

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



BOARD OF COMMISSIONERS

**Clifford E. Herl, District 1
David F. Lutchka, District 2
Carl Rice, Jr., District 3
Philip S. Duckham III, District 4
Julie Alexander, District 5
James C. Videto, District 6
James E. Shotwell, Jr., District 7
Gail W. Mahoney, District 8
Jonathan T. Williams, District 9
Kenneth W. Price, District 10
Michael J. Way, District 11
David K. Elwell, District 12**

ELECTED OFFICIALS

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

COUNTY STAFF

**Michael Overton, Administrator/Controller
Adam Brown, Deputy Administrator
Charles Adkins, Circuit Court Administrator
Tammy Bates, District Court Administrator
Andy Crisenbery, Friend of the Court
James Latham, Director of Finance
Connie Frey, IT Director
Brandon Ransom, Parks Director
Patrick Grubba, Youth Center Director
Ruth Scott, Equalization Director
Crystal Dixon, Human Resources Director
Dr. John Maino, Medical Director
Kent Maurer, Airport Manager
Ric Scheele, Director-Fleet & Facilities Opns.
Matt Shane, MSU Ext.-District Coordinator
Marce Wandell, Department on Aging Director
Dave Welihan, Veterans Affairs Officer
Ted Westmeier, Health Officer**

County Commission Agenda December 11, 2012

Order of Business:

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Approval of Agenda
6. Awards and Recognitions
7. Communications and Petitions
8. Special Orders/Public Hearing(s)
9. Public Comment
10. Special Meetings of Standing Committees
11. Minutes
12. Consent Agenda
13. Standing Committees
 - A. Policy
 - B. County Affairs & 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: Policy, County Affairs & 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
December 11, 2012
5:00 p.m. (Earlier Time)**
County Commission Chambers– 5th Floor, Tower Building

***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** – *by Chairman Steve Shotwell*
 2. **INVOCATION** – *by Cliff Herl*
 3. **PLEDGE OF ALLEGIANCE** – *by Jackson Area Career Center JROTC*
 4. **ROLL CALL** – *County Clerk Amanda Riska*
 5. **APPROVAL OF AGENDA**
 6. **AWARDS & RECOGNITIONS**
 - A. **Holiday Music Presentation by the Jackson Chorale Chamber Choir**
 - B. **Resolution (12-12.43) Honoring Outgoing Commissioner Clifford Herl**
Resolution (12-12.44) Honoring Outgoing Commissioner James Videto
Resolution (12-12.45) Honoring Outgoing Commissioner Michael Way
Resolution (12-12.46) Honoring Outgoing Commissioner Jonathan Williams
Resolution (12-12.47) Honoring Outgoing Commissioner Patricia Smith
Resolution (12-12.48) Honoring Retiring County Prosecutor Henry Zavislack
Resolution (12-12.49) Honoring Retiring County Register of Deeds Mindy Reilly
- Attachments:
*Resolution (12-12.43)
*Resolution (12-12.44)
*Resolution (12-12.45)
*Resolution (12-12.46)
*Resolution (12-12.47)
*Resolution (12-12.48)
*Resolution (12-12.49)
7. **COMMUNICATIONS/PETITIONS** – None.
 8. **SPECIAL ORDERS/PUBLIC HEARINGS** – None.
 9. **PUBLIC COMMENTS**
 10. **SPECIAL MEETINGS OF STANDING COMMITTEES**

11. **MINUTES** - Minutes of the 11-20-12 Regular Meeting of the Jackson County Board of Commissioners

Attachments:

*11-20-12 Regular Meeting Minutes

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

A. County Policy

1. **Board Rules Policy – 4020 Organizational Meeting**
2. **Board Rules Policy – 4080 Order of Succession**

Attachments:

*Policy 4020

*Policy 4080

B. County Affairs & Agencies

3. **Reimbursable Agreement AJW-FN-SCA-12-C111 with the FAA for Limited Engineering Due to the Shifting of Runway 6-24 in the Amount of \$70,000**

Attachments:

*Agreement

C. Human Services

4. **JCISD Parenting Education Agreement**

Attachments:

*Parenting Education Agreement JCISD

*Parenting Education Agreement with JCISD for HSC

5. **Request for Part Time Communicable Disease Nurse**

Attachments:

*Communicable Disease Part Time Nurse Request

6. **DEQ Grant Contract for Fiscal Year 2012-2013**

Attachments:

*Cover Letter and Contract

12. **CONSENT AGENDA *Continued***

D. Personnel & Finance

7. Retirement Eligibility Change

Attachments:

*Staff Report

8. Human Resource Specialist

Attachments:

*Staff Report

9. Land Exchange Request

Attachments:

*Staff Report

10. Budget Adjustments

a. Parks

Attachments:

*Staff Report

b. Finance

Attachments:

*Staff Report

E. Other Business

7. Claims – November 1-30, 2012

Attachments: None.

13. **STANDING COMMITTEES**

A. **County Policy – Commissioner Dave Elwell** – None.

B. **County Affairs & Agencies – Commissioner Dave Lutchka**

1. **Appointments**

- a. Airport, one public member, term to 12/2014
- b. Department on Aging Advisory Council, eight public members, term to 12/2014
- c. District Library, one public member, term to 12/2016
- d. Hospital Finance Authority, one public member, term to 12/2013
- e. Parks, two public members, term to 12/2015
- f. Region 2 Planning Commission, three public members, term to 12/2015

Attachments:

*Commissioner Board Appointments

*Applications

C. **Human Services – Commissioner Jon Williams** - None.

D. **Personnel and Finance – Commissioner Jim Videto** – None.

14. **UNFINISHED BUSINESS**

A. **Road Commission**

Attachments:

*Staff report

*Post Ad Hoc Committee report

15. **NEW BUSINESS**

A. **Interim Health Officer Appointment**

Attachments:

*Staff report

B. **Tentative Agreement with Capitol City Lodge #141**

Attachments:

*Tentative Agreement

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



Jackson County

Resolution 12- 12.43

Whereas, Clifford (Cliff) E. Herl was elected for the first time in 1992 for, representing District 1 citizens in Rives, Tompkins, Springport, and Parma Townships, and served through 1998; and

Whereas, Cliff was re-elected in 2000 in District 1 and has served honorably through 2012, making 18 years of total service to Jackson County; and

Whereas, Cliff sacrificed a significant amount of time with his wife Marian, of 56 years, his four children, and 16 grandchildren; and

Whereas, Cliff enjoys spending time up north on his quad with his sons and grandsons; and

Whereas, Cliff graduate from Vandercook Lake High School and DeVry Institute of Technology with a degree in Electronics; and

Whereas, Cliff worked an exemplary career with Unisys Corporation for 32 years where he retired from in 1991 as a field services manager and a long time involvement in farming for over 45 years; and

Whereas, during his most recent term of service as a County Commissioner Cliff served as Chair of the Board of Commissioners for two years, Vice-chair for three years, County Affairs & Agencies for five years, including one as Vice-chair, Human Services for one year, and the Policy Committee for five years, three as Vice-chair; and

Whereas, Cliff was assigned to and fully participated for two years on the Lifeways Board, 10 years on JACS Policy Committee, 10 years on the Region 2 Planning Commission, 10 years on South Central Michigan Works!, three years on the Parks Commission, 16 years on the Fair Board, 10 years on the Community Action Agency (CAA) Board, eight years on the Community Planning Committee, 10 years on the Local Emergency Planning Commission (LEPC), 10 years on the Board of Public Works, seven years on the Potawatomi Program Council, 10 years on the Geographic Information Systems (GIS) Policy Board, 10 years on the Emergency Management Advisory Council, seven years as a Chair and Co-chair of the Intergovernmental Team, and six years on the Mid South Substance Abuse Commission; and

Whereas, Cliff participated in other special project such as the 2010 Sheriff Committee, the I-94/127 Steering Committee, County Quality One, and publishing of the books 150 Years of the Jackson County Fair & The Cornerstone Township, a History of Rives Township; and

Whereas, Cliff enjoys being involved with the research of the history of Jackson County and his family's genealogy.

Whereas, Cliff is highly respected by his fellow commissioners and staff for his work ethic and work load.

***Therefore Be It Resolved,** the Jackson County Board of Commissioners wishes to express their heartfelt gratitude for Cliff's selfless service to the citizens of Jackson County and to his community.*



Jackson County

Resolution 12- 12.44

Whereas, James (Jim) C. Videto was elected in 2002 to represent citizens of District 1 in Concord, Spring Arbor, Pulaski, and Sandstone Townships; and

Whereas, Jim sacrificed a significant amount of time from his two daughters, son, and two grandchildren; and

Whereas, Jim grew up in Jackson County working with his grandfather, father, and brothers on Videto Vista Farms located just east of Spring Arbor, which he now co-owns with his brothers; and

Whereas, Jim has a tremendous acumen of public service with seven years on the Western School Board where he was first elected at the age of 18, twelve years as a trustee on Spring Arbor Township Board, and thirty years as a Volunteer for the Spring Arbor Township Fire Department; and

Whereas, Jim added experience to the Board as a Realtor with the Brokerage Land, Co. located in Jackson; and

Whereas, Jim served ten years on the Agencies & Affairs Committee including one as chair, two years on the Human Services Committee, eight years on the Personnel & Finance Committee including seven as chair; and

Whereas, Jim was assigned to and fully participated for six years on the Region 2 Planning Commission, four years on the Intergovernmental Committee, seven years on the Fair Board, eight years on the Parks Commission, seven years on the South Central Michigan Works! Board, Three years on the FEMA board, two on the Michigan State University Extension District Advisory, two years on the Food Protection Hearing Board, one year on the County Management Team, three years on the Promote Economic Development Goals Team, two years on the South Central Consortium Board; and

Whereas, Jim felt his job as a County Commissioner was to listen, research, and respond with the best decision possible, his goal was common sense leadership; and

Whereas, Jim is the only Commissioner still using a Leatherberry; and

Whereas, Jim is highly respected by his fellow commissioners as one who is wise, thoughtful, and respectful.

Whereas, past Jackson County Fair Director Sally Griffis said that Jim "always had the best interest of the fair while making decisions, he was a champion for Jackson County Youth with his passion for 4H kids".

Therefore Be It Resolved, the Jackson County Board of Commissioners wishes to express their heartfelt gratitude for Jim's selfless service to the citizens of Jackson County and to his community and nation.



Jackson County

Resolution 12.12.45

Whereas, Michael (Mike) J. Way was elected in 2006 representing District 11 citizens in parts of Summit, Blackman, and Sandstone Townships, through 2012; and

Whereas, Mike sacrificed time from his family, including his wife Jennifer of 32 years, his two sons, and daughter;

Whereas, Mike has lived his whole life in Jackson, graduated from Parkside High School and Jackson Business University, and believes that the Jackson community is a great community to raise a family in; and

Whereas, Mike brought a depth of experience to Jackson County as a Facilities Director first at the YMCA for 28 years and then seven years as the Facilities Administrator at the Jackson District Library; and

Whereas, Mike volunteers much of his time as an active member of Trinity Lutheran church, serving on their Executive Board; twelve years on the Southwest Little League, six as president; a 15-year member of the Jackson Breakfast Rotary Club and past president; was the past chair of the Downtown Development Authority (DDA); served on the Jackson Public School Board for one four-year term; and is a current member of the DisAbilities Connection Board; and

Whereas, as a past Jackson Public School Board Member Mike was involved in the Jackson High School Renovation, Best Seat in the House Fundraiser Co-Chair, and West Avenue Connector projects; and

Whereas, YMCA director Rick Wilson said that "Mike was considered a valued employee for 28 years and remained a faithful member and volunteer carrying out the Center's mission; His willingness to help went above and beyond the call of duty"; and

Whereas, Mike plans to continue his public service as a Trustee for Summit Township and as a member of the City of Jackson Local Development Finance Authority (LDFA); and

Whereas, during his service as a County Commissioner he served on the Human Services Committee his entire term in office including four years as chair; the Personnel & Finance Committee his entire term in office,

Whereas, Mike was assigned to and fully participated in the Parks Commission his entire term in office; Region 2 Planning Commission for two years; four years on the Michigan Association for Public Health (MALPH); four years on the Food Protection Hearing Board; four years on the Human Services Coordinating Alliance; one year on the Parma/Sandstone Local Development Finance Authority, and two years on the Sanitary Code Board of Appeals; and

Whereas, Mike served as Vice-Chair of the Jackson County Board of Commissioners his final two years in office; and

Whereas, Mike has and always will be very committed to representing his constituents' interests and making a positive difference in Jackson County.

Therefore Be It Resolved, the Jackson County Board of Commissioners wishes to express their heartfelt gratitude for Mike's selfless service.



Jackson County

Resolution 12- 12.46

Whereas, Jonathan (Jon) T. Williams was elected in 2008 representing District 9 citizens in the City of Jackson, and served four years through 2012; and

Whereas, Jon sacrificed time from his family, including his wife Tucker Ann of 12 years, and his son Tader; and

Whereas, Jon put up with staff misspelling his name for his entire term; and

Whereas, Jon's political/governmental spans the better part of 20 years beginning with an education from Jackson Community College receiving an Associates in Arts, a Bachelor's degree in Social Science (Michigan State University 1994), and a Masters in Public Policy and Administration (Western Michigan University 1997); and

Whereas, following completion of his undergraduate studies he went to work for State Senator Phil Hoffman as a constituent relations specialist and taught classes in Political Science, History, Minority Relations, and Social Issues/Sociology at Jackson Community College and Montcalm Community College, upon completion of his graduate studies Jon was hired by Kellogg Community College where he currently teaches courses in American Government; and

Whereas, in 2000 Jon completed the Michigan Political Leadership Program (MSU Fellowship), has been involved with the local Republican Party since 1994 serving six years as chairman of the party, a Delegate for the National Republican Convention in 2008 and 2012; and

Whereas, Jon served as the Regional Chairman for Mitt Romney for President in 2007 and 2008 and is currently serving on the Mitt Romney 2012 Election Campaign; and

Whereas, Jon received the Jackson County Republican of the Year award in 2003; and

Whereas, Jon was awarded the Kellogg Community College Bruin Starfish Award recognized as an employee who made a difference in a student's life; and

Whereas, Jon has been published in academic works and online class curricula; and

Whereas, Jon brought a depth of experience to Jackson County as an educator and a historian; and

Whereas, Jon volunteers much of his time as Jackson Chamber of Commerce Legislative Committee Member,

Whereas, Jon was a member of the American Society for Public Administration (ASPA) and the Michigan Association of Higher Education

Whereas, during his service as a County Commissioner Jon served on the Human Services Committee his entire term in office including two years as vice-chair and two years as chair; the Personnel & Finance Committee for two years, and County Agencies for two years; and

Whereas, Jon was assigned to and fully participated as the Jackson County Township Supervisors Liaison for four years, the Sanitary Code Board of Appeals for four years, Human Services Coordinating Alliance for two years, Food Protection Hearing Board for two years, and the Jackson County Land Bank Authority for one year; and

Whereas, Jon has been recognized as Husband and Father of the Year for 12 Years by his lovely bride because he is the most honorable, thoughtful, and loving man supporting a family that loves and adores him dearly; and

Whereas, Jon is a hunter and fisherman, but most enjoys spending time with his wife and son.

Therefore Be It Resolved, the Jackson County Board of Commissioners wishes to express their heartfelt gratitude for Jon's selfless service.



Jackson County

Resolution 12- 12.47

Whereas, Patricia A. Smith was elected in 2004, representing District 10 citizens in a portion of the City of Jackson, and served through 2012; and

Whereas, Pat passed away while in office after a long struggle with cancer; and

Whereas, Pat sacrificed personal time with her family, including her three daughters and six grandchildren; and

Whereas, Pat brought a depth of experience from her career with SBC (Southwestern Bell Telephone Company), formerly Michigan Bell, for forty (40) years where she was president for two years of the Telephone Pioneer's Club a group for telephone employees with more than 18 years of experience; and

Whereas, during her service as a County Commissioner, Pat served for seven years on the Human Services Committee, two as vice-chairperson; seven years on the Agencies and Affairs Committee; and

Whereas, Pat was assigned to and fully participated for four years on the Landbank Authority; eight years on the Region 2 Area Agency on Aging; seven years on the Region 2 Planning Commission; seven years on the Traffic Safety Commission; five years on the South Central Michigan Works! Board; and two years on the Food Protection Hearing Board; and

Whereas, Pat was recognized in 2004 as Jackson County Democrat of the Year for her dedication, commitment and service to the Democratic Party; and

Whereas, Pat was a Junior Achievement Advisor for three years; and

Whereas, Pat is highly respected by her fellow commissioners and staff for her kindness, candor, and selfless service.

Therefore Be It Resolved, the Jackson County Board of Commissioners wishes to express their heartfelt gratitude for Pat's selfless service to the citizens of Jackson County and to her community and nation, posthumously.



Jackson County

Resolution 12-12.48

Whereas, Henry (Hank) C. Zavislak has dedicated his life and career to public safety in Jackson County for more than 35 years; and

Whereas, Hank's educational achievements include a Bachelor of Science Degree in Police Administration from Wayne State University, a Master of Public Administration from Wayne State University, and a Juris Doctorate from Thomas Cooley Law School; and

Whereas, Hank began his career as a Public Safety Officer with the Wayne State University Department of Public Safety from 1969 to 1973, was Assistant Administrator at the Jackson Police Department from 1973-1976, and was Director of Criminal Justice Programs at Jackson Community College from 1976-1980; and

Whereas, Hank ran and was elected to Jackson County Sheriff in 1980 and served until 2002 winning six consecutive elections; and

Whereas, as Sheriff, Hank received the J. Stannard Baker Award from the National Highway Traffic Safety Administration and 10 Outstanding Achievement Awards from the National Association of Counties (NACo); and

Whereas, Hank was appointed County Prosecutor in 2002 and was elected to successive terms in 2004 and 2008; and

Whereas, under Hank's leadership the Prosecutor's Office initiated the Cold Case Homicide Investigation and Prosecution Team, Project Safe Neighborhoods, the Jackson Child Advocacy Center, a Legal Internship Program, and a state of the art electronic paperless system; and

Whereas, Hank was awarded the Jackson Community College Distinguished Service Award by the JCC Board of Trustees for contributions to criminal justice education and community safety; and

Whereas, during his career he served as Chair of the Jackson County Government Reorganization Committee, Chair of the Jackson County Jail Millage Initiative, Chair of the Jackson County Traffic Safety Project, an Administrative Law Hearings Officer, a consultant presenter at the U.S. Department of Justice, an adjunct faculty of Jackson Community College and Michigan State University, and an instructor at Spring Arbor University; and

Therefore Be It Resolved, the Jackson County Board of Commissioners wishes to express their heartfelt gratitude for Hank Zavislak's selfless service and years of devotion to Jackson County and the preservation of safety in our community.



Jackson County

Resolution 12- 12.49

Whereas, Mindy Reilly has dedicated her career to the preservation of real estate records for Jackson County with great passion; and

Whereas, Mindy was hired as a Clerk in the Register of Deeds Office in May 1989 under the Register Jerry McDevitt and was quickly promoted to Assistant Deputy in July 1990; and

Whereas, Mindy was promoted to Chief Deputy in March of 1994 and successfully ran for Register in 1997 upon the retirement of Register Jerry McDevitt; and

Whereas, Mindy Reilly was born and raised in Jackson County graduating from Vandercook Lake High School; and

Whereas, Mindy married her high school sweetheart, Steve Reilly, and has two grown children, a daughter, Portia and a married son, Jason, and one granddaughter; and

Whereas, Mindy not only contributed to the success of Jackson County, but contributed to her profession serving on committees, as District #5 Chair, and then as 3rd, 2nd, and 1st Vice President and President of the Michigan Association of Register of Deeds; and

Whereas, Mindy was the Remonumentation Grant Administrator for several years; and

Whereas, Mindy assisted and contributed to gathering information to produce the 150th Jackson County Fair Commemorative Book; and

Whereas, Mindy knew every aspect of the Register of Deeds business processes and was an example and leader to staff; and

Whereas, included in her list of accomplishments are the completion of imaging and indexing from 1984-1965 on computer, FTP images for conversion to microfilm, emailing images and receipts to customers, credit card capability for remote users to purchase images or use land search, "One Stop Shop" transition to the 2nd floor of the County Tower Building, the merging of multi-agency applications on the citizen computer terminals, land corner map-indexing and images on computer for Surveyor's and others to find and print corners (either online or in the office), e-recording Treasurer documents, use of Optical Character Recognition (OCR) to assist with indexing names & legal description, Simple Search ability to do a grantor/grantee name search of images & indexing from 1964 back to 1800, and complete image disaster recovery documents from the 1800's to the present day.

Therefore Be It Resolved, the Jackson County Board of Commissioners wishes to express their heartfelt gratitude for Mindy's selfless service and years of devotion to Jackson County.

MINUTES
JACKSON COUNTY BOARD OF COMMISSIONERS BOARD MEETING
November 20, 2012
7:00 p.m.
County Commission Chambers

1. **CALL TO ORDER** – by Chairman Steve Shotwell
2. **INVOCATION** – by David Elwell
3. **PLEDGE OF ALLEGIANCE** – by Madeleine Tocco, 6th grader at Jackson Public School's Middle School
4. **ROLL CALL** – County Clerk Amanda Riska

(12) Present. Commissioners Herl, Lutchka, Rice, Duckham, Alexander, Videto, Mahoney, Williams, Price, Way, Elwell, and Shotwell.
5. **APPROVAL OF AGENDA** – *Moved by Mahoney, supported by Duckham for Approval of the Agenda with the addition of the Amended 2012 Apportionment Report under New Business. Motion carried*
6. **AWARDS & RECOGNITIONS** – None.
7. **COMMUNICATIONS/PETITIONS** – None.
8. **SPECIAL ORDERS/PUBLIC HEARINGS** – None.
9. **PUBLIC COMMENTS** – John Wilson commented on the proposed Planning Commission.
10. **SPECIAL MEETINGS OF STANDING COMMITTEES**
11. **MINUTES** - Minutes of the October 23, 2012 Annual Meeting of the Jackson County Board of Commissioners

Moved by Rice, supported by Way for Approval of the Minutes of the October 23, 2012 Annual Meeting of the Jackson County Board of Commissioners. Motion carried.
12. **CONSENT AGENDA** – *Moved by Mahoney, supported by Lutchka for Approval of the Consent Agenda. Roll Call: (12) Yeas. Motion carried.*
 - A. **County Policy**
 1. **Board Rules Policy – 4110 Committee and Compensation Guidelines**
 2. **Board Rules Policy – 4070 Committees**
 - B. **County Affairs & Agencies**
 1. **Planning Commission Ordinance**
 - C. **Human Services**
 1. **Health Officer Agreement with Allegiance**

2. **MSU-E MOA Budget Work Plan**

D. **Personnel & Finance**

1. **Accountant Position**

2. **Department on Aging Budget Adjustments**

E. **Other Business**

1. **Claims** – October 1-31, 2012

13. **STANDING COMMITTEES**

A. **County Policy – Commissioner Dave Elwell** - None.

B. **County Affairs & Agencies – Commissioner Dave Lutchka**

1. **Appointments**

a. **Land Bank Authority** – one City Representative, term to 10/2016

Commissioner Lutchka stated that the committee recommended Andrew Frounfelker. No other nominations from the floor. Andrew Frounfelker appointed.

C. **Human Services – Commissioner Jon Williams** - None.

D. **Personnel and Finance – Commissioner Jim Videto** – None.

14. **UNFINISHED BUSINESS** – None.

15. **NEW BUSINESS**

A. **Tentative Agreement – ARMA**

*Moved by Duckham, supported by Lutchka **for Approval of the Tentative ARMA Agreement.*** Roll Call: (12) Yeas. Motion carried.

B. **Amended 2012 Apportionment Report**

*Moved by Mahoney, supported by Lutchka **for Approval of the Amended 2012 Apportionment Report.*** Roll Call: (12) Yeas. Motion carried.

16. **PUBLIC COMMENTS** – None.

17. **COMMISSIONER COMMENTS**

Comr. Williams expressed how thankful he is for his opportunity to serve on the Jackson County Board of Commissioners.

Comr. Lutchka stated it has been a pleasure serving with Comr. Williams and wished everyone a Happy Thanksgiving.

Cmr. Mahoney wished everyone a Happy Thanksgiving.

18. **CLOSED SESSION** – None.

19. **ADJOURNMENT**

Chairman Shotwell adjourned the November 20, 2012 Meeting of the Jackson County Board of Commissioners at 7:14 p.m.

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

Amanda L. Riska – County Clerk

COUNTY OF JACKSON POLICY MANUAL

BOARD RULES

POLICY NO. 4020

ARTICLE II ORGANIZATIONAL MEETING

Section 2.1 The first meeting in each calendar year shall be the organizational meeting, which shall be held on the first business day of January. At each such meeting, the County Clerk shall preside unless the Chairman is beginning the second year of a 2-year term. As the first item of business, the County Clerk shall administer the oath of office to the Commissioners if the oath has not previously been administered.

Section 2.2 The second item of business shall be the election of the Chairperson who may also be called Chairman of the Board. On an odd numbered year, the Chairperson will automatically serve a two-year term as Board Chairperson unless a resolution is adopted for a one-year term before the election of the Chairperson. The Clerk shall call for nominations for the office of Chairperson and, when nominations are closed by majority vote or no other nominations are forthcoming, the Clerk shall proceed with a roll call vote from the members. By vote of the Board, a secret ballot may be conducted for this purpose. When one nominee receives a majority* of the votes of the members elected and serving, that nominee shall be declared Chairperson.

Section 2.3 If the Commissioners present shall not cast a majority for one nominee, the County Clerk shall continue to preside until a majority of Commissioners elects one of its members to be Chairperson. The Board of Commissioners may proceed on to other agenda items, as they shall decide.

Section 2.4 If the Commissioners present cast a majority for one nominee, the newly elected Chairperson shall assume that office and proceed with the election of the office of Vice-Chairperson, which shall be conducted by roll call vote. A secret ballot may not be conducted for this purpose.

Section 2.5 The Chairperson of the Board shall appoint members of the Standing Committees and designate the Committee Chairpersons and Vice Chairpersons. Ratification by the Board of these appointments is not required.

Section 2.6 Commissioner appointments to other Boards and Committees shall be the next order of business and they shall be appointed by a majority.*

*Unless otherwise stated, "majority" shall mean more than 1/2 the members elected & serving.

Adopted 12/19/00
Revised 03/16/04, 06/20/06
Reviewed: 05/17/11, 12/11/12

COUNTY OF JACKSON POLICY MANUAL

BOARD RULES

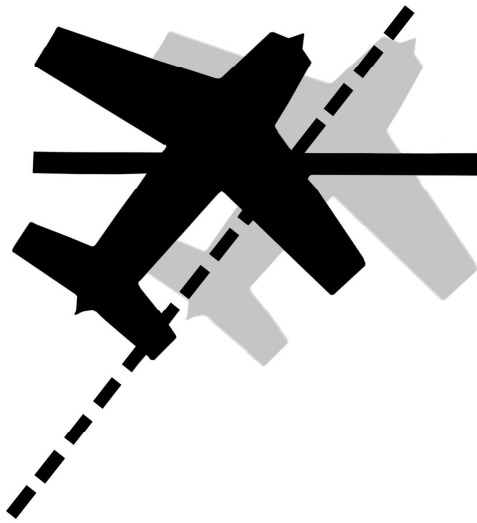
POLICY NO. 4080

ARTICLE VIII ORDER OF SUCCESSION

In order to provide for the orderly conduct of County Government in the event that the Chairperson is unavailable due to absence, illness, or death, the line of succession to the position of Chairperson of the Board of Commissioners and the designee assigned to affix his or her signature to contracts, bonds, and other documents requiring the signature of the Chairperson, until the election of a new Chairperson if necessary, shall be as follows.

- A. Vice-Chairperson
- ~~B. Chairperson of the Personnel and Finance Committee~~
- C. Chairperson of the County Affairs & Agencies Committee
- D. Chairperson of the Human Services Committee
- ~~E. Chairperson of the County Policy Committee~~

Formatted: Strikethrough



**JACKSON COUNTY
AIRPORT**
Reynolds Field

*Flying **Jackson** Forward*

3606 Wildwood Ave.
Jackson, MI 49202

TO: Jackson County Board of Commissioners

FROM: Kent Maurer, Airport Manager

SUBJECT: Reimbursable Agreement AJW-FN-SCA-12-C111 with the FAA for Limited Engineering Due to the Shifting of Runway 6-24 in the Amount of \$70,000

DATE: November 26, 2012

Motion Requested: Approve the attached "REIMBURSABLE AGREEMENT" WITH THE FEDERAL AVIATION ADMINISTRATION

I. Background

A. The runway 7-25 project requires relocation of certain FAA owned/maintained navigational aids from existing Runway 6-24 to new Runway 7-25. The Runway 7-25 project is necessary in order to construct 1000' safety areas at both ends of that runway. Current runway 6-24 cannot accommodate the 1000' safety areas because of the orientation of that runway. Airport Road and the railroad tracks create barriers at both ends of runway 6-24 making it necessary to construct a new runway (7-25). The County entered into a similar agreement for the extension of runway 14-32 in 2008.

II. Current Situation

A. The “reimbursable agreement” funds FAA staff and contractors to conduct a preliminary assessment and engineering review for relocating the FAA navigational aids. These aids include the Instrument Landing System, threshold lights, approach strobe lights, approach guidance lights and Visual Aid Slope Indicator.

B. The FAA Reimbursable Agreement is necessary in order to continue with the Runway 7-25 Safety Project. Various stages of the Runway 7-25 project have been in progress since 2001 and construction of runway 7-25 is the final stage of complying with FAA standards for runway safety.

III. Analysis

A. Strategic: This work is required for continued progress in the Runway 7-25 Safety Project, a project that has been given high strategic priority by the Board of Commissioners. The Runway 7-25 alternative was first approved in 2001.

B. Financial: The total contract is \$70,000. The contract will be paid from an MDOT-Aeronautics grant that was approved in October by the Board of Commissioners. This grant requires a 2.5% local (County) match that is budgeted in the Runway 7-25 Public Improvement Fund.

C. Customer: Users of Jackson County-Reynolds Field and the citizens of Jackson County. The “users” are the pilots and passengers landing and taking off from Jackson County Reynolds Field and that happens approximately 50,000 times per year. The citizens of Jackson benefit from having a safer airport that will remain attractive for private pilots and corporations.

D. Timing: Approval by Board of Commission will allow this work by the FAA to commence. The FAA will commence this work once the Agreement is in place. It is critical that this work begin soon, because the data derived from this Agreement is necessary for final runway design.

IV. Recommendation

I recommend approval of this request.

Attachments: Reimbursable Agreement
Airport Board memo

Cc: Michael Overton, Administrator/Controller

**CONTRACTED SERVICE AGREEMENT
TERMS AND CONDITIONS FOR AGENCY PROVIDING SERVICES FOR
JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT**

This Agreement is made as of October 1, 2012, between Council for the Jackson County Health Department, 1715 Lansing Avenue, Suite 221, Jackson, MI 49202, (herein called "Agency") and JACKSON COUNTY INTERMEDIATE SCHOOL DISTRICT, a Michigan Public School Corporation, 6700 Browns Lake Road, Jackson, MI 49201, (herein called "JCISD"):

1. Services. The Agency, an organization that is able to offer professional services in the field of parenting education for parents of children ages 0-5 shall provide service as described in Attachment A, as may be requested by JCISD's Agent from time to time during the term hereof. This contract is not exclusive. JCISD reserves the right to have the same or similar services performed by others to any extent JCISD deems desirable. The Agency reserves the right to contract to provide the same or similar services for others.
2. Authorized Representatives. The term "JCISD's Agent" means Susan Townsend, Director of Instruction, or one of JCISD's authorized officers as authorized by the Superintendent or the Board of Education. The term "Agency's Agent" means Barbara Bowman, Early On Coordinator, or any other Agency officer authorized to represent the Agency.
3. Term of Agreement. This contract shall become effective on October 1, 2012 and shall continue in effect until August 31, 2013, provided however either party may terminate this contract at any time hereafter on at least 30 days' prior written notice to the other.
4. Relationship of Parties. In the provision of services hereunder, the Agency shall be an independent contractor with sole authority to control and direct the performance of the details of the services, JCISD being interested only in the results obtained. Nothing herein shall be construed to create an employer-employee relationship between JCISD and the Agency.
5. Compensation and Terms of Payment. JCISD shall pay the Agency and the Agency shall accept as full compensation and payment for the services hereunder and all of its costs connected therewith, the following:
 - (a) \$35,740.00 for all time directly spent by the Agency's employees or subcontractors in performing services requested by JCISD. Said compensation covers, without limitation, all of the Agency's costs for wages, taxes, insurance, fringe benefits, overhead and profit.

The Agency shall submit an invoice to JCISD, itemized and supported to JCISD's satisfaction, for all services rendered and expenses incurred during said invoice period. Such invoices will be paid within 30 days after JCISD's receipt and approval thereof. **The final invoice must be received by September 15, 2013 to ensure payment.**

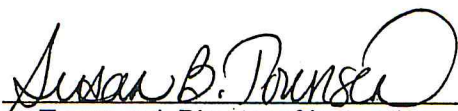
6. Professional Standards and Applicable Laws. The Agency shall secure all applicable licenses or permits required by law or ordinance and shall comply with the applicable laws, orders, rules and regulations pertaining to the services hereunder at the time he/she becomes aware of such requirements. The Agency will provide all professional services under this Agreement by the exercise of due care and skill in accordance with the applicable professional standards for services of this type under these circumstances. Without limiting the generality of the foregoing, the Agency shall be responsible for complying with all local, state and federal tax laws and regulations and for the payment of all payroll, income, social security, unemployment and other taxes. The Agency subscribes to equal opportunity in its employment and work practices as required by law.

7. Liability and Insurance Coverage. The Agency shall assume all responsibility for, and identify and save JCISD harmless from, all expenses, claims or liability, including property damage, which in any manner are connected with or arise from any action or operation hereunder or the services which are the subject of this contract; provided, the Agency shall not be required to indemnify JCISD for such injury or damage caused by JCISD's sole negligence. Consistent with this commitment,
 - (a) the Agency will provide proof of professional liability coverage appropriate for the performance of services under this Agreement,

Prior to Jackson County Health Department commencing any services hereunder, the Agency shall also furnish evidence satisfactory to the JCISD showing:

 - (b) the Agency has worker's compensation insurance with Michigan statutory limits, and
 - (c) if the Services hereunder involve the use of the Agency's vehicle, furnish evidence satisfactory to JCISD showing that the Agency has automobile liability insurance with minimum limits as required by Michigan's No-Fault Auto Insurance laws.
8. No Assignment. The Agency shall not assign this contract, or subcontract any services hereunder, without JCISD's prior written consent. Any attempted assignment without such written consent shall be void.
9. Ownership. All data, evaluations, reports and other work product of the Agency shall become the property of JCISD and shall be delivered to JCISD upon completion or termination of the Agency's services hereunder or at such earlier times as JCISD may request.
10. Confidentiality. All information, whether oral, written or otherwise, which JCISD provides to the Agency or which is generated or derived by the Agency in or as a result of the services hereunder and which JCISD designates, in writing or orally, as confidential to JCISD shall be held in strict confidence by the Agency and shall not be disclosed by the Agency to any third party without JCISD's express written consent.
11. Governing Law. This contract shall be deemed to be a Michigan contract and shall be construed in accordance with and governed by the laws of the State of Michigan.
12. Criminal History Check. The Agency will provide a criminal history record check of the individual(s) who will perform the services described in Attachment A, based on fingerprints taken after January 1, 2006 and recorded on the Michigan State Police database for school employees.
13. No Waiver. The failure of either party to enforce, at any time, the provisions of the Agreement shall not constitute a waiver of such provisions or the right of the Agency or the JCISD at any time to avail themselves of such remedies as either may have for any breach or breaches of such provisions.
14. Entire Agreement and Amendment. This Agreement, upon acceptance by the parties hereto, will constitute the entire and integrated understanding between the parties and supersede all prior and contemporaneous negotiations, representations and agreements, whether written or oral, with respect to the subject matter addressed herein. The terms of this contract may not be changed, superseded or supplemented except in writing, signed by one of JCISD's Agents and by the Agency.

Jackson County Health Department
October 1, 2012 – September 30, 2013
Maximum: \$35,740

By: 
Susan Townsend, Director of Instruction
Jackson County Intermediate School District
6700 Browns Lake Road
Jackson, MI 49201

Jackson County Health Department
1715 Lansing Avenue Ste. 221
Jackson, MI 49202

Account#
12122201 3150 2012

Tax ID:
38-6004845

Approved as to form:


Catherine McLaughlin Brechtelsbauer
JCISD Legal Services

Attachment A: Description of services to be provided.

Attachment B: Agency's Proofs of Insurance (and Worker's Compensation declaration, if applicable)

ATTACHMENT A
Description of Services to be Provided

Agency will provide services in support of the Great Parents, Great Start grant, including:

- Providing parents with information on child development from birth to age five.
- Providing parents with methods to enhance parent-child interactions that promote social and emotional development and age-appropriate language, mathematics, and early reading skills for young children; including, but not limited to, encouraging parents to read to their pre-school children at least one-half hour per day.
- Promoting access to needed community services through a community-school-home partnership.
- Providing parents with examples of learning opportunities to promote intellectual, physical and social growth of young children, including the acquisition of age-appropriate language, mathematics, and early reading skills.

All programming will support parents in their role as their children's first teachers.

*as proposed in the grant on Form IM-02-66 (Attachment B)



Jackson County Health Department

1715 Lansing Avenue • Ste. 221 • Jackson, Michigan 49202

Phone (517) 788-4420

Fax (517) 788-4373

To: Human Services Committee
Board of County Commissioners

From: Ted Westmeier
Director/Health Officer

Subject: Contract with Jackson County Intermediate School District for Parenting Education

Date: November 14, 2012

Motion Requested: Approve Contracted Service Agreement Terms and Conditions for Agency Providing Services for Jackson County Intermediate School District (Parenting Education)

I. Background

The Jackson County Health Department has been providing Parenting Education Services in Jackson County via a contract with the Jackson County Intermediate School District for the past year. The duties are described in Appendix A referenced in the contract. (Attached) The program provides services for any child from birth to five. There is no income level restriction.

II. Current Situation

The Jackson County Health Department currently provides Parenting Education Services through contractual staff. Referrals are also made to the JCISD based on the needs of the child.

III. Analysis

- A. Strategic—The program supports both the Healthy Communities and Education Goals. The purpose of the program is to assure a healthy child capable of learning once in school.
- B. Financial—The program is financially supported by the grant funding.
- C. Customer—The Jackson County Intermediate School District is extremely pleased with our program coordination and outcomes. This was reinforced in a meeting with the Superintendent of the Jackson County ISD this summer to determine our continued involvement with the program.
- D. Timing—This grant covers a period of October 1, 2012 thru August 31, 2013.

IV. Recommendation—I recommend that the Board of Commissioners authorize the Contracted Service Agreement Terms and Conditions for Agency Providing Services for the Jackson

County Intermediate School District.

Attachments: Contract for Services



Jackson County Health Department

1715 Lansing Avenue • Ste. 221 • Jackson, Michigan 49202

Phone (517) 788-4420

Fax (517) 788-4373

To: Human Services Committee
Board of County Commissioners

From: Ted Westmeier
Director/Health Officer

Subject: Part Time Nurse for Communicable Disease at the Health Department.

Date: November 12, 2012

Motion Requested: Approval by the Board of Commissioners to Create a Part Time Nurse Position for the Communicable Disease Program at the Health Department

I. Background

- A. The Health Department is mandated to follow up on reportable communicable diseases.
- B. The professionals assigned to this program, public health nurses, require substantial training specific to the program mandates including the statewide reporting system.

II. Current Situation

- A. We currently have a casual nurse which works 16 hours/week. The nurse is a retired Jackson County Health Department employee who previously worked in the program prior to retirement and continues to provide excellent service to the community.
- B. The casual nurse will soon be leaving our employ to truly enjoy her retirement. We will not be able to fill the hours with a casual nurse since this current situation will not be able to be replicated.

III. Analysis

- A. Strategic—We need to have adequate public health nursing time assigned to the communicable disease program.
- B. Financial—The current personnel costs to convert to a part time nurse from a casual nurse will be extremely minor since the casual nurse was receiving wages based on her time of service and a new nurse will begin at the hire rate.

- C. Customer—The communicable disease program is mandated and we need adequate staff time to accomplish the requirements of the program.
- D. Timing—The casual public health nurse will be leaving employment with the Health Department in the very near future.

IV. Recommendation: I recommend that the Board of Commissioners authorize creation of a part time public health nurse for the Communicable Disease Program at the Health Department

Attachments: None



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF ENVIRONMENTAL QUALITY
LANSING



DAN WYANT
DIRECTOR

November 20, 2012

Mr. Ted Westmeier
Jackson County Health Department
1715 Lansing Avenue, Suite 221
Jackson, Michigan 49202

Dear Mr. Westmeier:

Enclosed for your review and signature is an original of the Office of Drinking Water and Municipal Assistance (ODWMA), Department of Environmental Quality (DEQ) – Local Health Department (LHD) agreement for Fiscal Year (FY) 2012-2013 and Appendix A. Programs for Noncommunity Water Supply, Drinking Water Long-Term Monitoring, Great Lakes Beach Monitoring, Public Swimming Pools, Septage Waste, and Campgrounds are included as applicable to your LHD. Please print off **two** copies and sign **both** as originals.

The previous contract expired on September 30, 2012. We anticipate the LHDs will provide services on a continuing basis while these new agreements are reviewed and signed.

Please check your federal identification number and remittance address and have all documents signed by the appropriate county official, as indicated. Return **two** originals to:

DEQ, ODWMA
Administration Section
P.O. Box 30241
Lansing, MI 48909-7741

When the contracts are signed by all parties, an original will be returned to you.

If you have any questions pertaining to a specific program, please contact the person listed for the appropriate program. For general questions relating to overall contract administration, please contact me by phone, e-mail, or at DEQ-ODWMA, P.O. Box 30241, Lansing, Michigan 48909-7741.

Sincerely,

Christina Campbell
Administration Section
Office of Drinking Water and Municipal
Assistance
517-241-1261/campbellc@michigan.gov

Enclosure
cc: Environmental Health Director




Jackson County

Department of Human Resources

Crystal Y. Dixon, Director

To: Personnel & Finance Committee
Board of Commissioners

From: Crystal Y. Dixon 
City/County Director of Human Resources

Subject: Jackson County Pension System
Road Commission DROP and Normal Retirement Eligibility Change

Date: November 19, 2012

Motion Requested: To re-confirm a change to the DROP and normal retirement eligibility for Jackson County Road Workers AFSCME Local 905 previously approved by the County Board of Commissioners, changing the normal retirement age to 57 years with ten years of service and to lower the eligible age requirement for normal service retirement from age 60 to age 57 years.

I. Background

- a. The Jackson County Road Commission and Jackson County Road Workers AFSCME Local 905 entered into a new collective bargaining agreement effective August 1, 2008. A provision of this agreement allowed a change to their DROP plan eligibility.
- b. The agreement changed the normal retirement age to age 57 with ten years of service. Employees with eight years of seniority by December 31, 2008 were grandfathered and deemed vested. Employees were still required to attain age 60 before being eligible to receive retirement health, drug, dental and vision benefits.
- c. In late 2008, the Board of Commissioners did approve this change in the DROP plan eligibility for AFSCME Local 905 members.

II. Current Situation

- a. The Retirement System Board of Trustees considered issues concerning Jackson County Road Workers AFSCME Local 905 DROP eligibility and normal retirement eligibility at its regular meeting on October 25, 2012.
- b. The Retirement System Board of Trustees agreed that as stated above, the intent of the parties to the labor agreement was to not only lower the eligible age requirement for DROP participation from age 60 to age 57, but also to lower the eligible age requirement for normal service retirement from age 60 to age 57 years.
- c. During the October 25, 2012 meeting however, the Board of Trustees determined that there is a technical legal defect concerning the benefit changes that must be remedied.
- d. A supplemental actuarial analysis prepared and dated July 27, 2007 addressed the cost to make the above referenced DROP change. The legal defect is that the supplemental actuarial analysis never was provided to the County Board of Commissioners nor to the Retirement Board of Trustees at least seven days before the proposed pension benefit change was adopted as is required in Public Act 728, MCL 38.1140h(3).
- e. Once the Board of Commissioners is in receipt of the supplemental actuarial analysis, they must re-confirm and approve the benefit change.

III. Analysis

- a. Strategic: Until such time as the County Board of Commissioners re-confirms its action approving the above referenced pension changes, the Retirement System Board of Trustees is legally prohibited from approving any applications for DROP participation as well as normal service retirement from individuals who are not age 60 years at the time of application.
 - b. Financial: The supplemental actuarial study dated July 27, 2007 indicates that the additional accrued liability associated with the change was computed to be \$647,436. This information was not provided to the Board of Commissioners when they initially approved this pension change in 2008.
 - c. Legal: Michigan Public Act 728, MDL 38.1140h(3) provides in pertinent part:
 - i. A [retirement] system shall provide a supplemental actuarial analysis before adoption of pension benefit changes. The supplemental actuarial analysis shall be provided by the system's actuary and shall include an analysis of the long-term costs associated with any proposed benefit change. The supplemental actuarial analysis shall be provided to the board of the particular system and to the decision-making body that will approve the proposed pension benefit change at least 7 days before the proposed pension benefit change is adopted.
- Therefore, given the above, the Board of Commissioners must now re-confirm their original decision utilizing the information from the supplemental actuarial analysis.
- d. Timing: Prompt action is required as a hold now exists on DROP applications as well as normal service retirement for individuals not yet 60 years of age at time of application.

IV. Alternatives

- a. There are no alternatives. The Board of Commissioners must take action on this issue.

V. Recommendations

To re-confirm a change to the DROP and normal retirement eligibility for Jackson County Road Workers AFSCME Local 905 previously approved by the County Board of Commissioners changing the normal retirement age to 57 years with ten years of service and to lower the eligible age requirement for normal service retirement from age 60 to age 57 years.

Enclosure

Supplemental Actuarial Report
Jackson County Employees Retirement System
Jackson County Road Commission

Subject: Retirement/DROP Eligibility

Submitted to: Jackson County Employees Retirement System – Kelli D. Collier

Submitted by: Rodwan Consulting Company – Sandra W. Rodwan

Date: July 27, 2007

Background

This report is furnished in response to the request from the Jackson County Road Workers for a supplemental actuarial valuation concerning estimated costs associated with a change in the eligibility requirements for retirement/DROP.

Change Under Consideration

Current Provision:

A Road Commission member of the Retirement System is eligible for retirement at age 60 with 8 or more years of credited service. The eligibility for the Deferred Retirement Option Plan (DROP) is also age 60 with 8 or more years of credited service.

Change Under Consideration:

The age eligibility for both retirement and DROP would be reduced to age 57 from the current age 60. Members who retire or who leave the DROP before age 60 would not be eligible for employer financed retiree health benefits until they attain age 60.

Valuation Results

We have computed the contribution rates to be the following:

	12/31/2006 Valuation	After Requested Change	Increase
Normal Cost			
Total	12.77%	13.49%	0.72%
Member Portion	2.50*	2.50**	--
Employer Portion	10.27	10.99	0.72
Temporary Funding Credit	(4.15)	(2.23)	1.92
Total Employer Contribution Rate	6.12%*	8.76%**	2.64%
First Year Dollars	\$255,518	\$365,740	\$110,222

* Pursuant to the collective bargaining agreement, employees contribute 2.5% and the employer contributes up to 2.5%. Any contribution in excess of these amounts is split equally. The total contribution is 8.62%. The excess to be split is 3.62%, which is 1.81% apiece. The member and employer contribution would therefore each be 4.31% (2.50% plus 1.81%). The net employer contribution on this basis would be \$179,948.

** Pursuant to the collective bargaining agreement, employees contribute 2.5% and the employer contributes up to 2.5%. Any contribution in excess of these amounts is split equally. The total computed contribution is 11.26% after the requested change. The excess to be split is 6.26%, which is 3.13% apiece. The member and employer contribution would therefore each be 5.63% (2.50% plus 3.13%). The net employer contribution on this basis would be \$235,059.

The additional actuarial accrued liability associated with the change was computed to be \$647,436.

Valuation Data

The data used for these valuations was the same as that submitted for the annual actuarial valuation of the Retirement System as of December 31, 2006. The data can be summarized as follows:

	Road Commission
Active members	97
Payroll	\$3,865,855
Averages	
Age	47.2 yrs.
Service	13.8 yrs.
Pay	\$39,854

Valuation Methods and Assumptions

Valuation methods and assumptions were the same as those used for the annual actuarial valuation as of December 31, 2006, with the exception of the assumed rates of retirement/DROP. The actuarial accrued liability was amortized over the 10 year period used to amortize the excess of accrued assets over accrued liabilities to determine the funding credit in the annual actuarial valuation. The currently assumed rates of retirement together with the assumed rates used to compute the additional contributions are shown below.

% Assumed Retiring or Electing DROP Upon Attaining Indicated Age		
Age	Current Assumption	Assumption Used After Change
57		25%
58		20
59		20
60	20%	20
61	5	5
62	30	30
63	10	10
64	10	10
65	100	100

Comment: The computed costs associated with this change in eligibility are highly sensitive to the assumed rates of retirement/DROP. It is important to note that the actual cost of the earlier retirement/DROP eligibility will depend upon the utilization. If the actual rates of retirement/DROP are greater than those shown above, costs will be greater. Conversely, if the rates of retirement/DROP are less than those used for this report, the costs would be less.

county offices would be people who were retired or independently wealthy. He thinks that taking no action is the default, and the appropriate action.

Cmr. Way stated that it was fairly obvious that there are a lot of questions and concerns regarding this issue and recommended that it not be sent back to Personnel and Finance, but rather be sent to a Study Session with the whole board present. He also recommended that it be scheduled in the evening so members of the public could attend.

Chairman Shotwell clarified that the commission as a whole wanted to postpone the decision until the County Administrator could return with a definition that would affect each of the six elected officials to a Study Session before the issue is voted on next month.

Cmr. Elwell stated that he wanted more than just the information provided by Randy. He thinks they need to have the discussion again.

Moved by Elwell, supported by Videto to table the issue of the Elimination of Lifetime Benefits for Elected Officials until the June Board of Commissioner Meeting, providing they have discussion on the issue at a Study Session before that time. Roll Call: (8) Yeas. Cmr. Lutchka, Brittain, Videto, Shotwell, Brown, Smith, Way, and Elwell. (2) Nays. Cmr. Herl and Poleski.

UNFINISHED BUSINESS:

A. Rescind the motion passed at the Special Board meeting on April 21, 2008 that stated:
To authorize up to \$250,000 in loan from the Maintenance of Effort Fund at an interest rate that is normally charged by the County Treasurer for similar loans; such loan to be paid back within six months of first draw; and to authorize the Administrator/Controller to disperse the funds as he sees the need.

Moved by Brittain, supported by Way to Rescind the motion passed at the Special Board meeting on April 21, 2008 that authorized up to \$250,000 in loan from the Maintenance of Effort Fund at an interest rate that is normally charged by the County Treasurer for similar loans; such loan to be paid back within six months of first draw; and to authorize the Administrator/Controller to disperse the funds as he sees the need. Roll Call: (10) Yeas. Motion carried unanimously.

NEW BUSINESS:

A. Proposed Revision to DROP Program for Road Commission Employees

Cmr. Elwell stated that he looked in the packet and it talked about an actuarial but he didn't see that or even a synopsis of that. He said it would have been helpful to have that information so they knew if it was revenue and cost neutral. He also asked for clarification as to whether this was intended to only lower the age for the DROP program, or to actually allow people to retire at the age of 57 instead of 60.

Administrator/Controller Treacher stated that it is expense neutral. He explained that this was part of a package and it isn't the only issue that is being negotiated with the AFSCME union. He further stated that there are several individuals in that union that are unable to retire because of the pension that they have and because of the years of service requirement, even though they have over 40 years on the road. He stated that this is an opportunity that is basically no cost to the commission that would allow people to get off the road who wanted to do that. It is something that the union has asked for and is recommended by the managing director. He further stated that the intention of this is only for the DROP program.

Cmr. Elwell asked that if in reality people that are of age 57 if they could start the DROP program and then leave anytime within 3 years as it is now. He stated that it is somewhat conflicting with what was said about not being old enough to retire and this is specifically to lower the DROP participation age. He further stated that his understanding of what the DROP program is that there is no age tied to it, but is based on years of service. With this they have age tied to theirs and asked if this was to drop not necessarily for retirement but for DROP participation.

Administrator/Controller Treacher stated that was correct.

Cmr. Videto asked if there was any downside by following through with the proposal.

Administrator/Controller Treacher answered that there is no downside that he can see, unless they are concerned with losing experienced people 3 years earlier.

Cmr. Brittain asked if they had an idea of what the savings would be per employee that put in for the DROP early.

Administrator/Controller Treacher stated that this is neutral in that there is no savings and no costs. He further stated that it is not a matter of saving money, but rather trying to prevent people who are in their sixties from working 40 years to retire from the Road Commission.

Cmr. Elwell asked if someone was 58 if they could retire under the current program.

Administrator/Controller Treacher said they could not under the current program. He explained that employees have to be eligible to retire to go into the DROP. He stated that currently the minimum age is 60 for them to enter the DROP which means that if they wanted to take full advantage of the DROP they would not be able to leave until they were 63 years old. This would also put them past social security age, which is why it is being recommended.

Cmr. Elwell's concern was that if this was passed someone could enter into the DROP program at age 57 and potentially retire the next day.

Administrator/Controller Treacher did not believe that to be anyone's intent and stated that it would be to the employee's disadvantage because it would lower their retirement compensation by retiring 3 years earlier.

Cmr. Herl asked if they would accrue additional service time during the 3 years.

Administrator/Controller Treacher answered no.

Cmr. Brittain asked why the County would do this if there is no savings. He pointed out that the average retirement age is 62 for someone who doesn't work for the government. He doesn't think preferential treatment should be given to a government employee over an average citizen with no cost savings, so he will be opposing.

Cmr. Smith asked if they would get any additional money because they would be retiring early.

Administrator/Controller Treacher explained that this is exactly the same as the regular County DROP, but with a lower age. He stated that with the County right now you can DROP after 25 years of service regardless of age, but at the Road Commission they have to work until age 60 regardless of years of service. In order to get full advantage of the DROP they would have to work until age 63 which is a year beyond social security.

Cmr. Poleski stated that he agreed with Cmr. Brittain. He said that when he hears the words full advantage and huge advantage for the employee, he hears expense to the County. He admitted that he is ignorant with the mechanisms of the DROP program. He stated that without seeing some kind of savings to the Road Commission and ultimately to the County, he would prefer to vote against the motion.

Administrator/Controller Treacher explained to the board that this is part of a negotiated package and is not the only thing, but it does need concurrence from the board because the board is the plan sponsor for the retirement system. He said that what they are effectively saying is that they are going to vote no on one part of a collective bargaining agreement. He stated that is not the board's job even though it is provided in the packet to them, but is up to the Road Commission to manage that and figure out what the entire package is to look like, not one part of it. He said that this benefit even as being proposed, would still not be as good as what is currently in place for County employees. He said that he didn't understand what the questioning is.

Cmr. Lutchka stated that he would think there would be some savings because a senior employee would retire and would be replaced with a junior employee.

Cmr. Brown stated that he thinks it is a fair proposal.

Cmr. Elwell added that there would be a savings because when an employee enters the DROP program it locks in their multiplier amount, which doesn't cost them directly out of the budget but costs the pension. He said that if they continued working for 3 more years their multiplier would be higher. He said that he has never worked for a Road Commission, but has done utility work and it's very hard work -- especially after 40 years of it. He thinks that he will end up supporting it, but pointed out that more information would have been helpful.

Cmr. Videto said that they spent a lot of time discussing the issue when they put the DROP program into the County. He said that the outcome of the original discussion was that there are some benefits to the employee, but a lot of benefits to the employer. He said that if they revisit some of the original conversations they had on the DROP program and what it can do, it is very clear.

Moved by Lutchka, supported by Brown to move the question. Motion carried unanimously.

Actual Proposal - Roll Call: (9) Yeas. Cmr. Herl, Lutchka, Brittain, Videto, Shotwell, Brown, Smith, Way, Elwell. (1) Nay. Cmr. Poleski.

B. Set Meeting Dates for Two Special Meetings of the Board of Commissioners for Thursday, July 10, 2008 and Friday, July 11, 2008 at 9:00 a.m. in the County Commission Chambers, County Tower Building for the Purpose of the First Round of Interviews of Candidates for the Deputy Administrator Position.

Moved by Herl, supported by Brown to Set Meeting Dates for Two Special Meetings of the Board of Commissioners for Thursday, July 10, 2008 and Friday, July 11, 2008 at 9:00 a.m. in the County Commission Chambers, County Tower Building for the Purpose of the First Round of Interviews of Candidates for the Deputy Administrator Position. Voice Vote: (9) Yeas. Cmr. Herl, Lutchka, Poleski, Videto, Shotwell, Brown, Smith, Way, and Elwell. (1) Nay. Cmr. Brittain. Motion carried.

1. Explore the Potential of Switching the County Pension to MERS, Specifically Reviewing Costs and Potential Savings and Report the Findings at the Board Meeting in August.

Cmr. Brittain stated that he felt MERS would be a very good thing and could save the County a lot of money. He pointed out that many other townships and counties have gone that direction. He will be supporting.

Moved by Elwell, supported by Poleski to have the Administrator/Controller Explore the Potential of Switching the County Pension to MERS, Specifically Reviewing Costs and Potential Savings and Report the Findings at the Board Meeting in August. Roll Call: (10) Yeas. Motion carried unanimously.

D. Special Board Meeting date set for June 6, 2008 at 7:30 a.m. regarding Sponsorship Contracts with the County Fair

Moved by Herl, supported by Brittain to Set a Special Board Meeting for June 6, 2008 at 7:30 a.m. regarding Sponsorship Contracts with the County Fair. Motion carried unanimously.

PUBLIC COMMENTS:

No public comment

COMMISSIONER COMMENTS:

Cmr. Brittain said "I told you so" regarding the control of the Animal Shelter being taken by the Sheriff's Department.

Cmr. Herl thanked the commissioners for taking the surveys for Intergovernmental Cooperation.

CLOSED SESSION:

None

ADJOURNMENT:

Chairman Shotwell adjourned the May 20, 2008 meeting of the Jackson County Board of Commissioners at 8:04 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



Jackson County

Department of Human Resources

Crystal Y. Dixon, Director

To: Board of County Commissioners

Date: November 27, 2012

From: Crystal Y. Dixon *CYD*
City/County Human Resources Director

Motion Requested: To approve the return to Full-Time Status the Position of Human Resources Specialist, Department of Human Resources, an FTE increase of .25.

I. Background

From the period of 1998 until 2006, the Human Resources staffing included two full-time Human Resources Specialists and two full-time Administrative Assistant positions. In 2006, both Human Resources Specialists retired at the same time. Their duties were merged with the two Administrative Assistants who were then reclassified to the Human Resources Specialist level, resulting in a reduction of two (2) full-time staff positions. Nevertheless, the work loads of those four (4) positions remained and have been provided by half the staff. In 2011, one of those Human Resources Specialists positions was further reduced to part-time status at the request of administration. This position is the topic of concern.

Metrics for the Human Resources Specialist Position – This is a very labor-intensive job which provides a myriad of professional and administrative duties for Jackson County.

These include:

- *Serves as the “**first face**” of Jackson County with the public, future employees, vendors and others.
- *Handles an average of **250+ customer service requests each week** (phone, walk-ins and e-mails) from employees, elected officials and the job seeking public. Fielding numerous daily phone calls from County staff, department heads/elected officials, and the public.
- *Conducts recruitment/employment for the County positions, including processing job requisitions, preparing and posting jobs, placing ads in external sources, etc.
- *Receives, reviews, and processes employee changes and enters them into the computer system (wage changes, name, address, position changes, etc.)
- *Administers the County’s workers’ compensation program, short-term/long-term disability leaves, and family medical act leaves.
- *Responds to daily requests for employment verification from finance and mortgage companies and all other requestors.
- *Reviews, logs and scans all applications/resumes received for posted positions and performs legal compliance tracking before sending same to department heads for consideration.
- *Conducts new employee orientation and handles other special projects including the Employee Recognition event and the annual Benefits Fair.
- *Maintains employee personnel files, and distributes incoming HR Department mail.
- *Serves as back-up to the City Personnel Desk in the absence of the City’s Labor Relations Technician.

II. Current Situation

In March, 2011, the Board of Commissioners approved a reduction in the Human Resources Specialist position to part-time status from full-time status. It was made with great reservation of the Human Resources staff. However, the change was made with the understanding that a request would be made to return the position to full-time status, if it proved to be ineffective and problematic in a part-time status. That time has come.

Turnover and Inefficiency of Job Sharing

A. **After less than four (4) months on the job**, in September, 2011 our part-time (30) hour Human Resources Specialist, Brenda MacDonald resigned her position to accept a full-time position in Human Resources with another employer. One of the concerns that Brenda addressed in her letter of resignation was that the **workload of the position was not suited to a part-time status but should be that of a full-time position**. Fortunately our retired Human Resources Specialist, Pam Mastrangelo agreed to return to work to assist us while we recruited a replacement and Pam then trained that replacement, Mary Brown. Given the workload of the position, administration approved for us to keep Pam on as a casual (she had been working 16 hours per week) and Mary would work part-time (24 hours per week). Hence, Mary has been working Monday, Tuesday and Friday and Pam has been working Wednesday and Thursday, until early October 2012.

Pam informed us in mid-September, 2012 that she would be leaving in early October, stating that sharing the position is not working. Before she left, Pam gave several reasons why she felt this way including:

- Loss of efficiency due to having to spend significant time reading e-mails from Mary and sending e-mails to Mary, or leaving written communication with each other, in order to keep each other up to date on issues related to daily responsibilities.
- A lack of continuity for employees. Our customer volumes and needs are simply too high and complex to allow for successful hand-off to the “next shift.”
- Constantly having the feeling that you never quite know what is going on and/or what has transpired, with on-going or new issues.
- Occasional occurrences of tasks being forgotten, delayed, or mistakes being made due to two individuals handling the same/similar tasks on alternate days.

In speaking with Mary, she also agreed that the job sharing had been difficult, not only for Mary and Pam, but also for the employees. Mary expressed similar concerns as listed above. Both also have stated that the job share has created a more stressful work environment.

B. Now that the job has returned to a single employee working a part-time basis, we’ve had customer complaints and some projects fall-through due to the position not being staffed on a full-time basis. The incumbent, Mary Brown is extremely efficient, skilled and dedicated, but due to her own financial situation, she also has to work another part-time job to make ends meet.

III. Analysis

A. **Strategic** – The services provided by this position are vital to the County's strategic goals of safe community (facilitating the hiring process of County jobs wherein our citizens are served); and improved work environment (creating a user-friendly environment for the public).

Additionally, the Human Resources team is committed to providing quality service to our customers, both internal and external. The regular workload for this position is forty hours or more weekly. Services provided include: serving 250+ customers per week, servicing walk-in customers; entering and verifying the accuracy of all employee status and wage changes; new hire orientation; entering all new hire information into the IFAS financial/human resources system; preparing, posting, and monitoring job postings; application/resume reviews and tracking; running reports to respond to management requests; responding to daily requests for employment verifications; administering the County's worker's compensation program; administering the County's short and long-term disability program and the Family and Medical Leave Act program. In addition, throughout the year other larger projects occur such as the Employee Recognition dinner, Benefits Fair, and other duties as assigned.

In addition, the Human Resources Department staff is also expected to provide services to the City of Jackson through our intergovernmental agreement. Candidly, this job was reengineered in 2006 by combining more than two full-time work loads into one job. The current demands have increased that workload astronomically, and to expect even satisfactory service delivery from this job on a part-time basis is unreasonable. We now have turnover of not only an external candidate but the person who held the job for many years and loved working here as a casual worker, has departed largely because the demands far exceed the hours available to provide the service. I am respectfully requesting that the Board support and approve returning this vital job to full-time status.

B. **Financial** - The current 2012 annual costs for both the part-time (24 hour) position and the casual (16 hour) position is \$53,390.00. To return the position to full-time status and eliminate the casual hours would increase the annual cost by \$11,054 for the 2013 budget, with a modest budgeted increase of .25 FTE from the currently budgeted .75 FTE.

In this case, due to the service demands of this vital position, I believe that the benefit to the County far outweighs the increased cost. Mary, the part-time incumbent has proven to be an excellent employee bringing a wealth of knowledge, experience and ideas to the department. She has quickly become a vital part of the team and it would be a great loss if we were to lose her to another employer. She has had to already pick-up another part-time job to make ends meet.

C. **Legal** – The Human Resources Department is mandated by a myriad of federal and state employment and benefits laws to ensure that the County's employment, benefits, compensation/wage programs are in compliance therewith. The Human Resources Specialist position provides critical services to achieve the mission of such compliance.

D. **Timing** – Since 2006, the position as a full-time position, has been handling the workload of more than two full-time positions due to position and budget reductions. Since May, 2011, we have more than struggled with providing the same level of services with part-time staff and

have experienced high turnover, employee dissatisfaction and some occasional service delivery snafus due to reduced staffing. The return of the position to full-time is needed now.

- IV. **Alternatives** – We have for the past one and one-half years, tried other alternatives, including job-sharing, partial day staffing, and attempting to provide services on a part-time basis. All have failed and we run the risk of losing a very engaged, highly efficient and highly skilled part-time job incumbent, Mary Brown. We already experienced the loss in October of the retired casual employee who did the job for years on a full-time basis, as she could no longer keep up with the work demands. I am well aware of the financial challenges facing the County, and soberly make this request for this modest increase in full-time equivalency (.25 FTE) to ensure vital service delivery to our customers.
- V. **Recommendation** – It is recommended that the Board of County Commissioners approve this request to return the part-time Human Resources Specialist position to full-time status, with a modest budgeted increase of .25 FTE and cost of \$11,054. I appreciate your consideration and respectfully request your approval.



Jackson County

Fleet and Facilities Operations

Ric Scheele Director, Jim Vandenburg Carpenter Supervisor, Tim Yost Electrical Supervisor

TO: Personnel and Finance Committee

FROM: Ric Scheele
Director of Fleet and Facilities Operations

SUBJECT: Land Exchange Request

DATE: 11.26.2012

Motion Requested:

Approve sending to the Board of Commissioners, the request to deed parcel 1-0307.1000 to the City of Jackson MI, in exchange, the City of Jackson MI will vacate the alley located between parcels 1-031500000 and 1-031000000, commonly known as the auxiliary parking lot for the Medical Care Facility.

I. Background

- A. The City of Jackson deeded the aforementioned parcel of property to the County of Jackson at the Medical Care Facility. The alley in question traverses the auxiliary Medical Care Facility parking lot located across Lansing Avenue from the main building and consists of approximately 2,112 square feet.

II. Current Situation

- A. The auxiliary parking lot was constructed without the alley being vacated by the City of Jackson. At this time, we would like to correct that oversight and have the entire parking area owned by the County of Jackson, Medical Care Facility.
- B. The City of Jackson is requesting the parcel of land it deeded to the County a short time ago to be used for possible future road improvements.

III. Analysis

- A. Strategic: This project ties in with the "Healthy Communities" strategic plan adopted by the Board of Commissioners. There is no advantage to the County for keeping the parcel requested by the City.
- B. Financial: The land exchange will not cost the County any money outside of any normal real estate transaction fees.
- C. Customer: The auxiliary parking lot allows for increased parking spaces at the facility, making easier for visitors to find parking spaces.

- D. Timing: The Personnel and Finance Committee has to approve this motion to allow the land exchange to move forward to the full Board of Commissioners for approval.

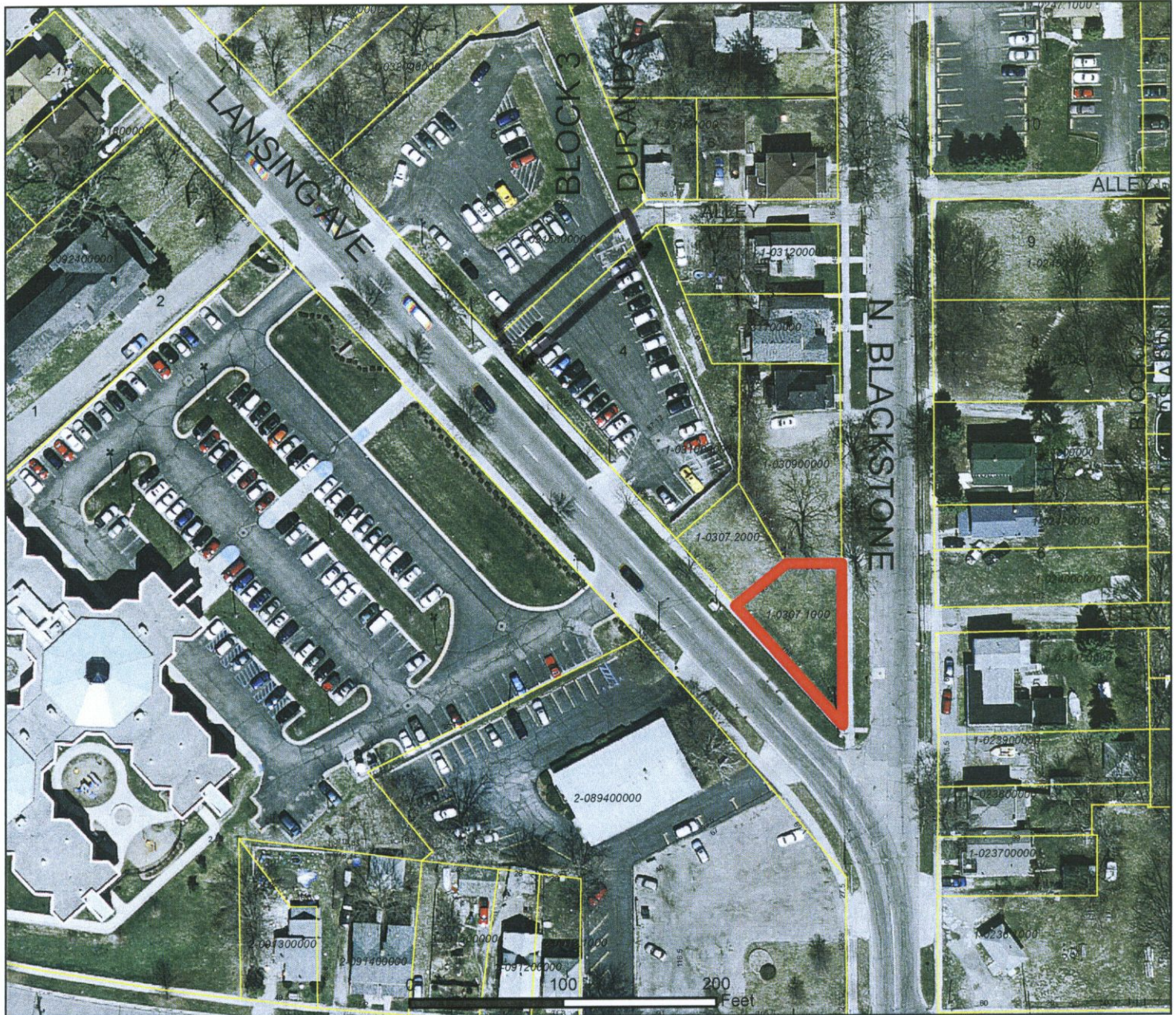
IV. Recommendation

The office of the Administrator/Controller recommends approval of the proposed land exchange.

- V. **Attachment:** Map of the proposed land exchange. Please note, the parcel is outlined in red, the alleyway is outlined in black.

PARCEL DATA SHEET - PARCEL ID:

1-0307.1000



OWNER NAME COUNTY OF JACKSON
 OWNER ADDRESS 120 W MICHIGAN AVE
 JACKSON MI 49201
 HOMESTEAD N/A
 PARCEL ADDRESS 501 LANSING AVE
 JACKSON MI 49201
 PROPERTY CLASS 710 - COUNTY OWNED
 STATUS Active
 ACREAGE 0.14 Acres
 GOV'T UNIT City of Jackson
 TAX UNIT City of Jackson
 SCHOOL DISTRICT JACKSON PUBLIC SCHOOL
 LIBER/PAGE 1617/1287

Document Generated 11/26/2012 1:57:29 PM

	2010	2011	2012
TAXABLE VALUE	0	0	0
ASSESSED VALUE	0	0	0

LEGAL DESCRIPTION
 COM AT THE INTERS OF W LN OF N
 BLACKSTONE ST & THE E LN OF LANSING AVE.
 TH N 107 FT ALG THE W LN OF BLACKSTONE
 ST TH W 37.75 FT AT RIGHT ANGLES TO
 BLACKSTONE ST TH SWLY 43 FT TO THE ELY
 LN OF LANSING AVE TH SELY TO BEG BEING A
 PART OF LOT 1 BLK 3 DURAND'S ADD



This generated map is provided to allow easy access and visual display of governmental information and services, as well as to information from other sources. Every reasonable effort has been made to ensure the accuracy of the maps and data provided; nevertheless, some information may not be accurate. The burden of determining the accuracy, timeliness, completeness, merchantability, and fitness or appropriateness of use rests solely on you, the user.



Parks Department-BUDGET ADJUSTMENT

[illegible]

REASONING: Adjust transfer to a fiscally responsible level

DEPT HEAD

BUDGET DIR

DATE _____

DATE _____

COMMITTEE

ADMIN

BOARD OF COMM
BOARD OF COMM

DATE _____

DATE _____

DATE
DATE

Parks Department-BUDGET ADJUSTMENT

[illegible]

REASONING: Adjust transfer to a fiscally responsible level

DATE _____

Parks Department-BUDGET ADJUSTMENT

[illegible][illegible]

Fls

11.27.12

DATE _____

DATE _____

DATE _____

DATE _____

COUNTY OF JACKSON
Parks Department-BUDGET ADJUSTMENT
2012

[illegible]

REASONING: Adjust transfer to a fiscally responsible level

DEPT HEAD

DATE 11.27.12

COMMITTEE

DATE _____

BUDGET DIR

DATE _____

ADMIN

DATE _____

BOARD OF COMM

DATE _____



Jackson County
Finance Department
120 W. Michigan Ave. Jackson MI 49201
Telephone (517) 768-6614

Memorandum

To: Personnel & Finance Committee
From: James Latham, CPA – Director of Finance
Date: November 28, 2012
RE: 2012 Budget Adjustments

The following is a summary of various budget adjustments (detail attached):

1. Finance Department – Decreases various wage and other accounts by \$50,175; increases contingency account by \$50,175 – to reflect position vacancies.
2. Human Resources Department – Increases revenue by \$4,500; increases expenses by \$57,100; decreases contingency by \$52,600 - to reflect personnel changes and other expenses, billable to Pension Fund, which were not previously budgeted.
3. Non Departmental – Increases expenses by \$134,600; decreases contingency by \$134,600 - to reflect various unanticipated differences between actual expenses and planned expenditures.

**COUNTY OF JACKSON
FINANCE-BUDGET ADJUSTMENT
EXPENSE
2012**

LINE ITEM								
FUND	DEPT.	ACCOUNT		ACCOUNT DESCRIPTION	CURRENT BUDGET	INCREASE	DECREASE	AMENDED BUDGET
101	223	704	000	Wages-full time	163,469		44,775	118,694
101	223	705	000	Wages-part time	15,588	1,750		17,338
101	223	705	500	Wages-casual	-	9,360		9,360
101	223	706	000	Wages-overtime	-	885		885
101	223	715	000	FICA	13,763		2,040	11,723
101	223	716	000	Health Insurance	40,176		9,990	30,186
101	223	717	000	Life Insurance	698		173	525
101	223	718	000	Retirement	29,132		18,032	11,100
101	223	718	100	RHS	-	1,050		1,050
101	223	719	000	Workers' Compensation	1,330		140	1,190
101	223	730	000	Office Supplies	2,800	1,675		4,475
101	223	801	000	Professional Services	-	10,000		10,000
101	223	811	000	Dues & Publications	700		700	-
101	223	816	000	Service Contracts	3,000		1,345	1,655
101	223	850	000	Telephone Usage	1,010	300		1,310
101	223	978	000	Capital Outlay	-	2,000		2,000
101	223	989	697	Contingency	544,501	50,175		594,676
								-
								-
								-
					816,167	77,195	77,195	816,167

REASONING:	
TO REFLECT PERSONNEL CHANGES DUE TO VACANCIES	

DEPT HEAD _____
BUDGET DIR _____

DATE _____
DATE _____

COMMITTEE _____ DATE _____
ADMIN _____ DATE _____
BOARD OF COMM _____ DATE _____

**COUNTY OF JACKSON
HUMAN RESOURCES-BUDGET ADJUSTMENT
REVENUE
2012**

LINE ITEM								
FUND	DEPT.	ACCOUNT		ACCOUNT DESCRIPTION	CURRENT BUDGET	INCREASE	DECREASE	AMENDED BUDGET
101	226	685	009	Admin Reimbursemeent-pension	128,110	4,500		132,610
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
					128,110	4,500	-	132,610

[illegible]

DEPT HEAD _____

DATE _____

COMMITTEE _____ DATE _____

BUDGET DIR _____

DATE _____

ADMIN	DATE
-------	------

BOARD OF COMM _____ DATE _____

COUNTY OF JACKSON
HUMAN RESOURCES-BUDGET ADJUSTMENT
EXPENSE
2012

LINE ITEM								
FUND	DEPT.	ACCOUNT		ACCOUNT DESCRIPTION	CURRENT BUDGET	INCREASE	DECREASE	AMENDED BUDGET
101	226	704	000	Wages-full time	253,980	24,500		278,480
101	226	705	000	Wages-part time	53,727		12,300	41,427
101	226	705	500	Wages-casual	-	28,040		28,040
101	226	706	000	Wages-overtime	-	1,100		1,100
101	226	715	000	FICA	23,462	2,928		26,390
101	226	716	000	Health Insurance	38,742	6,228		44,970
101	226	717	000	Life Insurance	898	112		1,010
101	226	718	000	Retirement	28,304		184	28,120
101	226	718	100	RHS	1,750	1,750		3,500
101	226	719	000	Workers' Compensation	2,284	351		2,635
101	226	728	000	Printing	4,550	1,530		6,080
101	226	730	000	Office Supplies	1,000	1,610		2,610
101	226	801	000	Professional Services	-	275		275
101	226	816	000	Service Contracts	-	220		220
101	226	850	000	Telephone Usage	1,050	850		1,900
101	226	861	000	Mileage	290	90		380
101	890	989	697	Contingency	544,501		52,600	491,901
								-
								-
								-
					954,538	69,584	65,084	959,038

REASONING:	
TO REFLECT PERSONNEL CHANGES AND ADDITIONAL COSTS BILLABLE TO PENSION PLAN	

DEPT HEAD	_____	DATE	_____	COMMITTEE	_____	DATE	_____
BUDGET DIR	_____	DATE	_____	ADMIN	_____	DATE	_____
				BOARD OF COMM	_____	DATE	_____

**COUNTY OF JACKSON
NON DEPARTMENTAL-BUDGET ADJUSTMENT
EXPENSE
2012**

LINE ITEM								
FUND	DEPT.	ACCOUNT	ACCOUNT DESCRIPTION	CURRENT BUDGET	INCREASE	DECREASE	AMENDED BUDGET	
101	999	718	100	RHS Employer Contribution	-	23,600	23,600	
101	999	721	000	Termination Costs	100,000		70,000	
101	999	722	000	Unemployment	20,000		15,000	5,000
101	999	810	000	Attorney Services	60,000		25,000	35,000
101	999	810	015	Attorney Fees-Storm Water	-	88,000		88,000
101	999	912	000	Insurance & Bonds	650,000	60,000		710,000
101	999	912	100	Insurance Deductable	75,000		75,000	-
101	999	964	000	Tax Tribunal Refund	60,000	108,000		168,000
101	890	989	000	Contingency	544,501		134,600	409,901
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
					1,509,501	279,600	279,600	1,509,501

REASONING:
TO REFLECT VARIOUS UNANTICIPATED DIFFERENCES BETWEEN ACTUAL EXPENSES AND PLANNED EXPENDITURES

DEPT HEAD _____	DATE _____	COMMITTEE _____	DATE _____
BUDGET DIR _____	DATE _____	ADMIN _____	DATE _____
		BOARD OF COMM _____	DATE _____

Commissioner Board Appointments – December 2012

<u>BOARD</u>	<u>NEW TERM EXPIRES</u>	<u>CURRENT MEMBER</u>	<u>APPLICANTS</u>	<u>COMMITTEE RECOMMENDED APPOINTMENTS</u>
<u>Airport</u>				
1) One public member	12/2014	Steven Wellman	Steven Wellman Michael Walker	Steven Wellman
<u>Department on Aging Advisory Council</u>				
1) One public member	12/2014	Diane Derby	Diane Derby	Diane Derby
1) One public member	12/2014	Donald Peterson	Donald Peterson	Donald Peterson
1) One public member	12/2014	Jack Bentley	Richard(Rick) Mills	
1) One public member	12/2014	Sharon Best	Sharon Best	Sharon Best
1) One public member	12/2014	Barbara McClure	Barbara McClure	Barbara McClure
1) One public member	12/2014	Howard Griffis	Howard Griffis	Howard Griffis
1) One public member	12/2014	Tina Gross	Tina Gross	Tina Gross
1) One public member	12/2014	Michael Butchart	Michael Butchart Paul Loik Teresa Abbey	Michael Butchart Teresa Abbey
<u>District Library</u>				
1) One public member	12/2016	Jim Best	Jim Best Heather Albee-Scott Paul Loik	Heather Albee-Scott
<u>Hospital Finance Authority</u>				
1) One public member	12/2013	Karen Coffman	Karen Coffman	Karen Coffman
1) One public member	12/2013	Tony Samon	Tony Samon	Tony Samon
1) One public member	12/2013	Jason Valente	Jason Valente	Jason Valente
1) One public member	12/2013	Michael Overton	Michael Overton Daniel Machnick	Michael Overton
<u>Parks</u>				
1) One public member	12/2015	Kyle Jansen	Kyle Jansen	
1) One public member	12/2015	Roger Gaede	Roger Gaede William Kerwin Michael Way Paul Loik Wade Renando	Roger Gaede Michael Way

Commissioner Board Appointments – December 2012 *Continued*

<u>BOARD</u>	<u>NEW TERM EXPIRES</u>	<u>CURRENT MEMBER</u>	<u>APPLICANTS</u>	<u>COMMITTEE RECOMMENDED APPOINTMENTS</u>
<u>Region 2 Planning Commission</u>				
1) One public member	12/2015	Teresa Abbey	Teresa Abbey	Teresa Abbey
1) One public member	12/2015	Mark Baker	Mark Baker	Mark Baker
1) One public member	12/2015	Rick Sigers	Rick Sigers	Rick Sigers
			Wade Renando	
			Jerry(Gerald) McDevitt	

COUNTY OF JACKSON
REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to **County of Jackson Administrator/Controller's Office- 6th 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: Best Sharon K
Last First Middle Initial
HOME ADDRESS: 5063 Big Rock Jackson 49201
Street City Zip Code
TELEPHONE: (517) 789-9022 sjbest11@comcast.net
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. Dept. of Aging Advisory Council 2. _____ 3. _____

Community Activities/Civic Organization/Boards/Commissions:

Activity/Organization:	Length of Service	Position(s) Held:
<u>Dept. of Aging Advisory Council</u>	<u>1 yr. 10 months</u>	<u>Council Member</u>
<u>Jackson City Retirement Council</u>	<u>18 1/2 yrs.</u>	<u>Trustee/Public Member</u>
<u>Friends of Jahnke Center</u>	<u>19 yrs.</u>	<u>Treasurer</u>

Employment:

Retired - Consumers Energy Financial Analyst 1977 - 2003
Current Employer: Position: Dates of Employment:

Education:

Assoc. Degree - Jackson Comm. College - Bachelor Degree - Spring Arbor University

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

Having been on the Council this past year I am aware of the needs of seniors and hope to assist for the continuation of these beneficial programs for the Jackson Area.

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

Being active in many organizations gives me more insight to the concerns of area residents and need of volunteers to help improve service to seniors.

Sharon K Best
Signature

10/30/2012
Date

COUNTY OF JACKSON
REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to **County of Jackson Administrator/Controller's Office- 6th 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: Best Sharon K
Last First Middle Initial
HOME ADDRESS: 5063 Big Rock Jackson 49201
Street City Zip Code
TELEPHONE: (517) 789-9022 sjbest11@comcast.net
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. Dept. of Aging Advisory Council 2. _____ 3. _____

Community Activities/Civic Organization/Boards/Commissions:

Activity/Organization:	Length of Service	Position(s) Held:
<u>Dept. of Aging Advisory Council</u>	<u>1 yr. 10 months</u>	<u>Council Member</u>
<u>Jackson City Retirement Council</u>	<u>18 1/2 yrs.</u>	<u>Trustee/Public Member</u>
<u>Friends of Jahnke Center</u>	<u>19 yrs.</u>	<u>Treasurer</u>

Employment:

Retired - Consumers Energy Financial Analyst 1977 - 2003
Current Employer: Position: Dates of Employment:

Education:

Assoc. Degree - Jackson Comm. College - Bachelor Degree - Spring Arbor University

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

Having been on the Council this past year I am aware of the needs of seniors and hope to assist for the continuation of these beneficial programs for the Jackson Area.

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

Being active in many organizations gives me more insight to the concerns of area residents and need of volunteers to help improve service to seniors.

Sharon K Best 10/30/2012
Signature Date

Please Type or Print
With Black Ballpoint

Please Type or Print
with Black Ballpoint

COUNTY OF JACKSON
REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: **County of Jackson -- Administrator/Controller's Office -- 6th Floor**
20 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: Butchart Michael L
Last First Middle Initial
HOME ADDRESS: 4003 Fayette Ct Jackson 49203
Street City Zip Code
TELEPHONE: 517-789-069 mbutchart@att.net
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. Dept on Aging Advisory Board 2. _____ 3. _____

Community Activities/Civic Organization/Boards/Commissions:

Activity / Organization:	Length of Service	Position (s) Held:
<u>Dept on Aging Advisory Board</u>	<u>6 year (at least)</u>	<u>Assistant Chair</u>
<u>Mid South Substance Abuse Comm</u>	<u>1 year</u>	_____
<u>Jackson County Substance Abuse Comm</u>	<u>1 Year</u>	_____

Employment:

Retired - Consumers Energy
Current Employer: _____ Position: _____ Dates of Employment: _____

Education:

Bachelors Degree from Michigan State University

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

I am on the Board, realize what good the organization does and feel the organization and I are working well together

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

I also drive for RSVP, work with seniors on Medicare D and VITA and am involved in my church

Michael Butchart

Signature:

November 13th, 2012

Date:

Submit

Reset

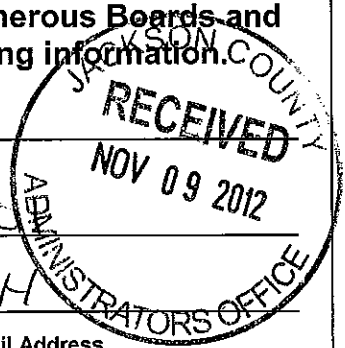
COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: County of Jackson Administrator/Controller's Office- 6th 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: Derby Diane L.
Last First Middle Initial
HOME ADDRESS: 5040 Clinton Road Jackson, MI 49201
Street City Zip Code
TELEPHONE: (517) 788-0379-W; (517) 788-8430-H
Home, Work, Cell, or Business (Include Area Code) E-mail Address: dlderby@yahoo.com



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

1. Dept on Aging - Advisory Council
3. _____

Community Activities/Civic Organization/Boards/Commissions:

Activity/Organization:	Length of Service	Position(s) Held:
Dept on Aging - Adv. Coun.	Approx. 7 1/2 yrs	Advisory Board Member
Friends of Jackson Seniors	1-3/4 yrs.	Board Member / Acting Chair
River Baptist Church	21 yrs.	Member / Sunday School Teacher, Nursery Worker & Benevolent Needs Committee

Employment:

Current Employer:	Position:	Dates of Employment:
Consumers Energy	Senior Benefits Specialist / Accountant	9/21/81 - present

Education:

Associates of Arts Degree + Accounting Certificate - JCC

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

I would like to continue my service to the Seniors of Jackson County by once again serving on this Board. I believe my

Additional Information you feel may be helpful in considering your request for Appointment: Work on the Board has been productive + that my presence has been a positive impact for the Dept.

Diane L. Derby
Signature

11/8/12
Date

COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT



Mail or personally deliver to: County of Jackson Administrator/Controller's Office, 3rd 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: GRIFFIS HOWARD E.
Last First Middle Initial
HOME ADDRESS: 1008 DANDELL COR HORTON 49246
Street City Zip Code
TELEPHONE: (517) 688-4922
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. DEPT. ON AGING 2. _____ 3. _____

Community Activities/Civic Organization/Boards/Commissions:

Activity/Organization:	Length of Service	Position(s) Held:
<u>HANOVER TWP</u>	<u>10 YRS</u>	<u>SUPERVISOR</u>
<u>CONCOA UMC</u>	<u>12 YRS</u>	<u>HEAD OF FINANCE</u>
<u>JACKSON DEPT. ON AGING</u>	<u>8 YRS</u>	<u>ADVISORY CON</u>
<u>REGION II AAA</u>	<u>7 YRS</u>	<u>BOARD OF DIRECTORS</u>

Employment: RETIRED
Current Employer: Position: Dates of Employment:

Education:

HANOVER-HORTON TWP, JCC, HILLSDALE

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

RE-APPOINTMENT

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

[Signature]
Signature

10/31/12
Date

COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: County of Jackson Administrator/Controller's Office- 6th 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: GROSS TINA M
Last First Middle Initial
HOME ADDRESS: 3770 St Anne Jackson 49201
Street City Zip Code
TELEPHONE: 517 937 4533 or 517 780 3997
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. Dept on Aging (currently member) 3. _____

Community Activities/Civic Organization/Boards/Commissions:

Activity/Organization:	Length of Service	Position(s) Held:
<u>Tri county on Aging (Lansing)</u>	<u>2 yr</u>	<u>Advisory Board member</u>
<u>Baker College Advisory</u>	<u>2 yr</u>	<u>"</u>
_____	_____	_____

Employment:

Sparrow Specialty Hospital Director of Clinical Services 2005 - current
Current Employer: Position: Dates of Employment:

Education: RN, BAS, MSN, SANE

Provide advocacy to the elderly and disabled

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

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

I truly believe in supporting the members of our community.

TGROSS

Signature

11/6/2012

Date

COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: *County of Jackson -- Administrator/Controller's Office -- 6th 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: Loik Paul
Last First Middle Initial

HOME ADDRESS: 4004 Trumble Rd Jackson 49201
Street City Zip Code

TELEPHONE: Home 517-764-4203 Cell 517-917-3456 ploik@umich.edu
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. Department on Aging Advisory Council 2. District Library 3. Parks Board

Community Activities/Civic Organization/Boards/Commissions:

Activity / Organization:	Length of Service	Position (s) Held:
<u>Jackson County 4-H Foundation</u>	<u>3 Years</u>	<u>Trustee</u>
<u>Michigan Society for Respiratory Care</u>	<u>22 years</u>	<u>President, President elect, Past President, Membership Chair, District Represent</u>
<u>Boy Scouts of America</u>	<u>14 Years</u>	<u>Many different positions including adult leader.</u>

Employment:

<u>University of Michigan Health System</u>	<u>Clinical Specialist</u>	<u>5/1/89-Present</u>
Current Employer:	Position:	Dates of Employment:

Education:

Associates degrees in Biology, Liberal Arts and Respiratory Care

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

I feel it is very important to give back to your community and serving on a board is a way to do that. I have served on many committees and board both in and out of the work environment. I feel I bring a lot of experience, knowledge and willingness to help Jackson succeed as a community.

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

I have a board range of interest and knowledge and I am willing to help where needed most.

Paul Loik
Signature:

11/5/2012
Date:

COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: **County of Jackson -- Administrator/Controller's Office -- 6th 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: McClure Barbara G
Last First Middle Initial

HOME ADDRESS: 508 N. Olcott Lake Road Jackson 49201-8507
Street City Zip Code

TELEPHONE: Home: 517-536-8561 Call: 517-917-3003 bgmccclure@comcast.net
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. Dept on Aging Advisory Council 2. 3.

Community Activities/Civic Organization/Boards/Commissions:

Activity / Organization:	Length of Service	Position (s) Held:
<u>Allegiance Clergy / Main Hosp & Carelink</u>	<u>6 Years</u>	<u></u>
<u>Allegiance Hospice Clergy</u>	<u>2 Years</u>	<u></u>
<u>Friendly Home & Heartland Nursing</u>	<u>6 Years</u>	<u></u>

Employment:

<u>RETIREE: AT&T / Lucent Technologies</u>	<u>Supervisor Billing & Collections</u>	<u>30 Years 1986-1996</u>
<small>Current Employer:</small>	<small>Position:</small>	<small>Dates of Employment:</small>

Education:

HS Graduate, License Real Estate, Dale Carnegie Public Speaking, Mgt/Labor Relations, numerous college courses, non-degree-Certificates

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

I presently serve on the Advisory Council. I am committed to all Seniors, in helping them to live independant lives and also committed to the

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

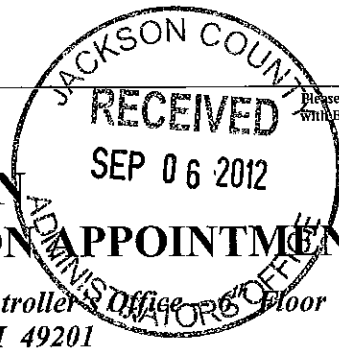
financial support of Millage Funds to meet the needs. I'm please with the Renewal Millage and the support of the Commissioners & Community.

Barbara B McClure
Signature:

October 31, 2012
Date:

Please Type or Print
With Black Ballpoint

Please Type or Print
With Black Ballpoint



COUNTY OF JACKSON REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: **County of Jackson -- Administrator/Controller's Office**
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: Mills Richard (Rick) C
Last First Middle Initial
HOME ADDRESS: 139 E. Euclid Ave. Jackson 49203
Street City Zip Code
TELEPHONE: (517) 960-9874 rickmills@millsprobatelaw.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. Region 2 Area Agency on Aging 2. _____ 3. _____

Community Activities/Civic Organization/Boards/Commissions:

Activity / Organization:	Length of Service	Position (s) Held:
<u>Catholic Charities of Jackson, Lenawee and Hillsdale Counties</u>	<u>2012 - Present</u>	<u>Director</u>
<u>Village of Spring Meadows II, a Presbyterian Village of Michigan Senior Communities</u>	<u>2009 - Present</u>	<u>Director (Vice Chair)</u>
<u>Kiwanis Foundation of Jackson/Kiwanis Club of Jackson</u>	<u>2009 - Present</u>	<u>Secretary/Director</u>

Employment:

<u>Law Office of Richard C. Mills, PLC</u>	<u>Attorney</u>	<u>March 2010 - Present</u>
Current Employer:	Position:	Dates of Employment:

Education:

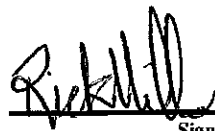
BSBA, Aquinas College, MBA, JD, University of Detroit Mercy (magna cum laude); National Certified Guardian, Center for Guardianship Certification

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

In my practice as an elder law attorney I work extensively with seniors in our community. I would appreciate the opportunity to serve the seniors of Jackson County in this capacity.

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

I recently joined the Board of Legal Services of South Central Michigan, which serves Jackson, Lenawee, and Hillsdale Counties, as well as eleven other counties.



Signature:

September 1, 2012

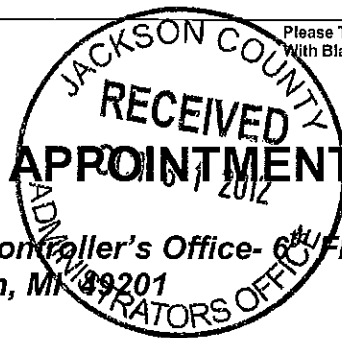
Date:

Submit

Reset

COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT



Mail or personally deliver to: County of Jackson Administrator/Controller's Office- 6th 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: PETERSON DONALD B
Last First Middle Initial
HOME ADDRESS: 3513 MCCAIN JACKSON 49203
Street City Zip Code
TELEPHONE: 517 787-3329
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. DEPT OF AGING 2. _____ 3. _____

Community Activities/Civic Organization/Boards/Commissions:

Activity/Organization:	Length of Service	Position(s) Held:
<u>AFS</u>	<u>40 YRS</u>	<u>CENTRAL MICH PRESIDENT</u>
<u>DUCTILE IRON SOC</u>	<u>30 YRS</u>	<u>BOARD OF DIRECTORS</u>
_____	_____	_____

Employment:

Current Employer:	Position:	Dates of Employment:
<u>RETIRED</u>	<u>PROD ENG</u>	_____

Education:

BSME

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

I'VE SERVED 2 YRS ON THE DEPT OF AGING AND I FEEL
I'VE CONTRIBUTED TO THE BOARD

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

I'M INTERESTED IN HELPING THE DEPT MOVE FORWARD

Donald B Peterson Sr
Signature

10-31-12
Date

COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: *County of Jackson -- Administrator/Controller's Office -- 6th 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: Teresa Abbey
Last First Middle Initial
HOME ADDRESS: 216 S Waterloo Jackson 49201
Street City Zip Code
TELEPHONE: 517-240-2801 teresa.abbey@gmail.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. Region 2 Planning Commission 2. Dept. on Aging Advisory Council 3. _____

Community Activities/Civic Organization/Boards/Commissions:

Activity / Organization:	Length of Service	Position (s) Held:
<u>Region 2 Planning Commission</u>	<u>3 1/2 years</u>	<u>member at large</u>
<u>Region 2 Planning Commission</u>	<u>1 year</u>	<u>Executive Committee</u>
<u>Department on Aging Advisory Council</u>	<u>2 years</u>	<u>member</u>

Employment:

<u>Orion Systems, Inc</u>	<u>Configuration Mgr/Software Dev.</u>	<u>March 1999 thru present</u>
Current Employer:	Position:	Dates of Employment:

Education:

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

I want to continue contributing my services to our community

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

Teresa Jo Abbey
Signature:

11/1/2012
Date:

COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: *County of Jackson -- Administrator/Controller's Office -- 6th 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: Walker Michael
Last First, Middle Initial
HOME ADDRESS: 3423 Loren Dr Jackson 49203
Street City Zip Code
TELEPHONE: 517-783-4056 mkwalker16@hotmail.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. Airport 2. 3.

Community Activities/Civic Organization/Boards/Commissions:

Activity / Organization:	Length of Service	Position (s) Held:
Summit Twp Electric Board	20 years	Secretary

Employment:

Retired - Consumers Energy, CAI Assoc	Senior Engineer, Project Engineer	1970 - 2003, 2003 - 2010
Current Employer:	Position:	Dates of Employment:

Education:

BS Electrical Engineering

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

Life-long interest in aviation, and belief I can be an asset to the County in this position

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

Registered Engineer in Michigan, Private Pilots License (inactive), Long term resident of Jackson County, US Navy Aviation experience

Michael K Walker 11/1/2012
Signature: Date:

COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: *County of Jackson -- Administrator/Controller's Office -- 6th 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: Wellman Steven
Last First, Middle Initial

HOME ADDRESS: 3160 Happy Valley Rd Jackson 49203-5514
Street City Zip Code

TELEPHONE: 517 782-7261 wellmansr@comcast.net
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. Airport Board 2. 3.

Community Activities/Civic Organization/Boards/Commissions:

Activity / Organization:	Length of Service	Position (s) Held:
<u>Jackson County Airport Board</u>	<u>10 Years</u>	<u>At Large Member, Chair (9 Years)</u>
<u>JXN Flight Fund</u>	<u>8 Years</u>	<u>Board Member, Chair (3) Years</u>
<u>JCC Flight Center Advisory Board</u>	<u>9 Years</u>	<u>Member</u>

Employment:

<u>Consumers Energy (Retired)</u>	<u>Manager, Laboratory Services</u>	<u>1979 - 2011</u>
Current Employer:	Position:	Dates of Employment:

Education:

Jackson Comm College, (AS-Aviation Technology, AA-General Studies), Spring Arbor University (BA-Business Administration)

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

Continue to move the airport forward in growing and maintaining a solid inferstructrue for the Jackson community.

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

I have had extensive involvement in the ongoing runway project and would like to see the project through to completion

Steven R. Wellman 10/17/2012
Signature: Date:

COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: **County of Jackson Administrator/Controller's Office- 6th 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: Machnik DANIEL M
Last First Middle Initial

HOME ADDRESS: 2208 LAKE WOOD DR JACKSON 49203
Street City Zip Code

TELEPHONE: 773-610-7053 dan@willismachnik.com
Home, Work, Cell or Business (Include Area Code) E-mail Address

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

1. HOSPITAL FINANCE AUTH. 2. _____ 3. _____

Community Activities/Civic Organization/Boards/Commissions:

Activity/Organization:	Length of Service	Position(s) Held:
<u>CHAMBER OF COMMERCE</u>	<u>5 YEARS</u>	<u>BOARD OF DIRECTORS;</u>
<u>MICHIGAN THEATRE - JACKSON</u>	<u>6 YEARS</u>	<u>CHAIRMAN - BOARD OF DIRECTORS</u>
_____	_____	_____

Employment:

<u>WILLIS + MACHNIK FINANCIAL</u>	<u>Managing Partner, owner</u>	<u>01/2007 - present</u>
Current Employer:	Position:	Dates of Employment:

Education:

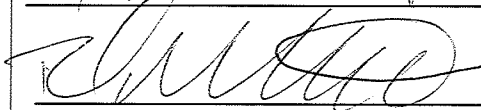
BBA - WESTERN MICHIGAN UNIVERSITY - FINANCE + ACCOUNTING

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

Healthcare plays such a vital role in the vitality & ultimate
economic success of a community. As a local business owner, I want to
help!

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

My finance & entrepreneurial experience make me a good fit!



Signature

11/1/2012

Date

COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: *County of Jackson -- Administrator/Controller's Office -- 6th 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 A
Last First, Middle Initial

HOME ADDRESS: 2157 GANTON JACKSON 49203
Street City Zip Code

TELEPHONE: 517-787-0842; 517-768-6728; 517-812-4697 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. Hospital Finance Authority Board 2. _____ 3. _____

Community Activities/Civic Organization/Boards/Commissions:

Activity / Organization:	Length of Service	Position (s) Held:
<u>Jackson County Building Authority</u>	<u>4 years</u>	<u>Treasurer</u>
<u>Jackson County Land Bank Authority</u>	<u>4 years</u>	<u>Chair</u>
<u>Non Profit Network Board</u>	<u>3 years</u>	<u>Board member</u>

Employment:

<u>Jackson County Treasurers office</u>	<u>Jackson County Treasurer</u>	<u>01-01-2009 - Present</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):

In my position as County Treasurer, I am knowledgeable about investments, bonding and public finance.

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

Karen Coffman

Signature:

November 7, 2012

Date:

Submit

Reset

COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: *County of Jackson Administrator/Controller's Office*
120 West Michigan Avenue, Jackson, MI 49201

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

NAME: Samon Anthony J
Last First Middle Initial

ADDRESS: 4311 Donnelly Road Jackson 49201
Street City Zip Code

TELEPHONE: (517)937-7103 (517)784-4800
Home (Include Area Code) Work or Business (Include Area Code)

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

1. Hospital Finance Authority 2. _____ 3. _____

Community Activities/Civic Organization/Boards/Commissions:

Activity/Organization:	Length of Member	Position(s) Held:
<u>Building Authority</u>	<u>13 years</u>	<u>Chairman, Treasurer, Secretary</u>
<u>Hospital Finance Authority</u>	<u>6 year</u>	<u>Secretary</u>
_____	_____	_____

Employment:

<u>Community Action Agency</u>	<u>Chief Financial Officer</u>	<u>January 2002 - Present</u>
Current Employer:	Position:	Dates of Employment:

Education:

Eastern Michigan University - BBA, Major in Accounting, Certified Public Accountant, Member AICPA, MACPA

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

I hope to continue to work on the important projects ahead of the Hospital Finance Authority using my experience working in the municipal finance and business. I am aware of the severe financial constraints facing all municipalities and feel the County will have a significant benefit from using my expertise.

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

Anthony J. Samon
Signature

11/20/12
Date:

COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: *County of Jackson -- Administrator/Controller's Office -- 6th 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: Valente _____ Jason _____
Last First Middle Initial
HOME ADDRESS: 1115 Park Road _____ Jackson _____ 49203
Street City Zip Code
TELEPHONE: 517-879-8251 _____ jason@valenteholdings.com _____
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. Hospital Finance Authority _____ 2. _____ 3. _____

Community Activities/Civic Organization/Boards/Commissions:

Activity / Organization:	Length of Service	Position (s) Held:
Hospital Finance Authority	2010-Present	Committee Member
Jackson Co. Parks Commission	2010-Present	Commissioner
disAbility Connections Foundation	2008-Present	Chair, Vice-Chair, Board Member

Employment:

Jackson Community College Foundation	President	2008-Present
Current Employer:	Position:	Dates of Employment:

Education:

Doctor of Education, Ferris State University (in progress) Master of Science and Bachelor of Arts, Concordia University, Ann Arbor

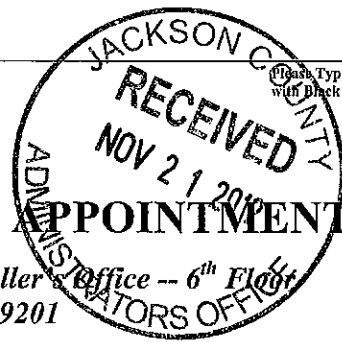
Please indicate why you are requesting appointment to this Board (s) /Commission (s):

To use my expertise to provide service to the community.

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

Jason H. Valente _____
Signature:

11/1/2012 _____
Date:



COUNTY OF JACKSON REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: *County of Jackson -- Administrator/Controller's Office -- 6th 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: Albee-Scott Heather D.
Last First Middle Initial
HOME ADDRESS: 5936 Estola Street Jackson 49201
Street City Zip Code
TELEPHONE: 435-881-4742 heather.albeescott@gmail.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. Jackson District Library 2. 3.

Community Activities/Civic Organization/Boards/Commissions:

Activity / Organization:	Length of Service	Position (s) Held:
Kiwanis International	November 2012 - present	Member
Jackson Community Foundation	August 2012 - present	Legacy Committee Member
Center Stage Jackson Youth Theater	August 2011 - present	Committee Member

Employment:

Jackson Public Schools	Parent Liaison	October 2010 - present
Current Employer:	Position:	Dates of Employment:

Education:

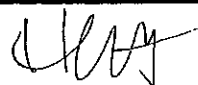
Bachelor Degree, Philosophy and Psychology, Utah State University

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

I would like to assist the Jackson District Library in reaching out to our community, specifically within our schools.

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

I am part of the committee to bring back a thriving library at Middle School at Parkside and with my background in literacy education, I understand the importance of a strong library system in our community.


Heather Albee-Scott
Signature:

November 20th, 2012
Date:

Submit

Reset

COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: *County of Jackson -- Administrator/Controller's Office -- 6th 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: Best James
Last First, Middle Initial
HOME ADDRESS: 5063 Big Rock St Jackson 49201
Street City Zip Code
TELEPHONE: 517 789-9022 sjbest11@comcast.net
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. Library Board 2. 3.

Community Activities/Civic Organization/Boards/Commissions:

Activity / Organization:	Length of Service	Position (s) Held:
Library Board	13 years	Chairman Finance Committee
CP Federal Credit Union Board	15 years	Chairman
SERA Board	3 years	Secretary/Treasurer

Employment:

Current Employer:	Position:	Dates of Employment:
Retired-Michigan State Industries	Operations Manager	1987 thru 2007

Education:

Masters Degree Central Michigan University (MSA)

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

I have the knowledge and feel I can be an asset to the JDL.

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

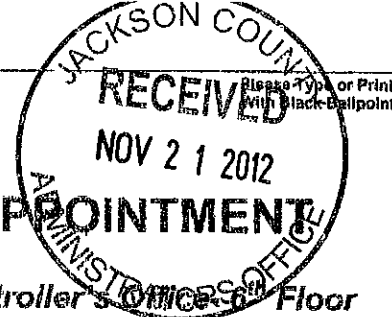
I have served on the JDL board to the present time and am aware of the issues and needs of the board.

James E. Best

Signature:

10/24/2012

Date:



COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: County of Jackson Administrator/Controller's Office, 6th 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: Gaede Roger A.
Last First Middle Initial
HOME ADDRESS: 2682 Vineyard Lane, Brooklyn, MI 49230
Street City Zip Code
TELEPHONE: H. (517) 592-2249 B. (517) 592-3242
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. Parks & Recreation 2. _____ 3. _____

Community Activities/Civic Organization/Boards/Commissions:

Activity/Organization:	Length of Service	Position(s) Held:
1. <u>Parks & Recreation</u>	<u>12 yrs.</u>	<u>Chairman, Vice Chair, Secretary</u>
2. <u>Region 2 Plan Com.</u>	<u>13 yrs.</u>	<u>Vice Chair, Treasurer</u>
3. <u>Columbia Twp. Plan Com.</u> (Refer to Attachment)	<u>15 yrs.</u>	<u>Chairman</u>

Employment:

Retired from General Motors Corp. Engineering Mgr. & Supt. 1964 - 1998
Current Employer: Position: Dates of Employment:

Education: Bachelor of Mechanical Engineering, Kettering Univ.
Master of Science in Management, Rensselaer Polytechnic Inst.

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

My appointment will provide Jackson Co. the benefit of my experience, education, and knowledge while serving with other organizations.
Additional information you feel may be helpful in considering your request for Appointment:

My background also includes volunteering at
(Refer to Attachment)

Roger A. Gaede
Signature

Nov. 19, 2012
Date

Attachment Gaede's Request for Commission Appointment

(Continued) Community Activities:

- | | | |
|---|---------|--------|
| 4. Jackson Co. Plan Comm. | 10 yrs. | Member |
| 5. Heart of the Lakes
Recreation Comm. | 5 yrs. | Member |
| 6. Agriculture and
Preservation Com. | 4 yrs. | Member |

(Continued) Additional information:
Hidden Lake Gardens, Master
Gardener, Association of Lenawee
County, Jackson Meris Garden
Club, certified Master Citizen
Planner by MSU Exten. Service,
State of Michigan Professional
Engineer.

COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: *County of Jackson -- Administrator/Controller's Office -- 6th 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: Jansen _____ Kyle _____
Last First, Middle Initial

HOME ADDRESS: 734 Bloomfield Blvd _____ Jackson _____ 49203
Street City Zip Code

TELEPHONE: cell: 517-474-8899 _____ kyle.jansen@comcast.net _____
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. Jackson County Parks & Recreation _____ 2. _____ 3. _____

Community Activities/Civic Organization/Boards/Commissions:

Activity / Organization:	Length of Service	Position (s) Held:
City of Jackson Zoning & Sign Board of Appeals	3 years	
Jackson Chamber of Commerce Economic Club Committee	3 years	
Family Service & Children's Aid	2 years	Secretary

Employment:

Catholic Charities	Development Specialist	August 2012 to Present
Current Employer:	Position:	Dates of Employment:

Education:

BA, Marketing, Michigan State University

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

In the past three years, I have seen the Parks Staff make significant strides in collaborating with the goal of improving Jackson County's recreational resources. Even though the Metro Parks pilot project did not work, I wish to help staff and board continue to seek out other opportunities within the community.

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

I am currently serving on the Arts, Cultural and Entertainment strain of the Jackson 2020 Project, with the desire to incorporate Jackson's recreational assets into our future vision of our community.

Kyle Anne Jansen _____
Signature:

11/20/2012 _____
Date:

COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: *County of Jackson -- Administrator/Controller's Office -- 6th 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: Renando Wade
Last First, Middle Initial

HOME ADDRESS: 947 Thorntree Blvd Jackson 49203
Street City Zip Code

TELEPHONE: Cell 517-392-3082 Work 517-768-6394 wade9801@hotmail.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. Region 2 Planning Commission 2. Parks Board 3.

Community Activities/Civic Organization/Boards/Commissions:

Activity / Organization:	Length of Service	Position (s) Held:
<u>Boy Scouts of America</u>	<u>27 years</u>	<u>Eagle Scout, Eagle Scout Counciler</u>
<u>Baker College</u>	<u>2 years</u>	<u>GIS Advisor</u>
<u></u>	<u></u>	<u></u>

Employment:

<u>City of Jackson</u>	<u>GIS Coordinator</u>	<u>2-11-08 to present</u>
Current Employer:	Position:	Dates of Employment:

Education:

Masters Degree from Saint Cloud State Univeristy in Geography, Bachelors Degree in History and Political Science from Alma College

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

I would like to serve my community, Assisting with the county's planning or parks would be interesting work

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

I worked closely with Region 2 Planning when I work at Jackson County GIS, I have always enjoyed Jackson's wonderful parks

Wade Renando
Signature:

11/13/2012
Date:

COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: *County of Jackson -- Administrator/Controller's Office -- 6th 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: Way Michael
Last First, Middle Initial

HOME ADDRESS: 1034 Crestwood Jackson 49203
Street City Zip Code

TELEPHONE: 517-474-1326 waymj@myjdl.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. Parks Board 2. 3.

Community Activities/Civic Organization/Boards/Commissions:

Activity / Organization:	Length of Service	Position (s) Held:
<u>County Commissioner</u>	<u>3 terms</u>	<u>Commissioner-Vice Chair-2 years</u>
<u>Summit Township Trustee elect</u>	<u></u>	<u>Trustee</u>
<u>Breakfast Rotary Club</u>	<u>15 years</u>	<u>Past President</u>

Employment:

<u>Jackson District Library</u>	<u>7 years</u>	<u>2005-present</u>
Current Employer:	Position:	Dates of Employment:

Education:

Parkside High School, Jackson Business University

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

Would like to continue on the Parks Bd. to see the Cascades Falls project to completion.

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

Michael J. Way
Signature:

11/13/2012
Date:



COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: **County of Jackson Administrator/Controller's Office- 6th 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: KERWIN WILLIAM M
Last First Middle Initial
HOME ADDRESS: 3100 Horton Rd JACKSON 49203
Street City Zip Code
TELEPHONE: (517) 581-1919 cell IRISHMICK769@YAHOO.COM
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. Parks Board 2. ROAD COMMISSION 3. _____

Community Activities/Civic Organization/Boards/Commissions:

Activity/Organization:	Length of Service	Position(s) Held:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Employment:

Retired
Current Employer: Position: Dates of Employment:

Education:

ST. MARY HS, JCC, MSU (DID NOT GRADUATE)

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

BEING A LIFELONG RESIDENT OF JACKSON I BELIEVE WE SHOULD
OFFER TO SERVE TO MAKE JACKSON A BETTER PLACE TO LIVE.

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

I WAS THE DIRECTOR OF PURCHASING AT CAMP INT FOR 10 YEARS
REPORTING TO THE PRESIDENT SO I HAVE SOME KNOWLEDGE OF ORGANIZATION
AND BUDGETS.

William M Kier 11-12-12
Signature Date

COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: County of Jackson Administrator/Controller's Office- 6th 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: Sigers Richard (Rick) K.
Last First Middle Initial

HOME ADDRESS: 741 W. Franklin Jackson 49201
Street City Zip Code

TELEPHONE: 517-784-1060 Cell # 937-37-62 RSIGERS@SBCGlobal.net
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. Region 2 Planning Com. 2. _____ 3. _____

Community Activities/Civic Organization/Boards/Commissions:

Activity/Organization:	Length of Service	Position(s) Held:
<u>Jaxon Kennel Club</u>	<u>32 years</u>	<u>Current President till 2015</u>
<u>Jackson County Parks Association</u>	<u>CHARTER MEMBER SINCE 1993</u>	<u>Current - Projects Chairman</u>

Employment:

Current Employer:	Position:	Dates of Employment:
<u>Cascades Golf Course</u>	<u>Seasonal</u>	<u>I have volunteered over 600 hours in 2012 to the Golf Course/Parks. Most all of 2012</u>

Education:

Parkside High 1969 Jackson Community College - Associates 1972 MSU - Turf Science

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

I have served 3 years on R2PC executive board and am requesting another term.
I enjoy working and helping Jackson County.

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

Retired from Cascades Golf Course 2009 after 36 years - 21 years management (Golf Course Superintendent)

Rick Sigers Oct. 29, 2012
Signature Date

COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: *County of Jackson -- Administrator/Controller's Office -- 6th 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: Abbey _____ Teresa _____
Last First, Middle Initial
HOME ADDRESS: 216 S Waterloo _____ Jackson _____ 49201
Street City Zip Code
TELEPHONE: 517-240-2801 _____ teresa.abbey@gmail.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. Region II Planning Commission 2. _____ 3. _____

Community Activities/Civic Organization/Boards/Commissions:

Activity / Organization:	Length of Service	Position (s) Held:
<u>Region II Planning Commission</u>	<u>3 1/2 years</u>	<u>member at large</u>
<u>Region II Planning Commission</u>	<u>1 year</u>	<u>Executive Committee</u>
<u>Jackson County Department on Aging Council</u>	<u>2 years</u>	<u>Council member</u>

Employment:

<u>Orion Systems, Inc</u>	<u>Configuration Manager</u>	<u>March 1999 thru present</u>
Current Employer:	Position:	Dates of Employment:

Education:

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

I would like to continue serving our community

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

Teresa J Abbey _____ 10/29/2012
Signature: Date:



COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: **County of Jackson Administrator/Controller's Office - 6th 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: BAKER MARK E
Last First Middle Initial

HOME ADDRESS: 404 HUBBARD AVE. JACKSON MI. 49202
Street City Zip Code

TELEPHONE: 517-414-0267 (cell), 517-990-9915 (work) MBAKER@CCLC.EDU
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. REG. Z PLANNING Comm. 2. _____ 3. _____

Community Activities/Civic Organization/Boards/Commissions:

Activity/Organization:	Length of Service	Position(s) Held:
<u>CHAMBER LEGISLATIVE</u>	<u>1 YR.</u>	<u>MEMBER</u>
<u>JACKSON D.D.A. ECONOMIC RESTAURANTS</u>	<u>1 YR.</u>	<u>MEMBER</u>

Employment:

CAROL QUEST LEARNING CENTERS BUSINESS DEVELOPMENT MGR. APRIL 2010 - PRESENT
Current Employer: Position: Dates of Employment:

Education:

NAZARENE BIBLE COLLEGE - BACHELOR'S DEGREE

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

SUPPORT OUR COMMUNITY AND KNOW WHAT IS HAPPENING WITH
FUTURE PLANS.

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

Mark Baker
Signature

10/24/12
Date

COUNTY OF JACKSON

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: *County of Jackson -- Administrator/Controller's Office -- 6th 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: McDevitt Jerry (Gerald)
Last First, Middle Initial

HOME ADDRESS: 115 W. Meadow Heights Jackson 49203
Street City Zip Code

TELEPHONE: (517) 787-3988 gjmcd@sbcglobal.net
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. Region 2 Planning Commission 2. 3.

Community Activities/Civic Organization/Boards/Commissions:

Activity / Organization:	Length of Service	Position (s) Held:
Cascades Park Foundation	15 years	Treasurer
Village of Parma LDFA	23 years	Treasurer

Employment:

Retired

Current Employer:	Position:	Dates of Employment:

Education:

Graduate - Jackson Community College (Jackson Junior College when I attended.)

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

I have been interested in public service for many years and have served as an elected official previously.

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

I have the time to devote to this commission and the experience to quickly learn the responsibilities and be an asset to this board.

s/Jerry McDevitt
Signature:

11/17/2012
Date:



Jackson County ADMINISTRATOR/CONTROLLER

Michael R. Overton, Administrator/Controller

Adam J. Brown, Deputy Administrator

TO: Board of County Commissioners

FROM: Michael R. Overton
Administrator/Controller

SUBJECT: Road Commission Post Ad Hoc Report

DATE: December 6, 2012

Motion Requested

Authorize two public hearings on January 4, 2012 at 7:30 AM and on January 18, 2012 at 7 PM to receive public feedback on the decision of the Jackson County Board of Commissioners to assume the powers and duties of the Jackson County Road Commission.

I. Background

- A. The Board of County Commissioners requested the Administrator/Controller's Office to study the feasibility of the Jackson County Board of Commissioners assuming the powers and duties of the County Road Commission.
- B. The Administrator/Controller Office issued its report to the Board of Commissioners on August 8, 2012.
- C. The Road Commission Ad Hoc Committee was re-convened to review the report and provide a recommendation to the Board of Commissioners.

II. Current Situation

- A. The Road Commission Ad Hoc Committee convened for 6 meetings hearing testimony from staff, management, union officials, and Road Commissioners. They concluded on November 26, 2012. Their recommendation was:

Because of the financial savings and synergies in Human Resources, Information Technology, Geographic Information Services (GIS), Finance and the true dollar savings from elimination of the Road Commissioners, the ad hoc committee recommends that the Jackson County Board of Commissioners assume the powers and duties of the Jackson County Road Commission as a county department under the supervision of the County Administrator/Controller with oversight and policy direction from the County Board of Commissioners.

- B. The Administrator/Controller's Office is comfortable with the recommendation of the Road Commission Ad Hoc Committee enough to proceed to the public hearing process to gain additional feedback. We have the capacity to administer this department in the same way we administer other County departments. Were the County take over these responsibilities, the Road Department would report to the Agencies and Affairs Committee.

III. Analysis

- A. **Strategic** – see attachment
- B. **Financial** – see attachment
- C. **Customer** – see attachment
- D. **Timing** – see attachment

IV. Recommendation

The Administrator/Controller recommends that the Board of Commissioners authorize two public hearings on January 4, 2012 at 7:30 AM and on January 18, 2012 at 7 PM to receive public feedback on the decision of the Jackson County Board of Commissioners to assume the powers and duties of the Jackson County Road Commission.

Attachments:

Post Ad Hoc Committee Feasibility Study

Report to Jackson County Board of Commissioners

Feasibility Study for County Operation of Jackson County Road Commission following the Road Commission Ad Hoc Committee

December 6, 2012



Michael R. Overton

County Administrator/Controller

Adam J. Brown

Deputy County Administrator

Jackson County Board of Commissioners

James E. Shotwell, Jr., Chairman

Michael J. Way, Vice-Chairman

Julie Alexander

Philip S. Duckham III

David K. Elwell

Clifford E. Herl

David F. Lutchka

Gail W. Mahoney

Carl Rice, Jr.

Patricia A. Smith

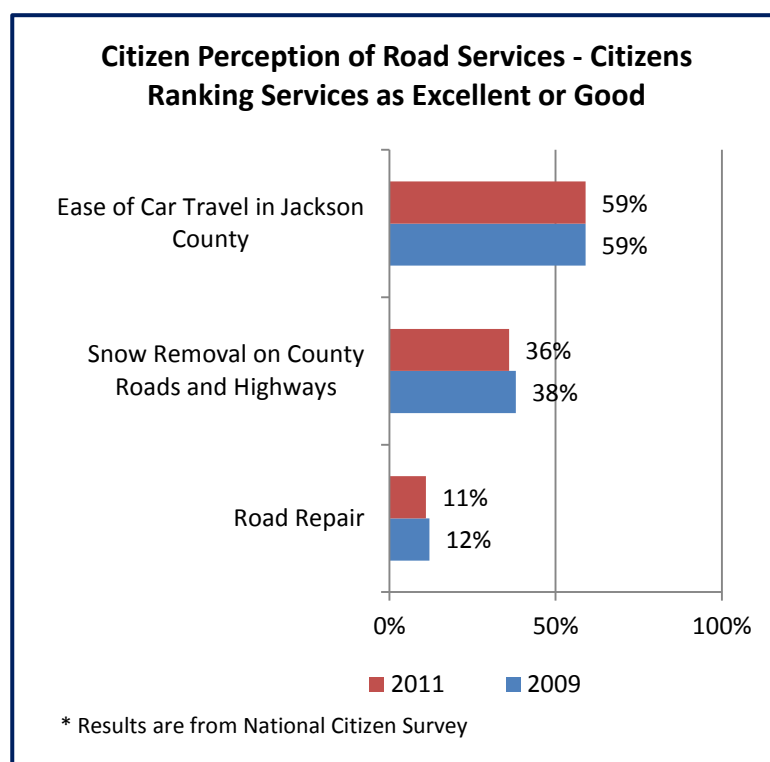
James C. Videto

Jonathan T. Williams

Executive Summary

Earlier this year (2012) the State legislature approved amendments to Public Act 283 of 1909 which allows the Jackson County Board of Commissioners to transfer powers from the Jackson County Road Commissioners to the County Board of Commissioners. Ingham County has already moved to transfer powers and Calhoun County recently received a recommendation from an ad hoc committee for the County to assume the powers of the Road Commission. Other counties have reviewed the issue and have decided not to change anything.

Many citizens do not understand that road maintenance and construction are administered by a separate appointed body and that the Board of Commissioners and the Jackson County Administrator/Controller's office do not have any direct control or oversight for this public service.

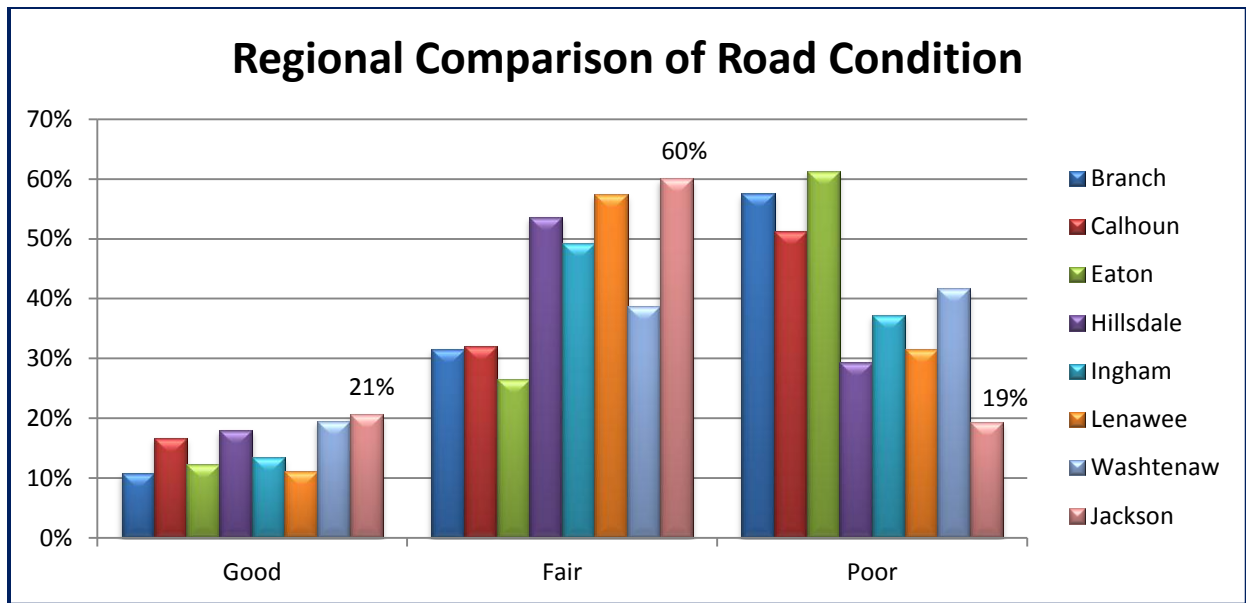


While the Board of Commissioners may not have any formal oversight responsibilities, citizen perception is otherwise. Thus, County Commissioners frequently find themselves involved in Road Commission matters without the power to effectuate change. Citizen's perceptions are measured multiple ways. Jackson County participates in the National Citizen Survey every other year. Results from the most recent two surveys are shown to the left.

The County uses benchmark data to compare our services with other communities nationally and regionally. When compared to other communities, Jackson County stacks

up either similar-to or below their regional and national benchmarks. With respect to the ease of car travel in the County, we are similar to the national comparison, but below the north central region comparison. The north central region includes Wisconsin, Iowa, Illinois, Indiana, Ohio, and Michigan. With road repair and snow removal we rank 'much below' the national and north central region comparison.

As each state manages their road programs differently, it's important to look at where Jackson County falls in comparison to other counties who are bound to the same constraints of governance we are. When looking at just Michigan, as compared with other counties, the Jackson County Road Commission competes well. The chart on the following page shows a comparison of road conditions from each county surrounding Jackson.



The chart above suggests that the Jackson County Road Commission is doing better than our surrounding counties within the constraints in which they operate. Of all eight (8) comparison counties, Jackson had the lowest number of roads rated poor. While everyone wants good roads to drive on, the biggest inhibitor is a structural revenue problem. The revenue stream does not meet the level of service desired by citizens, nor is there the political will to change it.

With the lack of understanding by citizens about how road maintenance and construction is administered, the de facto responsibility by the Board of Commissioners, and the perception by citizens of the services provided, it is appropriate for the County to conduct a feasibility study of the potential to transfer powers from the Jackson County Road Commission to the County Board of Commissioners.

At the Board's request we have analyzed the issues surrounding the transfer of power from the Jackson County Road Commission to the Jackson Board of Commissioners. The following study outlines the different issues surrounding this decision.

While this may not represent the views of the Road Commission staff, we acknowledge that they have been very accommodating in providing us the necessary information to complete the study and providing feedback. We met with the executive staff and Road Commissioners at the outset of this study and the executive staff at the conclusion. We appreciate their contribution and openness.

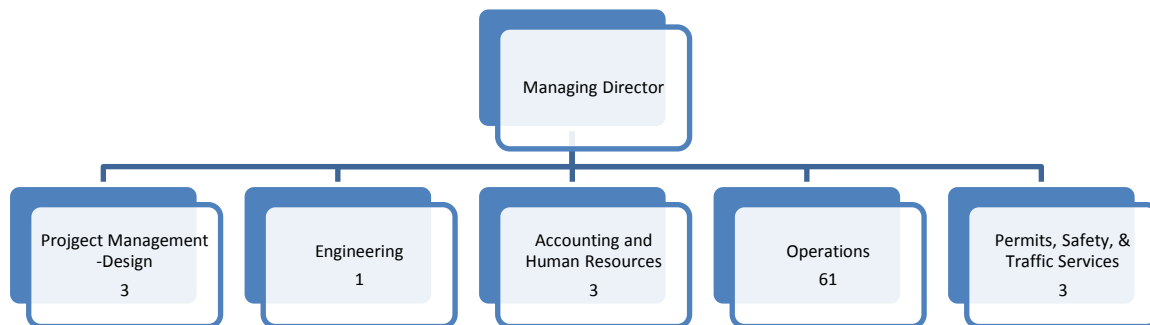
The Road Commission Ad Hoc Committee was reconvened to review the Administrator/Controller's recommendation, originally given on August 10, 2012. The Ad Hoc Committee met 6 times from September through November 29, 2012. The narrative and numbers, in the following pages, have been updated to reflect the information learned through the Ad Hoc Committee process. The Road Commission Ad Hoc Committee unanimously approved a recommendation for the Board of Commissioners to assume the powers and duties of the Jackson County Road Commission.

Basic Description of Organization

Jackson County has 544 miles of primary roads, 1,039 miles of local roads, and 280.5 miles of state trunk line, all of which are under the direct or contractual responsibility of the Jackson County Road Commission. The Road Commission's 2011 expenses totaled \$15,943,645. Revenues were slightly less at \$15,971,379.

The Road Commission is governed by a 5 member Board of Road Commissioners appointed by the Jackson County Board of Commissioners. Road Commissioners are appointed for 6-year staggered terms.

The Road Commission has 76 employees and is composed of basically 5 work functions under the Managing Director as shown below. The Managing Director reports to the 5 appointed Road Commissioners.



Personnel

The obvious savings would be the elimination of compensation for Road Commissioners. That is approximately \$28,200 per year.

Regardless of which Board, appointed or elected, has oversight for road services, a Director level position would be needed to manage this as a County department. There is a possibility that the salary may be less as a Department Head than as a Managing Director, however, it will depend on the job market for that type of position. Intuitively, even as a Department Head, the responsibility level will not change severely. The Department Head would have less responsibility for the financial and administrative functions of the organization, but the candidate pool would be roughly the same as if you were hiring a Managing Director, with the compensation expectations the same or slightly less. Savings can expect to be around \$5,000 to \$10,000 per year.

The Road Commission Administration is lean. While there will be some salary and benefit savings, it is not expected to be significant. The County Finance Director would serve as the financial officer for the Road Commission, but the County would definitely need an additional accountant knowledgeable about Act 51. Thus, there would likely be some additional savings by reducing another Director level position to that of a staff accountant. Savings from the reclassification of this position would be around \$10,000 to \$15,000.

Our intent for both the Director and the Finance Officer position is to make these changes through attrition. Our hope is that the current staff will remain to assist with transition.

It may be possible to reorganize the Road Commission given the additional economy of scale provided by the larger County organization creating greater efficiency and effectiveness. The organizational chart suggests there are three director level positions with 2 subordinates, one director level with no subordinates, and one director level position with 60 subordinates.

Personnel Implications:

- The Road Commission Administration is lean, yet there is some savings to be gained.
- Approximately \$50,000 in reoccurring savings can be realized.
- Economies of scale are available and would also add strength and depth to the County's organization too.

Financial

The JCRC finances are in acceptable condition. Total expenses in 2011 were \$15,943,645, while revenues were \$15,971,379. They added \$27,657 to fund balance in 2011, which leaves them an undesignated unreserved fund balance of \$2,686,171.

Other Post-Employment Benefits (OPEB) – The Road Commission has a large OPEB when you look at percentage of retirement payroll similar to the County general. They have not been making the annual required contributions (ARC) and have accrued a liability on their balance sheet of \$1,758,487. They have a total OPEB unfunded liability of \$11,579,460. Even with this, they were able to reduce the ARC from \$1.27 million in 2010 to \$652,908 in 2011 by eliminating an escalator clause for retiree health insurance.

Pension System – The Road Commission has 98 Retirees, 4 inactive vested members, and 77 active plan participants, for a total of 179 members in the Jackson County Pension System. Whereas the County has closed off any new participation in the pension system, the Road Commission is still open. They are funded at a rate of 83.1%, which is much better than the General County.

A transfer of authority would give authority to the Board of Commissioners to close new JCRC participation in the pension system. As we have seen in the General County portion this would cause a short to mid-term increase in obligations for that entity.

The other factor to consider is that the Road Commission employees split the cost for the pension system, which is much greater than what is required from County General employees. Changing that arrangement would leave that provision open for negotiation, because of the potential increased contribution requirements for a closed system.

Long Term Debt – The Road Commission has very little in terms of long-term debt, other than accrued PTO. They use a pay as you go strategy (cash) for road improvements and construction.

Segregating Finances - The elimination of the County Road Commissioners and the operation of JCRC by the County Administrator/Controller do not bring any additional funds to the program. The Road Department would still operate as a component unit under the counties authority and the operation should be treated as a discrete business line, where revenues must equal expenses without county general fund support.

Risk Management – During the ad hoc process, Road Commission staff brought to our attention that the Commission has received a payout each year from its pooled insurance association (Michigan County Road Commission Self-Insurance Pool) averaging approximately \$160,000 over the past nine years. In a defensive move, this insurance organization recently voted not to extend membership to Road Organizations where County Boards have assumed the powers and duties of the Road Commission. Our Road Commission did not support this move at the time the vote was taken. It must be noted that refunds are not guaranteed, but are based on the success of the pooled insurance of all its members.

We have received a quote from the County's insurance carrier the Michigan Municipal Risk Management Association (MMRMA) which came in at \$130,000 less than the Road Commission is currently paying. This is a \$130,000 annual savings to the Road Commission for the purchase of insurance. As for the rebates, the County general fund also receives an annual rebate. The 2011 county rebate from MMRMA was almost \$200,000. These rebates are also not guaranteed, but we can assume that a County Road Department would also receive a rebate as a member of MMRMA. Thus, the savings between the annual premium and the rebate would negate any loss of refund from the existing carrier.

Facilities & Fleet – The Road Commission has been reduced in size from 101 in 2008 to 76 in 2012, with additional plans to downsize through attrition. Many of those reductions were office positions and so the office space is more than is currently needed. There may be possibilities to collaborate or co-locate.

The County has not explored combination of fleet services or maintenance, but this could be explored regardless of whether the Board takes over the Road Commission or not. The road commission garage is primarily set up to work on diesel vehicles, which is much larger than the majority of the county fleet. Even the Road Commission contracts out regular maintenance such as oil changes. The County contracts all vehicle maintenance with the exception of the Sheriff's Department.

Financial Implications:

- Administration, where there is most likely to be savings, is already lean.
- There are savings in salaries of around \$50,000 annually.
- Incongruent retirement systems, Board would be in the DB pension business again.
- The County is considering movement to a new financial system; the potential exists to find one financial system that serves both entities.
- With savings on the insurance premiums and assuming similar county insurance rebates, the organization would likely see a net gain of approximately \$130,000 annually.
- Opportunities exist, regardless of the outcome of this study, to collaborate with fleet and facilities repair and maintenance.

Technology

The County has already worked out contractual arrangements to provide information technology services to the Road Commission. The financial benefits have mostly already been reaped.

Information Systems – The County is considering purchase of a new financial system. Should the Board of Commissioners be inclined to make this change, we would include this in our review of vendors, such that we could share a financial system, which would alleviate some redundancies in payroll, accounting, and auditing. Nearly all county road commissions use one of two off-the-shelf systems or have a customized in-house system. The in-house systems come from the larger Michigan Counties like Washtenaw and Oakland. The County would explore how cities track their road expenses, as a large number of them use the BS&A enterprise system.

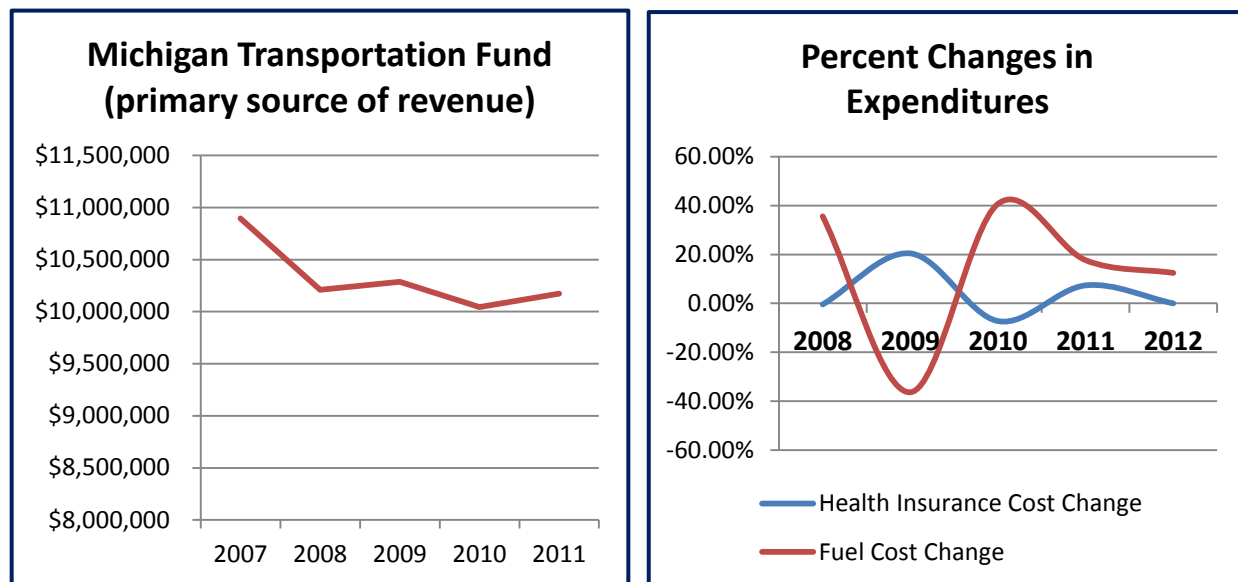
Technology Implications:

- The County already provides IT support for the Road Commission. Most savings have been realized.
- The County is considering movement to a new financial system; the potential exists to find one financial system that serves both entities.

Political

The current system provides a buffer between citizens and the Board of Commissioners. Beyond appointments to the Road Commission, the Jackson County Board of Commissioners holds no direct oversight of the agency. Appointees versus district based leadership. The change in oversight for the Road function undoubtedly changes the atmosphere in which decisions are made.

Managing Expectations – Expectations may, at least for the short term, be high. There will be an expectation that if the Board of Commissioners assumes powers of the Road Commission that the Board of Commissioners has the ability to improve the service level. There is not additional capacity within the County's general fund to subsidize the road program. Without any revenue changes, the County would still be limited to the same constraints the hindering the Road Commission. The chart below on the left shows the change in the Michigan Transportation Fund, the Road Commissions primary source of income. That income has been reduced by 7% since 2008. During the same space of time, they have dealt with oscillating expenses such as health care and fuel show to the lower right. Expectations will be difficult to meet without revenue changes.



District Based Representation versus County Wide Appointments – The authorization of the Board of Commissioners to have direct oversight of the Road Commission puts them in a position to fight for resources, based on their constituents versus independent county-wide appointments.

Members of the Ad Hoc Committee shared concerns about the politicizing of County road maintenance and construction. The Ad Hoc Committee was made up of 3 Township Supervisors and three County Commissioners. Both elected officials and the County currently receive many calls and requests for Road maintenance and construction.

Ultimately the committee comments were that this could be overcome through a professional administration and through the strategic planning process employed by the County. Using the logic that nothing will get done, due to an elected board having oversight versus an appointed board; one might wonder how anything gets done. The current Jackson County Board of Commissioners has demonstrated its ability to agree on a plan and stick to the recommendations contained therein.

Centralized Decision Making – One of the proponent values to assuming powers of the Road Commission is centralized decision making. There is value in one group enabled to deliberate and

balance competing priorities as opposed to having segmented advocacy boards without the need to balance between priorities. Citizens can petition one body as opposed to a fragmented system. Frankly, it's easier for Citizens to know who to call when the need arises!

Political Implications:

- Expectations will be high, should the county assume powers from the Road Commissioners.
- No additional revenues will be received, but an expectation of improved service and visible results will be expected.
- Jackson County has demonstrated its ability to agree on a common set of goals and to support the recommendations underneath those goals.

Cultural

Cultural assimilation of two groups is perhaps the most difficult form of change. Most likely due to recent painful union negotiations, county staff and Commissioners have experienced a high volume of contacts from road commission personnel expressing dissatisfaction. The union initiated negotiations late and then pushed for de-certification which halted negotiations. After the de-certification attempt failed, negotiations resumed in late December of 2011. An agreement was reached and then voted down. A second tentative agreement was passed in late March of 2012. We received a letter from the Chief Steward of the local AFSCME unit assuring us that the recent outreach to the county staff was due to negotiations. In his opinion, now that the contracts are settled, membership will feel more comfortable about their work environment.

The Ad Hoc Committee interviewed managers and the union steward. The same issues that were perceived prior to the Ad Hoc Committee were validated by the comments made by those interviewed from JCRC. As a result the Ad Hoc Committee requested the Administrator and Deputy Administrator to interview and survey employees of the Road Commission. These random phone interviews and employee satisfaction survey's confirmed that employees perceive a lack of fairness, respect, and openness with management at the JCRC. Whether valid or not, there appears to be an informal organization resisting the formal organization. One of the County's value systems is that satisfied employees yield higher production with lower costs. Thus, we believe there are financial savings and production gains to be achieved through greater cooperation between employees and management.

Differences in contracts, work conditions, and history may create an initial conflict between employees of the two organizations. The two entities will need to agree upon organizational values to resolve these issues. If this were to work long-term, the compensation and benefit structures of the two entities would need to move toward greater alignment.

Cultural Implications:

- Cultural adjustments will take time.
- There may be an initial conflict between employees of the two entities due to differences in contracts, work conditions, and history.

Management

From a management perspective, the Administrator/Controller's office is a coordinating office for the Board of Commissioners for many diverse business lines. As with other departments, the Administrator/Controller rely on trained professionals to lead their departments. The Road Department would simply be another business line to coordinate with the Board of Commissioners.

Learning Curve – Road Commission appointees are not expected to have any immediate experience or qualifications with road construction and maintenance or the scores of legislative boundaries within which they operate; however there is a steep learning curve. They are brought up to speed through coaching from professional road commission staff. Commissioners would also have to go through the educational process as do new appointees. A significant difference is that Road Commissioners are appointed for 6 years versus 2 year commissioner elections. Admittedly, the learning curve is steep and more primers will be required with every Board of Commission turnover. Commissioners, however, already hear some about roads, because most citizens do not differentiate between the County and the Road Commission and often go straight to the County Commissioner.

Many of the administrative functions the Road Commissioners oversee now would be transferred to the Administrator/Controller and supporting staff. The County already has policies and processes in place. County Commissioners would see the types of things they currently see from other departments that report through the committee system. Reports as a County Department to the Agencies and Affairs Committee would be more frequent and more in depth. Project planning would be integrated into the County's Capital Improvement Program, which is an annual process. As a County Department, we would continue the use of professional methods for determining ongoing road maintenance issues.

The Administrator/Controller recommends that County Commissioners take advantage of the same training opportunities available to Road Commissioners, particularly members of the Agencies and Affairs Committee.

Single Point of Services – One of the benefits of the Road Commission coming under the Board of Commissioners is the concept of single point of service. As noted, most citizens don't understand that the Board of Commissioners has no direct oversight over the Road Commission other than the appointment of their board members. Whether they have direct or indirect authority, constituents still hold their elected leaders responsible for the state of their local infrastructure.

The Jackson Way – Commissioners and county staff have seen much conflict within the Road Commission over the last few years. This is typical of any organization faced with downsizing as the Road Commission has. Difficult decisions have been made by the County Road Commissioners, and they have stayed financially solvent. We believe the Road Commission could benefit from our leadership philosophy of high performance organizations, the Jackson Way, which takes an employee engagement and long-term planning approach to the business of the County. If the Board of Commissioners were to combine the organizations we would hold a retreat for Road Commission staff to introduce them to the concepts of the Jackson Way. After training, we would expect and hold employees accountable to live up to the values of our organization. Employees who can adapt to our values will find success and enjoy working in the organization.

Communication - From our perspective the communication has improved over the past few years. Our office, however, continues to receive calls, emails, and other communication from citizens frustrated with their inability to talk with someone at the Jackson County Road Commission.

We were surprised at the lack of information available on the Road Commission website with respect to their finances and budget. Neither the budget nor the annual audit was available on the website. Meeting minutes, as well, were not posted online for the public to view. Road Commission management has responded very positively to this critique and have added all of the above mentioned documents to their website.

We were provided a copy of the 2011 Road Commission budget, approximately \$16 million, which consists of a two page spreadsheet. We believe the County Road Commission would benefit from our budget approach, which includes descriptions of the programs, what funds are expended, and performance measures to show accountability.

Management Implications:

- The Road Commission would exist as another department, amidst a broad range of services under the direction of the Administrator/Controller and the Board of Commissioners.
- Steep Road Commission business learning curve for County Commissioners.
- The acquisition of the Road Commission promotes the concept of a single point of service. Citizens get confused about how to access government because of the split services.
- The County would improve the amount of information available about the Road Commission budget.
- Opportunities exist to improve communication with citizens.

Timing

Change has become the unofficial theme of local government for the last few years. The Board of Commissioners has made difficult decisions to scale back County government to live within our means. More changes will be required in the coming year to conform to unexpected challenges. Not only has County staff been reduced but the Board of Commissioners will be operating with three fewer Commissioners in 2013 as a result of the Reapportionment Commission. Assuming control of the Road Commission as a County department will require additional time from elected officials, this may be time they do not have.

The managing director is expected to retire in June of 2013. This is a key leadership position in the organization. Were the Board to assume this as a County Department, the Administrator/ Controller's Office would need to look at continuity of leadership early in the transition of authority. The selection process for a new Department Head would begin in early 2013. This would ensure not only a timely selection, but the best fit to manage the change and work with the existing County leadership. The change may occur at any date specified in a resolution before January 1, 2015.

Implications:

- The current changes amongst the Board and the organization will make assuming this responsibility challenging.
- Cleanest time to make the change would be at the beginning of the fiscal year.
- Two public hearings are required to make this change.
- Transition planning would begin quickly, but there will be no immediate visible change.

Other Collaboration

Opportunities exist for the Road Commission to do preventative and regular maintenance to county vehicles as stated earlier. This collaboration should be doable with or without consolidation. The Road Commission has expressed an interest in providing this service for the County. The County is interested in examining this as well.

The idea of collaborating with other County's for road services has been suggested. This idea could be explored. Should the Board of Commissioners choose to assume power of the Road Commission, they would be in a position to explore those efficiencies and contracts. The Road Commission has already been used, contractually, by the neighboring counties of Washtenaw, Ingham, and even Kalamazoo which has resulted in savings for the Jackson County Road Commission. Without direct supervision of the Road Commission, the Board of Commissioners cannot compel the Road Commission to seek these opportunities.

Implications:

- Opportunities exist for regular and preventative maintenance on county vehicles with or without consolidation.
- Were the Board of County Commissioners to assume power from the Road Commissioners, collaboration with other counties could be explored as directed to the Board of Commissioners.

Procedural

The County must conduct, at minimum, two public hearings before acting by resolution to transfer powers, duties, and functions of the board of county road commissioners to the county board of commissioners. As noted in MCL 224.6 (7) the Board of County Commissioners has until January 1, 2015 to transfer powers from the appointed Board of County Road Commissioners to the Jackson County Board of Commissioners.

These two public hearings could be conducted, at the earliest, at the Boards January study session and regular meeting. The Administrator/Controller will proceed with the appropriate advertising of the public notices upon consent by the Board of Commissioners.

On day one of the conversion, no visible change occurs other than disbanding of the appointed Board of Road Commissioners. The organization continues as it now does with the same priorities and day to day functions. The Administrator/Controller's Office will meet with the managing director and develop a transition plan and timeline. Initial priorities / strategies include:

- The Jackson Way Training for all employees
- Recruitment for replacement of the managing director
- Finance staff collaboration and knowledge sharing
- Sharing of the long-term capital plan and integration into the 2014 budget

Conclusion

After reviewing the implications of the Board of Commissioners assuming powers of the appointed Road Commissioners, we find more compelling reasons to make the change than we did prior to the Ad Hoc Committee's evaluation process. There is no reason to believe that service will decline if the responsibilities of the Road Commission are taken over by the Board of Commissioners. In fact, there appears to be some monetary savings, and even more gains to be achieved through employee engagement. The following table summarizes the financial gains in terms of maximum savings and minimum savings.

Annual Financial Savings to Tax Payers		
	Minimum	Maximum
Savings on Insurance Costs	\$130,000	\$130,000
Road Commission Salaries	\$28,000	\$28,000
Accounting Position (not immediate)	\$10,000	\$15,000
Director Position (not immediate)	\$5,000	\$10,000
Insurance Rebates from Current Carrier	-\$160,000	-\$160,000
Insurance Rebates from New Carrier	\$80,000	\$160,000
	\$93,000	\$183,000

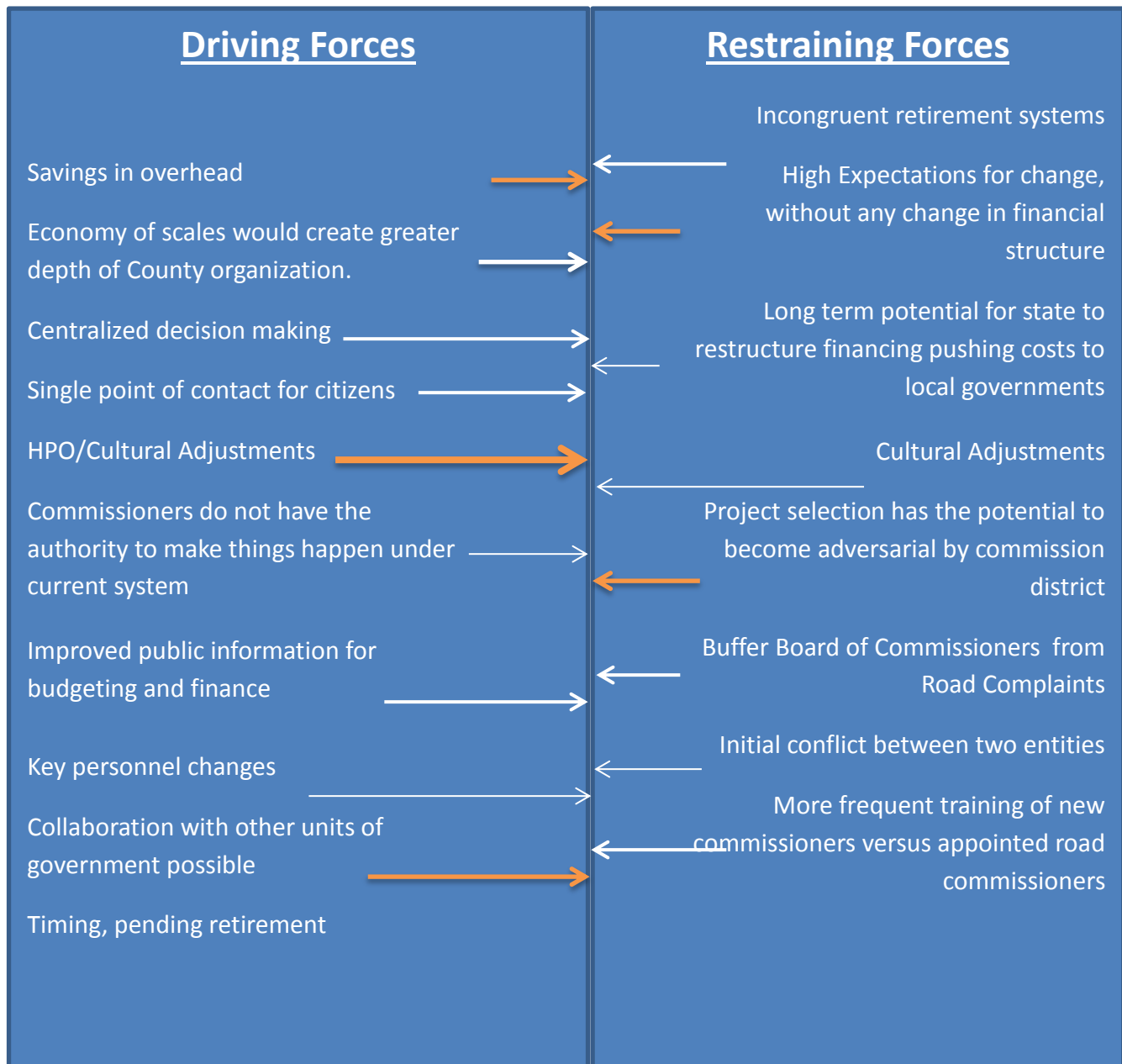
In addition to the monetary savings we believe citizens would be supportive of having a single point of service and centralized decision making. There are restraining forces and driving forces for this question as shown graphically on the following page. The Board should carefully consider the implications and weigh the benefits with the opposing forces.

The Road Commission Ad Hoc Committee voted unanimously to approve the following recommendation:

Because of the financial savings and synergies in Human Resources, Information Technology, Geographic Information Services (GIS), Finance and the true dollar savings from elimination of the Road Commissioners, the ad hoc committee recommends that the Jackson County Board of Commissioners assume the powers and duties of the Jackson County Road Commission as a county department under the supervision of the County Administrator/Controller with oversight and policy direction from the County Board of Commissioners.

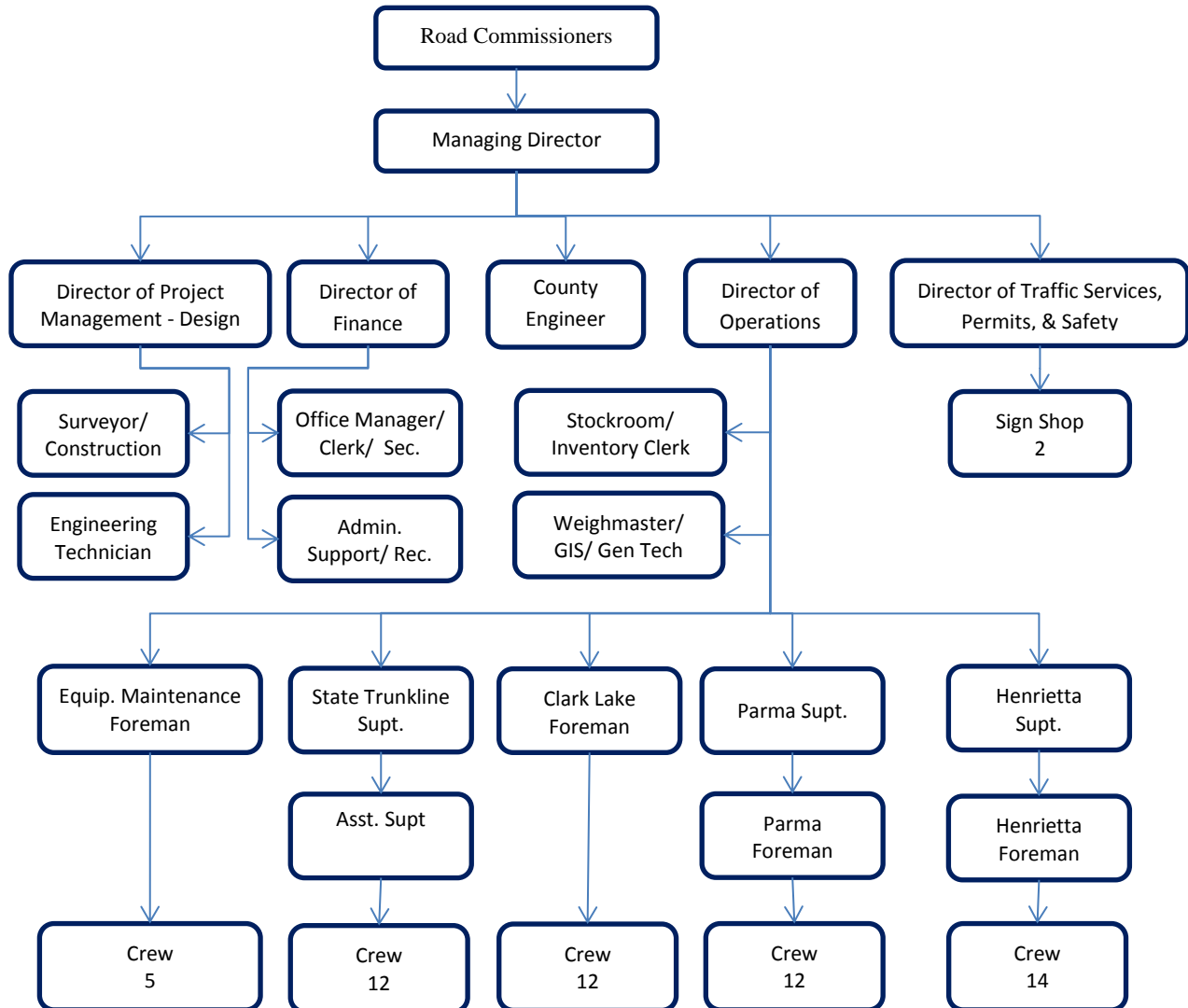
We are comfortable with the recommendation made by the Ad Hoc Committee to absorb the powers and duties of the Road Commissioners should that be the wish of the County Board of Commissioners. We recommend that the Board of Commissioners proceed to the public hearing process to gain additional feedback.

Force Field Analysis



Appendix A

Organizational Chart





Jackson County

ADMINISTRATOR/CONTROLLER

Michael R. Overton, Administrator/Controller

Adam J. Brown, Deputy Administrator

TO: Board of County Commissioners

FROM: Michael R. Overton
Administrator/Controller

SUBJECT: Appointment of Acting Health Officer

DATE: December 6, 2012

Motion Requested

Appoint Steven C. Hall as Acting Health Officer for Jackson County and approve a temporary 10% salary adjustment that shall remain in effect until the permanent Health Officer is appointed.

I. Background

- A. Livingston County ended our agreement to share a Health Officer. In light of that agreement ending, we began recruitment of a full-time Health Officer position.
- B. Allegiance Health proposed contracting with Jackson County for a portion of the Health Officer's time. In November, the Board authorized the Administrator/Controller to work on an agreement with Allegiance Health to bring back to the Board of Commissioners for consideration.
- C. The recruitment process was suspended so that the position description could satisfy the needs of both organizations prior to recruitment. This has caused a delay in the replacement of the Health Officer.

II. Current Situation

- A. The current Health Officer will conclude work with Jackson County on December 31, 2012. The State has requested that the County appoint an Acting Health Officer authorized to act under the statutory responsibilities granted to Health Officers by the State of Michigan in cases of emergency.
- B. We recommend that Jackson County's Environmental Health Director, Steven C. Hall, be named Acting Health Officer. The State of Michigan has pre-qualified Mr. Hall to serve in an acting capacity.

III. Analysis

- A. **Strategic** – Mr. Hall will provide leadership in the absence of a full time Health Officer on an interim basis to work towards the Board’s Healthy Community goal.
- B. **Financial** – Jackson County was paying on average (not a fixed cost) \$6,167 a month for the services of Mr. Westmeier, the current Health Officer. Most of that cost will be saved. We propose, as has been done with other temporary assignments, that Mr. Hall receive a 10% temporary salary increase which is approximately \$591 per month. His current salary is \$70,922. His salary while serving in this acting capacity will be \$78,014. There will be no negative general fund impact.
- C. **Customer** – Mr. Hall currently manages the Environmental Health Division of the Health Department as well as the Animal Shelter. It may be necessary for employees below Mr. Hall to take on more responsibility as he serves in this temporary capacity. Mr. Hall has suggested seeing how it goes before he determines if another employee must take on more responsibilities. Our goal is to maintain the same level of service during this short-term need.
- D. **Timing** – The Board of Commissioners appoints the Health Officer by Board Policy. This is the final meeting of the Board of Commissioners for 2012. If the Board does not appoint Mr. Hall, we will be without the protection of a Health Officer to enforce the State Health Code. Only a Health Officer recognized by the State of Michigan is authorized to enforce certain portions of the State Health Code.

IV. Recommendation

The Administrator/Controller recommends that the Board of Commissioners appoint Steven C. Hall as Acting Health Officer for Jackson County and approve a temporary 10% salary adjustment that shall remain in effect until the permanent Health Officer is appointed and takes office.

Attachments: None.



Jackson County

Department of Human Resources

Crystal Y. Dixon, Director

To: Board of County Commissioners

From: Crystal Y. Dixon *CYD*
City/County Director of Human Resources

Re: Tentative Agreement with
Capitol City Lodge FOP #141
Jackson County Corrections Deputies Unit

Date: November 27, 2012

Motion Requested: To approve the tentative agreement made between the County of Jackson and the Capitol City Lodge FOP #141 Jackson County Corrections Deputies Unit for contract years 2012-2014.

I. Background

- A. Early in 2012 during contract negotiations with the Jackson County Deputy Sheriff's Association, their members (Corrections Officers) moved to seek new representation through the Fraternal Order of Police. Upon receiving notice, the County suspended negotiations until the voting process was complete. The Corrections Officers did approve the change and therefore are now known as the Capitol City Lodge FOP #141 Jackson County Corrections Deputies Unit.
- B. Negotiations resumed establishing a new collective bargaining agreement between the County and the Capitol City Lodge FOP #141. Both sides agreed that the existing Jackson County Deputy Sheriff's Association collective bargaining agreement dated January 1, 2010 through December 31, 2011 would be used as the template for the new collective bargaining agreement. (The Agreement is available on the Human Resources Department page of the County Internet.)

II. Current Situation

- A. After several months of negotiations and a mediation session, a tentative agreement was reached with the Capitol City Lodge FOP #141 on November 9, 2012.

III. Analysis

- A. Strategic: The change in representation required the County to negotiate a new collective bargaining agreement for the affected members.
- B. Financial: Through the negotiation process, the County was successful in reaching agreement on key financial issues including health insurance, wages and retiree health care.
- C. Legal: The County was legally required to negotiate a new collective bargaining agreement with this unit.
- D. Timing: It was important to reach a new agreement as quickly as possible in order to define the economic and language parameters that govern this unit.

IV. Alternatives

There were no alternatives to negotiating a new collective bargaining agreement.

V. Recommendation

- A. It is recommended that the Board of Commissioners approve the tentative agreement made between the Capitol City Lodge FOP #141 Jackson County Corrections Deputies Unit for contract years 2012-2014.

TENTATIVE ECONOMIC AGREEMENT SUMMARY
Between
JACKSON COUNTY
And
CAPITOL CITY LODGE FOP #141
JACKSON COUNTY CORRECTIONS DEPUTIES UNIT
November 9, 2012

1. **Article 16 Paid Time Off.** Section 5. Payment Upon Termination, Retirement, Death. Add the following sentence to the end of the section:
There will be no payoff of paid time off to any employee separating with less than one year of service with the County.

2. **Article 19 Wages and Classifications.** Section 1. Wage Rates.

2012: 1% increase Payable effective 12/12/12
2013: 2% increase
2014: 3% increase

3. **Article 22 Uniforms.** Section 2. Cleaning Allowance. Propose to replace the entire section as follows: ~~A \$400.00 cleaning allowance shall be incorporated in the IBP dollars on the cafeteria plan.~~ **The Employer shall annually provide a cleaning allowance of \$400.00 payable with the second pay period in December, with a proportionate payment to be made in the event of termination or retirement. A proportionate payment will be paid to any mid-year hire.**
4. **Article 23 Insurance.** Section 1. Hospital and Medical Insurance Coverage. Propose to replace the current health insurance options with a new health insurance option through Blue Cross Blue Shield called Healthy Blue Incentives (HBI). The HBI option will be bundled to a \$10/\$20/\$40 prescription plan, dental coverage (D1) and vision coverage (V1).

Premium co-pays for all employees as follows:

2013: 15% of the illustrated rate
2014: 20% of the illustrated rate

Elimination of all IBP Dollars. Cash in-lieu of \$3000.

5. **Article 23 Insurance.** Add new section as follows: **Section 6. Retiree Health Savings Plan.** **Employees hired on or after 1/1/2013 will not be eligible for health insurance in retirement but will participate in the Retiree Health Savings Plan (RHS). The RHS plan through ICMA-RC is as follows:**
- a. **Employer contributes \$1,750.00 annually, to be increased \$100.00 every 5 years.**

- b. Employee contributes \$750.00 annually, to be increased \$50.00 every 5 years.
- c. 3 year vesting
- d. Eligible to receive medical benefit payments upon separation from service with no restrictions.
- e. Permissible medical benefit payments are those eligible under IRC Section 213 other than direct long-term care expenses and including non-prescription medications allowed under IRS guidance.
- f. In the event of the death of a participant, the surviving spouse and/or surviving dependents are immediately eligible to maintain the account and utilize it to fund eligible medical benefits.