

**County of Jackson**  
**120 W. Michigan Ave.**  
**Jackson, MI 49201**  
**(517) 788-4335**

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## **BOARD OF COMMISSIONERS**

**Clifford E. Herl, District 1**  
**David F. Lutchka, District 2**  
**Jeffrey D. Kruse, District 3**  
**Philip S. Duckham III, District 4**  
**Earl J. Poleski, District 5**  
**James C. Videto, District 6**  
**James E. Shotwell, Jr., District 7**  
**Gail W. Mahoney, District 8**  
**Jonathan T. Williams, District 9**  
**Patricia A. Smith, District 10**  
**Michael J. Way, District 11**  
**David K. Elwell, District 12**

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## **ELECTED OFFICIALS**

**Amanda Riska, Clerk**  
**Dan Heyns, Sheriff**  
**Mindy Reilly, Register of Deeds**  
**Karen Coffman, Treasurer**  
**Geoffrey Snyder, Drain Commissioner**  
**Hank Zavislak, Prosecuting Attorney**

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## **COUNTY STAFF**

**Randy Treacher, Administrator/Controller and Human Resources Director**  
**Adam Brown, Deputy Administrator**  
**Charles Adkins, Circuit Court Administrator**  
**Tammy Bates, District Court Administrator**  
**Andy Crisenbery, Friend of the Court**  
**Gerard Cyrocki, Finance Officer**  
**Connie Frey, IT Director**  
**Jim Guerriero, Parks Director**  
**Teresa Hawkins, Youth Center Director**  
**Juli Ann Kolbe, Equalization Director**  
**Dr. John Maino, Medical Director**  
**Kent Maurer, Airport Manager**  
**Ric Scheele, Director-Fleet & Facilities Opns.**  
**Jan Seitz, MSU Ext.-Jackson County Director**  
**Kristy Smith, Department on Aging Director**  
**Steve Thelen, Fair Manager**  
**Dave Welihan, Veterans Affairs Officer**  
**Ted Westmeier, Health Officer**

## **County Commission Agenda** **January 20, 2009**

### **Order of Business:**

- Call to Order
- Invocation
- Pledge of Allegiance
- Roll Call
- Approval of Agenda
- Awards and Recognitions
- Communications and Petitions
- Special Orders/Public Hearing(s)
- Public Comment
- Special Meetings of Standing Committees
- Minutes
- Consent Agenda
- Standing Committees
  - A. County Affairs
  - B. County Agencies
  - C. Human Services
  - D. Personnel & Finance
- 14. Unfinished Business
- 15. New Business
- 16. Public Comment
- 17. Commissioner Comment
- 18. Closed Session
- 19. Adjournment

### **Public Comment**

Any person desiring to speak on a matter to the Board of Commissioners may do so under the Public Comment items near the beginning and end of the meeting. Please state your name and use the microphone. Please note that the Commission allocates a maximum of five minutes per individual at the beginning of the meeting and three minutes per individual at the end of the meeting for this purpose.

### **Consent Agenda**

Items on the Consent Agenda are items generally routine in nature that have passed a Standing Committee and will be enacted by one motion and one vote. There will be no separate discussion on these items. Any Commissioner may remove an item from the Consent Agenda and it will be considered by separate motion at the proper place during the meeting.

### **Standing Committees**

The Board of Commissioners operates under a Standing Committee system with the following Committees: County Affairs, County Agencies, Human Services, Personnel & Finance. All departments of the County coordinate their business through one of the Standing Committees. The Committees then forward their recommendations to the Board of Commissioners.

### **Closed Session**

The Board of Commissioners is permitted under the Open Meetings Act to go into Closed Session to discuss labor contracts, purchase of property, and certain employee matters if requested by the employee. A two-thirds vote of the Commission is required to go into Closed Session.

**"Your interest in your County Government is appreciated"**

**AGENDA**  
**JACKSON COUNTY BOARD OF COMMISSIONERS BOARD MEETING**  
**January 20, 2009**  
**7:00 p.m.**  
**County Commission Chambers**

***Mission Statement:** Jackson County Government, in cooperation with the community  
and local governmental units, strives through a planned process  
to deliver quality services that address public needs.*

1. **CALL TO ORDER** – *Chairman Steve Shotwell*
2. **INVOCATION** – *by Commissioner Dave Lutchka*
3. **PLEDGE OF ALLEGIANCE** – *by Chairman Steve Shotwell*
4. **ROLL CALL** – *County Clerk Amanda Riska*
5. **APPROVAL OF AGENDA**
6. **AWARDS & RECOGNITIONS** – None.
7. **COMMUNICATIONS/PETITIONS** – None.
8. **SPECIAL ORDERS/PUBLIC HEARINGS** – None.
9. **PUBLIC COMMENTS**
10. **SPECIAL MEETINGS OF STANDING COMMITTEES** – None.
11. **MINUTES** - Minutes of the 12/16/08 Regular Meeting and 1/2/09 Organizational Meeting of the Jackson County Board of Commissioners

Attachments:

\*12/16/08 Regular Meeting and 1/2/09 Organizational Meeting Minutes

12. **CONSENT AGENDA** (*Roll Call*)

A. **County Affairs** – None.

B. **County Agencies**

1. **Livestock Loss Claim**

Attachments:

\*Livestock Loss Claim

C. **Human Services** – None.

D. **Personnel & Finance** – None.

- E. **Claims** – The 12/1/08 – 12/31/08 claims are not available due to year end timing. They will be provided in February.

13. **STANDING COMMITTEES**

A. **County Affairs – Commissioner Dave Lutchka**

1. **January 2009 Appointments**

- a. Community Action Agency – public official position, term indefinite
- b. Emergency Management Advisory Council – City Fire Chief or Representative, term to 4/2009

Attachments:

\*January Board Appointments

\*January Applications

B. **County Agencies – Commissioner Gail W. Mahoney**

None.

C. **Human Services – Commissioner Mike Way**

None.

D. **Personnel and Finance – Commissioner James Videto**

None.

14. **UNFINISHED BUSINESS** – None.

15. **NEW BUSINESS**

A. **Retiree Health Insurance Proposal**

Attachments:

\*Retiree Health Insurance Proposal

B. **Sheriff Ad Hoc Committee Report**

Attachments:

\*Sheriff Ad Hoc Committee Report

**C. Revised/Reviewed Policies**

**1. Personnel Policies**

3010 – Vacant Positions  
3015 – Workplace Diversity  
3020 – Smoking in Public Places  
3030 – Jackson County Drug Free Workplace Policy Statement  
3040 – Immigration Reform and Control  
3050 – Sexual Harassment Policy  
3060 – Right to Know  
3080 – Performance Incentive Payment Non-Union Employees  
3090 – Reservists Called to Active Duty  
3110 – Jackson County Employees' Retirement System  
3140 – Deferred Compensation  
3150 – Appeal/Grievance Policy  
3160 – Employee Right-to-Know  
3170 – Exit Interview  
3180 – Employees or Job Applicants  
3190 – Job Descriptions  
3200 – Wages, Hours and Working Conditions Non-Union Employees  
3205 – Wages: Non-Union New Hires  
3210 – Compensatory Time Policy for Non-Union Non-Exempt Employees  
3230 – Health Insurance Waiver – Retirees  
3235 – Health Insurance Waiver  
3240 – Employee Resignations/Retirements  
3270 – Leave Time Subsidy  
3300 – Management Development Program Policy

Attachments:

\*Personnel Policies 3010, 3015, 3020, 3030, 3040, 3050, 3060, 3080, 3090, 3110, 3140, 3150, 3160, 3170, 3180, 3190, 3200, 3205, 3210, 3230, 3235, 3240, 3270, 3300

16. **PUBLIC COMMENTS**
17. **COMMISSIONER COMMENTS**
18. **CLOSED SESSION** – None.
19. **ADJOURNMENT**

**MINUTES**  
**JACKSON COUNTY BOARD OF COMMISSIONERS**  
**December 16, 2008**  
**5:00 p.m.**  
**County Commission Chambers**

1. **CALL TO ORDER:** Chairman Shotwell called the December 16, 2008 meeting of the Jackson County Board of Commissioners to order at 5:01 p.m.
2. **INVOCATION:** by Commissioner Lutchka
3. **PLEDGE OF ALLEGIANCE:** by Chairman Shotwell
4. **ROLL CALL:** County Clerk Amanda L. Riska

(11) Present: Commissioners Herl, Lutchka, Duckham, Poleski, Brown, Smith, Way, Elwell, Shotwell, Videto and Kruse (1) Absent: Commissioner Mahoney

**5. APPROVAL OF AGENDA**

*Moved by Videto, supported by Poleski for the approval of the agenda.* Roll Call: (11) Yeas. Motion carried unanimously.

**6. AWARDS & RECOGNITIONS**

**A. Resolution (12-08.44) Honoring Treasurer Janet Rochefort Upon Her Retirement**

*Moved by Lutchka, supported by Way to approve Resolution (12-08.44).* Roll call: (11) Yeas. Motion carried unanimously.

Chairman Shotwell presented Janet with the Resolution.

**B. Resolution (12-08.45) Honoring Outgoing Commissioner Mike Brown**

*Moved by Lutchka, supported by Herl to approve Resolution (12-08.45).* Roll call: (11) Yeas. Motion carried unanimously.

Chairman Shotwell presented Mike with the Resolution.

**7. COMMUNICATIONS/PETITIONS**

None.

**8. SPECIAL ORDERS/PUBLIC HEARINGS**

None.

## 9. PUBLIC COMMENT

Bob Dubois asked to be considered for the appointment to the Fair Board and the Parks Board.

Richard Karasek, owner of Lakeland Hills Golf Course, spoke regarding the merger of Sharp and Cascades golf course. He recommended the County exploring the option of selling operating rights to a private entity.

Tony Philipps asked to be appointed to the Road Commission.

Judy Reynolds asked to be appointed to the Parks Board.

Janet Rochefort asked to be appointed to the Fair Board.

## 10. SPECIAL MEETINGS OF STANDING COMMITTEES

None.

## 11. MINUTES:

**Minutes of the 11/18/08 Regular Meeting of the Jackson County Board of Commissioners.**

*Moved by Videto, supported by Brown to Approve the Minutes of the 11/18/08 Regular Meeting of the Jackson County Board of Commissioners.* Motion carried unanimously.

## 12. CONSENT AGENDA

*Moved by Herl, supported by Lutchka for Approval of the Consent Agenda.* Roll call: (11) Yeas. Motion carried unanimously.

### A. County Affairs

1. **RRF 2009 Capital Budget, Veolia Water North American Operation Services 2009 Budget, and 2009 Enterprise Fund Budget**

### B. County Agencies

2. **Family & Probate Court Attorney Contract Bids**
3. **Supervised Visitation and Safe Exchange Grant**

### C. Human Services

None.

### D. Personnel & Finance

4. **Resolution (12-08.43) Authorizing Borrowing from the Delinquent Tax Revolving Fund to the Building Authority Construction Funds**

## **5. Budget Adjustments**

- a. Airport
- b. General Fund
- c. Parks
- d. Fair
- e. Miscellaneous Funds

## **E. Claims – 11/1/08 – 11/30/08**

## **13. STANDING COMMITTEES**

### **A. County Affairs – Commissioner Dave Lutchka**

#### **1. December 2008 Appointments**

##### **a. Airport – one public member, term to 12/2010**

Commissioner Lutchka stated that the committee recommended Steve Wellman. No other nominations from the floor. *Steve Wellman appointed.*

##### **b. Board of Public Works – one public member, term to 12/2011**

Commissioner Lutchka stated that the committee recommended Kenneth Elenbaas. No other nominations from the floor. *Kenneth Elenbaas appointed.*

##### **c. County Building Authority – County Treasurer position**

Commissioner Lutchka stated that the committee recommended Karen Coffman. No other nominations from the floor. *Karen Coffman appointed.*

##### **d. Department on Aging Advisory Council – 8 public members, terms to 12/2010**

Commissioner Lutchka stated that the committee recommended Edith Forth, Barbara McClure, Howard Griffis, Nancy Seydell, Michael Butchart, Jill Clouser, Diane Derby, and Tina Gross. *Edith Forth, Barbara McClure, Howard Griffis, Nancy Seydell, Michael Butchart, Jill Clouser, Diane Derby, and Tina Gross appointed.*

##### **e. District Library – one public member, term to 12/2012**

Commissioner Lutchka stated that the committee recommended Jim Best. Cmr. Kruse nominated Robert Sutherby. Cmr. Way abstained from voting. Roll Call: (7) Best. Cmr. Lutchka, Poleski, Videto, Smith, Elwell, Herl and Shotwell. (3) Sutherby. Cmr. Kruse, Duckham, and Brown. *Jim Best appointed.*

**f. Fair – one public member, term to 12/2011**

Commissioner Lutchka stated that the committee recommended Harold Spink. *Comr. Kruse nominated Janet Rochefort.* Roll Call: (8) Spink. Cmr. Lutchka, Poleski, Videto, Smith, Way, Elwell, Herl and Shotwell. (3) Rochefort. Cmr. Kruse, Duckham, and Brown. *Harold Spink appointed.*

**g. Hospital Finance Authority – 3 public members, terms to 12/2009 and Administrator/Controller member, term to 12/2009**

Commissioner Lutchka stated that the committee recommended Karen Coffman, Tony Samon, and Terry Langston. No other nominations from the floor. *Karen Coffman, Tony Samon, and Terry Langston appointed.*

Commissioner Lutchka stated that the committee recommended Randy Treacher. No other nominations from the floor. *Randy Treacher appointed.*

**h. Land Bank Authority – County Treasurer position**

Commissioner Lutchka stated that the committee recommended Karen Coffman. No other nominations from the floor. *Karen Coffman appointed.*

**i. Mid South Substance Abuse Commission – one public member, term to 12/2010**

Commissioner Lutchka stated that the committee recommended Pam DeVaney-Bozinoff. No other nominations from the floor. *Pam DeVaney-Bozinoff appointed.*

**j. Parks – one public member, term to 12/2011**

Commissioner Lutchka stated that the committee recommended Judy Reynolds. Cmr. Way nominated Bob DuBois. Roll Call: (7) DuBois. Cmr. Lutchka, Kruse, Videto, Brown, Way, Herl and Shotwell. (4) Reynolds. Cmr. Duckham, Poleski, Smith, and Elwell. *Bob DuBois appointed.*

**k. Region 2 Planning Commission – 4 public members, terms to 12/2011**

Commissioner Lutchka stated that the committee recommended Teresa Abbey, Melissa Bailey, Elwin Johnson, and Robert Cole. No other nominations from the floor. *Teresa Abbey, Melissa Bailey, Elwin Johnson, and Robert Cole appointed.*

**l. Road Commission – one public member, term to 12/2014**

Commissioner Lutchka stated that the committee recommended Tony Philipps. Cmr. Kruse nominated Arme Thompson. Roll Call: (10) Philipps. Cmr. Lutchka, Duckham, Poleski, Videto, Brown, Smith, Way, Elwell, Herl, and Shotwell. (1) Thompson. Cmr. Kruse. *Tony Philipps appointed.*



**B. County Agencies – Commissioner Gail W. Mahoney**

None.

**C. Human Services – Commissioner Mike Way**

None.

**D. Personnel and Finance – Commissioner James Videto**

None.

**14. UNFINISHED BUSINESS**

None.

**15. NEW BUSINESS**

None.

**16. PUBLIC COMMENTS:**

Tony Philipps thanked the Board appointing him to the Road Commission.

**17. COMMISSIONER COMMENTS:**

Comr. Videto thanked Janet Rochefort for her commitment, dedication, and love of how she did her job. He also thanked Mike Brown for serving on the Commission.

Comr. Smith thanked the Road Commission for the representation on the parade. She thanked the Parks and Brian from the Coffee Company for the decorating.

Comr. Lutchka thanked Janet Rochefort for her service.

**18. CLOSED SESSION:**

None

**19. ADJOURNMENT:**

Chairman Shotwell adjourned the December 16, 2008 meeting of the Jackson County Board of Commissioners at 5:37 p.m.

James E. Shotwell – Chairman, Jackson County Board of Commissioners

Amanda L. Riska – County Clerk

Respectfully submitted by Carrienne VanDusseldorp – Chief Deputy County Clerk

**MINUTES**  
**JACKSON COUNTY BOARD OF COMMISSIONERS**  
**Organizational Meeting**  
**January 2, 2009**  
**Commission Chambers**  
**9:00 a.m.**

**1. CALL TO ORDER**

County Clerk Amanda L. Riska called the January 2, 2009, Organizational Meeting of the Jackson County Board of Commissioners to order at 9:00 a.m.

**2. INVOCATION - Commissioner Cliff Herl**

**3. PLEDGE OF ALLEGIANCE**

**4. ROLL CALL - County Clerk Amanda L. Riska**

(12) Present. Commissioners Herl, Lutchka, Kruse, Duckham, Poleski, Videto, Shotwell, Mahoney, Williams, Smith, Way, and Elwell.

**5. APPROVAL OF AGENDA**

*Moved by Videto, supported by Poleski, to Approve the Agenda as Published.* Motion carried.

**6. PUBLIC COMMENT**

None.

**7. ADMINISTRATION OF OATH OF OFFICE**

County Clerk Amanda Riska administered the oath of office to all commissioners.

**8. ADOPT RESOLUTION (01-09.2) TO ELECT THE CHAIRPERSON FOR A ONE-YEAR TERM (otherwise the Chairperson will serve a two-year term)**

*Moved by Shotwell, supported by Lutchka to Adopt Resolution (01-09.2) to Elect the Chairperson for a One-Year Term.* Roll call: (12) Yeas. Motion carried unanimously.

**9. ELECTION OF CHAIRPERSON**

*Moved by Herl, supported by Lutchka to nominate Cmr. James Shotwell for Chairperson.* No other nominations from the floor. Roll Call: (12) Yeas. Motion carried unanimously.

## 10. ELECTION OF VICE CHAIRPERSON

*Moved by Elwell, supported by Mahoney to Nominate Cmr. Earl Poleski for Vice Chairperson.* No other nominations from the floor. Roll call: (12) Yeas. Motion carried unanimously.

## 11. APPROVE BOARD RULES

*Moved by Mahoney, supported by Herl to Approve Board Rules.* Roll call: (12) Yeas. Motion carried unanimously.

## 12. DESIGNATION OF STANDING COMMITTEE APOINTMENTS

*Moved by Mahoney, supported by Duckham to Concur with the Chair's recommendations for Standing Committee Appointments.* Voice vote: (12) Yeas. Motion carried unanimously.

### County Affairs

David Lutchka – Chairperson  
Cliff Herl – Vice Chairperson  
David Elwell  
Phil Duckham  
Pat Smith

### County Agencies

Gail W. Mahoney – Chairperson  
Phil Duckham – Vice Chairperson  
Jon Williams  
Jim Videto  
Jeff Kruse

### Human Services

Mike Way – Chairperson  
Jon Williams – Vice Chairperson  
Cliff Herl  
Pat Smith  
Jeff Kruse

### Personnel & Finance

James Videto – Chairperson  
David Elwell – Vice Chairperson  
Mike Way  
Gail W. Mahoney  
David Lutchka

## 13. COMMISSIONER APPOINTMENTS TO OTHER BOARDS/COMMITTEES

**A. Airport Board - Term expires 1/2011:** David Lutchka nominated. No other nominations from the floor. David Lutchka declared appointed.

**B. Board of Public Works – 2 seats – Each term expires 1/2012:** Steve Shotwell and Cliff Herl nominated. No other nominations from the floor. Steve Shotwell and Cliff Herl declared appointed.

**C. Fair Board – Term expires 1/2012:** David Lutchka nominated. No other nominations from the floor. David Lutchka declared appointed.

**D. FEMA – Term indefinite:** Jeff Kruse nominated. No other nominations from the floor. Jeff Kruse declared appointed.

**E. Hospital Finance Authority – Term 1/2010:** Earl Poleski nominated Gail W. Mahoney. No other nominations from the floor. Gail W. Mahoney declared appointed.

**F. Judges Meetings – Term expires 1/2010:** Earl Poleski nominated Gail W. Mahoney. No other nominations from the floor. Gail W. Mahoney declared appointed.

**G. Land Bank Authority – Term expires 10/2011:** Jeff Kruse nominated. No other nominations from the floor. Jeff Kruse declared appointed.

**H. Mid-South Substance Abuse Commission – Term expires 1/2011:** Earl Poleski nominated. No other nominations from the floor. Earl Poleski declared appointed.

**I. Parks – Term expires 1/2012:** James Videto nominated. No other nominations from the floor. James Videto declared appointed.

**J. Policy Committee – Term expires 1/2012:** David Elwell nominated. No other nominations from the floor. David Elwell declared appointed.

**K. Region 2 Planning Commission – 2 positions – Each term expires 1/2012:** Phil Duckham and Pat Smith nominated. No other nominations from the floor. Phil Duckham and Pat Smith declared appointed.

**L. South Central Michigan Works! – 3 positions – Each term expires 1/2010:** Cliff Herl, Pat Smith, and Jim Videto nominated. No other nominations from the floor. Cliff Herl, Pat Smith, and Jim Videto declared appointed. **Alternate Member – Term expires 1/2010:** Gail W. Mahoney nominated Jeff Kruse. No other nominations from the floor. Jeff Kruse declared appointed as an alternate.

**M. Supervisor's Liaison (chair appointment) – Term expires 1/2010:** Jon Williams recommended. *Moved by Mahoney, supported by Poleski to Concur with the Chair's Recommendation of Jon Williams.* Motion carried. Jon Williams declared appointed.

**N. Traffic Safety Commission – Term expires 1/2011:** Pat Smith nominated. No other nominations from the floor. Pat Smith declared appointed.

#### **14. APPROVE MEETING SCHEDULES FOR 2009**

*Moved by Mahoney, supported by Way to Approve the Meeting Schedules for 2009.*  
Roll call: (12) Yeas. Motion carried unanimously.

#### **15. ADOPT RESOLUTION (01-09.1) TO WAIVE ADMINISTRATION FEE AND INTEREST FOR SENIOR CITIZENS**

*Moved by Elwell, supported by Videto to Adopt Resolution (01-09.1) to Waive Administration Fee and Interest for Senior Citizens.* Roll Call: (12) Yeas. Motion carried unanimously.

**16. APPOINT THE COUNTY ADMINISTRATOR/CONTROLLER AS THE FREEDOM OF INFORMATION OFFICER AS REQUIRED BY STATE STATUTE**

*Moved by Mahoney, supported by Lutchka to Appoint the County Administrator/Controller as the Freedom of Information Officer as Required by State Statute.* Voice vote: (12) Yeas. Motion carried unanimously.

**17. APPROVE LIST OF 2009 ATTORNEYS**

*Moved by Herl, supported by Lutchka to Approve the List of 2009 Attorneys.* Voice vote: (12) Yeas. Motion carried unanimously.

**18. PUBLIC COMMENT**

None.

**19. ADJOURN:**

Chairman Shotwell adjourned the January 2, 2009, Organizational Meeting of the Jackson County Board of Commissioners at 9:17 a.m.

James E. Shotwell – Chairman, Jackson County Board of Commissioners

Respectfully submitted by Amanda L. Riska – County Clerk

Consent Agenda

Motions

January 20, 2009

***Roll Call***

1. Motion: Approve the Livestock Loss Claim

# RECEIVED

DEC 09 2008

## LIVESTOCK LOSS

Complainant Anthony DeBiasi Township Waterloo Zip Code 49259 UNTY  
 Address 11530 Territorial Rd City Munith Phone 734-629-7020 ADMINISTRATOR'S OFFICE

Owner of Animal unknown Address  City   
 Township  Zip Code  Phone

Breed Airdale Terrier Color BroW/Blk Age Adul Sex M  
 Collar John Deere Nylon & F License  Rabies Tag  Expiration Date   
 Breed Border Collie Color Blk w/ Wht Age Adul Sex M  
 Collar Blue nylon & Flea License  Rabies Tag  Expiration Date

Report Date 11/27/2008 Date of Loss 11/27/2008 # Loss 14 # Injured 1

Qty	Type	Wt	Sex	Value
2	unk	3 lb	F	\$14.00
1	Bard Rock	3 lb	F	\$7.00
1	Bard Rock	5 lb	M	\$5.00
6	Americanas	3 lb	F	\$42.00
3	Austra Lorps	3 lb	F	\$21.00

Name of Insurance? none Township Supervisor Contacted?

Did you inform them to contact Township Supervisor yes Pay Claim X

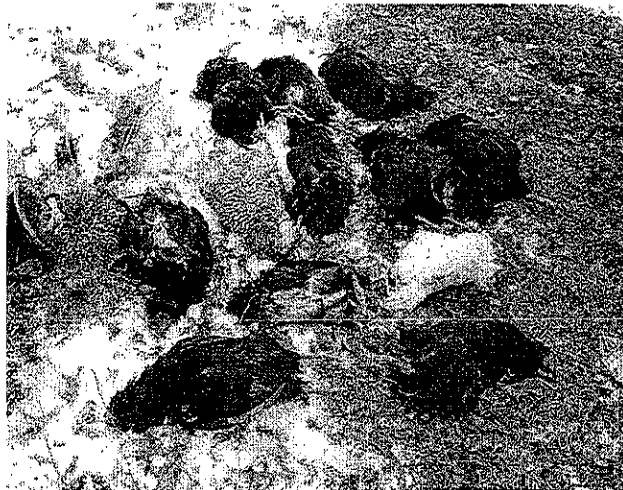
Denied Claim\*  Reason\*

### Report

ACD-0984-08 Waterloo PD CR# 1012-08

Reporting Officer arrived and Officer Walsh of Waterloo PD was already on scene. The 2 dogs were secure in the chicken coop. The 1st dog, an Airdale Terrier had chicken feathers all over his nose and mouth. A picture was taken and the dog was loaded. The 2nd dog was a Border Collie, A picture was taken of this dog and it was loaded. In all 14 chickens were killed. 13 hens and 1 rooster. 1 more Rooster was injured but not to the extent of euthanasia. The dogs were taken to Jackson County Animal Control and placed into bite quarantine.

Reporting Officer called Howards Feed Store and a price was quoted of \$7.00 for each hen and \$5.00 for the rooster totaling \$89.00





## WATERLOO POLICE DEPARTMENT

*"The World's Friendliest Police"*

P.O. Box 130  
Munith, Mi 49259  
(517)596-2300  
(517)596-2355 Fax

FAX# 517-780-4750DATE 12.9.08TO Officer ChapinFROM Ebner           RETURN MESSAGE OR PHONE ME           FOR YOUR INFORMATION☒            AS REQUESTED           OTHERTHIS FAX CONSISTS OF 2 PAGE(S) INCLUDING COVER SHEET

**Waterloo Twp. Police Department --(517) 596-2300**  
**P.O. Box 130 Munith, MI 49259**

Incident No: 08-001012

Status: Closed

Date Reported: 11/27/2008 Time Reported: 09:14 Occurred Between: 09:00 11/27/2008 and 11

Officer: Walsh, Dan

Classification: General Assistance -- (9910-8)

Local Use: TOWNSHIP RELATED

Location: 11530 TERRITORIAL RD

Section / Nbh:

Description: DOGS KILLED CHICKENS

Clerk: ELA

Complainant / Victim:

**DEBAISI, ANTHONY MARK**  
**11530 TERRITORIAL RD**  
**MUNITH, MI 49259**

DOB: 02/10/1979

Phone: (734) 629-7020 (Main)

Race: White Sex: Male Hair: Brown Eyes: Brown Ethnicity:

Original Narrative:

INFORMATION:

I was dispatched to the above location in reference dogs locked in chicken coop with dead chickens.

INTERVIEW ANTHONY DEBAISI:

Mr. Debaisi informed me he has at least 12 dead chickens and 2 stray dogs locked in his chicken coop. He has no idea who the dogs belong to. The dogs have collars, but no tags. Mr. Debaisi advised me he got all the remaining chickens still alive out. He stated he had about 30 chickens, but only got a few out.

TOT TO ANIMAL CONTROL:

Animal Control @ arrived. Took dogs and pictures. The complainant was informed of process.

STATUS:

Closed

TOT Animal Control

Signed:

Reviewed By:

Date Printed: 12/09/2008

County Affairs

Motions

January 20, 2009

1. Motion: Appoint one public official member to the Community Action Agency, term indefinite
  
2. Motion: Appoint one City Fire Chief or Representative to the Emergency Management Advisory Council, term to 4/2009

Commissioner Board Appointments – January 2009

<u>BOARD</u>	<u>NEW TERM EXPIRES</u>	<u>CURRENT MEMBER</u>	<u>APPLICANTS</u>	<u>COMMITTEE RECOMMENDED APPOINTMENTS</u>
<u>Community Action Agency</u> 1) Elected Official	indefinite	Janet Rochefort	Karen Coffman John Calhoun	John Calhoun
<u>Emergency Management Advisory Council</u> 1) City Fire Chief or Representative	4/09	Vacant	Doug Millican	Doug Millican

## COUNTY OF JACKSON

### REQUEST FOR BOARD OR COMMISSION APPOINTMENT

**Mail or personally deliver to:** *County of Jackson -- Administrator/Controller's Office -- 6<sup>th</sup> Floor*  
*120 West Michigan Avenue, Jackson, MI 49201*  
*(517) 788-4335 FAX (517) 780-4755*

The Jackson County Board of Commissioners appoints individuals to numerous Boards and Commissions.  
Persons who wish to serve should complete the following information.

**NAME:** Coffman Karen \_\_\_\_\_  
Last First, Middle Initial

**HOME ADDRESS:** 2157 Ganton Jackson 49203  
Street City Zip Code

**TELEPHONE:** 517-768-6728; 517-812-4697; 517-787-0842 kcoffman@co.jackson.mi.us  
Home, Work, Cell, or Business (Include Area Code) E-mail Address

**Name of Board(s) or Commission(s) to which Appointment is requested:**

1. Community Action Agency 2. \_\_\_\_\_ 3. \_\_\_\_\_

**Community Activities/Civic Organization/Boards/Commissions:**

Activity / Organization:	Length of Service	Position (s) Held:
<u>Jackson County Building Authority</u>	<u>3 years</u>	<u>Acting Secretary</u>
<u>Catholic Charities of Jackson Board</u>	<u>3 years</u>	<u>Board member</u>
<u>Hospital Finance Authority</u>	<u>1 year</u>	<u>Board member</u>

**Employment:**

<u>Jackson County Treasurers Office</u>	<u>Chief Deputy Treasurer</u>	<u>10-2005 to current</u>
Current Employer:	Position:	Dates of Employment:

**Education:**

Masters of Public Administration, Western Michigan University

**Please indicate why you are requesting appointment to this Board (s) /Commission (s):**

The Treasurers office will be partnering with CAA through the Jackson County Land Bank to provide affordable housing.

**Additional Information you feel may be helpful in considering your request for appointment:**

Karen Coffman 11/26/2008  
Signature: Date:

**RECEIVED**  
**COUNTY OF JACKSON**  
**REQUEST FOR BOARD OR COMMISSION APPOINTMENT**

Mail or personally deliver to: County of Jackson -- Administrator/Controller's Office -- 6<sup>th</sup> Floor  
120 West Michigan Avenue, Jackson, MI 49201  
(517) 788-4335 FAX (517) 780-4755

The Jackson County Board of Commissioners appoints individuals to numerous Boards and Commissions.  
Persons who wish to serve should complete the following information.

NAME: CALHOUN JOHN C.  
Last First Middle Initial  
HOME ADDRESS: 440 OAKWOOD AVE. CLARK LAKE 49234  
Street City Zip Code  
TELEPHONE: (517) 529 9894 592-2000 \*240 JCALHOUN@TWP.COLUMBIA.MI.US  
Home, Work, Cell, or Business (Include Area Code) E-mail Address

Name of Board(s) or Commission(s) to which Appointment is requested:

1. COMMUNITY ACTION AGENCY 2. \_\_\_\_\_ 3. \_\_\_\_\_

Community Activities/Civic Organization/Boards/Commissions:

Activity / Organization:	Length of Service	Position (s) Held:
<u>JACKSON COUNTY TREASURERS ASSOC.</u>	<u>CURRENT</u>	<u>PRESIDENT</u>
_____	_____	_____
_____	_____	_____

Employment:

Current Employer:	Position:	Dates of Employment:
<u>COLUMBIA TOWNSHIP</u>	<u>TREASURER</u>	<u>2006 - CURRENT</u>

Education:

BA HUMAN RESOURCES ABA FINANCE STATE RESERVE BOARD LEVEL II

Please indicate why you are requesting appointment to this Board (s) /Commission (s):

TO OFFER FINANCIAL GUIDANCE TO THOSE WHO ARE IN NEED & PROVIDE TRAINING FOR SELF SUFFICIENCY.

Additional Information you feel may be helpful in considering your request for appointment:

I AM IN ALL THREE COUNTIES ON A REGULAR BASIS AND HAVE BEEN AN AREA RESIDENT FOR 40 YEARS.

[Signature]  
Signature:

12-30-08  
Date:

## Retiree Health Insurance Analysis - Medicare Eligible

### Humana Group Medicare Private Fee For Service

	Option 1	Option 2
RX co-pay	\$5/\$5/\$5	\$10/\$20/\$40/25%
Office Visit co-pay	\$10 Physician/\$20 Specialist	\$5 Physician/\$15 Specialist
ER co-pay	\$0	50 co-payment
Urgent Care co-pay	\$0	\$15 co-payment
Maximum Out of Pocket	\$1,000	\$2,500
Hospitalization	100% coverage	\$175 co-pay, then 100%
Total Annualized (per person rate)	\$5,256	\$4,188

Current Plan Options	Trad w/deductibles	Trad w/deductibles
RX co-pay	\$3 or \$5	\$10/20 or \$10/20/40
Office Visit co-pay	10% after ded.	10% after ded.
ER co-pay	0	10% after ded.
Urgent Care co-pay	10-20% after ded.	10% after ded.
Mail order co-pay	1 times	1 times
Hospitalization	10-20% after ded.	10% after ded.
(Deductibles vary: \$100/200 with 80%/20% copay; \$50/\$100 with 90%/10% copay)		
Total Annualized (per member rate)	\$ 12,180.00	\$ 12,180.00

### Cost Comparison-Annualized (based on 168 subscribers, 250 medicare retirees)

Option 1	Annualized Cost	Differential
Humana	\$ 1,314,000.00	
Current Plan	\$ 2,046,240.00	\$ 732,240.00
<b>Option 2</b>		
Humana	\$ 1,047,000.00	
Current Plan	\$ 2,046,240.00	\$ 999,240.00

### Advantages of Humana PFFS over Current Plan

No deductibles, i.e., less out of pocket cost.  
 All preventive services, including routine physicals covered at 100%.  
 No customer billing.  
 Free membership to Jackson YMCA through the Silver Sneakers Program.  
 Consumer education offerings including Humana Active Outlook Program, HAO magazine, MyHumana, and nurse advice line.  
 Smart Summary RX - a detailed statement of the retirees personal prescription and medical benefits, mailed at least quarterly.  
 Case and disease management.  
 Rx formulary is the same as current, no restrictions.  
 Mail order generic drugs with no copay and free shipping.  
 Program available throughout all 50 states.  
 Accepted by 93 - 96% of physicians nationwide that currently accept Medicare.  
 One plan, one card.

# **DECEMBER 2008 PROGRESS REPORT OF AD HOC COMMITTEE TO REVIEW THE RESOURCES OF THE SHERIFF'S DEPARTMENT**

## **COMMITTEE FORMATION AND CHARGE:**

At the January 15, 2008 meeting of the Jackson County Board of Commissioners, this ad hoc committee was formed. The purpose of the Committee is to look at the possible consolidation of services under the Sheriff's Department and to look at all of the resources that department has at this time, as well as cutting costs.

This Committee issued its first interim report in August 2008. This is its second report.

## **REPORT ON PROGRESS:**

### Animal Control and Animal Shelter management:

The Committee is satisfied with the Sheriff's management of the Animal Control operation. Animal Control is a law enforcement function and the Sheriff has integrated the Animal Control Officers into his normal operation, including communications, equipment and training.

**The Committee recommends that the Sheriff be assigned Animal Control on a permanent basis.**

As to the Animal Shelter itself, the Committee's view that its function is better described as protecting public health than it is of law enforcement. In discussions with the Sheriff, there is agreement with this assessment. Public health in Jackson County falls under the responsibility of the Board of Commissioners through County Administration.

**The Committee therefore recommends that Animal Shelter management be assigned to County Administration, following a period of planning and coordination to transition management from the Sheriff.**

The Committee expresses its grateful appreciation to the Sheriff for his stewardship of the Animal Shelter during his management.

### Law Enforcement Facilities and co-location:

Following its first interim report, this Committee was charged to consider the potential co-location of the City Police and Sheriff headquarters. This Committee requested the Sheriff and City Police Chief to hold discussions to this end.

Those discussions have take place between Sheriff and City Police command staff. However, no concrete ideas on a co-location or how that co-location might result in savings have as yet resulted from those discussions.

The Committee remains committed to the concept of co-location of County and City law enforcement. The Committee also believes that benefit would result from close proximity to City Fire management.

**Therefore, the Committee requests that the County Commission and, thereafter, the City Council, act to authorize a consultant's analysis of the co-location concept,**



## **DECEMBER 2008 PROGRESS REPORT OF AD HOC COMMITTEE TO REVIEW THE RESOURCES OF THE SHERIFF'S DEPARTMENT**

**including the potential for co-location of City Fire management and the potential for cost savings of such co-location.**

The Committee believes that a report prepared in 2000 could be updated at reasonable cost to consider a co-location and the potential savings that could be generated.

**The Committee requests that the respective legislative bodies act to authorize a joint expenditure not to exceed \$20,000 to update that study.**

### 911 Privatization

This Committee was requested to consider the privatization of Jackson County's Central Dispatch process.

The Sheriff has conducted preliminary inquiries to this end. In the Sheriff's inquiries in those jurisdictions which have implemented or are considering various levels of privatization of emergency dispatch services, he has found that they are seen in Counties which do not have a centralized emergency dispatch. Instead, privatized services are seen to fill a void in an otherwise fragmented emergency dispatch process. The Sheriff is unaware of any private vendors providing emergency dispatching as to police and fire services.

The Committee believes that centralized emergency dispatching in Jackson County is an example to which other Counties aspire. To privatize Jackson County's emergency dispatching process would be to jeopardize the model currently in place. The only benefit to such privatization, in the Committee's view, would be the potentially reduced costs of dispatching; the Committee believes that all other aspects of dispatching are working well and should not be jeopardized.

The Sheriff was unable to locate a model of privatized central dispatching that is preferable to the current dispatching process in place in Jackson County.

**Therefore, this Committee reports that it is unable to recommend a 911 privatization process superior to that currently in place in Jackson County.**

Respectfully Submitted,

Ad Hoc Committee to Review Resources of the Sheriff's Department

**COUNTY OF JACKSON  
POLICY MANUAL**

**Policy No.  
3010**

**PERSONNEL**

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**VACANT POSITIONS**

Vacant positions, union and non-union, are posted for seven (7) calendar days in all County buildings.

Union/Association positions are filled pursuant to collective bargaining agreement provisions with regard to seniority and qualifications.

All County employees are eligible to apply for positions within the County and are encouraged to do so.

Reviewed: 11/5/08

# **COUNTY OF JACKSON POLICY MANUAL**

**Policy No.  
3015**

## **PERSONNEL**

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### **WORKPLACE DIVERSITY**

It is the policy of Jackson County to employ a work force that reflects the diversity of the citizens we serve. We recognize the benefits of diversity and its contribution to the workplace as we carry out our mission and promote the tenets of County Quality I...

We further recognize that differences add richness and talent to our employee teams and make us more creative and successful in serving our customers.

Reviewed 11/5/08

# COUNTY OF JACKSON POLICY MANUAL

Policy No.  
3020

## PERSONNEL

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### SMOKING IN PUBLIC PLACES

In compliance with Section I. Act No. 368 of the Public Acts of 1978 as amended, Part 126, Smoking in Public Places, the County of Jackson provides a smoke free work place for employees. Individuals shall not smoke in a public place or at a meeting of a public body, except in a designated smoking area. **Individuals shall not smoke in County vehicles.**

Some County facilities provide a designated smoking area with special consideration being given to individuals with a hypersensitivity to tobacco smoke.

No smoking signs are posted in all areas except those designated as smoking areas.

Revised: 1/20/09

# COUNTY OF JACKSON POLICY MANUAL

Policy No.  
3030

## PERSONNEL

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### JACKSON COUNTY DRUG FREE WORKPLACE POLICY STATEMENT

Jackson County realizes the importance of providing a safe and healthy work environment for all employees. The presence of illegal drugs in the work place creates a danger to all. In compliance with the Drug Free Workplace Act of 1988 (Public Law 100-690) as amended, the County of Jackson will not tolerate the illegal use of drugs.

All premises of Jackson County, including work sites and all County owned and operated vehicles, are to be drug free work places.

In furtherance of this realization and pursuant to Drug Free Workplace Act of 1988 (Public Law 100-690) as amended, Jackson County, including its Commissions, Boards and Authorities prohibits the unlawful manufacture, distribution, dispensation and possession or use of a controlled substance in the work place. Employees found to be in violation of this policy will be subject to appropriate disciplinary action, up to and including termination for the first offense, and/or other remedial measures as the individual circumstances warrant.

Employees convicted of violating a criminal drug statute must inform the Human Resources Department of such conviction (includes pleas of guilty and nolo contendere) within five (5) days of the conviction. Appropriate personnel action, up to and including termination of employment, will be taken against any employee convicted or sentenced or both.

Additionally, employees will receive information regarding the dangers of drug abuse in the workplace, and will be given a listing of available drug counseling and rehabilitation programs in Jackson County and surrounding areas, approved for such purposes by a Federal, State or Local health agency, law enforcement or other appropriate agency.

Upon hire, all employees are provided a copy of the Policy Statement, a listing of drug counseling and rehabilitation programs available in Jackson County, and printed literature regarding the dangers of drug use in the workplace.

As a condition of employment, employees must abide by the terms of this statement.

# COUNTY OF JACKSON POLICY MANUAL

Policy No.  
3040

## PERSONNEL

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### IMMIGRATION REFORM AND CONTROL

In compliance with the Immigration Reform and Control Act of 1986 and Title VII of the Civil Rights Act of 1964 as amended, and pursuant to the County of Jackson's commitment to employ only U.S. citizens or aliens authorized to work in the United States, upon hire all employees are required to complete and sign the verification form (I-9) designated by the Immigration and Naturalization Service to certify that they are eligible for employment and to provide copies of the documentation required for verification of U.S. citizenship or legal alien status.

A photocopy will be made and attached to the completed I-9 form of documentation (i.e., social security card, driver's license, birth certificate, passport, etc.) presented by new employees to verify their citizenship.

If so requested, the County of Jackson will provide officials of the Immigration and Naturalization Service or the Department of Labor with copies of completed I-9 Forms for inspection.

Reviewed: 11/05/08

# COUNTY OF JACKSON POLICY MANUAL

Policy No.  
3050

## PERSONNEL

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### **SEXUAL HARASSMENT POLICY**

The County of Jackson believes all employees should be able to work in an environment free of unwelcome sexual advances, communication of a sexual nature, requests for sexual favors, and all other unwelcome conduct of a sexual nature. Therefore, the County has established a policy and procedures by which allegations of sexual harassment may be filed and investigated.

This policy applies to all County elected officials and employees.

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to such conduct or communication is made either explicitly or implicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis or factor in employment decisions affecting such individual.
3. Such conduct or communication has the purpose or effect of unreasonably interfering with an individual's work performance, duty or assignment, or creating an intimidating, hostile, or offensive work environment.

#### Responsibility of Supervisor

All management and supervisory personnel will be responsible for the immediate reporting of any occurrence they may witness or that they are informed of. If possible, immediately after a complaint has been made, and while pending investigation, management/supervisory personnel should take the necessary steps to restrict or eliminate contact between the employee that made the complaint and the employee against whom the complaint is made.

#### Procedure

The following procedure must be utilized by County employees for the processing of complaints relating to sexual harassment. It is the intent of Jackson County to take action to prevent unwanted conduct from occurring and to handle all complaints in a fair, impartial, and prompt manner. All complaints will be investigated individually and confidentially as follows:

1. An employee who believes he/she has been subjected to sexual harassment or unwelcome conduct is to report the incident to their department head or the Human Resources Director. If the employee is not comfortable making the complaint to the department head or Human Resources Director he/she may report the complaint to the County Administrator/Controller. Alleged incidents should be reported verbally first. Employees wishing to pursue the matter will be required to put the complaint in writing. Written information may be disclosed to the alleged abuser to allow them an opportunity to defend themselves.
2. A meeting will be held between the person making the complaint and the Human Resources Director, or designate, as soon as possible, but no later than three (3) days after the date the complaint is made. Following this meeting, the accused employee will have full opportunity to respond to the allegations. The investigation may also include if necessary, interviews with other witnesses to the alleged occurrences.
3. Once the investigation is complete, if it is determined that sexual harassment or unwelcome conduct occurred, immediate disciplinary action up to and including discharge will be taken to resolve the situation and to prevent future incidents.

Employees or officials accused of sexual harassment under this policy are strictly prohibited from taking retaliatory action against the employee seeking redress under this policy.



# COUNTY OF JACKSON POLICY MANUAL

Policy No.  
3060

## PERSONNEL

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### RIGHT TO KNOW

In compliance with Michigan Public Act 80 of 1986 as amended, Right to Know, the County of Jackson shall maintain a complete inventory of all chemicals in the work place including the name and address of the manufacturer.

The location of the notebook(s) containing a chemical inventory and a copy of the Material Safety Data Sheet (MSDS) for each chemical shall be posted in each work place. Employees are to refer to the MSDS and follow all safety precautions listed (i.e., rubber gloves, protective eyewear, dust masks, etc.).

Detailed information regarding the County's Right to Know Procedures will be provided to all employees upon hire.

Reviewed: 11-5-08

# COUNTY OF JACKSON POLICY MANUAL

**PERSONNEL**

**Policy No.  
3080**

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## **PERFORMANCE INCENTIVE PAYMENT NON-UNION EMPLOYEES**

**PERFORMANCE INCENTIVE PAYMENT.** A Performance Incentive Payment, based upon the written evaluation and percentages as established and approved by the Board of Commissioners, will be paid to employees the last pay period of the month of their anniversary date or promotion date as a lump sum payment. The percentage is applied to the employee's gross wages from anniversary/promotion date to anniversary/promotion date.

**ELIGIBILITY.** To be eligible for a Performance Incentive Payment employees must be on the payroll for a full year. Employees hired after 1/01/99 will receive a performance incentive payment consistent with the results of their evaluation once they have reached the five-year step of the salary schedule.

**Employees hired on or after July 8, 2003 will not be eligible to receive a Performance Incentive Payment.**

**RETIREEES.** Employees who are eligible to retire from Jackson County and are not on the payroll on their anniversary/promotion date will be paid a prorated performance incentive payment based upon the performance evaluation and gross earnings from their anniversary/promotion date to retirement date. Payment will be issued at the time of retirement.

Revised: 9/3/2003  
Reviewed: 11/5/08

# COUNTY OF JACKSON

## POLICY MANUAL

Policy No.  
3090

### PERSONNEL

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#### RESERVISTS CALLED TO ACTIVE DUTY

##### Wages

Employees who are reservists and are called to active duty may use paid time off, vacation or personal time to supplement their military pay. Upon exhaustion of the employee's paid time off, vacation or personal time, the County will pay a wage supplement for a period of three (3) months. The employee, prior to any supplemental wage payment, must provide military orders documenting service commitment and earnings while on active duty to the County. Military pay and wage supplement either from an employee's paid time off, vacation or personal time or County supplement, shall at no time exceed the employee's regular rate of pay.

Any salary increases pursuant to a collective bargaining agreement or Board of Commissioner action for similarly situated employees who remain employed will be applied to reservists called to active duty in receipt of wage supplement either from paid time off, vacation or personal time or as provided by the County and upon their return to work.

##### Insurance

Medical insurance benefits will be continued while on active duty as long as the employee is supplementing his/her military pay with paid time off, vacation or personal time. Once an employee has exhausted his/her paid time off, or in the event the employee elected not to utilize paid time off, vacation or personal time off, medical insurance benefits will be continued for a period of three (3) months after which time the employee, current spouse and any dependent children currently covered by medical insurance benefits will be provided with the option of continuation coverage under COBRA. COBRA coverage will not be discontinued for employees or family members covered under the military's insurance plan.

Upon providing notice to the employer of call to duty, COBRA information will be promptly forwarded to the employee, spouse and any dependents currently covered by medical insurance benefits. To be eligible for this provision, activated military reserve employees must, at the time of activation, be eligible for coverage under the County's medical insurance plan and must have been actually participating in the medical insurance plan at the date of their activation.

### Seniority

Employees called to active duty will continue to accrue seniority. Paid time off or annual and personal leave will continue to accrue for a period of up to six (6) months.

If the employee is off for a period of time extending past the date personal leave is credited, unused prior credited personal leave is to be used within six (6) months upon return to work by the employee.

If the employee has in excess of the number of hours allowed under the carryover provisions reflected under Paid Time Off, excess hours will be paid off on the employee's anniversary date. Use of paid time off by employees on active duty is at the discretion of the Department Head.

Employees on active duty may not utilize banked sick leave.

### Retirement

Employees called to active duty will continue to accrue service credit in the Retirement System. However, no service credit will accrue in the Jackson County System if service credit for active duty will be used for computation of a military pension.

### Return to Work

Employees, other than casual or temporary employees, who apply for re-employment after satisfactorily completing active duty, will be given the position previously held or a job of like seniority, status and pay.

Reservists called to active duty under the President's Order for a period of ninety (90) days or less must apply for re-employment within thirty (30) days of release from active duty. In all other instances, application must be made within ninety (90) days of release from active duty.

Effective: 10-1-01  
Reviewed: 11-5-08

# COUNTY OF JACKSON POLICY MANUAL

Policy No.  
3110

## PERSONNEL

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### JACKSON COUNTY EMPLOYEES' RETIREMENT SYSTEM

MEMBERSHIP. As a condition of employment, all full- and part-time employees shall become members of the Jackson County Employees' Retirement System or **MERS.**

CONTRIBUTION RATES. Employee contribution rates shall be as established by the Board of Commissioners or as collectively bargained with union/associations. Employer contribution rates shall be as actuarially determined **for JCERS.**

Revised: 1/20/09

# **COUNTY OF JACKSON POLICY MANUAL**

**Policy No.  
3140**

## **PERSONNEL**

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### **DEFERRED COMPENSATION**

Per Section 457 of the ~~1954~~ Internal Revenue Service Code **of 1986**, as amended, the County of Jackson provides employees the opportunity to participate in a Deferred Compensation Plans.

Revised: 1/20/09

**COUNTY OF JACKSON  
POLICY MANUAL**

**Policy No.  
3150**

**PERSONNEL**

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**APPEAL/GRIEVANCE POLICY**

NON-UNION EMPLOYEES. An appeal procedure has been established to serve as a means to settle disputes that may arise between non union employees and the employer with regard to disciplinary action, wages, hours and other conditions of employment.

UNION/ASSOCIATION EMPLOYEES. Grievance procedures as collectively bargained shall serve as a means to settle disputes that may arise between bargained for employees and the employer with regard to disciplinary action, wages, hours and other conditions of employment.

## **APPEAL PROCEDURE NON-UNION EMPLOYEES**

This appeal procedure is to serve as a means to settle disputes that may arise between non-bargaining unit employees and the employer with regard to specific matters contained in the personnel handbook. All new hires, or employees that voluntarily transfer to or are promoted to another position, shall not be allowed to utilize this appeal procedure until they have completed six months in their new position.

### **STEP 1.**

Oral Presentation of Appeal to Immediate Supervisor. An employee shall orally present their appeal to their immediate supervisor within five (5) working days from the knowledge of its occurrence or when the employee should have reasonably become aware of its occurrence.

Written Presentation to Department/Division Head. If the appeal is not settled orally, the employee shall submit the appeal in writing to the Department/Division Head within five (5) working days from the date of receipt of the Supervisor's response to the oral appeal.

Written Response to Appeal by Department/Division Head. The Department/Division Head shall respond to the appeal in writing within five (5) working days following the date of presentation of the written appeal. The decision of the Department/Division Head shall not act as precedent or bind the employer.

### **STEP II**

Written Request for Review of Appeal to Director of Human Resources/Court Administrator. If the appeal is not settled at Step 1, the employee may submit a written request for review to the appeal to the Director of Human Resources or, for Court employees, to the appropriate Court Administrator, within five (5) working days from the date of receipt of the Department Head's written response.

Hearing by Director of Human Resources/Court Administrator. The Director of Human Resources or, for Court Employees, the appropriate Court Administrator shall respond to the appeal by conducting a hearing with the employee and the employee's immediate Supervisor and/or Department/Division Head within ten (10) working days following the date of presentation of the written appeal. A written response shall be made by the Director of Human Resources or appropriate Court Administrator to the employee within five (5) working days from the date of the hearing.



### STEP III

Written Request for Review of Appeal to Ad Hoc Labor Relations Committee. If the appeal is not settled at Step II, the employee may submit a written request for review of the appeal to an Ad Hoc Labor Relations Committee within ten (10) days from the date of receipt of the Director of Human Resources/Court Administrator's written response. The Ad Hoc Labor Relations Committee shall consist of: The County Administrator/Controller, Director of Human Resources, Department/Division Head, and if the employee is from Probate, District or Circuit Court, the Chief Judge.

Meeting to Discuss Pending Appeal. At least two (2) representatives of the Ad Hoc Labor Relations Committee, the Director of Human Resources/Court Administrator and the employee shall meet at a mutually agreeable time to discuss the pending appeal within ten (10) working days of receipt of the written request by the Ad Hoc Labor Relations Committee.

Ad Hoc Labor Relations Committee's Decision. The decision of the Ad Hoc Labor Relations Committee shall be given to the employee in writing within ten (10) days from the date of the hearing and shall be final and binding on all parties.

# **COUNTY OF JACKSON POLICY MANUAL**

**Policy No.  
3160**

## **PERSONNEL**

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### **EMPLOYEE RIGHT-TO-KNOW**

An employee's personnel file of record shall be maintained in the County's Human Resources Department. Pursuant to the Bullard-Plawecki Employee Right-to-Know Act 397 of 1978, employees may review their personnel file during working hours and may obtain copies of information contained in the file. A fee, limited to the actual cost of duplicating the record, may be charged for providing copies.

Personnel records kept by the County shall contain information used to determine an employee's qualifications for employment, promotions, transfers, compensation and disciplinary information.

Reviewed: 11/05/08

**COUNTY OF JACKSON  
POLICY MANUAL**

**Policy No.  
3170**

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**PERSONNEL**

**EXIT INTERVIEW**

An exit interview shall be conducted upon termination of employment for any reason.

Reviewed: 11/05/08

# COUNTY OF JACKSON POLICY MANUAL

## PERSONNEL

Policy No.  
3180

### **Employees or Job Applicants That Do Not Meet Minimum Requirements in Job Description**

Individuals not meeting the minimum requirements as outlined in the job description who are currently County employees and/or outside applicants may be placed into a position under the following conditions.

1. An employment letter will be drafted outlining the criteria and time frame for meeting the minimum requirements and consequences if the requirement(s) are not met;
2. The employee is evaluated quarterly or semi-annually by the Elected Official/Department Head and Human Resources to determine the employee's progress based on the time frame necessary to achieve the requirements;
3. The employee is placed at the hire rate on the wage schedule; current County employees promoted under this policy not to experience a cut in pay;
4. If the employee fails to meet the minimum requirements within the specified time period their employment status with Jackson County will be terminated.

Authorization to hire under the above conditions to be made by the ~~Human Resources Director and~~ County Administrator/Controller.

**COUNTY OF JACKSON  
POLICY MANUAL**

**PERSONNEL**

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**Policy No.  
3190**

**JOB DESCRIPTIONS**

All new or rewritten job descriptions shall be written with assistance from the Human Resources Department.

**No written job descriptions are written for elected officials.**

Revised: 1/20/09

**COUNTY OF JACKSON  
POLICY MANUAL**

**Policy No.  
3200**

**PERSONNEL**

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**WAGES, HOURS AND WORKING CONDITIONS  
NON-UNION EMPLOYEES**

WAGES AND FRINGES. Regular full- and part-time non-union employees shall receive wages and fringe benefits pursuant to action of the Jackson County Board of Commissioners.

Compensation (**wages and fringes**) of elected officials including Commissioners, Sheriff, Prosecutor, Treasurer, Clerk, Drain Commissioner and Register of Deeds shall be as established by the Board of Commissioners pursuant to statute.

Compensation of Circuit, District and Probate Judges shall be as recommended by the State Court Administrator's Office.

Provisions including, but not limited to, paid time off and funeral leave, jury duty and court leave, holidays, leave of absence, shall be as established by Board action or Personnel Procedures and shall apply to all regular full- and part-time non-union employees.

~~Upon retirement or resignation of employment non-union employees may receive payment for accumulated sick leave at their current rate of pay up to a maximum of fifty percent (50%) of 960 hours.~~

Revised: 1/20/09

# **COUNTY OF JACKSON POLICY MANUAL**

**Policy No.  
3205**

## **PERSONNEL**

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### **WAGES: NON-UNION NEW HIRES**

Non-union new hires will be placed at the starting rate of the appropriate Grade Level of the non-union wage schedule. Placement of a new hire at other than the start rate will require approval by the County Administrator/Controller and will be determined based on the following criteria.

1. Work experience
2. Education/specialized training
3. Job market

Notice of individuals hired above the start rate, including rationale, will be provided to the Board of Commissioners for information. Monies must be available in the wage and fringe line items of the departmental budget.

Requests not authorized by the Administrator/Controller may be appealed to the appropriate Standing Committee and shall require a recommendation by the Personnel and Finance Committee to the Board of Commissioners for consideration.

# COUNTY OF JACKSON POLICY MANUAL

Policy No.  
3210

## PERSONNEL

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### COMPENSATORY TIME POLICY For NON-UNION NON-EXEMPT EMPLOYEES

Non-union employees who are not exempt from the Fair Labor Standards Act may accrue a maximum of eighty (80) compensatory hours in lieu of overtime for hours worked in excess of forty (40) hours per week or eight (8) hours per day. The compensatory time is to be given at the rate of time and one-half (1 ½) and is to be used within a six (6) month period.

Employees are to receive prior authorization from their department head or his/her designee prior to accruing and/or utilizing compensatory time.

It is the responsibility of the department head to ensure employees utilize their compensatory time.

Departments are encouraged to continue the use of flex-time. **Flex-time involves flexible scheduling by changing work hours to accommodate individual needs. For example, this may be done by coming in early, shortening a lunch period, or leaving early. Employees are still required to work their regular total hours each pay period. Flex-time must occur within the same pay period and must have prior authorization by the employee's department head/supervisor.**

Adopted by Board of Commissioners: 9/22/92  
Revised: 6/19/01  
Revised: 1/20/09



# COUNTY OF JACKSON POLICY MANUAL

Policy No.

PERSONNEL  
3230

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## HEALTH INSURANCE WAIVER – RETIREES

Jackson County retirees and beneficiaries who are eligible for health insurance coverage provided by the County of Jackson may waive their health insurance coverage and elect a cash payment each month, **as approved by the Board of Commissioners.** ~~The amount of payment is based upon a percentage of the monthly premium cost to the County of Jackson for the provision of health insurance.~~

Adopted: 03/09/93  
Revised: 1/20/09

# **COUNTY OF JACKSON POLICY MANUAL**

**Policy No.  
3235**

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## **PERSONNEL**

### **HEALTH INSURANCE WAIVER**

Employees who are eligible for Cafeteria Plan benefits provided by the County of Jackson may waive their health insurance coverage pursuant to Personnel Procedures regarding Health Insurance Waivers. Employees may purchase alternative cafeteria plan benefits and/or receive a cash payment as established by the Board of Commissioners or as collectively bargained.

Reviewed: 12/3/08

# COUNTY OF JACKSON POLICY MANUAL

Policy No.  
3240

## PERSONNEL

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### EMPLOYEE RESIGNATIONS/RETIREMENTS

Employees resigning or retiring from the County of Jackson shall submit a written statement indicating the effective date of resignation or retirement. The appropriate Elected Official or Department Head shall be authorized to accept the offer of resignation or retirement on behalf of Jackson County. **The resignation/retirement document must be forwarded to Human Resources.**

Adopted: 04/13/93  
Revised: 1/20/09

**COUNTY OF JACKSON  
POLICY MANUAL**

**Policy No.  
3270**

**PERSONNEL**

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**LEAVE TIME SUBSIDY**

Employees experiencing long-term illness or injury may receive leave time subsidies from other County employees pursuant to established procedures. Leave time subsidy will also be extended to those individuals meeting the legal parameters of the Family & Medical Leave Act.

Application for leave time subsidy remains at the discretion of the employee's department head with concurrence of the Human Resources Director to ensure that the request falls within the parameters of the Policy.

Reviewed: 11/5/08

## **LEAVE TIME SUBSIDY**

### **PROCEDURES**

1. Leave time subsidy must be requested, in writing, by the elected Official or Department Head to whom the ill or injured employee reports. Request forms shall be submitted to the County Administrator/Controller for approval.
2. Leave time subsidies shall be requested only after an employee has exhausted all his or her available sick, personal and annual leave/paid time off.
3. Once an employee has exhausted all of his or her available time he or she shall be considered to be on unpaid medical leave of absence pursuant to applicable collective bargaining agreements and Board policy. All terms and conditions of unpaid leaves shall apply including continuation of insurance benefits for a maximum of three (3) months.
4. An individual utilizing leave time subsidy shall receive the donated time at his or her current rate of pay for a maximum of two hundred (200) hours. After utilization of 200 hours an extension to the request shall be evaluated by the County Administrator/Controller.
5. County employees may donate up to a maximum of forty (40) hours of personal, annual paid time off, or sick leave to any one individual.
6. Donated time will be documented in writing on an authorization form to be maintained in the employee's personnel file. Upon receipt by the Human Resources Department of the authorization to donate time, the hours will immediately be deducted from the appropriate category and banked for the named employee. Donated time will not be returned nor may the authorization be revoked.

**COUNTY OF JACKSON  
POLICY MANUAL**

**Policy No.  
3300**

**PERSONNEL**

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**MANAGEMENT DEVELOPMENT PROGRAM POLICY**

Tuition will be reimbursed to employees for classes and/or training that will enhance knowledge or skills for their position or to assist in meeting qualifications of other Jackson County government positions.

Requests are to be submitted to the Human Resources Director on a standardized form. The Management Development Team will determine approval. Reimbursement will be authorized as follows:

1. Tuition will be reimbursed for a maximum of \$1,000 per semester with a \$2,000 annual cap.
2. Applicants must have been full- or part-time employees of Jackson County for a minimum of one year prior to date of application.
3. The County will not reimburse books, supplies, transportation and other costs related to attending classes.
4. Employees will be required to continue employment with Jackson County for three (3) years following completion of and reimbursement for coursework/training. In the event the employee does not continue employment for the prescribed period, they will be required to reimburse Jackson County on a prorated basis for management development program monies received.
5. Reimbursement will only be issued following the successful completion of the approved coursework/training and attainment of a grade of "B" or better. Where prescribed by collective bargaining agreement, employees receiving a grade of "C" will be reimbursed at fifty percent (50%).
6. Employees shall attend classes outside of normal work hours. Employees attending classes during work hours must have prior approval of their department head and must utilize paid time off, flex time, personal or vacation time.
7. Management Development Program monies will not be allocated for employees required by their department head to attend coursework, training, or seminars specific to their position and department.
8. Evidence of course completion will be maintained, along with tuition application information, in the employee's personnel file of record.
9. The Management Development Program will be implemented in compliance with the Internal Revenue Service Code Section 127 Education Assistance Programs as amended. Tuition reimbursement for graduate level education will be reflected on the employee's W-2 and will be subject to tax withholding.

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10. Completion of coursework shall, in no way, entitle an employee to automatic advancement on the salary schedule either to a higher classification or step by reason of such additional training.
  11. Nothing in this policy commits reimbursement beyond approved classes and/or training. All requests will be evaluated on a case by case basis.

Reviewed: 11/5/08