they come in to TGP and check off what they will be doing at the center. The reports will be beneficial in our mandated reporting to the state and our other funders. We will have up to date information readily available at a push of a button.
- We were awarded a grant from the Benzie County Community Chest for the Senior Essential Needs Funds. This grant will again allow us to financially assist seniors in paying for various repairs/ needs to maintain living independently in their own home. These requests are often for costly repairs such as roof, furnace, car repairs, etc. Partnering with other agencies, our goal is to assist with navigating these needs and finding solutions.
- Grand Traverse Area Community Foundation through the NorthShore Tools Fund for Benzie County provided a grant to address food insecurity, medical needs, and enrichment for underserved people in Benzie County. With the rising costs of food and transportation costs to deliver meals, these funds will be used extensively for this purpose.

**Staff Development**

- Progressing with the upcoming training materials for the 2022 calendar year. I have been securing speakers for upcoming staff and volunteer workgroups.

**Programs/Services**

- Received our 2021 yearly report from Feeding America and we saved an estimated \$22,278 in food costs by obtaining products from them.

**Staffing Concerns/Updates**

- Recruiting for an additional 1-2 Home Healthcare Aides positions.
- We are still recruiting for a part time RN/LPN position.
- Still recruiting for 2-3 Homemaker Contractor positions.
- Recent opening for a Kitchen Assistant position.

## **Volunteer Report**

Two new HDM Drivers have completed all necessary paperwork and have been out on their first delivery routes.

COVID Quarantine Protocols is still having an impact on the volunteer program. Staff and back up volunteers are filling in when needed to cover holes in the schedule.

## **Legislative News**

**Federal** – The House of Representatives passed the *Further Additional Extending Government Funding Act* (H.R.6617). This bill is a continuing resolution (CR) that would temporarily extend current funding levels for federal agencies and programs, keeping the government operating until March 11. This is the third consecutive CR that has been introduced in Congress as negotiations continue surrounding federal funding levels for Fiscal Year (FY) 2022, which began on October 1, 2021. Congress has not yet been able to reach a bipartisan deal on overall spending levels, requiring the passage of this series of stopgap funding measures to prevent a government shutdown.

The Senate is expected to consider this short-term temporary spending bill next week and vote on it before the current CR expires on February 18.

In addition to making progress on this latest CR to extend funding until March 11, leaders in the House and Senate also announced that they reached a bipartisan deal to boost top line funding levels for the federal government. This marks a critical step in the delayed FY 2022 appropriations process, enabling each of the separate Appropriations Subcommittees to move forward in negotiating specific funding amounts for the federal agencies and programs that they oversee, like the Older Americans Act (OAA) Nutrition Program and other services that impact older adults. Congress will be working quickly over the next four weeks to reach agreements on and finalize those details at the Subcommittee level, with the goal of introducing one large final package known as an omnibus bill that combines all 12 annual federal spending bills. The omnibus bill would then need to be passed by the House and Senate and signed into law by March 11, when the pending CR is set to expire.

I will be advocating with our Federal Representative and two Senators to pass all Fiscal Year 2022 Appropriations Bills before March 11, 2022. Continuing Resolutions only extend current funding levels with no increases in funding. The senior network nutritional programs need additional funding to meet the growing number of seniors needing home delivered meals and the rising costs of food and transportation to deliver these meals. The increase is now in double digits.

## **Program Report for January 2022**

### **Nutritional Programs**

*In January 2022 we distributed over 3,200 lbs. of produce in 200 bags that consists of 30+ vegetables, fruit, and dairy products. Currently we have 274 seniors in the Fresh Produce Bag Program.*

### **Home Delivered Meals**

Home Delivered Meals – 5,790 and 91 Shelf Stable for a total of 5,881 meals were provided to 194 clients in January 2021. This represents an increase of .5% in the number of meals delivered as compared to January 2021.

For the month of January 2022, 14 clients sign up for HDM and 14 clients were discharged from HDM.

### ***Congregate Meals***

In January 2022, we provided 1,149 congregated and pick up/curbside meals.

**Homemaker Program** – In January 2022, we provided 282 service hours to 92 clients.

**Guardian Medical Monitoring** – We added one more client to the BSR pay list and now have forty clients receiving this service at no cost to them. Currently we have no one on the waiting list.

**Benzie Bus Senior Rides** – In January 2022, we paid for 1,239 senior rides and for 61 package (largest amount to date that we paid for) deliveries. Thirteen new clients signed up in January 2022.

**Snow Removal Program** – Contractors turned in 221 vouchers for reimbursement for snow plowing. We have signed up 150 individuals. Which is on par with the last season.

**Information & Assistance** - The agency handled 1,020 calls in January 2022 regarding Information and Assistance for services and questions related to older adults. **This represents a 4.4% increase in the volume of calls as compared to January 2021. This increase is related to number of calls regarding signing up for the COVID-19 booster and income tax program questions.**

**Senior Companion Program** – The Senior Companion Program provided services to 1 senior clients in Benzie County in January 2022. We continue to promote this volunteer program for recruitment efforts that would benefit the seniors of Benzie County.

**Dental Program** – One client had dental work completed in January 2022 at no cost. The Dental Program is being impacted by Northwest Michigan Health Services not having a dentist assigned to their Benzonia Clinic. They are actively recruiting for several dentists. People now must travel to Traverse City for this service.

**Medicare/MMAP's** – Thirteen clients received services in January 2022 at no cost.

**Foot Care** – Nine clients received in-home foot care and 40 clients attended the foot care clinic at the administration office in January 2022.

**Estate Planning** – There were no appointments scheduled in January 2022.

**Emergency Senior Essential Needs Fund** – No one received any financial support in January 2022. But we are working on 2 active cases.

**The Gathering Place Senior Center** – The Gathering Place Senior Center offered twelve core activities that 250-cumulative number of individuals participated in January 2022. The center was open 21 days in January. Overall numbers are down as compared to December 2021. Large group activities of 20 or more have been suspended due to the surge in COVID-19 in Benzie County.

**In-Home Services for January 2022** – In January 2022, we added additional clients. The number of hours and visits continues to fluctuate related to COVID quarantine protocols from both clients and staff. The number hours provided for clients increased by 6.6% as compared to January 2021. Number of clients increased by 11.8% as compared to January 2021.

### Number of Home Health Care Clients

Month	Medicaid Waiver Care Management PACENorth	Sliding Scale Fee	Private Pay	Total Clients
October 2021	23	64	3	90
November 2021	23	70	3	96
December 2021	23	68	1	92
January 2022	23	72	0	95
February 2022				
March 2022				
April 2022				
May 2022				
June 2022				
July 2022				
August 2022				
September 2022				

### Client Total Hours

Month	Medicaid Waiver Care Management PACENorth	Sliding Scale Fee	Private Pay	Assessments RN Hours	Total Hours
October 2021	316.75	434.75	31	50	832.50
November 2021	342.25	414	11.75	51	819
December 2021	401.75	496	13.25	48	959
January 2022	388.25	442.25	0	57	887.50
February 2022					
March 2022					
April 2022					
May 2022					
June 2022					
July 2022					
August 2022					
September 2022					
<b>TOTALS</b>	<b>1449</b>	<b>1697</b>	<b>56</b>	<b>206</b>	<b>3498</b>

### Client Total Visits

	RN Assessments	RN Med Management	Personal Care	Respite	Homemaking	Foot Care- in home	Totals
October 2021	50	56	293	69	9	11	488
November 2021	51	52	266	56	8	7	440
December 2021	48	66	354	30	7	4	509
January 2022	57	53	307	22	6	9	470
February 2022							
March 2022							
April 2022							
May 2022							
June 2022							
July 2022							
August 2022							
September 2022							
<b>Totals</b>	<b>149</b>	<b>174</b>	<b>913</b>	<b>155</b>	<b>24</b>	<b>22</b>	<b>1437</b>

**BENZIE SENIOR RESOURCES**  
**Statement of Financial Position**  
**As of January 31, 2022**

	<u>Jan 31, 22</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Total 001 · STATE SAVINGS BANK CHECKING	271,405.57
003 · STATE SAVINGS BANK HRA	606.03
011 · AMERICAN DEPOSIT MANAGEMENT	
011.1 · HOLLENBECK	6,369.46
011.2 · JH 2019 DONATION	18,027.36
011.3 · BOARD DESIGNATED OP RESERV FUND	470,350.00
011 · AMERICAN DEPOSIT MANAGEMENT - Other	105,783.02
Total 011 · AMERICAN DEPOSIT MANAGEMENT	<u>600,529.84</u>
Total Checking/Savings	<u>872,541.44</u>
<b>Accounts Receivable</b>	
1200 · Accounts Receivable	16,662.32
Total Accounts Receivable	<u>16,662.32</u>
<b>Other Current Assets</b>	
109 · INVENTORY	11,035.06
1499 · Undeposited Funds	<u>(96,453.33)</u>
Total Other Current Assets	<u>(85,418.27)</u>
Total Current Assets	<u>803,785.49</u>
<b>Fixed Assets</b>	
150 · BUILDING	480,375.70
Total 151 · VEHICLES	173,363.00
152 · EQUIPMENT	144,434.03
157 · LAND IMPROVEMENTS	1,800.00
160 · ACCUMULATED DEPRECIATION	<u>(406,820.20)</u>
Total Fixed Assets	<u>393,152.53</u>
<b>TOTAL ASSETS</b>	<u><u>1,196,938.02</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	37,960.89
Total Accounts Payable	<u>37,960.89</u>
Total Other Current Liabilities	<u>17,625.27</u>
Total Current Liabilities	<u>55,586.16</u>
<b>Long Term Liabilities</b>	
250 · MORTGAGE PAYABLE	106,833.36
253 · LEASE PAYABLE	6,808.35
260 · NET PENSION LIABILITY	<u>490,826.00</u>
Total Long Term Liabilities	<u>604,467.71</u>
Total Liabilities	<u>660,053.87</u>
<b>Equity</b>	
3900 · FUND BALANCE	513,668.45
Net Income	<u>23,215.70</u>
Total Equity	<u>536,884.15</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,196,938.02</u></u>



**BENZIE SENIOR RESOURCES**  
**Statement of Financial Income & Expense**  
**January 2022**

	<b>Jan 2022</b>	<b>Budget</b>	<b>\$ Change</b>
<b>ORDINARY INCOME/EXPENSE</b>			
<b>INCOME</b>			
519.03 · TITLE III C2 INCOME	8,611.00	8,915.00	(304.00)
519.05 MIPPA (MMAP)	0.00	2,200.00	(2,200.00)
519.06 WAIVER-SNOW	126.00	480.00	(354.00)
540 · GRANTS	20,000.00	9,580.00	10,420.00
561 - HDM WAIVER	1,189.50	985.00	204.50
642 · CHARGES FOR SERVICES/CONT	121.50	260.00	(138.50)
642.01 · FEE FOR SERVICE/CHORE	(40.00)	0.00	(40.00)
642.02 · FEE FOR SERVICE/HOMEMAKER	2,150.00	2,700.00	(550.00)
642.03 - FEE FOR SERV/SNOW REMOVAL	2,511.00	3,000.00	(489.00)
642.1 - FEE FOR SLIDING SCALE CLIENTS	6,408.25	5,600.00	808.25
642.05 - FEE FOR PRIVATE PAY & INS	473.25	80.00	393.25
670 - CLIENT INCOME	9,451.78	8,000.00	1,451.78
671 - PACE NORTH Client Income	890.50	800.00	90.50
673 · NEWSLETTER SUB	20.00	30.00	(10.00)
675 · DONATIONS	12,806.35	11,500.00	1,306.35
676 · MILLAGE	96,453.33	98,196.00	(1,742.67)
677· FUNDRAISING INCOME	14,138.56	13,000.00	1,138.56
680 · VOLUNTEER WAGES (IN-KIND).	5,871.40	6,320.00	(448.60)
690 - TRIP INCOME	700.00	0.00	700.00
<b>TOTAL INCOME</b>	<b>181,882.42</b>	<b>171,646.00</b>	<b>10,236.42</b>
<b>GROSS PROFIT</b>	<b>181,882.42</b>	<b>171,646.00</b>	<b>10,236.42</b>
<b>EXPENSE</b>			
700 - ACCOUNTING FEES	6,125.00	7,750.00	(1,625.00)
705 · SALARY AND WAGES	77,255.52	74,000.00	3,255.52
708 · PAYROLL TAX EXPENSE	6,862.25	5,500.00	1,362.25
709 · EDUCATION/TRAINING	56.00	1,300.00	(1,244.00)
710 · EVENTS	239.50	225.00	14.50
711 · TGPSC ACTIVITIES	237.01	225.00	12.01
717 · DUES/SUBSCRIPTIONS	180.00	0.00	180.00
721 · COMPUTER EXPENSES	2,067.56	2,058.00	9.56
725 · FRINGE BENEFITS	14,696.91	13,000.00	1,696.91
726 - FUNDRAISING/MARKETING EXP	0.00	300.00	(300.00)
727 · SUPPLIES	4,198.03	2,750.00	1,448.03
727.2 · OFFICE EXP	1,353.97	1,040.00	313.97
727.3 - POSTAGE	1,141.93	100.00	1,041.93
727.4 - ADVERTISING	415.00	375.00	40.00
740 · FOOD	19,004.82	16,000.00	3,004.82
819 · CONTRACTUAL	17,678.02	24,625.00	(6,946.98)
820 · VOLUNTEER WAGES (IN-KIND)	5,871.40	6,320.00	(448.60)
825 · VOLUNTEER EXPENSES	429.20	2,460.00	(2,030.80)
850 · TELEPHONE	701.52	480.00	221.52

**BENZIE SENIOR RESOURCES**  
**Statement of Financial Income & Expense**  
**January 2022**

	<b>Jan 2022</b>	<b>Budget</b>	<b>\$ Change</b>
861 · TRAVEL/MILEAGE/GAS	2,126.67	2,550.00	(423.33)
900 · INTEREST EXPENSE	277.24	280.00	(2.76)
910 · INSURANCE	4,131.80	3,800.00	331.80
915 · PROJECTS	0.00	960.00	(960.00)
920 · UTILITIES	3,978.11	3,200.00	778.11
940 · DEPRECIATION EXPENSE	3,398.88	3,665.00	(266.12)
980 · EQUIPMENT/REPAIRS	2,918.74	1,550.00	1,368.74
980.1 - OUTDOOR MAINTENANCE	12.12	1,400.00	(1,387.88)
980.2 - INDOOR MAINTENANCE	24.98	180.00	(155.02)
981-HDM FLEET MAINTENANCE/GAS	1,763.69	1,250.00	513.69
<b>TOTAL EXPENSE</b>	<b>177,145.87</b>	<b>177,343.00</b>	<b>(197.13)</b>
<b>NET ORDINARY INCOME</b>	<b>4,736.55</b>	<b>(5,697.00)</b>	<b>10,433.55</b>
<b>OTHER INCOME/EXPENSES</b>			
<b>OTHER INCOME</b>			
990 · INTEREST/DIVIDEND INCOME	25.97	120.00	(94.03)
999 - OTHER INCOME	40.00	250.00	(210.00)
<b>TOTAL OTHER INCOME</b>	<b>65.97</b>	<b>370.00</b>	<b>(304.03)</b>
<b>OTHER EXPENSE</b>			
999.1 · OTHER EXPENSE	0.00	85.00	(85.00)
99999 - LEGAL EXPENSE	0.00	70.00	(70.00)
<b>TOTAL OTHER EXPENSE</b>	<b>0.00</b>	<b>155.00</b>	<b>(155.00)</b>
<b>NET OTHER INCOME</b>	<b>65.97</b>	<b>215.00</b>	<b>(149.03)</b>
<b>NET INCOME</b>	<b>4,802.52</b>	<b>(5,482.00)</b>	<b>10,284.52</b>

**BENZIE SENIOR RESOURCES**  
**Statement of Financial Income & Expense**  
**Oct 2021 - Jan 2022**

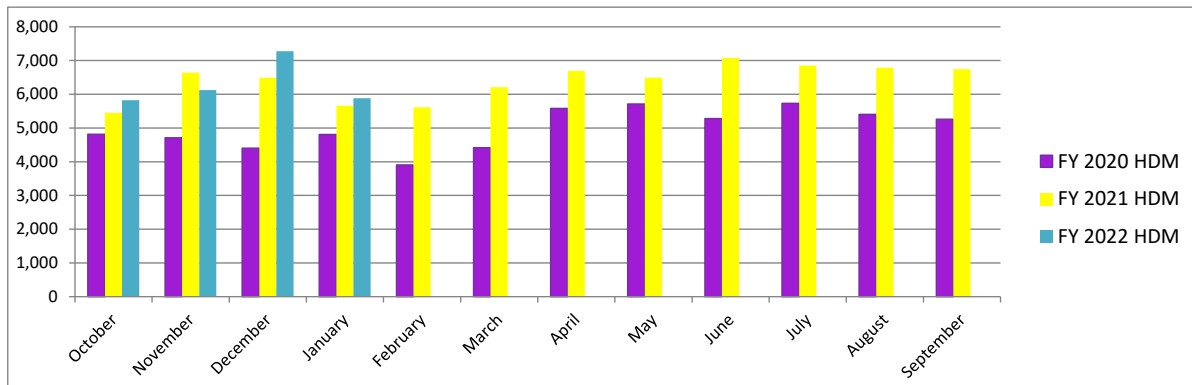
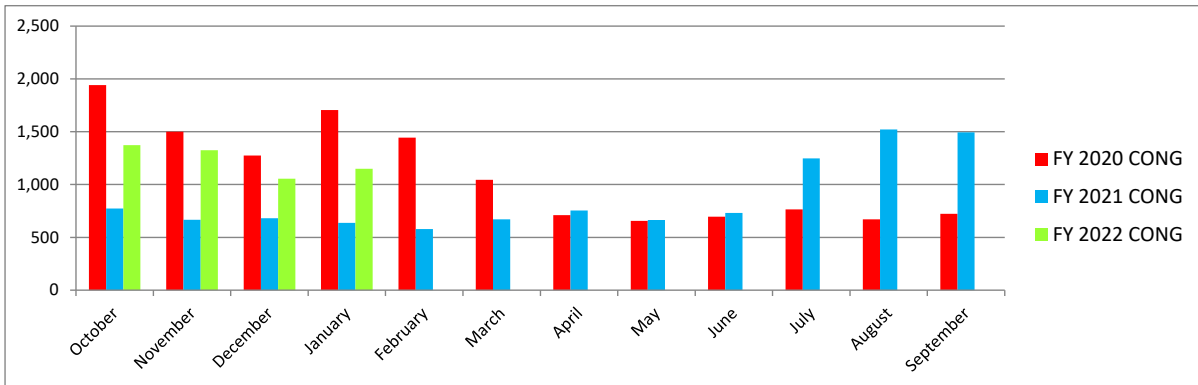
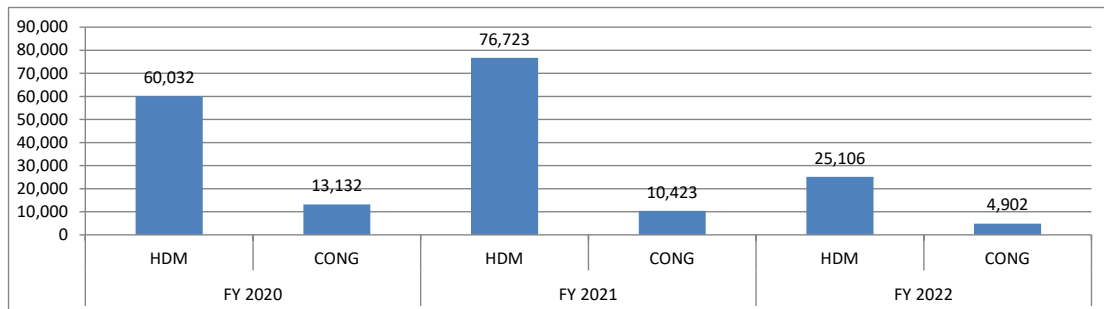
	<b>Oct-Jan 2022</b>	<b>Budget</b>	<b>\$ Change</b>
<b>ORDINARY INCOME/EXPENSE</b>			
<b>INCOME</b>			
519.03 · TITLE III C2 INCOME	34,444.00	35,660.00	(1,216.00)
519.05 MIPPA (MMAP)	150.00	2,600.00	(2,450.00)
519.06 WAIVER-SNOW REMOVAL	168.00	720.00	(552.00)
540 · GRANTS	45,000.00	38,325.00	6,675.00
561 - HDM WAIVER	3,428.50	2,955.00	473.50
642 · CHARGES FOR SERVICES/CONT	757.19	1,040.00	(282.81)
642.01 · FEE FOR SERVICE/CHORE	482.00	700.00	(218.00)
642.02 · FEE FOR SERVICE/HOMEMAKER	7,162.00	10,200.00	(3,038.00)
642.03 - FEE FOR SERV/SNOW REMOVAL	14,856.00	16,500.00	(1,644.00)
642.1 - FEE FOR SLIDING SCALE CLIENTS	17,648.50	16,800.00	848.50
642.05 - FEE FOR PRIVATE PAY & INS	827.00	240.00	587.00
670 - CLIENT INCOME	25,994.21	24,000.00	1,994.21
671 - PACE NORTH Client Income	2,956.00	3,200.00	(244.00)
673 · NEWSLETTER SUB	130.00	120.00	10.00
675 · DONATIONS	50,016.00	45,900.00	4,116.00
676 · MILLAGE	385,813.32	392,782.00	(6,968.68)
677· FUNDRAISING INCOME	55,935.11	50,000.00	5,935.11
680 · VOLUNTEER WAGES (IN-KIND).	23,726.40	25,280.00	(1,553.60)
681 - IN-KIND (non-volunteer)	5,723.25	6,000.00	(276.75)
690 - TRIP INCOME	700.00	0.00	700.00
<b>TOTAL INCOME</b>	<b>675,917.48</b>	<b>673,022.00</b>	<b>2,895.48</b>
<b>GROSS PROFIT</b>	<b>675,917.48</b>	<b>673,022.00</b>	<b>2,895.48</b>
<b>EXPENSE</b>			
700 - ACCOUNTING FEES	6,125.00	7,750.00	(1,625.00)
705 · SALARY AND WAGES	298,970.92	296,000.00	2,970.92
708 · PAYROLL TAX EXPENSE	19,806.87	23,500.00	(3,693.13)
709 · EDUCATION/TRAINING	419.95	2,300.00	(1,880.05)
710 · EVENTS	588.61	900.00	(311.39)
711 · TGPSC ACTIVITIES	852.02	900.00	(47.98)
715 · CLOTHING ALLOWANCE	257.64	0.00	257.64
717 · DUES/SUBSCRIPTIONS	2,174.00	1,800.00	374.00
721 · COMPUTER EXPENSES	6,396.38	8,234.00	(1,837.62)
725 · FRINGE BENEFITS	6,283.87	10,460.00	(4,176.13)
726 - FUNDRAISING/MARKETING EXP	1,704.83	3,600.00	(1,895.17)
727 · SUPPLIES	14,419.19	11,000.00	3,419.19
727.2 · OFFICE EXP	5,386.12	4,162.00	1,224.12
727.3 - POSTAGE	3,116.62	1,100.00	2,016.62
727.4 - ADVERTISING	5,659.39	2,775.00	2,884.39
740 · FOOD	82,886.18	70,000.00	12,886.18

**BENZIE SENIOR RESOURCES**  
**Statement of Financial Income & Expense**  
**Oct 2021 - Jan 2022**

	<b>Oct-Jan 2022</b>	<b>Budget</b>	<b>\$ Change</b>
819 · CONTRACTUAL	66,104.91	63,400.00	2,704.91
820 · VOLUNTEER WAGES (IN-KIND)	23,726.40	25,280.00	(1,553.60)
825 · VOLUNTEER EXPENSES	4,436.33	5,780.00	(1,343.67)
850 · TELEPHONE	1,856.51	1,920.00	(63.49)
861 · TRAVEL/MILEAGE/GAS	10,364.27	12,350.00	(1,985.73)
900 · INTEREST EXPENSE	1,109.75	1,145.00	(35.25)
910 · INSURANCE	16,782.46	15,200.00	1,582.46
915 · PROJECTS	14,859.53	9,820.00	5,039.53
920 · UTILITIES	12,072.36	9,500.00	2,572.36
940 · DEPRECIATION EXPENSE	11,796.76	14,670.00	(2,873.24)
980 · EQUIPMENT/REPAIRS	19,831.69	6,200.00	13,631.69
980.1 - OUTDOOR MAINTENANCE	1,901.71	2,040.00	(138.29)
980.2 - INDOOR MAINTENANCE	149.94	725.00	(575.06)
981-HDM FLEET MAINTENANCE/GAS	9,880.13	5,000.00	4,880.13
			0.00
<b>TOTAL EXPENSE</b>	<b>649,920.34</b>	<b>617,511.00</b>	<b>32,409.34</b>
 <b>NET ORDINARY INCOME</b>	 25,997.14	 55,511.00	 (29,513.86)
 <b>OTHER INCOME/EXPENSES</b>			
<b>OTHER INCOME</b>			
990 · INTEREST/DIVIDEND INCOME	340.12	480.00	(139.88)
999 - OTHER INCOME	180.20	1,000.00	(819.80)
<b>TOTAL OTHER INCOME</b>	<b>520.32</b>	<b>1,480.00</b>	<b>(959.68)</b>
 <b>OTHER EXPENSE</b>			
999.1 · OTHER EXPENSE	0.00	335.00	(335.00)
99999 - LEGAL EXPENSE	3,301.76	940.00	2,361.76
<b>TOTAL OTHER EXPENSE</b>	<b>3,301.76</b>	<b>1,275.00</b>	<b>2,026.76</b>
 <b>NET OTHER INCOME</b>	 (2,781.44)	 205.00	 (2,986.44)
 <b>NET INCOME</b>	 <b>23,215.70</b>	 <b>55,716.00</b>	 <b>(32,500.30)</b>

Benzie Senior Resources  
HDM/Cong comparison  
Units Served 2019-2020-2021

	FY 2020		FY 2021		FY 2022	
	HDM	CONG	HDM	CONG	HDM	CONG
October	4,814	1,942	5,451	774	5,827	1,374
November	4,711	1,500	6,644	666	6,124	1,324
December	4,404	1,275	6,490	682	7,274	1,055
January	4,812	1,706	5,658	638	5,881	1,149
February	3,903	1,445	5,616	579		
March	4,416	1,044	6,212	671		
April	5,582	710	6,695	754		
May	5,711	657	6,495	664		
June	5,281	696	7,079	731		
July	5,735	765	6,853	1,247		
August	5,403	670	6,786	1,522		
September	5,260	722	6,744	1,495		
<b>total meals</b>	<b>60,032</b>	<b>13,132</b>	<b>76,723</b>	<b>10,423</b>	<b>25,106</b>	<b>4,902</b>



## January 2022 Journal Entry Summary

- 951. JE to void refund check #17348 – client requested \$\$ be donated
- 952. JE to record monthly depreciation expense (non-cash transaction) \*
- 953. JE to adjust monthly inventory to actual after physical inventory done at TGP \*
- 954. JE to record payroll wages/taxes across all programs – original payroll entry posts to one class \*
- 955. JE to reclass payroll health insurance deductions from “uncategorized” to appropriate class, i.e. Home Health and Admin \*
- 956. JE to record 401K payroll deferrals across all programs - original payroll entry posts to one class \*
- 957. JE to reclass employee payroll reimbursements – glass protector for HH cell phone
- 958. JE to reclass payroll mileage reimbursements from “uncategorized” to appropriate class, i.e. Home Health and Admin \*
- 959. JE to record volunteer hours in-kind wages \*

\* **Monthly recurring Journal Entries.**

**January 2022**

[illegible]

**BENZIE SENIOR RESOURCES****Monthly Journal Entries**

January 2022

Trans #	Type	Date	Num	Memo	Debit	Credit
122006	General Journal	01/31/2022	958	reclass mileage - ADMIN	43.89	
				reclass mileage - HH	2,082.78	
				reclass mileage		2,126.67
					2,126.67	2,126.67
122007	General Journal	01/31/2022	959	TO RECORD INKIND WAGES	5,782.20	
				TO RECORD INKIND WAGES		5,782.20
				TO RECORD INKIND WAGES	89.20	
				TO RECORD INKIND WAGES		89.20
					5,871.40	5,871.40
<b>TOTAL</b>					<b>50,331.75</b>	<b>50,331.75</b>



**New Home Delivered Meals Client Questions –  
2 weeks after starting services  
01/02/2021 – 12/30/2021  
Based on 106 Responses out of 138**

Throughout the calendar year 2021, Benzie Senior Resources called all new Home Delivered Meals Clients two weeks after starting on a meal route. These calls were made by the Kitchen Management Team to establish a line of communication between the client and those preparing their meals.

The intent behind this survey was to have the client and staff discuss the meals they had received. Staff asked for comments on the variety, quality, challenges, suggestions, overall satisfaction of their meals and if they required additional nutritional needs.

Below is a list of the questions posed to our seniors and a review of the feedback we received.

**Questions & Responses:**

**1. When your meal arrived, did the temperature meet your approval?    Yes-105    No-1**

Positive: 99%

The Sampling is of actual responses to this question and the replies were typical of these top 4 responses: *"Meals are warm enough."* *"Very much so!"* *"I eat a little later, so I put it in the refrigerator to reheat up the meal later."* *"I had to reheat the meal."*

**2. When your meal arrived, did the appearance meet your approval?    Yes-104    No-2**

Positive: 98%

Sampling of actual responses to this question: *"Nice variety"* *"Most times."* *"I don't always like the same color."* *"I don't care for the burritos."*

**3. Are there any meals or sides that you struggle to chew or swallow?    Yes-15    No-91**

Yes: 14%

No: 86%

Sampling of actual responses to this question: *"Roast beef sandwich meat is tough to chew."* *Corn is tough to chew."* *Breakfast/Protein bars are hard to chew."*

**Every year since 2019, we have lowered the number of clients that struggle to chew foods. We have worked to offer softer meats (ground meat) when completing the assessment. We also offer a substitute meal to clients that in general cannot tolerate a certain cut of meat.**

**4. Are you satisfied with the variety of meals you have received?                      Yes-105    No-1**

Positive: 99%

Sampling of actual responses to this question: *"Nice variety." "Very much so." "Very satisfied." These 3 comments were mentioned several times. They are all very good."*

**5. Is there an entrée or side item that you would like added to the menu or like to see more frequently?** **Yes-32 No-74**

Yes: 30%

No: 70%

Sampling of actual responses to this question: *"Meat loaf" mentioned four times. "More chicken" mentioned 4 times. "Fish/Seafood" mentioned three times. "Breakfast meal for lunch" mentioned 3 times. "An assortment of salads" mentioned 5 times. "More pie" "More fresh fruit" mentioned 4 times.*

**6. Is there an entrée or side item that you would like to see less often or not at all?** **Yes-29 No-77**

Yes: 27%

No: 73%

Sampling of actual responses to this question: *"Less Fish" mentioned 5 times. "Vegetables such as corn, cauliflower and beans" mentioned 5 times.*

**7. Are the people who deliver my meals are polite, friendly, and helpful?** **Yes-106 No-0**

Positive: 100%

Sampling of actual responses to this question: *"Very nice people" mentioned 10 times. "Wonderful people" mentioned 3 times. Very much so" mentioned 7 times. "I really appreciate having someone to talk to and visit" Mentioned 3 times.*

**8. In general, do you enjoy the meals you get from the home delivered meals program?** **Yes-105 No-1**

Positive: 99%

Sampling of actual responses to this question: *"Very happy with the meals" mentioned 6 times. "I Oh yes, I get lots of good food" "I am putting on weight" "I enjoy the vegetables and fruit"*

**9. Are your meals flavored with the appropriate amount of spice?** **Yes-101 No-5**

Yes: 96%

No: 4%

Sampling of actual responses to this question: *"I was pleasantly surprised-not overly salty or spicy" "I add more spices" "We add more salt and pepper" "It taste just right" mentioned 3 times.*

**10. Are you satisfied with and eating the frozen meals on the weekends?** **Yes-70 No-2**

Positive: 97%

Sampling of actual responses to this question: "Does not get frozen meals" mentioned thirty-four times.

**11. What is the one thing you would do to improve our meals?**

Sampling of actual responses to this question: *"Nothing at all."* mentioned twenty-two times. *"Very grateful to receive the extra food boxes."* *"You get 5 stars."* *"Gravy on the meatloaf."* *"Breakfast foods more often!"* *"Bigger portions."* *"Sesame Chicken to spicy."* *"I think you do a marvelous job."* *"I love the meals and with my diabetes, I am getting all the vegetables I need."* *"Love the bread."* *"Breakfast type meals for lunch."*

# **Benzie Senior Resources (BSR)**

## **2021 Discharged Home Delivered Meals Clients Survey**

### **BASED ON 64 RESPONSES**

The Home Delivered Meals Discharge Survey is our way to connect with clients that no longer need Home Delivered Meals. It is important for us to see if our service was beneficial in their time of need and did, we meet and exceed their expectations. We also are interested in their opinion of our agency, staff and volunteers in order for us to do our very best.

Below is a list of the questions posed to our seniors and a review of the feedback we received.

#### **Questions & Responses:**

**Q: If you had not received these meals in your time of need, would you still have had at least one hot, freshly prepared, well-balanced meal to eat daily?**

Yes: 33%

Maybe: 36%

No: 30%

Many of the discharged clients improved in their overall health and no longer qualified for Home Delivered Meals or they felt that they could resume making their own meals. A significant number of clients would not have had or were unsure if they had the ability or means to have a well-balanced meal.

**Q: The temperature of the meals I received met my approval.**

100% reported that their meals arrived at a desired temperature.

Only one person reported that only on one occasion did the meal did not meet their expectation.

We temperature test our meals upon leaving the building and the meals are at 165-168 degrees. When the test meal returns from the route, the temperature is taken, and the temperature stays consistent at 165-168 degrees. This is accomplished through electric totes.

**Q: I liked the variety of meals that I received.**

95% of the respondents reported that they like the variety of the meals provided to them.

As compared to the New Home Delivered Meals Client Survey, the positive rate held steady, only dropping from 99% to 95%.

**Q: Did the people who delivered your meals; were they polite, friendly and helpful.**

100% of the respondents reported that they had a positive experience with our volunteers/staff drivers.

Our volunteer drivers deliver more than a meal. They are a positive representation of Benzie Senior Resources and the mainstay of the Home Delivered Meals Program.

**Q: If you had to make a phone call to our office, was our office staff friendly and respectful when answering your telephone calls?**

100% of the respondents reported that staff was friendly and respectful on the phone to them.

**Q: Did you have to contact our office for a problem to be resolved regarding the meals you received?**

Yes: 8

No: 56

**Q: If yes, was the problem resolved?**

Yes-8

**Q: Would you recommend BSR to your family or friends if they needed Home Delivered Meals?**

100% of the respondents answered yes.

**Q: Using the number from 0 to 10, when 0 is the worst service possible and 10 is the best service possible what number would you use to rate your service from Benzie Senior Resources?**

Best Service												Worst Service
Possible												Possible
10-50	9-11	8-2	7	6-1	5	4	3	2	1	0	<b>Average Score 9.7</b>	

Sampling of actual responses to this question:

"I looked forward to each meal." • "BSR has always been helpful to me with all my problems. Moving more now and cooking more-thank you" • "Very pleased with the services and all the volunteers that delivered the meals." • "This/you are a valuable service in the community. Thank you to all of you who make this possible!" • "It worked really well for us and the meals were good." • "Having nutritious meals at available while I was not able to care for myself was a life saver. All the volunteers were wonderful, and the food was tasty." • "Delivery was within +/- 5 minutes each day." • "Thank you for helping during this difficult time." • "Thank all of you. Very appreciated of your services, especially the meals and bus services." • "My spouse and I both had surgery and we couldn't cook afterwards. We thank BSR for taking care of us. We both are doing well now thanks to BSR."

**Benzie County EMS  
Advisory Committee Meeting Minutes  
February 15, 2022  
1pm, BOC Room**

- I. 2022 EMS Advisory Committee New Assignments:**  
Chair: Mike Mead  
V. Chair: Tim Markey  
Secretary: Tom King
- II. Meeting to Order:** 13:01
- III. Roll Call of Members**  
**Present:** Bob, Steve, Gaylord, Mike, Tim, Jim, Elizabeth, Tom  
**Absent:** Marty, Chris
- IV. Additions to/Approval of Agenda:** Motion to approve agenda by Bob and seconded by Jim.
- V. Additions/Changes/Approval to December 21, 2021 Meeting/Minutes:** Motion to approve as is by Tim and seconded Mike.
- VI. Brief Public Input:** None
- VII. Old Business**  
Fleet Report  
A21, Honor unit: going in for exhaust Manifold leak is fixed, still working to identify the front blower issue  
A22, Backup: Running good  
A31, Frankfort: Running good  
A32, Backup: running good  
A33, Day Car: running good
- Covid-19 Preparedness**  
EMS continues to respond to COVID patients daily.
- Ambulance purchase**  
Updated delivery of budgeted ambulance to be expected in March.
- A32 Autoloader**  
Still waiting on delivery date.
- 911/EMS Expansion**  
Per Rebecca Hubers, there is discussions that there may be an option for the EMS and Dispatch/Benzie County to purchase our housing needs with the new construction with Benzonia Twp.
- Parking Lot Paving**  
Still scheduled for spring/summer 2022
- VIII. New Business**  
**Red Bull/Twisted Trails Snow cross race**  
UTV race at Twisted Trails, Saturday February 19, from 7a-5p. BCEMS will provide 2 staffed ambulances as well as the director as the head of medical for the event. Thompsonville EMS will provide a staffed BLS ambulance and cover the medical tent. BCEMS will be compensated \$4,455.00 for services.

EMS has submitted to the County Administrator ARPA funds for an ambulance, a new station, furnace and central air for station 2 as well as purchasing new heart monitors.

Lenny Merrill is working on setting up BCEMS as a training location for future MFR and EMT programs, as well as routine continuing education for EMS re-licensure.

## Active shooter training

**IX. Public Input:** Rebecca Hubers is working on updating the county mass casualty plan, there will be multi-agency involvement in the revision process to ensure we have a plan that best meets the needs of Benzie County.

Due to conflicts March meeting is cancelled and the next meeting will be April 19, 2022.

[illegible]

# ACTION ITEMS



---

# Memorandum

---



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: February 16, 2022

Subject: **CARES Act Funding for COVID sick time – recommendation to sunset**

On January 25<sup>th</sup>, the Board of Commissioners took action to adopt a policy which allows employees to be paid regular time when they're off for a positive COVID test, rather than requiring them to use their paid time off benefits. This policy indicated the benefit would sunset on March 15<sup>th</sup>. Since July 2021, the County has covered over \$35,000 in time off.

I would like to recommend to the Board of Commissioners to allow this policy to sunset.

Employees have a great deal of banked time that can be utilized for time off. For reference, we have many employees with greater than eight weeks banked, currently and employees are entitled to certain payouts at the end of the year. Further, as we continue to lift restrictions previously placed by our Health Officer and guidance by the CDC and our local Health Officer continue to lower required quarantine, it is appropriate timing.

## **RECOMMENDATION:**

That the Board of Commissioners concurs with the March 15, 2022, sunset of the Health Advisory Policy adopted on January 25, 2022.

---

# Memorandum

---



To: Board of Commissioners

Copy: Kyle Rosa, Sheriff  
Greg Hubers, Undersheriff  
Kyle Maurer, Director  
Tom Longanbach, Director

From: Katie Zeits, County Administrator *Katie Zeits*

Date: February 16, 2022

Subject: **Adoption Ballot Language for Animal Control and Drug Enforcement  
Millage Requests**

Attached you will find two resolutions ready for adoption containing ballot language for the Animal Control and Drug Enforcement millage requests. As a result of two discussions related to these millage requests, I believe we are ready to move both resolutions forward for adoption.

As previously discussed, the Animal Control Millage is an increase to .4500 of a mill which will generate approximately \$199,000 the first year levied. Director Maurer and I went through the last few fiscal years and evaluated the true need in Animal Control, including future staffing needs, vehicle replacement, and kennel renovations. We believe we can confidently count on \$10,000 in monetary donations each year, this appears to be the running average. We also know we can count on \$20,000 in revenue transferred from the Treasurer for dog licensing and an additional \$4,000 in revenue for animal adoptions. It is our goal to increase adoption revenue as we continue to improve shelter operations.

The Drug Enforcement Millage (previously TNT) is not a true renewal and restoration, as the prior rate of 0.1000 mills approved in 2014 was based upon different ballot language, and there was an intervening election at a reduced rate. It is our intention to seek approval of this millage at the rate of 0.1000 mills and it must be presented to the voters as an increase. By restoring this millage back to .1000 mills, it will generate approximately \$142,000 the first year levied.

## **RECOMMENDATION:**

That the Resolution Submitting to a Vote of the Electorate a Special Millage for County Animal Control Services and the Resolution Submitting to a Vote of the Electorate a Special Millage for a County Drug Enforcement Program, which adopt ballot language for two millage requests for the August 2, 2022 election, be adopted.

**RESOLUTION**

**NO. 2022-006**

**BENZIE COUNTY**

**DATE:** \_\_\_\_\_

---

**RESOLUTION SUBMITTING TO A VOTE OF THE ELECTORATE A SPECIAL MILLAGE  
FOR COUNTY ANIMAL CONTROL SERVICES**

**WHEREAS,** Benzie County voters approved a special Animal Control millage of 0.1400 mills to fund County Animal Control Services Program in Benzie County in 2003, 2006 and 2009; and at the constitutionally reduced level of 0.0982 of one (1) mill in 2013 and in 2017; and

**WHEREAS,** this millage is required and shall be used for daily operations of Benzie County Animal Control, including for Animal Control vehicle operations, Animal Control building operations, medical expenses for sheltered animals, equipment for Animal Control Officers, Animal Control vehicles and Animal Control buildings, for Animal Control office supplies, for Animal Control Department garbage service, and other similar Animal Controls Program operational expenses; and

**WHEREAS,** the Board of Commissioners for the County of Benzie seek to have the voters of Benzie County determine whether or not they desire to continue to raise funds for the purpose of supporting the County Animal Control Services at the increased level of up to 0.1400 mills for a period of four (4) years, 2022 through 2025, inclusive.

**THEREFORE BE IT RESOLVED** that

1. The following question be submitted to a vote of the electorate of Benzie County at the election to be held August 2, 2022:

**ANIMAL CONTROL SERVICES PROGRAM  
MILLAGE PROPOSAL**

For the purpose of providing funding for the County Animal Control Services Program in Benzie County, shall the tax limitation on general ad valorem taxes within the County of Benzie imposed under Article IX, Sec. 6 of the Michigan Constitution be increased by up to 0.1400 of one (1) mill, (\$0.1400 per \$1,000 of Taxable Value) for a period of four (4) years (2022-2025) inclusive?

If approved and levied in full, this millage will raise an estimated \$199,116 for County Animal Control Services purposes in the first calendar year of the levy. As required by State law, a small portion of the millage may be captured by the City of Frankfort Downtown Development Authority and the Benzie County Brownfield Authority.

YES ☐

NO ☐

2. This proposition shall be stated on the ballots to be prepared and distributed in the matter provided by law.

3. All Public Officials of the County of Benzie, State of Michigan, and all Governmental units thereof, within such time as shall be required by law, be and are directed to perform all acts which shall be necessary to be performed in order to submit the above stated proposition to the duly qualified voters of said County at the election to be held in said County on Tuesday, August 2, 2022.
4. It is further ordered that a certified copy of said proposition be filed with the County Clerk as required by law.

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

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

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

I CERTIFY THAT I am the County Clerk of Benzie County and that the foregoing is a correct copy of the resolution passed as therein set forth on the \_\_\_\_ day of \_\_\_\_\_, 2022, by the Benzie County Board of Commissioners, and that the same is now in full force.

Dated: \_\_\_\_\_, 2022

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

**Benzie County  
Resolution No. 2022-007**

**RESOLUTION SUBMITTING TO A VOTE OF THE ELECTORATE A SPECIAL  
MILLAGE FOR A DRUG ENFORCEMENT PROGRAM**

**WHEREAS**, Drug Enforcement Officer services are of substantial benefit to the citizens of the County of Benzie; and

**WHEREAS**, the Board of Commissioners of the County of Benzie deems it necessary and expedient for the County to continue to participate in the Traverse Narcotics Team (TNT) and/or other drug enforcement and awareness programs; and

**WHEREAS**, the voters of Benzie County supported a special drug enforcement millage of 0.1000 of one (1) mill in 2014, and in 2018 approved a millage to fund drug enforcement programs at a rate which had been constitutionally reduced to 0.0986 of one (1) mill, which has since then been reduced to 0.0964 of one (1) mill, and that millage expired December 31, 2021;

**WHEREAS**, the Board of Commissioners of the County of Benzie has determined that it is appropriate to submit a millage request to the electors of the County to determine whether or not they desire to continue to support a millage of up to 0.1000 mills, for a period of four (4) years, 2022 through 2025, inclusive, for the purpose of funding the Traverse Narcotics Team (TNT) and/or other drug enforcement and awareness programs in the TNT jurisdictions, including Benzie County.

**NOW, THEREFORE, BE IT RESOLVED** that the following question shall be submitted to the vote of the electorate of Benzie County at the election to be held on Tuesday, August 2, 2022.

**BENZIE COUNTY DRUG ENFORCEMENT PROGRAM  
OPERATING MILLAGE PROPOSAL**

For the purpose of continuing to pay costs of enhancing law enforcement efforts and preserving and protecting the safety of the citizens of Benzie County, specifically for funding the drug interdiction program known as the Traverse Narcotics Team (TNT) and/or other drug enforcement and awareness programs in the TNT jurisdictions, including Benzie County, shall the tax limitation imposed under Article IX, Sec. 6 of the Michigan Constitution on general ad valorem taxes within the County of Benzie, Michigan, as previously approved by the electors of Benzie County, be increased by up to 0.1000 mills (\$.1000 per \$1,000 of taxable value), and be levied for a period of four (4) years (2022-2025) inclusive?

If approved and levied in full, this millage would raise an estimated \$142,261.00 for County Drug Enforcement Program operating purposes in the first calendar year.

As required by State law, a small portion of the millage may be captured by the City of Frankfort Downtown Development Authority and the Benzie County Brownfield Redevelopment Authority.

[ ] **YES**

[ ] **NO**

**BE IT FURTHER RESOLVED** that this question is hereby certified to the County Clerk; and

**BE IT FURTHER RESOLVED** that the County Clerk is hereby authorized and directed to take all necessary actions to cause the above ballot proposal to be placed on the Tuesday, August 2, 2022, election ballot and to be prepared and distributed in the manner required by law.

Dated: \_\_\_\_\_, 2022

\_\_\_\_\_  
Bob Roelofs, Chairman

#### **CERTIFICATION**

I, Dawn Olney, Clerk to the Benzie County Board of Commissioners, do hereby certify that the above resolution was adopted by the Benzie County Board of Commissioners on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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

---

# Memorandum

---



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: February 16, 2022

Subject: **Repeal of Planning Ordinance**

On February 8<sup>th</sup>, the motion adopted to repeal the Planning Commission ordinance had an error. To correct that motion and clean up the minutes of the Board, Dawn and I recommend we adopt a new motion as a housekeeping matter.

**RECOMMENDATION:**

That the Benzie County Planning Commission Ordinance Number 2017-001, adopted by the Board of Commission, be repealed in its entirety and that the motion adopted on February 8, 2022 be rescinded, which is a housekeeping matter.

---

# Memorandum

---



To: Board of Commissioners

Copy: Greg Hubers, Undersheriff

From: Katie Zeits, County Administrator *Katie Zeits*

Date: February 16, 2022

Subject: **Surplus Vehicle – 2002 Ford Taurus**

Undersheriff Hubers has indicated his desire to dispose of the 2002 Ford Taurus current held in the Benzie County fleet. This vehicle is no longer needed for Sheriff's Office operational use. The Undersheriff has indicated they will utilize the MIBid program for disposal of this vehicle.

## **RECOMMENDATION:**

That a 2002 Ford Taurus vehicle be declared surplus and authorized for sale on the MIBid Internet Auction system, with proceeds to be deposited into the equipment replacement fund, patrol car expenses.



**2022-008**

**A RESOLUTION TO SUPPORT PAVING THE BETSIE VALLEY  
TRAIL FROM BEULAH TO THOMPSONVILLE**

**WHEREAS**, Governor Whitmer proposes to allocate up to \$250 million of American Rescue Plan Act dollars for essential infrastructure improvements to State Parks and Trails to boost local economies and enhance tourism; and

**WHEREAS**, the 22-mile Betsie Valley Trail connects the cities and villages of Benzonia, Beulah, Elberta, Frankfort, and Thompsonville, and the townships of Benzonia, Crystal Lake, Gilmore, and Weldon; and

**WHEREAS**, in 2003 a 10-mile section of the Betsie Valley Trail between Crystal Lake and Frankfort was paved with donations and grants from Benzie County residents, trail users, the Michigan Department of Natural Resources, and others; and

**WHEREAS**, the 12-mile segment from Beulah to Thompsonville remains unpaved and its current mixed dirt/gravel surface is not accessible to users with disabilities, many bicyclists, people with strollers, rollerbladers, and young children; and

**WHEREAS**, while use of the paved and resurfaced portions of the Betsie Valley Trail has increased markedly since 2019, the Beulah to Thompsonville segment has experienced no noticeable increase in usage; and

**WHEREAS**, paving the trail from Beulah to Thompsonville will provide access for all types of non-motorized trail use, enhance users' recreation experience, and increase usage of the Betsie Valley Trail; and

**WHEREAS**, the County of Benzie recognizes the Betsie Valley Trail's contribution to Benzie County's economy and quality of life, and supports paving the trail's entire length; now

**THEREFORE, BE IT RESOLVED**, that the County of Benzie encourages our Governor and Michigan Legislators to appropriate \$2 million from the state's American Rescue Plan Act funding to pave the remaining 12 miles of the Betsie Valley Trail from the Village of Beulah south to the Village of Thompsonville.

I, Dawn Olney, Benzie County Clerk and Clerk to the Benzie County Board of Commissioners, do hereby certify that the above resolution was adopted by the Benzie County Board of Commissioners on February 22, 2022.

Dated: February 22, 2022

---

Dawn Olney, Benzie County Clerk

# Commissioner Reports

---

**Art Jeannot**  
**Commissioner Report**  
**February 21, 2022**

- Participated in 5 meetings on behalf of the County since our February 8<sup>th</sup> meeting.
- **2/10 – Platte Township –**
  - The Township is focused on budgeting. We also discussed the monies they are accruing at the BCRC.
- **2/14 – Almira Township –**
  - New Village President (Craig Timm)
  - Held a public hearing for their 2022-2023 budget
  - Committed \$1k a year for 3 years to the Conservation District
- **2/16 – Benzie County Chamber –**
  - Discussion to support a formal relationship with the County EDC
  - Community summit and annual dinner scheduled for March 24<sup>th</sup>. Summit will be held at Grow Benzie (flyer included in packet) and annual dinner will be held at Crystal Mountain
  - Other upcoming events include “Off the Clock” on February 24<sup>th</sup> at Grow Benzie
- **2/17 – Northern MI Community Action Agency –**
  - Several topics were discussed. Most centered around the daily operations. There was some disagreement regarding compliance to the open meetings act. The outcome was to have legal counsel provide us with an opinion.
- **2/18 – EDC/BRA –**
  - I will share any relevant information at our BOC meeting.
- **Other –**
- **2/9 –**
  - Met with Bob Rosa, Rich Allen and Blake Brooks to discuss potential re-purposing of Platte River Elementary School. This meeting was at Bob Rosa’s request. After hearing what opportunities there maybe, I recommended that Rich Allen discuss this with the full EDC/BRA board and potentially the Land Bank. I will continue to work on this opportunity through the EDC.
- **2/11 –**
  - Followed up with Geri Van Antwerp (BACN) to connect her with the appropriate person from NWNW on the subject of “soft skills”.

# County Administrator Report

---

---

# Memorandum

---



To: Board of Commissioners

From: Katie Zeits, County Administrator *Katie Zeits*

Date: February 16, 2022

Subject: **Administration Update**

## **Museum Tour**

The Board has been invited to attend a tour of the museum in Benzonia. Please be on the look out for your availability in the first part of May to be part of this if you're interested.

## **MMRMA**

A recently received a letter from the MMRMA, our insurance carrier, which indicates they have returned a total of \$36,373 back to Benzie County which represents our share of the MMRMA distribution of excess net assets. These funds will be deposited into member funds held on deposit by the MMRMA.

## **Broadband**

Merit is working to finalize their report from the recent broadband data collection survey. A huge shout out to Benzie County for their incredible response to the survey. Merit will present their report to the Committee of the Whole on April 26<sup>th</sup>.

## **Capital Budget**

It was requested at the October 26, 2021 meeting, that a running total be given of the capital expenditures approved by the board for this current fiscal year. With the 2021/2022 budget approval, a total of \$390,000 was budgeted in the 401 General Fund Capital Budget. The corresponding capital plan accounted for \$297,500 in General Fund capital expenditures and an additional \$68,495 in jail expenditures.

As of February 8<sup>th</sup>, the Board has approved a total of \$211,114 in expenditures. This has included the BS&A Timesheet upgrade, stairwell tread and riser replacement (amended amount), HVAC upgrades in the jail, blind purchase, and the approval of two vehicles for Sheriff's Department operational use, and generator onboarding in both the Governmental Center and the Sheriff's Office/Jail.

Please let me know if there are any questions.

Thank you!

# Committee Of The Whole

---

**THE BENZIE COUNTY BOARD OF COMMISSIONERS  
COMMITTEE OF THE WHOLE  
February 8, 2022**

The Benzie County Board of Commissioners met as a Committee of the Whole on Tuesday, February 8, 2022, 448 Court Place, Government Center, Beulah, Michigan.

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

Present were: Commissioners Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke

The Pledge of Allegiance was recited.

**Agenda:**

Motion by Roelofs, seconded by Warsecke, to approve the agenda as amended, adding Jail to 12 b Millages. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

**Minutes:**

Motion by Jeannot, seconded by Miller, to approve the Committee of the Whole minutes of January 25, 2022 as presented. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

1:52 p.m. Public Input – None

Maggie Bacon, BEST Benzie Presentation

Ms. Bacon gave a presentation on their program BEST (Building Educational Success & Training) for Benzie County; discussion followed regarding bring the building trades back into our high schools; Ms. Bacon stated that both schools are on board with this; requests that a link be placed on our website directing people to their website.

**Human Resources:** Kristine Bosley reported that they will be rolling out the BS&A timesheet program next week; she is working on updating three policies at this time.

**Technology Update:**

- a. Proposal from IT Right to Replace 8 Servers: Motion by Sauer, seconded by Miller, to recommend to the Board of Commissioners to accept quote number ITRQ21072 received from IT Right for computer server replacement in the not-to-exceed amount of \$20,000 with funds available in the general fund equipment budget. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.
- b. Generator Upgrade – Jail: Motion by Jeannot, seconded by Warsecke, to recommend to the Board of Commissioners to approve the Jail Capital Plan change to include generator onboarding, moving back the purchase of a sallyport door and recommends to the Board of Commissioners to accept the proposal dated January 23, 2022, from Bluewater Electric to proceed with generator onboarding in the jail in the not-to-exceed amount of \$5,250 with funds in the Capital Budget. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

**Buildings & Grounds Update:** None

**Finance:** None

**Topics for Continued Discussion:**

- a. Goal List developed on February 1, 2022 – Discussion: Motion by Warsecke, seconded by Roelofs, to recommend to the Board of Commissioner to approve the 2022 Benzie County Goals established at the February 1, 2022 Special Meeting. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.
- b. Millages – ACO, EMS, SRO, Drug Enforcement, Jail:  
Animal Control: Increase to 0.1400; 2 full time; 2 part time employees; Kyle stated that he has been doing it himself for five months now, but busy season is coming up, even discussed just a seasonal person as well; willing to explore whatever way the board would like to go.  
School Resource Officer: Requesting a true Renewal & Restoration; increase to a term of 6 years; need to amend the contract with City of Frankfort to allow coverage to Fresh Winds together with Benzie Central and Frankfort Elberta schools to cover all children in the county and limiting the contract to no longer than 3 years; perhaps the contract could be written to allow each officer to go to each school so that the students get familiar with both of them.  
EMS: Requesting an increase to 0.9500 for 3 years; would like to put an additional full-time ambulance in service as well as other changes to operations; difficult to keep part time staff; staffing more paramedics than EMT, we need more personnel; majority of the fire departments are covered with Medical First Responders which helps to stabilize patients until EMS arrives.  
Drug Enforcement: No Changes; ready to approve resolution at our next meeting.  
Jail: Motion by Jeannot, seconded by Sauer, to direct management to work with legal counsel to draw up resolution and ballot wording for Jail millage for the next meeting. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.

3:33 p.m. Public Input

Rebecca Hubers, talk to Wexford and Manistee regarding EMS; both would like to go to their own EMS rather than contract with someone. Recommend talking with them both; there are times that EMS didn't have enough trucks on the road to help our own residents; we are lucky to have a county-owned EMS.

3:38 p.m. Public Input Closed

Motion by Roelofs, seconded by Warsecke, to adjourn at 3:38 p.m. Ayes: Jeannot, Markey, Miller, Nye, Roelofs, Sauer and Warsecke Nays: None Motion carried.



**Committee of the Whole**

**Page 3 of 3**

**February 8, 2022**

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

1. To accept quote number ITRQ21072 received from IT Right for computer server replacement in the not-to-exceed amount of \$20,000 with funds available in the general fund equipment budget.
2. To approve the Jail Capital Plan change to include generator onboarding, moving back the purchase of a sallyport door and recommends to the Board of Commissioners to accept the proposal dated January 23, 2022, from Bluewater Electric to proceed with generator onboarding in the jail in the not-to-exceed amount of \$5,250 with funds in the Capital Budget.
3. To approve the 2022 Benzie County Goals established at the February 1, 2022 Special Meeting.
4. To direct management to work with legal counsel to draw up resolution and ballot wording for Jail millage for the next meeting.

# Committee Appointments

---

Sean K. Duperron  
6724 Edgewater Drive  
Honor, Michigan 49640  
231-325-3043  
[sduperron@charter.net](mailto:sduperron@charter.net)

February 9, 2022

Dawn Olney  
Benzie County Clerk  
448 Court Place Beulah, MI 49617

Dawn Olney,

I am contacting you to be considered for re-appointment to the Construction Board of Appeals.

I have been an active residential builder for 16 years licensed in the state of Michigan. My wife and I own one corporation offering complimentary construction services under two advertised names. Duperron Designs Inc. offers Interior Design services while Great Northern Homes is a DBA of Duperron Designs Inc., and offers construction services.

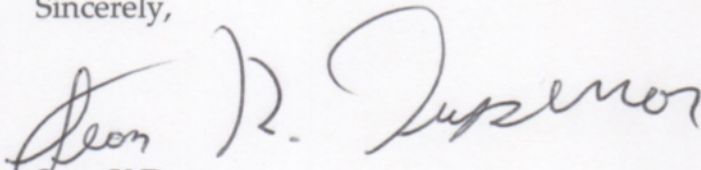
As a part of personal and cooperate community involvement we are members of the Grand Traverse Area Home Builders Association, and the Benzie County Chamber of Commerce.

I currently serve on the Benzie County Parks and Recreation Commission, and the Betsie Valley Trail Management Council.

I look forward to an opportunity to present how my qualifications, local involvement, and past experience make me the best choice to serve on the Construction Board of Appeals in Benzie County.

Please contact me if additional information is needed or to setup an interview.

Sincerely,



Sean K Duperron.

## Contact

d\_barcheski@yahoo.com

[www.linkedin.com/in/dan-barcheski-9a87a71](http://www.linkedin.com/in/dan-barcheski-9a87a71) (LinkedIn)  
[www.axiosincorporated.com](http://www.axiosincorporated.com)  
(Company)

## Top Skills

Strategic Planning  
Marketing  
Start-ups

## Honors-Awards

2015 Michigan Economic Bright Spot Award Recipient  
2015 Michigan ESOP of the Year  
2014 National 101 Best and Brightest Businesses to Work For  
2012 Michigan Companies to Watch  
2012 Michigan Entrepreneur of Distinction

# Dan Barcheski

Chairman at Axios HR  
Grand Rapids

## Summary

Executive with demonstrated experience leading complex strategic initiatives within both the corporate and non-profit settings. Skilled in developing strategies that drive organizational performance and management through the effective implementation of programs designed to attract, develop, motivate, retain and advance key employees by improving performance. Collaborative leader known for successfully establishing strong relationships throughout the organization, resulting in an exceptional record of driving performance improvement. Highly adaptable and a committed partner who contributes significantly to overall organizational success while ensuring a clear understanding of mission, goals and objectives aligned to business priorities

---

## Experience

AXIOS HR  
Chairman  
May 1988 - Present (33 years 10 months)

Greatland Corporation  
Director  
September 2017 - Present (4 years 6 months)  
Greater Grand Rapids, Michigan Area

Euzen  
Director  
March 2020 - Present (2 years)  
Grand Rapids, Michigan, United States

Grand Ventures Fund  
Member  
February 2017 - Present (5 years 1 month)  
Grand Rapids, Michigan

Grand Ventures will provide early-stage capital and strategic support to entrepreneurs building world-changing technology companies for Agriculture, Manufacturing, Transportation, and other global industries with strong Midwest presence.

#### TCF Bank

Grand Rapids Community Board Chairman

January 2009 - December 2021 (13 years)

Greater Grand Rapids, Mi

#### Grand Valley State University

Adjunct Professor of Marketing

August 2014 - December 2014 (5 months)

Seidman School of Business

Adjunct Professor of Marketing from 2007-2009 and Fall of 2014.

---

## Education

Harvard Business School

OPM 24

Albion College

BA, Economics and Management



Home



My Network





Jobs



## Dan Barcheski · 1st

Chairman at Axios HR

Talks about #corporategovernance and #corporateadvisory

-  AXIOS HR
-  Harvard Business School

Grand Rapids, Michigan, United States · [Contact info](#)

1,136 followers · [500+ connections](#)



3 mutual connections: Jason Allen, Damon Evert, and 1 other

Message

More

## About

Executive with demonstrated experience leading complex strategic initiatives within both the corporate and non-profit settings. Skilled in developing strategies that drive organizational performance and management through the effective implementation of programs designed to attract, develop, motivate, retain and advance ke ...see more

## Activity

1,136 followers

✓ Following



Preparing PDF, your download will begin shortly.





Home

My Network

Jobs



youtube.com



17

[See all activity](#)

## Experience



### Chairman

AXIOS HR

May 1988 - Present · 33 yrs 10 mos

Greater Grand Rapids, Michigan Area

### Director

Greatland Corporation

Sep 2017 - Present · 4 yrs 6 mos

Greater Grand Rapids, Michigan Area

### Director

Euzen

Mar 2020 - Present · 2 yrs

Grand Rapids, Michigan, United States

### Member

Grand Ventures Fund

Feb 2017 - Present · 5 yrs 1 mo

Grand Rapids, Michigan

Grand Ventures will provide early-stage capital and strategic support to entrepreneurs building world-changing technology companies for ...see more



### Grand Rapids Community Board Chairman

TCF Bank

Jan 2009 - Dec 2021 · 13 yrs

Greater Grand Rapids, MI

[See all 6 experiences](#)

Preparing PDF, your download will begin shortly.



[Home](#)[My Network](#)[Jobs](#)**Albion College**

BA, Economics and Management

Activities and societies: Sigma Nu Fraternity Varsity Football

## Volunteering

**Member - Brownfield Development Authority**

City of Grand Rapids

Jun 2021 - Present · 9 mos

Economic Empowerment

**Marketing Department Advisory Board Member**

Grand Valley State University

Jan 2012 - Present · 10 yrs 2 mos

Education

**Council Member**

TALENT 2025

Jan 2012 - Present · 10 yrs 2 mos

Business leaders across West Michigan came together in 2010 to form TALENT 2025. We are supported by more than 70 business leaders ...see more

[See all 9 volunteering](#)

## Skills

[Strategic Planning](#)[Marketing](#)[Start-ups](#)[See all 43 skills](#)

## Recommendations



Preparing PDF, your download will begin shortly.





[Home](#)[My Network](#)[Jobs](#)

## Nothing to see for now

Recommendations that Dan receives will appear here.

## Honors & awards

### 2019 Michigan's Best and Brightest to Work For

Issued by Michigan Best and Brightest · Mar 2020

### 2018 West Michigan 101 Best Businesses to Work For

Issued by Axios HR · Mar 2018



Associated with AXIOS HR

### 2015 Michigan Economic Bright Spot Award Recipient

Issued by Corp! Magazine · Jun 2015

[See all 14 honors & awards](#)

## Organizations

### World Presidents Organization & Michigan West Young Presidents Organization

Past YPO Chapter Chair, YPO Education Chair, YPO Regional Representative & Member · Jan 1995 - Present

## Interests

[Influencers](#)[Companies](#)[Groups](#)[Schools](#)

**Simon Sinek** · 3rd

Optimist and Author at Simon Sinek Inc.

5,888,649 followers

[+ Follow](#)



Preparing PDF, your download will begin shortly.





Home

My Network

Jobs

## Promoted



## Pepperdine Legal Studies

Earn your online MLS in as few as 16 months. No GRE/GMAT/LSAT req'd.



## Reach your marketing goal

Generate quality leads for your business with LinkedIn ads.



## Capture new customers.

Sell easily from your site with built-in marketing tools to help you grow.



## People you may know



## Melissa Arrighi

Advising Role - Plymouth, MA

Connect



## Adam Owczarzak, MPA

Assistant To The City Manager at City of Madison Heights

Connect



## Julie Clark

Chief Executive Officer at Traverse Area Recreation and Transportation (TART) Trails, Inc.

Connect



## Heidi Scheppe

Grand Traverse County Treasurer at Grand Traverse County

Connect

## Heidi Scheppe

Treasurer at Grand Traverse County

Connect

LEARNING



Preparing PDF, your download will begin shortly.





Home

My Network

Jobs



### Project Management: Healthcare Projects

152,369 viewers



### Python: Working with Predictive Analytics

245,207 viewers

[Show more on LinkedIn Learning](#)

#### Promoted



#### Pepperdine Legal Studies

Earn your online MLS in as few as 16 months. No GRE/GMAT/LSAT req'd.



#### Fundraising Certificate

Open Doors to a Promotion or New Career in Fundraising Management.



#### Let Us Handle Payroll

Focus on what matters most to your business, and let us handle the rest!



Preparing PDF, your download will begin shortly.



# Correspondence

**BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT  
BOARD OF HEALTH MEETING  
Wednesday, January 26, 2022 2:00 p.m.  
Leelanau County Government Center  
6527 E Government Center  
Suttons Bay MI 49682**

Chairperson Dr. Barbara Conley called the meeting to order at 2:04 pm.

**Members Present:**

Gary Sauer - Benzie County Board of Commissioners  
William Bunek – Leelanau County Board of Commissioners  
Patricia Soutas-Little – Leelanau County Board of Commissioners  
Dr. Barbara Conley – Leelanau County Member at Large  
Rhonda Nye – Benzie County Board of Commissioners

**Members Absent:** None

**Members Excused:** None

**Staff Present:**

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

**Pledge of Allegiance**

**Approval of Minutes:**

**Motion By:** Bunek to approve the November 17, 2021 BOH Meeting Minutes.

**Seconded By:** Soutas-Little

**Roll Call Vote:** Sauer-yea, Nye- yea, Conley- yea, Bunek- yea, Soutas-Little- yea  
**5 yeas 0 nay 0 excused Motion carried**

**Approval of the Agenda:**

**Motion By:** Soutas-Little to approve agenda as presented.

**Seconded By:** Sauer

**Roll Call Vote:** Sauer- yea, Nye- yea, Conley- yea, Bunek- yea, Soutas-Little- yea  
**5 yeas 0 nay 0 excused Motion carried**

**Public Comment –**

**Eric Shaub – Maple City** – A licensed doctor should have to okay anyone to wear a face mask. Him and his daughter are unable to wear them due to medical issues and they are always under attack from not having a mask on. They like to attend school sporting events and they feel like targets while they are there. The Health Department should be promoting a healthy lifestyle instead of face masks. Healthy lifestyles are not a cash cow, Covid is.

**Ann Schlueter- Leland** – If face masks worked, why are we still having all the sickness. If the Health Department would look at neighboring school districts who are not masked, they would see that they are not experiencing many issues. When a person disagrees with an individual it is not threatening, it is a differing opinion. Ann brought in copies of a FIOA request that had been submitted and stated that there were no real threats anywhere, just loud people with a different opinion.

#### **Medical Director and Health Officer Vacancy**

Sauer had requested that this item be an item of discussion at the previous meeting. Since that meeting a document has been provided that details Benize-Leelanau District Health Department's contingency plan. In this document it lists which positions will cover the Health Director or Medical Director's positions in case there is an unexpected vacancy. Sauer stated that the document sufficiently covered any concerns that he previously had. Bunek wondered why this was not an action item. Peacock explained that this document was created by BLDHD administration. It is not a document that is required to be voted on. It is an informational tool. It was created to easily identify who would be the contact for various situations. It can also be updated as needed as contact information may change.

#### **Health Officer Update – Lisa Peacock**

A written report was distributed prior to the meeting for review. Peacock asked if there were any questions about the information that was distributed. There were none. Peacock had prepared a slide show of additional information from the MDHHS website. It described the three buckets that the State of Michigan is using to manage the pandemic. The first one is to prevent death and severe health outcomes. The second bucket is to protect the health care capacity (hospitals and first responders). The third bucket is to keep vital infrastructure, such as schools, correction facilities, government and businesses, functioning. Part of the last bucket is educating the public on when to test for Covid and what the procedures are if a test is positive.

Covid has really spiked in the last couple of weeks. Cases had been rising due to the Delta variant but Omicron has pushed it through the roof. Hospitals are at the highest level of capacity that they ever have been for Covid patients. Nye asked if a person went to the hospital initially for a non-Covid related item but had to be tested out of protocol and the test came back positive, would this individual be counted as one of the Covid patients. Peacock responded that if this individual was admitted to the hospital, then yes, they would be counted. If the patient was treated as out-patient and sent home, no, they would not count in the statistics. Peacock mentioned that Southeast Michigan has had the biggest spike in hospitalizations. The hospitals in this area are the more specialized hospitals, which starts to affect our area when one of our residents needs that specialized care and cannot receive it because of lack of availability. The number of children who have been hospitalized has gone up about 66% from a year ago, due to Covid.

Nye asked if there was a plan for when the mask mandates in schools will be lifted. She also asked if, and when, the time came would it be up to the school districts or the parents to make these decisions. Peacock responded that she was hoping to have been able to lift the mandate at the beginning of the year but with the sharp increase in numbers that was not possible. When it comes time to lift the mandate it will be up to the individual school districts to manage this.

Peacock explained the different therapeutics that are being approved to treat Covid. She went into detail when they would need to be administered to be effective and how widely available that they are to the public.

Contact tracing is now being handled differently. The protocol up until the past week was to reach out to each person who had been reported as positive to interview. They would be asked where they had been and who they have been in contact with. With the mass amount of positive tests and the unwillingness of individuals to work with staff, it has been determined that contact tracing will

be focused on the congregate settings, such as long-term care facilities, jails and schools. People are encouraged to do their own contact tracing when they test positive. Previously it had been encouraged for individuals to report positive home tests on the website. With the number of these tests being performed and coming back positive, staff cannot keep up. It is now encouraged for people to reach out to the Health Department if they are interested in receiving assistance with how to contact trace.

Sauer asked if the doctor offices and hospitals had their own guidelines on how they distribute the therapeutics as the availability is an issue for various regions. Peacock responded, yes, each medical practice and hospital does have their own guidelines to determine how this medication will be distributed due to the availability issue. Dr. Conley added that there are thirteen open studies in progress right now in regard to these medications. Sauer asked if a person had a positive home test should they go see their doctor to be retested. It was discussed how it depends on the situation. Some employers are requiring a lab certified test is needed to excuse a person for being out ill with Covid. Also, if a person is traveling, they should research to see if a home test is acceptable or if they need to go to a doctor's office or go to a lab to be tested to pass the requirements. Dr. Conley asked if the State of Michigan has ever discussed what the quality control is used for proficiency testing of the Covid tests that are being administered at the labs. Peacock and Klein were going to investigate this.

#### **Accounts Payable**

**Motion By:** Sauer to approve accounts payable and pay the bills.

**Seconded By:** Soutas-Little

**Roll Call Vote:** Sauer- yea, Nye- yea, Conley- yea, Bunek- yea, Soutas-Little- yea  
**5 yeas 0 nay 0 excused Motion carried**

**Discussion:** Sauer stated that he is comfortable reviewing the check register after the bills have been paid but was wondering if anybody would prefer to have the Personnel and Finance Committee approve the checks before the money is released. Everyone agreed that reviewing the register after the fact is sufficient. Items can be questioned if need be. Nye asked what are the TracFones, that were on the VISA statement, used for. Klein responded that they are used for contact tracing. As contact tracing slows up, these phones will be shut off. They were used because of the volume of calls that were going out to the public. Employees personal numbers would be protected this way.

#### **September 2021 Financial Statements**

**Motion By:** Bunek to accept the financial statements as presented.

**Seconded By:** Sauer

**Roll Call Vote:** Sauer- yea, Nye- yea, Conley- yea, Bunek- yea, Soutas-Little- yea  
**5 yeas 0 nay 0 excused Motion carried**

#### **December 2021 Financial Statements**

**Motion By:** Soutas-Little

**Second By:** Bunek

**Roll Call Vote:** Sauer- yea, Nye- yea, Conley- yea, Bunek- yea, Soutas-Little- yea  
**5 yeas 0 nay 0 excused Motion carried**

**Discussion:** Bunek asked why so much was being spent at Amazon. He felt that local businesses should be used more. Putney responded that a local company is used for BLDHD's paper needs. For everyday office needs such as pens and paperclips big box stores were the other option. So there really isn't much difference from shopping from one of the big box stores or Amazon for these items. Whatever can be sourced locally at a reasonable price will be and has been purchased this way.

### **By-Laws Committee Appointment**

**Motion By:** Dr. Conley to have the Personnel and Finance Committee review the BLDHD's current By-Laws and create any necessary revisions by the June 2022 BOH Meeting.

**Second By:** Sauer

**Roll Call Vote:** Sauer- yea, Nye- yea, Conley- yea, Bunek- yea, Soutas-Little- yea  
**5 yeas 0 nay 0 excused Motion carried**

**Discussion:** Nye asked who was on the Personnel and Finance Committee. It is Sauer and Soutas-Little. Sauer questioned if additional Personnel and Finance Committee meetings would need to be scheduled other than the bi-monthly ones that are currently being held to complete the task of reviewing the By-Laws. It was decided that if they need to be scheduled that they can be. Sauer asked if a current copy of the By-Laws could be sent out. Putney is going to send them to everyone to review.

### **2022 Board of Health Meeting Dates**

**Motion By:** Sauer to approve the BOH to meet monthly, rotating between the two Counties (Benzie Resource Center and the Leelanau Government Center), to meet every fourth Wednesday of the month at 2 p.m.

**Second By:** Bunek

**Voice Vote:** Sauer- yea, Nye- yea, Conley- yea, Bunek- yea, Soutas-Little- yea  
**5 yeas 0 nays 0 excused Motion carried**

**Discussion:** Sauer stated that he would like the BOH to meet monthly as there are several ongoing items. If there is a month where there is nothing to discuss, the meeting can be cancelled. Soutas-Little asked Klein, Johnston and Putney if meeting monthly would place too much of a burden on the BLDHD staff. All Directors agreed that this could work. Nye stated that she would like to see, on the months where the agenda only has a few items on it, that more educational subjects be placed on the agenda. She is interested in all the different funding sources and programs that are administered through the BLDHD. Dr. Conley wanted to confirm that the meetings would still be on the fourth Wednesday of the month and at 2 p.m. Everyone agreed that the time and date of this would remain the same as previous. Dr. Conley also wanted clarification that the meetings would rotate between Counties like they have been, and it was agreed. Putney brought up that it is a part of the current By-Laws that the meetings rotate between the Counties, also that the meetings are to be held at the Health Department locations. There will have to be an amendment to this By-Law as there is no longer space at the Leelanau location to host these meetings. The meetings will need to be at the Leelanau Government Center.

### **Classification Schedule**

Putney had distributed the job classification schedule prior for review. Putney recognized that there was a significant amount of information to be reviewed in this document, therefore it was not going to be an action item for this meeting. She wanted everyone to have sufficient amount of time to review the document. The document scored the positions that she would like to have reclassified. These two current positions were accidentally left out of the initial reclassification process in December 2020. The document contains the scoring instructions and how the two positions landed with this. It was also compared to other positions within BLDHD that received similar scores to show how they were related in skill need. Nye asked what the salary change for these two positions would be. Putney responded approximately \$20,000 for the two positions combined.

### **Staff Reports:**

#### **Medical Director – Dr. Joshua Meyerson**

Written report distributed prior to the meeting for review. Dr. Meyerson's report was about the role and requirement of a medical director for a health department. He stated that most of his duties are



spelled out in the Public Health Code. As he has performed this role, he has noticed that every district is unique. He oversees three different districts. Dr. Meyerson notes that there are only a few things that he can handle the same across all three. He usually needs to tweak many items to fit the needs of the different areas. Some of the items that he expands on are nutrition guidance for expectant mothers and small children (WIC). He will assist with food born illness outbreaks and various other environmental health issues that may arise, such as swimmer's itch and PFAs. Nye asked if he was hired under contract with HDNW. Dr. Meyerson responded, that yes, Peacock and himself were entering the second year of the second five-year contract that they have had with HDNW.

#### **Personal Health – Michelle Klein**

Written report distributed at the beginning of the meeting. This handout contained all of the various services that Personal Health provides to the community. The demographics that BLDHD works with are pregnant mothers all the way to the elderly. Klein had also listed all of the community collaboration projects that the Health Department is involved with. Klein provided a roster of her staff. Next to their names she listed the various programs that they service. She likes to have her staff cross trained in all areas so they can serve the community more efficiently.

Sauer asked about the school nurses that were hired this fall. He was wondering if they were strictly funded with Covid funding. At the moment, yes; they are. More long term, sustainable funding is being investigated for these positions as they are much needed in the school districts. Nye asked about the Shape Up North collaboration that was listed on the handout. It is led by Munson and was very robust before the pandemic. It is a website that helps direct the public to activities that encourage physical fitness, such as 5K runs, hiking trails and other activities that people can partake in. Peacock mentioned that Rachel Pomeroy, a staff member at BLDHD, has created a nutrition program that has been shared with families that are attending the Early Childhood play groups. Klein added that there is a lot of grant writing that is performed to obtain funding to provide many of the programs that are offered. Soutas-Little mentioned that she saw a presentation about the dental program that is offered through NMHSI and was impressed. She wondered if the mobile dentist office was being offered at this time. Due to Covid it had to stop for a bit but it is starting back up. This mobile office offers dental checkups for children free of charge. Dr. Conley asked about the counselors in schools. Klein explained that the counselor that is at Suttons Bay is not funded through Covid funding but through a more sustainable funding source. It was through a grant that was awarded to HDNW. Peacock added that to receive this grant a district had to have already received funding from it. HDNW had previously been awarded this grant, so they partnered with BLDHD to be able to help them provide services. BLDHD had sent a grant application in a few years ago for Benzie Central to receive funding for a counselor but had been denied. BLDHD has an application filled out and ready to send as soon as the new round of bids begin in February for Benzie Central and they are hoping to be awarded it. Nye asked if the HDNW and BLDHD ever coordinate with Centra Wellness for services and the answer was, yes, all of the time. Sauer asked how are the students referred to the counselor in Suttons Bay. Klein responded that it is teachers, parents and the students themselves who are referring individuals to see the counselor.

#### **Environmental Health – Eric Johnston**

Written report distributed prior to meeting and an attachment was handed out at the beginning of the meeting. A new Sanitarian had been hired, Alex Lance. He started on January 17, 2022. January is Radon Month. BLDHD is hosting the campaign "Give a Can, Get a Kit". A person can bring in a nonperishable food item or personal hygiene item and receive a free radon kit. This is being offered through January 31, 2022. For the eleven months out of the year when residents would pay \$12 for a kit, generally five kits a month are sold. So far this month 45 kits have been given away. Nye asked what may have prompted the significant jump in kits being requested by

the public. Johnston responded that there was better advertising this year than in years' past. 9&10 News did a story on this campaign, there is more knowledge out there on how radon causes lung cancer and that one in four homes have elevated levels of radon. Klein asked if there were any areas that were more prone to have radon over others and Johnston responded that bedrock will contain more radon. The State does not give of the health departments exact locations on where the radon was found. The only information that can be shared is what township that the radon was found in.

The handout that was distributed at the beginning of the meeting described all the various services that Environmental Health provides. The three services that are mandated by the State of Michigan are food service, sewage and water. The rest are grant funded. Some services such as wells, septic and remodels are fee funded. When an entity or person would like to build a subdivision or condos it has to be reviewed to make sure everything for sewer and water will be acceptable. Currently there are two body art businesses that are inspected. Michigan Department of Health and Human Services pays for the inspection of foster homes. Other areas of inspections are campgrounds, public pools and public beach monitoring. The types of infectious diseases that the sanitarians will investigate are rabies, ticks, and other pest-borne diseases. Nye asked if BLDHD is bound by township ordinances or does the BLDHD policies supersede. Johnston responded that if it is not directly dealing with water or sewer, it will be governed by the township ordinance. If it is something that falls in the gray area, it will be a joint effort between the BLDHD and township.

Nye asked if the State Legislature had passed any policies regarding marijuana use in restaurants. Johnston replied that it is still sitting in committee.

Leelanau County is completely online for property records. All of the files for this County have been redacted and the files were able to be posted for the public to access. For Benzie County, Almira Township and Benzonia Township are the first two townships that are available for the public to access. Crystal Lake Township is in the process of being redacted right now. Peacock announced that Johnston had received an award from Laser Fiche for his hard work and achievement in getting public records accessible online. Johnston has been assisting other health departments in digitalizing their public records. At the moment, Grand Traverse County Health Department is consulting with him on how to post their records online. Johnston pointed out that Peacock had spearheaded the idea and Bunek congratulated all who had worked on the project.

#### **Administrative – Dodie Putney**

Written report distributed prior to the meeting for review. BLDHD will be upgrading their phone system. Putney has been working with Gracon Services with the upgrading process. She has used this company before and found them extremely helpful and cost effective for such a large project. The phone system was updated five years ago but it is now outdated. BLDHD's phone lines are no longer under contract, so this provides the opportunity to move the phone system to an internet cloud-based system. This will allow BLDHD to get rid of some costly PRI phone lines. The final bid will be ready around May 10<sup>th</sup> so it will be able to be presented to the Board at the June meeting. Another upgrade that is being investigated is video conferencing. The only technology that is currently available for this is when it is borrowed from Centra Wellness. It is only available in one conference room. BLDHD would install another system in the other conference room. Covid money has been used to update computers throughout BLDHD. Bunek asked for clarification that it was all Covid money being used for the technology projects or was there any general fund money going into this. Putney responded it was all Covid funding. Sauer stated that Benzie County is experiencing issues with broadband. They need more of it. He wondered if BLDHD was in the same position. Putney responded that it is becoming an issue as more software is becoming Cloud based. BLDHD uses Wyant Computer services to help monitor and manage these items, such as firewalls and virtual servers. Putney mentioned that BLDHD is participating in a Rural Health Care program that enables BLDHD to receive a funding to help offset the internet costs.

The Fund Balance Policy was brought up in the Personnel and Finance Committee meeting that was held prior the BOH meeting. It was discussed that ideally three months of funds should be available in case something happened. This is rarely achieved. This year the Health Department ended their fiscal year with a surplus. This normally never happens. Covid funding helped bring the fund balance within the ideal amount. Nye stated that she believes this is a very important discussion that should be brought back to the Counties in regard to appropriations. The Fund Balance is going to be explored in future meetings.

**Public Comment –**

**Cory Schaub** – Why are the Health Departments collaborating with the schools on future masking policies? He has a health condition that does not allow him to mask in school settings and he feels that he is targeted for not wearing them. All people who have exemptions are being targeted. The PCR tests lost it's FDA Emergency Use approval so why do we trust these tests.

**Ann Schlueter** – She would like to see a concrete back to school plan for masks. She asked Klein if parents are aware that their students are receiving mental health care when they are at school. Klein responded that parents must provide consent for this to happen. Ann asked if there had been any studies done to show how speech is being delayed and how kids are losing empathy because with the mask wearing they can no longer identify with one another. Kids are breathing through there mouths all day which is creating dental issues.

**Board Comments –**

Sauer commented that someone needs to talk to the school boards to make sure that they are aware that the funding for mental health is also supposed to be used to help support the LGBTQ community.

**Adjourn:**

**Motion By:** Soutas-Little to adjourn the BOH meeting at 4:19 p.m.

**Second By:** Bunke

**Roll Call Vote:** Sauer- yea, Nye - yea, Conley- yea, Bunek-yea, Soutas-Little- yea  
5 yeas    nay    0 excused    **Motion carried**

---

Dr. Barbara Conley, Chair

---

Shelley Jablon, Recording Secretary



Time	Item	
12:30pm	Welcoming Remarks	M.Barefoot, ED Benzie Chamber
12:35pm	Benzie County Update	K.Zeits, County Administrator
12:55pm	Benzie County EDC & BFD Update	B.Brooks?
1:15pm	Village of Benzonia – Master Plan	S.Kirk, Benzonia Zoning Admin.
1:35pm	INFRASTRUCTURE PANEL *DTE – Tim Lajiness, Mgr of Transmission Engineering *Consumer's Energy *BLUA *Benzonia/Beulah Sewer & Water Plan	
2:05pm	BROADBAND PANEL *Merit Networks *Charter Communications, Marilyn Passmore *Cherry Capital Communicatons *Mercury Broadband	P.Figura, Moderator
2:35pm	Frankfort-Elberta Chamber of Commerce Update	A.Johnson, Board Chairman
2:45pm	Benzie Area Chamber of Commerce Update	S.Campbell, Board Chairman
2:55pm	Closing Remarks	B.Kennis, Board Secretary