

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

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### **BOARD OF COMMISSIONERS**

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

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### **ELECTED OFFICIALS**

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

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### **COUNTY STAFF**

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

## **County Commission Agenda** **April 15, 2008**

### **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. County Affairs
  - B. County Agencies
  - C. Human Services
  - D. Personnel & Finance
14. Unfinished Business
15. New Business
16. Public Comment
17. Commissioner Comment
18. Closed Session
19. Adjournment

### **Public Comment**

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

### **Consent Agenda**

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

### **Standing Committees**

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

### **Closed Session**

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

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

**AGENDA**  
**JACKSON COUNTY BOARD OF COMMISSIONERS BOARD MEETING**  
**April 15, 2008**  
**7:00 p.m.**  
**County Commission Chambers**

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

1. **CALL TO ORDER** – *Chairman Steve Shotwell*
2. **INVOCATION** – *by Commissioner Earl J. Poleski*
3. **PLEDGE OF ALLEGIANCE** – *by Chairman Steve Shotwell*
4. **ROLL CALL** – *County Clerk Amanda Riska*
5. **APPROVAL OF AGENDA**
6. **AWARDS & RECOGNITIONS**
7. **COMMUNICATIONS/PETITIONS** – None.
8. **SPECIAL ORDERS/PUBLIC HEARINGS** – None.
9. **PUBLIC COMMENTS**
10. **SPECIAL MEETINGS OF STANDING COMMITTEES**
  - A. **County Affairs**
    1. 2008 Equalization Report  
  
Attachments:  
\*Equalization Report
11. **MINUTES** - Minutes of the 3/18/08 Regular Meeting of the Jackson County Board of Commissioners  
  
Attachments:  
\*3/18/08 Minutes - Board of Commissioner Regular Meeting
12. **CONSENT AGENDA** (*Roll Call*)
  - A. **County Affairs**
    1. Register of Deeds 2007 Annual Report  
  
Attachments:  
\*Register of Deeds 2007 Annual Report

**B. County Agencies - None.**

**C. Human Services**

2. Mid-South Substance Abuse Commission Inter-county Agreement

Attachments:

\*Inter-county Agreement

3. Resolution (04-08.13) to Revise the Inter-county Agreement for Creation of the Mid-South Substance Abuse Commission

Attachments:

\*Resolution (04-08.13)

4. Medical Care Facility 2007 Audit

Attachments:

\*Medical Care Facility 2007 Audit

5. Department on Aging 2007 Annual Report

Attachments:

\*Department on Aging 2007 Annual Report

6. Health Department 2007 Annual Report

Attachments:

\*Health Department 2007 Annual Report

**D. Personnel & Finance**

7. Request for Imprest Cash – Parks

Attachments:

\*Memo from Parks Director dated 3/28/08

8. Public Health Nurse – Change from Full Time Position to Part Time Position

Attachments:

\*Personnel Requisition

9. Budget Adjustments

- a. Wage Float Budget Adjustment (per Policy 1040)
- b. Carryover for Circuit Court

Attachments:

- \*Wage Float Budget Adjustment
- \*Circuit Court Budget Adjustment

E. **Claims** – 2/1/08 – 2/29/08

13. **STANDING COMMITTEES**

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

1. April 2008 Appointments

- a. Hospital Finance Authority – one public member, terms to 12/31/2008
- b. Region 2 Area Agency on Aging – three public members, terms to 4/31/2010

Attachments:

- \*Commissioner Board Appointments – April 2008

**Roll Call**

2. 2008 Equalization Report

Attachments:

- \*2008 Equalization Report

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

None.

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

None.

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

None.

14. **UNFINISHED BUSINESS**

A. **Strategic Action Plans**

1. Cooperation Between Governments
2. Economic Vision of Jackson County
3. Education
4. Vision of a Healthy Community
5. Improved Work Environment
6. Quality of Life

Attachments:

- \*Cooperation Between Governments
- \*Economic Vision of Jackson County
- \*Education
- \*Vision of a Health Community
- \*Improved Work Environment
- \*Quality of Life

Administrator/Controller Comment:

The Action Plans were presented at the March Board of Commissioners meeting. Before the teams can proceed further on the plans, the Board needs to adopt them.

15. **NEW BUSINESS**

A. Policy Revisions

1. Fiscal Policy 1030 – Capital Budget Policy
2. Fiscal Policy 1050 – Budgetary Adjustment Policy
3. Fiscal Policy 1100 – Delinquent Tax Revolving Fund Policy
4. Vehicles Policy 7010 – Acquisition of Vehicles
5. Board Rules Policy 4120 – Relationship Between the County Administrator/ Controller, the Board and County Departments
6. Board Rules Policy 4170 – Eliminated because it has been combined with Policy 4120

Attachments:

- \*Revised Fiscal Policy 1030
- \*Revised Fiscal Policy 1050
- \*Revised Fiscal Policy 1100
- \*Revised Vehicles Policy 7010
- \*Revised Board Rules Policy 4120
- \*Revised Board Rules Policy 4170

- B. Resolution (04-08.14) Urging Ratification of the Great Lakes-St. Lawrence River Basin Water Resources Compact

Attachments:

\*Resolution (04-08.14)

- C. Sale of Property to John R and Mary Jo Van Pernis – Lots #369 and #370 of Southlands Subdivision

Attachments:

\*Quit Claim Deed

Administrator/Controller Comment:

The property is located in Summit Township and was acquired by the County for a pumping station as part of the Summit Township sewer system. The Township does not want to acquire the property and has no problem selling it to Mr. Van Pernis, whose property is contiguous with these parcels. The parcels are unbuildable on their own and, therefore, have no use to the County.

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

# Jackson County Equalization Report 2008

## Equalization/Property Description Staff

JuliAnne Kolbe, Director CMAE IV

JoAnna LaGow, Deputy Director II

John Elm, Property Appraiser III

Barbara Hancock, Property Appraiser II

Lori Booth, Appraiser I

Jennifer White, Mapping Specialist

Brenda Wollet, Description Clerk

Jessica Anderson, Description Clerk



Prepared by: Jackson County Equalization Department  
Submitted by: Julianne Kolbe, Director CMAE IV

# 2008 JACKSON COUNTY EQUALIZATION REPORT

AGRICULTURAL REAL		Valuation				REVISED 4/10/08	
UNIT	2008 ASSESSED	Added or Deducted	EQUALIZED	FACTOR	% OF TOTAL	2007 EQUALIZED	% CHANGE
Blackman	\$11,538,742		\$11,538,742	1.00000	2.741%	\$11,806,227	-2.27%
Columbia	\$22,034,185		\$22,034,185	1.00000	5.233%	\$22,990,135	-4.16%
Concord	\$28,831,231		\$28,831,231	1.00000	6.848%	\$28,332,961	1.76%
Grass Lake	\$25,209,957		\$25,209,957	1.00000	5.988%	\$26,120,297	-3.49%
Hanover	\$24,288,000		\$24,288,000	1.00000	5.769%	\$23,353,200	4.00%
Henrietta	\$22,372,004		\$22,372,004	1.00000	5.314%	\$20,971,300	6.68%
Leoni	\$17,448,017		\$17,448,017	1.00000	4.144%	\$15,996,416	9.07%
Liberty	\$21,758,201		\$21,758,201	1.00000	5.168%	\$21,647,055	0.51%
Napoleon	\$14,528,668		\$14,528,668	1.00000	3.451%	\$12,805,694	13.45%
Norvell	\$20,866,090		\$20,866,090	1.00000	4.956%	\$21,627,957	-3.52%
Parma	\$20,730,709		\$20,730,709	1.00000	4.924%	\$20,441,114	1.42%
Pulaski	\$34,361,800		\$34,361,800	1.00000	8.161%	\$32,725,194	5.00%
Rives	\$30,953,300		\$30,953,300	1.00000	7.352%	\$30,746,900	0.67%
Sandstone	\$27,390,553		\$27,390,553	1.00000	6.506%	\$25,872,232	5.87%
Spring Arbor	\$20,892,280		\$20,892,280	1.00000	4.962%	\$20,995,881	-0.49%
Springport	\$30,646,900		\$30,646,900	1.00000	7.279%	\$30,243,300	1.33%
Summit	\$2,046,700		\$2,046,700	1.00000	0.486%	\$1,732,800	18.12%
Tompkins	\$26,559,434		\$26,559,434	1.00000	6.308%	\$23,917,936	11.04%
Waterloo	\$18,569,400		\$18,569,400	1.00000	4.411%	\$19,379,900	-4.18%
City of Jackson	\$0		\$0	-	0.000%	\$0	0.00%
Jackson County Total	\$421,026,171	\$0	\$421,026,171		100.000%	\$411,706,499	2.26%

2008  
JACKSON COUNTY EQUALIZATION  
REPORT

COMMERCIAL REAL		Valuation Added or Deducted					
UNIT	2008 ASSESSED		2008 EQUALIZED	FACTOR	% OF TOTAL	2007 EQUALIZED	% CHANGE
Blackman	\$243,917,253		\$243,917,253	1.00000	29.496%	\$257,236,519	-5.18%
Columbia	\$35,286,206		\$35,286,206	1.00000	4.267%	\$35,197,090	0.25%
Concord	\$5,997,320		\$5,997,320	1.00000	0.725%	\$6,444,254	-6.94%
Grass Lake	\$14,477,040		\$14,477,040	1.00000	1.751%	\$13,708,827	5.60%
Hanover	\$2,858,600		\$2,858,600	1.00000	0.346%	\$2,936,400	-2.65%
Henrietta	\$3,861,162		\$3,861,162	1.00000	0.467%	\$3,905,577	-1.14%
Leoni	\$98,209,215		\$98,209,215	1.00000	11.876%	\$70,186,844	39.93%
Liberty	\$3,401,436		\$3,401,436	1.00000	0.411%	\$3,301,131	3.04%
Napoleon	\$14,777,493		\$14,777,493	1.00000	1.787%	\$14,743,546	0.23%
Norvell	\$3,442,590		\$3,442,590	1.00000	0.416%	\$3,326,050	3.50%
Parma	\$10,215,086		\$10,215,086	1.00000	1.235%	\$9,669,998	5.64%
Pulaski	\$1,643,850		\$1,643,850	1.00000	0.199%	\$1,645,937	-0.13%
Rives	\$5,829,200		\$5,829,200	1.00000	0.705%	\$5,815,100	0.24%
Sandstone	\$5,157,237		\$5,157,237	1.00000	0.624%	\$5,219,163	-1.19%
Spring Arbor	\$17,905,160		\$17,905,160	1.00000	2.165%	\$17,631,650	1.55%
Springport	\$2,381,200		\$2,381,200	1.00000	0.288%	\$2,274,900	4.67%
Summit	\$87,444,600		\$87,444,600	1.00000	10.574%	\$87,235,900	0.24%
Tompkins	\$1,055,591		\$1,055,591	1.00000	0.128%	\$1,050,148	0.52%
Waterloo	\$7,664,800		\$7,664,800	1.00000	0.927%	\$7,287,000	5.18%
City of Jackson	\$261,431,300		\$261,431,300	1.00000	31.614%	\$250,103,350	4.53%
Jackson County Total	\$826,956,339	\$0	\$826,956,339		100.00%	\$798,919,384	3.51%

# 2008 JACKSON COUNTY EQUALIZATION REPORT

INDUSTRIAL REAL		Valuation Added or Deducted					
UNIT	2008 ASSESSED		2008 EQUALIZED	FACTOR	% OF TOTAL	2007 EQUALIZED	% CHANGE
Blackman	\$47,879,454		\$47,879,454	1.00000	17.974%	\$52,704,231	-9.15%
Columbia	\$4,305,122		\$4,305,122	1.00000	1.616%	\$4,903,139	-12.20%
Concord	\$2,365,700		\$2,365,700	1.00000	0.888%	\$2,343,150	0.96%
Grass Lake	\$9,098,623		\$9,098,623	1.00000	3.416%	\$9,607,728	-5.30%
Hanover	\$985,600		\$985,600	1.00000	0.370%	\$949,100	3.85%
Henrietta	\$526,163		\$526,163	1.00000	0.198%	\$456,414	15.28%
Leoni	\$17,307,272		\$17,307,272	1.00000	6.497%	\$17,969,650	-3.69%
Liberty	\$534,187		\$534,187	1.00000	0.201%	\$537,558	-0.63%
Napoleon	\$12,902,335		\$12,902,335	1.00000	4.844%	\$14,082,633	-8.38%
Norvell	\$126,730		\$126,730	0.00000	0.048%	\$0	
Parma	\$1,152,473		\$1,152,473	1.00000	0.433%	\$725,771	58.79%
Pulaski	\$192,500		\$192,500	1.00000	0.072%	\$207,350	-7.16%
Rives	\$1,304,100		\$1,304,100	1.00000	0.490%	\$1,401,700	-6.96%
Sandstone	\$14,296,575		\$14,296,575	1.00000	5.367%	\$15,350,624	-6.87%
Spring Arbor	\$2,335,810		\$2,335,810	1.00000	0.877%	\$2,004,380	16.54%
Springport	\$1,414,200		\$1,414,200	1.00000	0.531%	\$974,000	45.20%
Summit	\$15,773,900		\$15,773,900	1.00000	5.922%	\$15,479,500	1.90%
Tompkins	\$1,083,631		\$1,083,631	1.00000	0.407%	\$1,121,550	-3.38%
Waterloo	\$1,781,500		\$1,781,500	1.00000	0.669%	\$1,894,200	-5.95%
City of Jackson	\$131,008,800		\$131,008,800	1.00000	49.182%	\$139,328,950	-5.97%
Jackson County Total	\$266,374,675	\$0	\$266,374,675		100.00%	\$282,041,628	-5.55%

# 2008 JACKSON COUNTY EQUALIZATION REPORT

RESIDENTIAL REAL		Valuation				REVISED 4/10/08	
UNIT	2008 ASSESSED	Added or Deducted	2008 EQUALIZED	FACTOR	% OF TOTAL	2007 EQUALIZED	% CHANGE
Blackman	\$289,875,121		\$289,875,121	1.00000	7.142%	\$287,180,055	0.94%
Columbia	\$433,255,665		\$433,255,665	1.00000	10.674%	\$430,424,635	0.66%
Concord	\$66,910,918		\$66,910,918	1.00000	1.648%	\$76,584,319	-12.63%
Grass Lake	\$234,383,212		\$234,383,212	1.00000	5.774%	\$234,951,976	-0.24%
Hanover	\$137,406,800		\$137,406,800	1.00000	3.385%	\$137,738,100	-0.24%
Henrietta	\$150,422,685		\$150,422,685	1.00000	3.706%	\$151,164,360	-0.49%
Leoni	\$393,995,143		\$393,995,143	1.00000	9.707%	\$403,542,007	-2.37%
Liberty	\$118,937,721		\$118,937,721	1.00000	2.930%	\$130,895,493	-9.14%
Napoleon	\$234,673,732		\$234,673,732	1.00000	5.782%	\$236,514,975	-0.78%
Norvell	\$149,555,215		\$149,555,215	1.00000	3.685%	\$148,513,100	0.70%
Parma	\$64,309,157		\$64,309,157	1.00000	1.584%	\$63,496,266	1.28%
Pulaski	\$38,983,450		\$38,983,450	1.00000	0.960%	\$39,750,317	-1.93%
Rives	\$110,795,900		\$110,795,900	1.00000	2.730%	\$121,710,200	-8.97%
Sandstone	\$111,228,459		\$111,228,459	1.00000	2.740%	\$112,093,397	-0.77%
Spring Arbor	\$199,006,192		\$199,006,192	1.00000	4.903%	\$199,874,412	-0.43%
Springport	\$36,479,600		\$36,479,600	1.00000	0.899%	\$36,978,700	-1.35%
Summit	\$646,947,600		\$646,947,600	1.00000	15.939%	\$658,041,500	-1.69%
Tompkins	\$66,223,993		\$66,223,993	1.00000	1.632%	\$68,450,317	-3.25%
Waterloo	\$126,180,720		\$126,180,720	1.00000	3.109%	\$125,244,700	0.75%
City of Jackson	\$449,366,000		\$449,366,000	1.00000	11.071%	\$476,916,050	-5.78%
Jackson County Total	\$4,058,937,283	\$0	\$4,058,937,283		100.00%	\$4,140,064,879	-1.96%

# 2008 JACKSON COUNTY EQUALIZATION REPORT

DEVELOPMENTAL REAL		Valuation					
UNIT	2008 ASSESSED	Added or Deducted	2008 EQUALIZED	FACTOR	% OF TOTAL	2007 EQUALIZED	% CHANGE
Blackman	\$2,426,345		\$2,426,345	1.00000	10.898%	\$2,598,870	-6.64%
Columbia	\$4,184,142		\$4,184,142	1.00000	18.794%	\$4,877,403	-14.21%
Concord	\$941,000		\$941,000	1.00000	4.227%	\$2,365,800	-60.22%
Grass Lake	\$4,262,489		\$4,262,489	1.00000	19.146%	\$4,097,498	4.03%
Hanover	\$0		\$0	1.00000	0.000%	\$0	0.00%
Henrietta	\$1,065,368		\$1,065,368	1.00000	4.785%	\$970,999	9.72%
Leoni	\$0		\$0	1.00000	0.000%	\$692,000	100.00%
Liberty	\$1,064,826		\$1,064,826	1.00000	4.783%	\$1,719,024	-38.06%
Napoleon	\$447,610		\$447,610	1.00000	2.011%	\$459,565	-2.60%
Norvell	\$0		\$0	1.00000	0.000%	\$0	#DIV/0!
Parma	\$0		\$0	1.00000	0.000%	\$3,509,619	-100.00%
Pulaski	\$0		\$0	1.00000	0.000%	\$0	#DIV/0!
Rives	\$0		\$0	1.00000	0.000%	\$0	0.00%
Sandstone	\$0		\$0	1.00000	0.000%	\$0	#DIV/0!
Spring Arbor	\$0		\$0	1.00000	0.000%	\$2,898,000	-100.00%
Springport	\$0		\$0	1.00000	0.000%	\$0	0.00%
Summit	\$7,871,600		\$7,871,600	1.00000	35.357%	\$7,737,600	1.73%
Tompkins	\$0		\$0	1.00000	0.000%	\$0	0.00%
Waterloo	\$0		\$0	1.00000	0.000%	\$0	0.00%
City of Jackson	\$0		\$0	1.00000	0.000%	\$0	0.00%
Jackson County Total	\$22,263,380	\$0	\$22,263,380		100.00%	\$31,926,378	-30.27%

# 2008 JACKSON COUNTY EQUALIZATION REPORT

TOTAL REAL PROPERTY		Valuation			REVISED 4/10/08	
UNIT	2008 ASSESSED	Added or Deducted	2008 EQUALIZED	% OF TOTAL	2007 EQUALIZED	% CHANGE
Blackman	\$595,636,915		\$595,636,915	10.645%	611,525,902	-2.60%
Columbia	\$499,065,320		\$499,065,320	8.919%	498,392,402	0.14%
Concord	\$105,046,169		\$105,046,169	1.877%	116,070,484	-9.50%
Grass Lake	\$287,431,321		\$287,431,321	5.137%	288,486,326	-0.37%
Hanover	\$165,539,000		\$165,539,000	2.958%	164,976,800	0.34%
Henrietta	\$178,247,382		\$178,247,382	3.186%	177,468,650	0.44%
Leoni	\$526,959,647		\$526,959,647	9.417%	508,386,917	3.65%
Liberty	\$145,696,371		\$145,696,371	2.604%	158,100,261	-7.85%
Napoleon	\$277,329,838		\$277,329,838	4.956%	278,606,413	-0.46%
Norvell	\$173,990,625		\$173,990,625	3.109%	173,467,107	0.30%
Parma	\$96,407,425		\$96,407,425	1.723%	97,842,768	-1.47%
Pulaski	\$75,181,600		\$75,181,600	1.344%	74,328,798	1.15%
Rives	\$148,882,500		\$148,882,500	2.661%	159,673,900	-6.76%
Sandstone	\$158,072,824		\$158,072,824	2.825%	158,535,416	-0.29%
Spring Arbor	\$240,139,442		\$240,139,442	4.292%	243,404,323	-1.34%
Springport	\$70,921,900		\$70,921,900	1.267%	70,470,900	0.64%
Summit	\$760,084,400		\$760,084,400	13.584%	770,227,300	-1.32%
Tompkins	\$94,922,649		\$94,922,649	1.696%	94,539,951	0.40%
Waterloo	\$154,196,420		\$154,196,420	2.756%	153,805,800	0.25%
City of Jackson	\$841,806,100		\$841,806,100	15.044%	866,348,350	-2.83%
Jackson County Total	\$5,595,557,848	\$0	\$5,595,557,848	100.00%	5,664,658,768	-1.22%

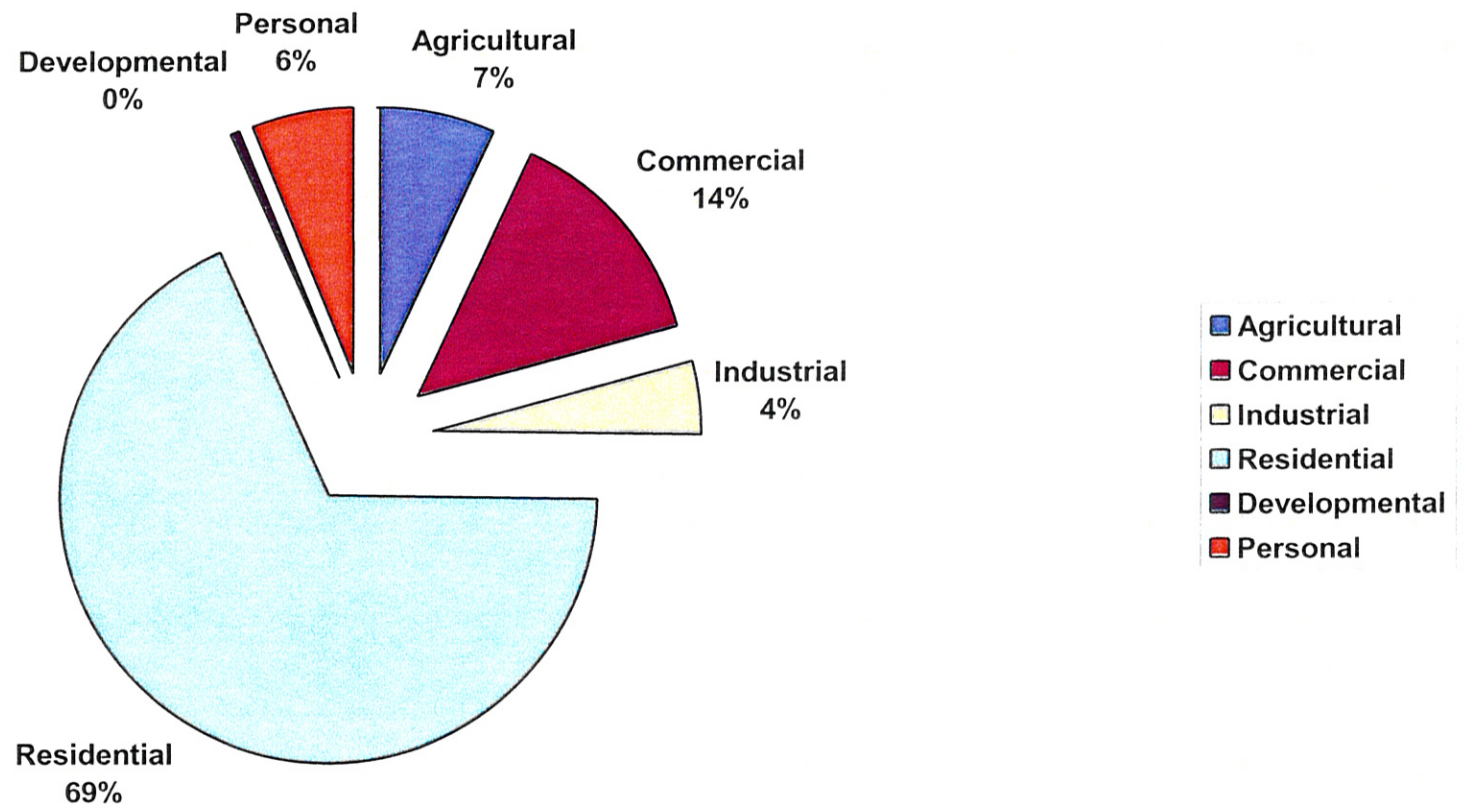
## 2008 Jackson County Equalization Personal Property

PERSONAL PROPERTY		Valuation						
UNIT	2008 ASSESSED	Added or Deducted	2008 EQUALIZED	FACTOR	% OF TOTAL	2007 EQUALIZED	% CHANGE	
Blackman	\$91,496,167		\$91,496,167	1.00000	24.908%	\$88,864,016	2.96%	
Columbia	\$12,147,332		\$12,147,332	1.00000	3.307%	\$12,039,308	0.90%	
Concord	\$4,807,310		\$4,807,310	1.00000	1.309%	\$4,750,800	1.19%	
Grass Lake	\$12,319,746		\$12,319,746	1.00000	3.354%	\$11,832,478	4.12%	
Hanover	\$4,640,300		\$4,640,300	1.00000	1.263%	\$4,720,700	-1.70%	
Henrietta	\$3,529,291		\$3,529,291	1.00000	0.961%	\$3,065,512	15.13%	
Leoni	\$29,751,479		\$29,751,479	1.00000	8.099%	\$32,599,018	-8.74%	
Liberty	\$3,574,631		\$3,574,631	1.00000	0.973%	\$3,512,443	1.77%	
Napoleon	\$26,761,848		\$26,761,848	1.00000	7.285%	\$28,241,721	-5.24%	
Norvell	\$2,305,686		\$2,305,686	1.00000	0.628%	\$2,239,602	2.95%	
Parma	\$4,997,771		\$4,997,771	1.00000	1.361%	\$4,145,107	20.57%	
Pulaski	\$2,512,350		\$2,512,350	1.00000	0.684%	\$2,488,313	0.97%	
Rives	\$9,584,400		\$9,584,400	1.00000	2.609%	\$9,845,300	-2.65%	
Sandstone	\$19,913,362		\$19,913,362	1.00000	5.421%	\$20,657,648	-3.60%	
Spring Arbor	\$9,273,343		\$9,273,343	1.00000	2.524%	\$9,791,784	-5.29%	
Springport	\$5,675,600		\$5,675,600	1.00000	1.545%	\$5,900,800	-3.82%	
Summit	\$29,164,400		\$29,164,400	1.00000	7.939%	\$27,578,700	5.75%	
Tompkins	\$9,708,490		\$9,708,490	1.00000	2.643%	\$9,806,428	-1.00%	
Waterloo	\$5,810,900		\$5,810,900	1.00000	1.582%	\$5,604,100	3.69%	
City of Jackson	\$79,361,400		\$79,361,400	1.00000	21.605%	\$81,563,700	-2.70%	
Jackson County Total	\$367,335,806	\$0	\$367,335,806		100.00%	\$369,247,478	-0.52%	

**2008  
JACKSON COUNTY EQUALIZATION REPORT  
TOTAL**

TOTAL REAL & PERSONAL		Valuation Added or Deducted				REVISED 4/10/08	
UNIT	2008 ASSESSED		2008 EQUALIZED	% OF TOTAL		2007 EQUALIZED	% CHANGE
Blackman	\$687,133,082		\$687,133,082	11.523%		700,389,918	-1.89%
Columbia	\$511,212,652		\$511,212,652	8.573%		510,431,710	0.15%
Concord	\$109,853,479		\$109,853,479	1.842%		120,821,284	-9.08%
Grass Lake	\$299,751,067		\$299,751,067	5.027%		300,318,804	-0.19%
Hanover	\$170,179,300		\$170,179,300	2.854%		169,697,500	0.28%
Henrietta	\$181,776,673		\$181,776,673	3.048%		180,534,162	0.69%
Leoni	\$556,711,126		\$556,711,126	9.336%		540,985,935	2.91%
Liberty	\$149,271,002		\$149,271,002	2.503%		161,612,704	-7.64%
Napoleon	\$304,091,686		\$304,091,686	5.100%		306,848,134	-0.90%
Norvell	\$176,296,311		\$176,296,311	2.957%		175,706,709	0.34%
Parma	\$101,405,196		\$101,405,196	1.701%		101,987,875	-0.57%
Pulaski	\$77,693,950		\$77,693,950	1.303%		76,817,111	1.14%
Rives	\$158,466,900		\$158,466,900	2.658%		169,519,200	-6.52%
Sandstone	\$177,986,186		\$177,986,186	2.985%		179,193,064	-0.67%
Spring Arbor	\$249,412,785		\$249,412,785	4.183%		253,196,107	-1.49%
Springport	\$76,597,500		\$76,597,500	1.285%		76,371,700	0.30%
Summit	\$789,248,800		\$789,248,800	13.236%		797,806,000	-1.07%
Tompkins	\$104,631,139		\$104,631,139	1.755%		104,346,379	0.27%
Waterloo	\$160,007,320		\$160,007,320	2.683%		159,409,900	0.37%
City of Jackson	\$921,167,500		\$921,167,500	15.448%		947,912,050	-2.82%
Jackson County Total	\$5,962,893,654	\$0	\$5,962,893,654	100.00%		6,033,906,246	-1.18%

## JACKSON COUNTY ASSESSED BY CLASS



# JACKSON COUNTY EQUALIZED VALUATIONS

## 1 and 10 Year Comparison

1 YEAR COMPARISON	2007	2008	% Change
Agricultural	\$411,706,499	\$421,082,123	2.28%
Commercial	\$798,919,384	\$826,956,339	3.51%
Industrial	\$282,041,628	\$266,374,675	-5.55%
Residential	\$4,140,064,879	\$4,058,937,303	-1.96%
Developmental	\$31,926,378	\$22,263,380	-30.27%
Total Real	\$5,664,658,768	\$5,595,613,820	-1.22%
Personal	\$369,247,478	\$367,335,806	-0.52%
Grand Total	\$6,033,906,246	\$5,962,949,626	-1.18%
10 YEAR COMPARISON	1998	2008	% Change
Agricultural	\$219,580,383	\$421,082,123	91.77%
Commercial	\$333,220,893	\$826,956,339	148.17%
Industrial	\$93,406,303	\$266,374,675	185.18%
Residential	\$2,017,019,184	\$4,058,937,303	101.23%
Developmental	\$7,505,404	\$22,263,380	196.63%
Total Real	\$2,670,732,167	\$5,595,613,820	109.52%
Personal	\$303,867,864	\$367,335,806	20.89%
Grand Total	\$2,974,600,031	\$5,962,949,626	100.46%

# JACKSON COUNTY INDUSTRIAL FACILITIES EXEMPTIONS BY UNIT

**2008**

	<u>REAL</u>		<u>PERSONAL</u>	
	NEW	REHAB	NEW	
BLACKMAN TOWNSHIP	12,750,893	345,645	25,159,716	
COLUMBIA TOWNSHIP	3,161,381		2,479,250	
CONCORD TOWNSHIP	281,464		365,100	
GRASS LAKE TOWNSHIP	2,008,914		3,247,608	
 HANOVER TOWNSHIP	 412,700	 -	 990,100	 *2006 Tax Roll totals
HENRIETTA TOWNSHIP	-		-	
LEONI TOWNSHIP	2,418,371	-	4,063,287	
LIBERTY TOWNSHIP	-		-	
 NAPOLEON TOWNSHIP	 6,611,635		 12,592,281	
NORVELL TOWNSHIP				
PARMA TOWNSHIP	331,900		321,002	
PULASKI TOWNSHIP	140,700		39,000	
 RIVES TOWNSHIP	 -		 1,263,000	
SANDSTONE TOWNSHIP	1,543,076		42,388,408	
SPRING ARBOR TOWNSHIP	-		359,669	
SPRINGPORT TOWNSHIP	-		-	
 SUMMIT TOWNSHIP	 956,600		 6,970,000	
TOMPKINS TOWNSHIP	-		18,388	
WATERLOO TOWNSHIP	-		-	
 CITY OF JACKSON	 3,102,662		 11,675,400	
 <b>TAXABLE TOTALS</b>	 <b>33,720,296</b>	 <b>345,645</b>	 <b>111,932,209</b>	 <b>145,998,150</b>

2008 Jackson County Top 20 Taxpayers

PROPERTY OWNER	TOTAL TAXABLE		LOCATION	TYPE
1} Consumers Energy	154,300,705 *		County-wide	Utility
2} Kinder Morgan Michigan LLC **	95,294,050 **		City	Utility
3} M A C I	66,163,175 *		Sandstone	Automotive
4} Mac Steel Division of Quanax Corpor	41,386,526 *		Napoleon	Manufacturing
5} TAC Manufacturing Inc	20,342,175 *		Blackman	Automotive
6} Ramco Jackson LTD	17,131,805		City & Blackman	Retail
7} Wolverine Tech	15,949,950 *		City	Manufacturing
8} Comcast	14,687,483		Multiple units	Entertainment
9} Meijer Inc.	13,793,627 *		Leoni & Blackman	Retail
10} Wal-mart Stores, Inc	13,037,678		Blackman	Retail
11} Tenneco/ Walker	11,321,562 *		Leoni & Grass Lake	Automotive
12} Vista Grande Villa	11,180,177		Blackman	Senior Housing
13} Lloyd Ganton	10,726,416		Various	Senior Housing
14} John Ganton	9,443,602		Multiple units	Senior Housing
15} Worthington Steele	9,175,185 *		Summit & Napoleon	Manufacturing
16} Vector Pipeline LP	8,922,778		Multiple units	Utility
17} Kaneka Texas Corporation	8,135,183 *		Blackman	Automotive
18} Alro Steele Corp	7,231,234 *		Multiple units	Manufacturing
19} Adco Products Inc	7,127,734 *		Multiple units	Manufacturing
20} Menards	6,157,914		Leoni	Retail

\* values included Industrial Facilities Tax Abatement totals

\*\* Kinder Morgan is in a Ren Zone - [pays no property taxes @ this time]

## AVERAGE MARKET VALUE OF A HOME IN JACKSON COUNTY

	2005	2006	\$	2,007	2008
Blackman Township	\$ 97,186	\$ 99,541	\$	104,332	\$ 106,350
Columbia Township	\$ 152,920	\$ 152,528	\$	160,220	\$ 161,470
Concord Township	\$ 107,633	\$ 119,983	\$	123,732	\$ 107,557
Grass Lake Township	\$ 151,749	\$ 164,157	\$	169,164	\$ 165,940
Hanover Township	\$ 135,768	\$ 140,808	\$	151,722	\$ 150,710
Henrietta Township	\$ 113,423	\$ 119,085	\$	116,743	\$ 118,980
Leoni Township	\$ 103,167	\$ 112,623	\$	118,625	\$ 115,425
Liberty Township	\$ 130,064	\$ 142,400	\$	144,692	\$ 130,165
Napoleon Township	\$ 119,116	\$ 125,260	\$	133,937	\$ 132,135
Norvell Township	\$ 129,139	\$ 142,500	\$	143,135	\$ 144,814
Parma Township	\$ 95,290	\$ 93,564	\$	105,356	\$ 92,150
Pulaski Township	\$ 96,705	\$ 94,895	\$	100,310	\$ 100,684
Rives Township	\$ 120,285	\$ 127,365	\$	128,564	\$ 117,072
Sandstone Township	\$ 119,609	\$ 126,423	\$	128,690	\$ 131,803
Spring Arbor Township	\$ 119,693	\$ 125,203	\$	131,870	\$ 127,974
Springport Township	\$ 82,614	\$ 94,067	\$	94,343	\$ 92,725
Summit Township	\$ 125,910	\$ 131,270	\$	134,934	\$ 132,462
Tompkins Township	\$ 108,632	\$ 115,114	\$	120,490	\$ 115,510
Waterloo Township	\$ 178,254	\$ 179,100	\$	182,932	\$ 183,692
City of Jackson	\$ 69,150	\$ 73,862	\$	77,560	\$ 73,885
Average Price of a Home in Jackson County	\$ 117,815	\$ 123,987 5.24%	\$ 128,568 3.69%	\$ 125,075 -2.72%	

## Jackson County Equalization

**MINUTES**  
**JACKSON COUNTY BOARD OF COMMISSIONERS**  
**March 18, 2008**  
**7:00 p.m.**  
**County Commission Chambers**

- 1. CALL TO ORDER:** Chairman Shotwell called the March 18, 2008 meeting of the Jackson County Board of Commissioners to order at 7:00 p.m.
- 2. INVOCATION:** by Commissioner Phil Duckham
- 3. PLEDGE OF ALLEGIANCE:** by Chairman Steve Shotwell
- 4. ROLL CALL:** County Clerk Amanda L. Riska

(12) Present: Commissioners Herl, Lutchka, Brittain, Duckham, Poleski, Videto, Mahoney, Brown, Smith, Way, Elwell, and Shotwell.

- 5. APPROVAL OF AGENDA:** Chairman Shotwell made the following changes to the agenda:

Item 12.A.1 (Grant Application for Cascades Park Urban Fishing Project) pulled from Consent Agenda and added to 10.A.2. Added a special standing committee of Personnel & Finance to deal with item 15.B. (Animal Shelter).

*Moved by Mahoney, supported by Herl for the approval of the agenda as amended.* Motion carried.

**6. AWARDS & RECOGNITIONS**

None.

**7. COMMUNICATIONS/PETITIONS**

None.

**8. SPECIAL ORDERS/PUBLIC HEARINGS:**

**A. Public Hearing – Next Gen Energy Brownfield Plan**

Amy Torres was present to answer questions on the public hearing. No comments from the public.

**B. Strategic Planning Presentations**

**1. Cooperation Between Governments – Cliff Herl presented**

- 2. Economic Vision of Jackson County** - Karen Coffman presented
- 3. Education** – Jan Seitz presented
- 4. Vision of a Healthy Community** – Shelly Bullinger presented
- 5. Improved Work Environment** – Brandon Ransom presented
- 6. Quality of Life** – Kristy Smith and Brad Piros presented

Com. Poleski observed that in almost all of the presentations, a public survey is called for and he hopes that they coordinate the process so it appears that they are well integrated. He also noticed that in several of the surveys there are some indications of a campaign of public awareness of some sort and he hopes that can be well integrated as well.

Com. Herl stated that while working independently, they found that they are starting to cross paths. He said that as they get further into things, it looks like they may have to take the six different committees and form another subcommittee because there are many things that all of them are working on that are the same thing.

Com. Mahoney hopes that the Chair or the Administrator will tell the commission how they can help the groups move forward so that their work can continue.

County Administrator/Controller, Randy Treacher, stated that the visions that they have been working with were those that were developed by the board and before they can go too much further, the groups need to know if the direction they are taking is the direction the commission wanted when they came up with the vision. The commission should review the presentations and decide if it is in fact the direction they were wishing to take.

Com. Shotwell thanked all of the participants in the strategic plan for all of their hard work they have put into this.

## **9. PUBLIC COMMENT:**

Scott Vitale announced a professional golf tournament at Arbor Hills Golf Course July 9 – 12. Proceeds will benefit the YMCA.

Alan Mackey spoke regarding inappropriate actions of a commissioner.

Janet Rochefort stated that the Convention and Tourism Bureau made an offer to help with the strategic planning teams.

## **10. SPECIAL MEETINGS OF STANDING COMMITTEES:**

### **A. County Affairs**

- 1. Equipment Bid Summary – Reelmaster Transport Frame**
- 2. Resolution (03-08.11) Approving a Grant Application to the Michigan Natural Resources – Trust Fund (MNRTF) for the Cascades Park Urban**

## **Fishing Project.**

The meeting was adjourned briefly to allow the commissioners who are members of the County Affairs Committee to meet behind Cmr. Lutchka's desk.

### **B. Personnel and Finance**

#### **1. Animal Shelter**

The meeting was adjourned briefly to allow the commissioners who are members of the Personnel and Finance Committee to meet behind Cmr. Videto's desk.

### **11. MINUTES:**

Minutes of the 2/19/08 Regular Meeting of the Jackson County Board of Commissioners Meeting minutes.

*Moved by Mahoney, supported by Brown for approval of the meeting minutes from the 2/19/08 Regular Meeting of the Jackson County Board of Commissioners.* Motion Carried.

### **12. CONSENT AGENDA:**

*Moved by Mahoney, supported by Videto for approval of the consent agenda.* Roll call: (12) Yeas. Motion carried unanimously.

#### **A. County Affairs**

- ~~1. Resolution (03-08.11) Approving a Grant Application to the Michigan Natural Resources Trust Fund (MNRTF) for the Cascades Park Urban Fishing Project.~~

#### **B. County Agencies**

2. Cooperative Reimbursement Program (CRP) Contract Amendment
3. Resolution (03-08.12) Approving a Brownfield Plan by the County of Jackson Pursuant to and in Accordance with the Provisions of Act 381 of the Public Acts of the State of Michigan of 1996, as Amended.

#### **C. Human Services**

4. Health Department Management Reorganization

#### **D. Personnel & Finance**

5. Budget Adjustments

- a. Medical Examiner
- b. Department on Aging
- c. Circuit Court
- d. District Court

**E. Claims – 1/1/08 – 1/31/08**

**13. STANDING COMMITTEES:**

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

- 1. Resolution (03-08.11) Approving a Grant Application to the Michigan Natural Resources-Trust Fund (MNRTF) for the Cascades Park Urban Fishing Project.**

*Moved by Cmr. Brittain, supported by Cmr. Duckham to approve Resolution (03-08.11) Approving a Grant Application to the Michigan Natural Resources-Trust Fund (MNRTF) for the Cascades Park Urban Fishing Project. Roll Call: (12) Yeas. Motion carried unanimously.*

- 2. March 2008 Appointments**

- a. Brownfield Redevelopment Authority – three public members, terms to 3/31/2011**

Cmr. Lutchka stated that the committee recommended Jim Dunn, Dan Greer, and Natalie Stopyak. No other nominations from the floor. *Jim Dunn, Dan Greer, and Natalie Stopyak appointed.*

- b. Jackson Transportation Authority – one public member, term to 3/31/2011**

Cmr. Lutchka stated that the committee recommended Philip Moilanen. No other nominations from the floor. *Philip Moilanen appointed.*

- c. LifeWays – two public members, terms to 3/31/2011**

Cmr. Lutchka stated that the committee recommended Jim Shotwell Sr. and Frank Weathers. No other nominations from the floor. *Jim Shotwell Sr., and Frank Weathers appointed.*

- d. Veterans Affairs – one WWII member, term to 4/1/2012**

Cmr. Lutchka stated that the committee recommended Kenneth McGaugh. No other nominations from the floor. *Kenneth McGaugh appointed.*

**e. Parks Board – one Region 2 Planning Commission appointee, term to 12/31/2008**

Cmr. Lutchka stated that the committee recommended Herb Howard. Cmr. Smith nominated Gail Mahoney. Roll Call: (8) Howard. Cmr. Herl, Lutchka, Brittain, Duckham, Videto, Way, Elwell, and Shotwell. (4) Mahoney. Cmr. Poleski, Mahoney, Brown, and Smith. *Herb Howard appointed.*

**3. Equipment Bid Summary – Reelmaster Transport Frame**

*Moved by Cmr. Brittain, supported by Cmr. Duckham to accept the lowest bid from Spartan Distributors for the purchase of a Reelmaster transport frame. Motion carried.*

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

None.

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

None.

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

1. The operation of Animal Control is to be placed under the temporary control of the Sheriff. The arrangements for said move shall be as determined between the Sheriff and the Administrator. The permanence of this arrangement shall be reviewed by the end of the year by the Ad Hoc Sheriff's committee that is currently in place.

*Moved by Videto, supported by Elwell to place the operation of Animal Control under the temporary control of the Sheriff. The arrangements for said move shall be as determined between the Sheriff and the Administrator. The permanence of this arrangement shall be reviewed by the end of the year by the Ad Hoc Sheriff's committee that is currently in place.* Roll Call: (11) Yeas. Cmr. Herl, Lutchka, Duckham, Poleski, Videto, Shotwell, Mahoney, Brown, Smith, Way, and Elwell. (1) Nay. Cmr. Brittain. Motion carried.

Cmr. Brittain asked if anyone has spoken to the director at the Animal Shelter to discuss some of the problems and concerns. He just learned of some of the problems that are there, and he's not sure that the Sheriff's Department will have a huge impact. He feels that they should give the director at the Animal Shelter a chance to make the needed corrections. He also said that he has nothing against the Sheriff's Department, but he would personally like to see the Health Department take over the supervision.

Cmr. Elwell thinks that the Sheriff's Department is a perfect place for it. There are many times that the Animal Control Operation is not open and the Sheriff's Department is open 24 hours, with supervision. He does think there are issues at the shelter and believes that the Administrator has talked to the director at the Animal Shelter about them, and is confident that this is the best plan for now. He said that when the new building was purchased, they all said that they would do what it takes to make sure the operation is run properly and do their best to make it a shelter they would be proud of. He thinks this is a step in the right direction.

## 2. Bid Summary for Purchase of Two Plainclothes Police Vehicles - Sheriff

*Moved by Videto, supported by Elwell to approve the Bid Summary for the Purchase of Two Plainclothes Police Vehicles for the Sheriff's Department.* Roll Call: (8) Yeas. Cmr. Herl, Lutchka, Poleski, Videto, Shotwell, Brown, Way, and Elwell. (4) Nays. Cmr. Brittain, Duckham, Mahoney, and Smith. Motion carried.

Moved by Mahoney, supported by Brittain to redirect this to committee. Roll Call: (6) Yeas. Cmr. Brittain, Duckham, Shotwell, Mahoney, Smith, and Way. (6) Nays. Cmr. Herl, Lutchka, Poleski, Videto, Brown, and Elwell. Tie – the motion remains on the floor.

Cmr. Mahoney stated that when they were in committee in the study session, it was her understanding that what was being requested was new-used cars at the price of \$17,000. She believed that new-used cars at \$17,000 and new cars at \$20,000 was the best thing to do for the County. She has now learned that what was originally requested were used cars at \$10,000 or less. She pointed out that the Sheriff's Department takes up more than 50% of the County's budget. She wonders why they had a discussion for new-used cars at \$17,000, if the surveillance vehicles only use between 8,500 and 9,000 miles per year and they originally requested \$10,000 or under. She will not be supporting brand new cars for this purpose.

Cmr. Elwell feels that it would be foolish to buy used vehicles for this purpose. He doesn't think they were listed as undercover cars, but as detective's cars. He thinks the plan set forth which was to buy new cars and not keep old cars around which can cause more problems and cost, is a wise plan. On State purchase, they get a great deal of \$17,000 and don't have to worry about buying someone else's problems. He stated that they need to remember that this money is coming from a drug fund, and it was supposed to be budgeted but was simply overlooked. He strongly supports the action of buying these new cars.

Cmr. Brown said that after some of their discussions, he looked out on his car lot to see what could be bought for \$10,000. He thinks that because the vehicles would be out of warranty, they would end up spending a lot of money on future repairs. He thinks that getting brand new vehicles for \$17,500 and no taxes is a much better deal. He would suggest that they pick up some kind of warranty on the vehicles that would go up to 100,000 miles.

Cmr. Duckham didn't think they even needed to have this discussion, since they just replaced five cars last month that were not fit for high speed chases. He doesn't think they need to buy cars because they already have them. He also thinks that they will end up in a situation with a car where they will only be able to use it for undercover work two or three times before criminals recognize it. They would then have to hand it off to someone else to drive because it would no longer be useful as an undercover car. He thinks they should paint the five that were retired last month so they wouldn't look undercover and use those. He thinks another option would be to lease vehicles from Budget Rent a Car, so every time they went out on another operation they would have a different car. He thinks they have to get their arms around the legal system budget sooner or later.

Cmr. Brittain echoed what Cmr. Duckham said. He said that he would like to use one of the vehicles that they already have. He also said that they could purchase a used car from a dealership that doesn't sell new cars and get a better price on them. He thinks there are a lot of very nice used cars out there that they could get for under \$10,000. He also said he has an issue with the five or six take-home vehicles that the Sheriff's Department has. He doesn't understand the need for those just in case there is an emergency, which doesn't happen that often. He thinks that the new vehicles would then just get passed down to be used as take-home vehicles. He doesn't see the need for new vehicles that will never be used for high-speed chases.

Cmr. Way agreed that they need some replacement cars, but with hearing the new information he would like to see this go back to the committee to talk about it more and explore their options.

Cmr. Videto stated that a few years ago there was a lot of time spent reviewing the vehicle policy, which was a big part of reducing the overall fleet. He said that when looking at purchasing new vehicles, he looks at it as being a part of the whole fleet. With the current program they do a lot of shifting of vehicles between departments after so many miles are put on the vehicle. When you do that and it makes it part of a rotation system with the vehicles, he thinks that purchasing new makes total sense. He feels that buying used really limits the ability to manage the fleet properly. He is in support of this motion.

Cmr. Smith suggested that they check into purchasing a vehicle that has been previously leased since they are newer cars with low mileage.

Cmr. Poleski stated that the cost of the vehicles is not so significantly greater than used, the point being they will have new cars under appropriate warranty and police officers will be using safe vehicles. He said the use of the new vehicles would not be used by the Sheriff or the Under Sheriff, but they would be used by the detectives and that the vehicles that would be purchased would be sufficiently innocuous so they could be used for undercover or surveillance. He thinks those reasons are sufficient enough for him to vote in favor of the vehicles.

Cmr. Brown said that there are 100 used car dealers in town, but he can't guarantee what some of those used car dealers are selling on their lot. He said no used car dealer in the county is going to sell you a vehicle for the price that they paid for it, and not make a

profit. He also stated that leased vehicles are purchased for around \$15,000 or \$16,000, so they would be losing money when they can get the bid from the state for \$17,000.

Cmr. Mahoney asked the Administrator to tell the board what the Sheriff's Department asked for in their request for the new detective undercover cars.

Administrator/Controller Randy Treacher explained that the original request from the Sheriff's Department was for two used vehicles for \$10,000 or less.

Cmr. Duckham referred to the study done several years ago that Cmr. Videto talked about. He said that may have been the finding several years ago, but with the times the way they are right now, they are required to do more for less. He believes it is his job to look out for the constituents of his district to hold down the costs of county government. He doesn't think today can be compared with what was five years ago when state revenue sharing was much greater than it is now.

Cmr. Elwell said that their job as commissioners is to make decisions that are in the best financial interest of the County and he thinks that buying the new cars is. He does not agree with Cmr. Mahoney that they should approve whatever the Sheriff gives them, because in this case it wouldn't be the right thing to do. He doesn't think they should be rubberstamping things.

Cmr. Way asked the Administrator how much these cars are typically driven.

Administrator/Controller Treacher stated that it is his understanding that the cars are driven around 10,000 miles per year on average.

### 3. Bid Summary for Purchase of New Vehicle – Friend of the Court

*Moved by Videto, supported by Elwell to approve the Bid Summary for the Purchase of a New Vehicle for the Friend of the Court.* Roll Call: (10) Yeas. Cmr. Herl, Lutchka, Poleski, Videto, Shotwell, Mahoney, Brown, Smith, Way, and Elwell. (2) Nays. Cmr. Brittain, and Duckham. Motion carried.

Cmr. Duckham asked what the Friend of the Court does with a car and why they need one.

Administrator/Controller Treacher explained that they use the vehicle to go and arrest people throughout the state.

### 4. Bid Summary for Purchase of Three New Vehicles – Department on Aging

*Moved by Videto, supported by Elwell to approve the Bid Summary for the Purchase of Three New Vehicles for the Department on Aging.* Roll Call: (11) Yeas. Cmr. Herl, Lutchka, Duckham, Poleski, Videto, Shotwell, Mahoney, Brown, Smith, Way, and Elwell. (1) Nay. Cmr. Brittain Motion carried.

## 14. UNFINISHED BUSINESS:

### C. Animal Incinerator Recommendation

*Moved by Mahoney, supported by Herl to approve the Animal Incineration Contract with Partridge Enterprises.* Roll Call: (12) Yeas. Motion carried unanimously.

Administrator/Controller Treacher gave the commissioners an overview of the recommendation received from the Fleet Facilities Supervisor Ric Scheele. An analysis was done on the bids that were received and the recommendation is that they go with incineration through Partridge Enterprises. Randy explained that he doesn't see any reason not to award this contract for a year, as it appears that there will be a direct hard cost savings of \$5,000 per year and will give the staff additional time to do more shelter work. He doesn't see any reason not to award this contract for a year.

Cmr. Elwell confirmed with Randy that it is a two-part bid, which would give them a couple of options, and also that they would be approving the \$19,800 yearly. Randy further answered Cmr. Elwell's questions that they did not discuss what specific days they would be doing pick ups but that it would be twice per week during business hours, that a freezer or two would be included, and the plan this spring/summer is to get into place an enclosed area for pick up and delivery of animals so people will not see it.

Cmr. Way stated that he thinks it is great that the County is getting out of the incinerator business, especially for the morale of the staff at the animal shelter. He also pointed out that this was a suggestion that was received in their communications with the neighbors.

Cmr. Duckham wondered if since the Sheriff's Department will be running the Animal Shelter, if it will be considered a 24 hour operation. He thinks it would be prudent to do something to limit the hours of picking the animals up to accommodate the neighborhood by saying 9:00 a.m. to 5:00 p.m. or 10:00 a.m. to 6:00 p.m. He doesn't want to get into a technicality type of thing because they could say that they are technically open 24 hours a day since they are under the Sheriff's Department.

Cmr. Mahoney hopes that they don't try to tie the hands of the people who work by not being open after hours. She thinks they should have more flexibility. She stated that no matter what time the animals get picked up they will be in an enclosed area, so the public will not see them.

Cmr. Brittain asked if Betzer Funeral Home was located in Jackson and what was considered a large animal according to their bid.

Administrator/Controller Treacher stated that the cost per month that was specified is for animals over 91 pounds, which makes that bid far in excess of what has been proposed. He further stated that they are not located in Jackson County, but he is not sure where they are.

#### D. Animal Shelter Landscape Update

Administrator/Controller Randy Treacher gave an oral presentation on the landscaping/soundproofing of the Animal Shelter. He stated that they have a meeting scheduled on Thursday with some of the neighbors and the landscaping architect. He will make a presentation on-site. The architect has stated that he will be able to start the project in the end of April or first part of May, depending on the weather. He also stated that they have one more bid to receive on acoustical soundproofing that they are looking at putting in on the walls and the ceiling of the building. They also need to send a make-up of that material to the state for approval prior to making the changes.

#### E. Deputy Administrator Search Recommendation

*Moved by Cmr. Herl, supported by Cmr. Elwell to approve the low bid from Michigan Education Association of Michigan to conduct the search for the new Deputy Administrator.* Roll Call: (10) Yeas. Cmr. Herl, Lutchka, Poleski, Videto, Shotwell, Mahoney, Brown, Smith, Way, and Elwell. (2) Nays. Cmr. Brittain and Duckham. Motion carried.

Cmr. Brittain expressed his concerns about hiring a full-time Deputy Administrator. He feels that by doing so, it will be that they are pushing Randy out. He thinks they should make this position part-time, to keep Randy on as long as he would like to stay.

Cmr. Mahoney stated that she would like to see Randy decide to stay longer, by taking some of the hats off his head by hiring a Deputy County Administrator. He hopes that the board will move forward with this so Randy can make a decision to know that they really do support him and are willing to get him some real help.

Cmr. Way asked what the firm is guaranteeing.

Cmr. Elwell asked if they know if they have any experience finding County Administrators and if so, how many they have found.

Administrator/Controller Treacher explained that the board requested in the RFP a guarantee that they would continue to work at the fee noted until a candidate approved by the board was in place. The company will find the first five candidates in 19 weeks and if the board is not satisfied, they will go back and do it again. The company has found two County Administrators specifically.

### 15. NEW BUSINESS:

a. Revision to Purchasing Policy 2060 – Local Preference

*Moved by Cmr. Elwell, supported by Cmr. Brown to approve the Revision to Purchasing Policy 2060 - Local Preference.* Roll Call: (12) Yeas. Motion carried unanimously. Cmr. Brittain stated that he truly thinks that local preference is something they should

enact to help protect local jobs. He also thinks it will save the residents of Jackson County because if they hire locally, the company will pay local taxes.

Cmr. Elwell stated that the policy has been in place since 2000 and this is only a modification. He stated that they are changing a couple of words to allow exactly what Cmr. Brittain is suggesting.

~~B. Animal Shelter~~

**16. PUBLIC COMMENTS:**

No public comment

**17. COMMISSIONER COMMENTS:**

Cmr. Videto stated that he was impressed with the tremendous buy-in by employees and commissioners on the strategic plan, and appreciates the commitment.

Cmr. Brittain wished everyone a happy Easter.

Cmr. Lutchka introduced Steve Thelen, the new Fair Manager. He also reminded everyone about Project R.E.D.

Cmr. Brown commended all of the strategic planning teams and all of their hard work.

Cmr. Poleski spoke regarding the 911 surcharge.

Cmr. Duckham spoke regarding the 911 surcharge and stated that the average is about 13 calls per hour and it comes out to about \$18.00 per call.

**18. CLOSED SESSION:**

None

**19. ADJOURNMENT:**

Chairman Shotwell adjourned the March 18, 2008 meeting of the Jackson County Board of Commissioners at 9:10 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

Consent Agenda  
Motions

April 15, 2008

***Roll Call***

1. Motion: Receive the Register of Deeds 2007 Annual Report
2. Motion: Approve the Mid-South Substance Abuse Commission Inter-County Agreement
3. Motion: Approve Resolution (04-08.13) to Revise the Inter-County Agreement for Creation of the Mid-South Substance Abuse Commission
4. Motion: Receive the Medical Care Facility 2007 Audit
5. Motion: Receive the Department on Aging 2007 Annual Report
6. Motion: Receive the Health Department 2007 Annual Report
7. Motion: Approve the Request for Imprest Cash – Parks
8. Motion: Approve the Public Health Nurse – Change from Full Time Position to Part Time Position
9. Motion: Approve the Budget Adjustments

# ***2007 ANNUAL REPORT***

**Register of Deeds**



**Jackson County, Michigan  
Mindy Reilly, Register**

## **2007 ANNUAL REPORT**

March 2008

HONORABLE COMMISSIONERS  
COUNTY BOARD OF COMMISSIONERS  
JACKSON, MICHIGAN 49201

Dear Commissioners:

We are pleased to submit the annual report of the Register of Deeds office for 2007. This report reflects the activities of the office; the recording and filing of real property instruments, fixture filings and miscellaneous documents. It also reflects the revenues received during the year and the net revenue credited to the County General Fund.

We did not set records this year, but it was still a good year in the Register of Deeds office. It was busy and rewarding year. In 2007 we again collected State Transfer Tax, in the amount of \$2,048,169.15, which we remitted to the treasurer, and forwarded to the State of Michigan. The total amount of money that went through our office in 2007 was \$3,451,445.33.

On March 31, 2003 PA 698 of 2002 required Register of Deeds to collect additional recording fees with a portion of the total fee specifically earmarked for an "automation fund." This office collected \$162,990.00 in 2007 that went into this fund. This same act earmarked another portion of the total fee to be collected for the Remonumentation program for the county which we collected \$114,724.00.

In the years of 2005-2007 we have been using the automation fund to convert some historical data and images and putting them on our computer system. We have images available back to 1965 and will have indexing back to 1979 available to the public in the next few months. We will be working on the historical index for the next few years with our goal being to have 40+ years on our computer system with both index and images.

We will be getting a new computer system in 2008 that will allow us to put these images out on the web for viewing and purchasing. Our new system will also have the capability to redact the social security number from the documents, so that the public can not see them. We will also have an e-commerce program to allow for credit card purchases.

All these projects are done through our automation fund and no monies coming for the counties general fund.

As always, we would like to invite you to visit our office sometime and share in the pride that we all take here in the Register of Deeds office.

Respectfully submitted,

Mindy Reilly  
Register of Deeds

Revenues received in 2007, credited to account numbers assigned to the Register of Deeds Office and remitted to the County General Fund are:

<u>NUMBER</u>	<u>ACCOUNT</u>	<u>2004 AMOUNTS</u>	<u>2005 AMOUNTS</u>	<u>2006 AMOUNTS</u>	<u>2007 AMOUNTS</u>
609	Searches	\$ 612.00	\$ 162.00	\$ 156.00	\$ 84.00
625	Transfer Tax	570,175.70	586,434.20	560,162.90	413,041.20
634	Recording	772,837.00	709,203.00	593,196.00	452,502.00
636	Tract Index	18,150.00	20,880.00	22,150.00	25,800.00
643.06	Copies	119,709.20	125,627.00	122,458.00	137,699.050
643.140	Optical Imaging	59,765.00	57,906.00	89,505.00	90,879.11
685.010	Admin. Reimb.	1,287.25	2,429.18	1,613.06	1,850.58
695.000	Refunds				587.90
<b>TOTAL FEES COLLECTED:</b>		<b>\$1,542,536.15</b>	<b>\$1,502,641.38</b>	<b>\$1,389,240.96</b>	<b>\$1,122,444.29</b>
LESS DEPARTMENTAL EXPENSES:		<u>303,063.79</u>	<u>272,860.57</u>	<u>297,035.32</u>	<u>281,815.80</u>
<b>EXCESS REVENUE GENERAL FUND:</b>		<b>\$1,239,472.36</b>	<b>\$1,229,780.81</b>	<b>\$1,092,205.64</b>	<b>\$840,628.49</b>

### **CORNERS**

P. A. 132 of 1970 requires Surveyors to file with the Register of Deeds Office a written record of corner establishment or restoration. In 2007, thirty three (33) corners were recorded.

### **SURVEYS**

P. A. 132 of 1970 allows the recording of certified surveys in the County. In 2007 a total thirteen (13) surveys were recorded.

## **SHERIFF'S DEEDS**

During **2007** a total of **1227** Sheriff's Deeds (mortgage foreclosure sales) were recorded in this office, with a total consideration of **\$135,043,702.13**.

Past year's information regarding Sheriff Deeds:

Year	Number of recorded Sheriff Deeds	Total Consideration
2006	874	\$ 90,515,747.95
2005	582	56,121,224.44
2004	491	47,546,305.44
2003	481	40,275,813.29
2002	442	32,445,099.27
2001	282	18,553,689.06
2000	228	13,354,678.56
1999	194	10,406,639.09
1998	159	7,732,933.37
1997	95	4,894,186.12
1996	88	3,975,037.84
1995	62	2,475,347.23

## **COUNTY TRANSFER TAX**

Public Act 134 of 1966, as amended by Public Act 258 of 1967 and Public Act 327 of 1968, imposes a county transfer tax on the value of property sold. Certain transactions are exempt for the provisions of this law. The current tax rate of \$0.55 per \$500.00, or fraction thereof, of value. All proceeds of this Act are county revenues and are credited to the General Fund of the County.

Revenue from this Act over the past 30 years:

<b>1978</b>	\$ 127,948.45	<b>1979</b>	\$120,591.90	<b>1980</b>	86,922.80
<b>1981</b>	74,236.35	<b>1982</b>	61,058.76	<b>1983</b>	92,561.25
<b>1984</b>	100,055.40	<b>1985</b>	119,104.66	<b>1986</b>	170,217.50
<b>1987</b>	170,027.50	<b>1988</b>	171,201.80	<b>1989</b>	189,824.40
<b>1990</b>	222,710.06	<b>1991</b>	187,454.45	<b>1992</b>	209,591.35
<b>1993</b>	261,180.15	<b>1994</b>	249,727.50	<b>1995</b>	253,722.70
<b>1996</b>	297,580.85	<b>1997</b>	329,584.75	<b>1998</b>	411,539.15
<b>1999</b>	421,353.80	<b>2000</b>	415,037.15	<b>2001</b>	431,459.60
<b>2002</b>	462,719.95	<b>2003</b>	503,588.80	<b>2004</b>	570,175.70
<b>2005</b>	586,434.20	<b>2006</b>	560,162.90	<b>2007</b>	413,041.20

## **STATE TRANSFER TAX**

Effective January 1, 1995 the State imposed a state transfer tax on the value of property sold. This tax is at the rate of \$3.75 per \$500.00, or fraction thereof, of value and is in addition to the County Transfer Tax. Revenues generated by this tax in 2007 totaled \$2,048,169.15. This entire amount is forwarded to the State Treasurer.

## **REMONUMENTATION**

Public Acts 345 and 346 of 1990 required the County to establish a plan for monumenting (marking) all section corners in the County, and included an increase in recording fees to provide funds for this purpose on a statewide basis. In **2007** the Register of Deeds office collected a total of **\$114,724.00** in fees for this purpose.

Remonumentation fees collected in previous years were:

<b>1992</b>	\$55,414.00	<b>2000</b>	\$61,406.00
<b>1993</b>	\$60,140.00	<b>2001</b>	\$84,432.00
<b>1994</b>	\$56,076.00	<b>2002</b>	\$102,250.00
<b>1995</b>	\$53,526.00	<b>2003</b>	*\$198,256.00
<b>1996</b>	\$58,232.00	<b>2004</b>	\$184,554.00
<b>1997</b>	\$60,966.00	<b>2005</b>	\$161,945.00
<b>1998</b>	\$79,072.00	<b>2006</b>	\$143,282.00
<b>1999</b>	\$77,396.00		

**\*Fee increase for remonumentation on 3/31/2003 from \$2.00 per document to \$4.00 per document.**

In 2007 a total of 144 remonumentation corners were recorded, up in comparison with the 140 recorded in 2006.

## **TRACT INDEX**

The Abstract Office in Jackson County was dissolved on January 13, 1976 by action of the Board of Commissioners and the Tract Index was made a part of the Register of Deeds Office. This area is not considered part of the public record and fees are charged for using these records. Service agreements with title companies and hourly fees produced **\$25,800.00** in revenue in **2007**. The State, County, City, Townships and person checking their own property ownership are not charged for use of these records.

## **MICROFILM AND COPY REVENUE**

Revenue generated through the sale of document copies to the public and microfilm of all recordings to various title companies generated additional revenue for this department and the County general fund. Revenues from this source over the past years are reflected below:

<b>1984</b>	24,752.05	<b>1992</b>	62,449.65	<b>2000**</b>	61,160.47
<b>1985</b>	26,525.65	<b>1993</b>	77,830.37	<b>2001**</b>	88,146.50
<b>1986</b>	27,487.25	<b>1994</b>	77,005.75	<b>2002**</b>	97,229.05
<b>1987</b>	28,381.00	<b>1995</b>	69,750.82	<b>2003**</b>	143,276.75
<b>1988</b>	32,517.15	<b>1996*</b>	47,824.61	<b>2004**</b>	119,709.20
<b>1989</b>	35,571.79	<b>1997**</b>	31,783.00	<b>2005**</b>	125,627.00
<b>1990</b>	27,670.76	<b>1998**</b>	46,743.39	<b>2006**</b>	122,458.00
<b>1991</b>	49,368.76	<b>1999**</b>	53,486.51	<b>2007**</b>	137,699.50

\*This amount is 12 months of copies and 3 months microfilm.

\*\* Copies of Documents only, either on paper or CD-ROM.

## **MICROFILM SYSTEM**

Since the installation of microfilm system in 1965, the public has been able to do their own record searching, with some assistance from staff. With the addition of the Tract Index section, anyone is able to search their own property recordings either by name or property description. Since January 1985 all index information is maintained on a computer, which saves much time in locating records by grantor/grantee or legal description. In 1996 we went to the optical imaging which allows this search process to be done at one station instead of the three different stations before our imaging.

## **IMAGING REVENUE**

With the implementation of our new image system, April 15, 1996, we have replaced the microfilm revenue with imaging revenue. The imaging revenue is money collected from our local title companies and individuals that will be using our optical imaging remote access. The title companies will no longer purchase microfilm. They are using the remote and doing their searches and making copies through the remote. Our remote system is available 24 hours a day seven days a week.

The imaging revenue is as follows:

<b>1998</b>	\$59,514.00	<b>2004</b>	\$58,275.00 **
<b>1999</b>	\$63,348.00	<b>2004</b>	\$ 1,490.00 ***
<b>2000</b>	\$45,375.00***	<b>2005</b>	\$56,400.00 **
<b>2000</b>	\$ 3,120.00**	<b>2005</b>	\$ 1,506.00 ***
<b>2001</b>	\$48,791.00 **	<b>2006</b>	\$56,700.00 **
<b>2001</b>	\$ 1,646.00***	<b>2006</b>	\$32,805.00 ***
<b>2002</b>	\$55,949.50 **	<b>2007</b>	\$51,767.00**
<b>2002</b>	\$ 1,320.00 ***	<b>2007</b>	\$39,112.11***
<b>2003</b>	\$57,118.00 **		
<b>2003</b>	\$ 707.00 ***		

**\*\*MONTHLY CONTRACT COMPANIES**

**\*\*\* PER MINUTE CASUAL USERS**

This department does all the setup and security levels for these users. We have surveyors, attorneys and independent title people as example of this type of user. We also have some governmental units such as City Assessor, Equalization and the Treasures office, along with some townships as users.

**RECORDING OF****REAL ESTATE DOCUMENTS:**

	<b><u>2001</u></b>	<b><u>2002</u></b>	<b><u>2003</u></b>	<b><u>2004</u></b>	<b><u>2005</u></b>	<b><u>2006</u></b>	<b><u>2007</u></b>
Deeds	7,168	7,813	8,452	8,021	8,395	8,123	7,328
Mortgages	13,656	15,890	19,935	15,375	13,629	11,070	7,669
Mortgage Discharges	10,159	13,491	18,369	12,486	11,067	9,163	6,872
Miscellaneous Documents- Wills, Court Orders, Land Contracts, Agreements, Assignments, Tax Liens, Leases, Affidavits, Death Certificates, etc.	11,957	14,364	12,076	10,769	10,421	11,018	10,542
Plats	2	3	4	2	3	1	0
Condominiums	6	9	7	12	17	8	3
Corners	79	22	17	12	6	12	33
Remonumentation Corners	137	105	77	83	194	140	144
Surveys	<u>132</u>	<u>128</u>	<u>141</u>	<u>55</u>	<u>45</u>	<u>26</u>	<u>13</u>
<b>TOTAL:</b>	<b>43,190</b>	<b>51,825</b>	<b>59,078</b>	<b>46,815</b>	<b>43,777</b>	<b>39,561</b>	<b>32,604</b>

**FINANCING STATEMENTS:**

Financing Statements	373	0	0	0	0	0	0
Federal & State Tax Liens	141	117	110	33	34	55	178
Federal & State Tax Lien Releases	98	55	84	79	45	23	23
Terminations (no charge)	215	94	54	42	15	14	0
Fixture Filings & Releases	94	92	32	48	17	3	6
Releases	2	0	0	0	0	0	0
Continuations	48	0	0	0	0	0	0
Assignments	5	0	0	0	0	0	0
Amendments	18	0	0	0	0	0	0
Jeopardy Tax & Release	<u>11</u>	<u>11</u>	<u>10</u>	<u>1</u>	<u>0</u>	<u>3</u>	<u>8</u>
<b>TOTAL:</b>	<b>1,005</b>	<b>369</b>	<b>290</b>	<b>203</b>	<b>111</b>	<b>98</b>	<b>215</b>
<b>TOTAL INSTRUMENTS</b>	<b>44,195</b>	<b>52,194</b>	<b>59,368</b>	<b>47,018</b>	<b>43,888</b>	<b>39,659</b>	<b>32,819</b>

## **RECORDING COMPARISONS**

<b>DOCUMENTS</b>		<b>YEAR</b>	<b>PAGES</b>	
<i>NUMBER</i>	<i>AVERAGE</i>		<i>NUMBER</i>	<i>AVERAGE</i>
33600	134.31	<b>1997</b>	95390	381.61
42708	168.03	<b>1998</b>	130383	516.39
41257	152.07	<b>1999</b>	125356	503.53
36318	139.92	<b>2000</b>	111822	444.36
44195	175.51	<b>2001</b>	190914	759.48
52194	200.75	<b>2002</b>	229626	915.33
59368	228.34	<b>2003</b>	285100	1126.88
46873	180.28	<b>2004</b>	223824	894.29
43949	169.03	<b>2005</b>	206989	796.11
39659	152.53	<b>2006</b>	171810	660.81
32819	126.23	<b>2007</b>	129444	497.86

## **PLATS**

In 2007 we had no plats recorded:

## **CONDOMINIUMS**

In 2007 the following new condominiums were recorded:

<b><u>NAME</u></b>	<b><u>LOCATION</u></b>	<b><u>Units</u></b>
Warrior Cove	Grass Lake	13
Windemere	Summit	46
Bates Estates	Grass Lake	5

February 29, 2008

RECEIVED

MAR 03 2008

JACKSON COUNTY  
ADMINISTRATOR'S OFFICE

Mr. Randy Treacher, Acting Administrator/Controller  
Jackson County Tower Building  
120 W. Michigan Avenue  
Jackson, MI 49201

Dear Mr. Treacher:

Enclosed please find a copy of Mid-South's Intercounty Agreement. As a result of the departure of Calhoun County from our region, a new Agreement needs to be approved by each of the remaining counties. This document was prepared by our legal counsel and after extensive review, it was formally approved by the Mid-South Board of Directors at the February 25, 2008 Commission meeting.

The Agreement does not change the number of representatives from each county to the Commission. Below is the population based formula used to support representation:

< 100,000	=	1
>100,000-150,000	=	2
> 150,000-200,000	=	3
>200,000-250,000	=	4
>250,000	=	5

I am available to attend a meeting of the Board of Commissioners or appropriate committee to answer any questions related to this Agreement. Once it is approved by your Commissioners, please forward a copy of any Resolution with county seal to our office, with a contact name to arrange for document signature.

Thank you for your assistance in processing this Agreement through the approval process. I can be contacted at 517.337.4406 ext. 114, or by E-Mail at [gvannorman@mssac.com](mailto:gvannorman@mssac.com), for questions.

Respectfully,

  
Gary Van Norman  
Executive Director

Enclosure

cc: Commissioner Earl Poleski  
Commissioner Cliff Herl  
Lori Griffin

**INTERCOUNTY AGREEMENT FOR THE CREATION OF THE  
MID-SOUTH SUBSTANCE ABUSE COMMISSION FOR  
CLINTON, EATON, GRATIOT, HILLSDALE, INGHAM,  
IONIA, JACKSON, LENAWEЕ, AND NEWAYGO COUNTIES**

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, A.D., \_\_\_\_\_, by and between the COUNTY OF CLINTON, Michigan, the COUNTY OF EATON, Michigan, the COUNTY OF GRATIOT, Michigan, the COUNTY OF HILLSDALE, Michigan, the COUNTY OF INGHAM, Michigan, the COUNTY OF IONIA, Michigan, the COUNTY OF JACKSON, Michigan, the COUNTY OF LENAWEЕ, Michigan, and the COUNTY OF NEWAYGO, Michigan.

**WITNESSETH:**

**WHEREAS**, Act 368 of Public Acts of 1978, as amended, of the State of Michigan, being MCL 333, 1101, et seq., provides that a combination of counties may elect to establish a Regional Substance Abuse Coordinating Agency with the approval of the affected County Board of Commissioners and subject to the designation of such regional agency by the Director of the Michigan Department of Community Health [MCL 333.6226]; and

**WHEREAS**, Article 7, Section 28 of the Michigan Constitution of 1963 and Act 7 of the Public Acts of 1967, as amended, being MCL 124.501, et seq., permit counties to, by agreement, perform functions that could be performed by individual counties; and

**WHEREAS**, the Counties desire to enter into an agreement to establish and create a commission known as the Mid-South Substance Abuse Commission (hereinafter sometimes referred to as "MSSAC"), and to specify the powers and duties under which it will operate pursuant to the above cited authority;

**THEREFORE**, for and in consideration of the mutual covenants hereinafter contained,  
**IT IS HEREBY AGREED** as follows:

**I.**

**Establishment**

Pursuant to the Public Health Code, 1978 PA 368, as amended, being MCL 333.1101, et seq., and pursuant to the Michigan Constitution of 1963, Article 7, Section 28, and 1967 PA 7, as amended, being MCL 124.501, et seq., the duly elected Commissioners of Clinton, Eaton, Gratiot, Hillsdale, Ingham, Ionia, Jackson, Lenawee, and Newaygo, State of Michigan hereby establish a commission to be known as the Mid-South Substance Abuse Commission.

**II.**

**Definitions**

The following terms for this Agreement shall have the meanings attached to them:

"Commission" means the Mid-South Substance Abuse Commission with its address at 2875 Northwind Drive, Suite 215, East Lansing, Michigan 48823 (hereinafter sometimes referred to as "MSSAC" or "Commission").

"Department" means the Department of Community Health of the State of Michigan.

"Director" means the director of the Department of Community Health of the State of Michigan.

"Executive Director" means the director of the MSSAC of Clinton, Eaton, Gratiot, Hillsdale, Ingham, Ionia, Jackson, Lenawee, and Newaygo Counties.

"Public Health Code" means 1978 PA 368, as amended, being MCL 333.1101, et seq., or successor legislation to such code.

### III.

#### **Purpose of the Commission**

The purpose of the Mid-South Substance Abuse Commission is to provide for the inventory, review, planning and coordination of programs and facilities which provide services for the prevention, treatment and rehabilitation of individuals dependent upon or abusing alcohol and other drugs, and for other lawful purposes set forth in the Public Health Code. In addition, the Commission may accept and disburse and administer grant funds for substance abuse programs, and shall promote and support making a comprehensive range of treatment, rehabilitation and prevention services available to all citizens within its designated region.

### IV.

#### **Area Served**

The Commission shall provide the services set forth herein for persons who are located within Clinton, Eaton, Gratiot, Hillsdale, Ingham, Ionia, Jackson, Lenawee, and Newaygo Counties.

### V.

#### **Establishment of the Commission**

The Counties hereby establish a Substance Abuse Commission consisting of seventeen (17) members to serve for the term and upon the conditions set forth in Article VI. Each Board of Commissioners shall, by a majority vote, appoint the Commission members from its County. Recommended new appointments to the Commission shall be made annually following the organizational meeting of the Boards of Commissioners. The membership of the Commission for each of the Counties shall be divided between the Counties as noted herein. One (1) member

shall be appointed by the Board of Commissioners of the County of Clinton; two (2) members shall be appointed by the Board of Commissioners of the County of Eaton; one (1) member shall be appointed by the Board of Commissioners of the County of Gratiot; one (1) member shall be appointed by the Board of Commissioners of Hillsdale; five (5) members shall be appointed by the Board of Commissioners of the County of Ingham; three (3) members shall be appointed by the Board of Commissioners of Jackson; one (1) member shall be appointed by the Board of Commissioners of the County of Ionia; two (2) members shall be appointed by the Board of Commissioners of the County of Lenawee; and one (1) member shall be appointed by the Board of Commissioners of the County of Newaygo.

## **VI.**

### **Term of Commission Membership, Vacancies, Removal From Office**

A. All terms of the office of an original Commission member (10/1/96) shall be as follows: One (1) member shall be appointed by the Clinton County Board of Commissioners for a two (2) year term, except as provided below. One (1) member shall be appointed by the Eaton County Board of Commissioners for a one (1) year term and one (1) for a two (2) year term, except as provided below. One (1) member shall be appointed for a two (2) year term by the Gratiot County Board of Commissioners, except as provided below. One (1) member shall be appointed by the Hillsdale County Board of Commissioners for a two (2) year term, except as provided below. Two (2) members shall be appointed by the Ingham County Board of Commissioners for a one (1) year term and three (3) for a two (2) year term, except as provided below. One (1) member shall be appointed by the Jackson County Board of Commissioners for a one (1) year term and two (2) for a two (2) year term, except as provided below. One (1)

member shall be appointed by the Lenawee County Board of Commissioners for a one (1) year term and one (1) for a two (2) year term, except as provided below.

Original members shall be appointed at such time as this Agreement becomes ratified by the participating County Board of Commissioners and has been approved by the Governor and the Director of the Department of Community Health. The terms of the office of the original members shall expire on December 31, 1997, for members appointed for one (1) year terms; December 31, 1998, for members appointed for two (2) year terms. The terms of the office of the members appointed from Ionia and Newaygo Counties shall commence on October 1, 2003. All terms after the original appointments shall be for two (2) year terms, except that appointments of Board of Commissioners members may be limited to one (1) year terms by their appointing resolutions. With the exception of the original members of the Commission and original members appointed by Ionia and Newaygo Counties, all terms of office shall commence on the first day of January. All terms of office shall expire on the thirty-first day of December.

B. Each of the aforementioned County Boards of Commissioners may designate an alternate member who will hold the same authority and voting rights as the appointed member, in absence of the primary appointee.

C. Vacancies shall be filled for the unexpired term pursuant to the provisions for appointing members by each appointment unit.

D. The County Board of Commissioners of the appointment unit may remove any appointed member at will.

## **VII.**

### **Qualifications for Commission Members**

A. It is encouraged that at least one (1) member of the Board of Commissioners of each County serve on the Commission.

B. A Commission member shall have his/her primary place of residence in the county he/she represents.

C. No person shall be appointed to the Commission who is an employee of the Commission.

## **VIII.**

### **Advisory Council; Members; Appointments; Terms; Vacancies**

A. The various Boards of Commissioners shall appoint members to serve on an Advisory Council to the Commission. The Advisory Council shall be drawn from:

- 1) Public or private treatment and prevention agencies.
- 2) Client or patient groups or individuals who have been directly served by substance abuse treatment/rehabilitation or prevention programs
- 3) The community-at-large, including civic organizations, business, etc.

B. The Advisory Council shall consist of members and terms of office as designated in the Mid-South Substance Abuse Commission By-laws.

## **IX.**

### **Commission Duties**

The Commission shall have the following powers and duties required or permitted by Section 6228, Part 62, Article 6, of the Public Health Code, being MCL 333.6228, and the MDCH Operations Manual and Guidelines, those powers and duties including, but not limited to:

- A. Develop comprehensive plans for substance abuse treatment and rehabilitation services and prevention services consistent with MDCH guidelines.
- B. Review and comment to the MDCH on applications for licenses submitted by local treatment, rehabilitation and prevention organizations.
- C. Provide technical assistance for local substance abuse service organizations.
- D. Collect and transfer data and financial information from local organizations to the MDCH.
- E. Submit an annual budget request to the MDCH for use of State administered funds for substance abuse treatment and rehabilitation services and prevention services in accordance with the MDCH guidelines.
- F. Enter into contracts necessary and incidental to the performance of the Commission's functions. The contracts may be with public or private agencies, organizations, associations and individuals to provide for substance abuse treatment and rehabilitation services and prevention services.
- G. Regularly evaluate and assess substance abuse services in the region in accordance with MDCH guidelines.

**X.**

**Powers of the Commission**

The Commission shall have all the rights, powers, duties and obligations set forth in the Public Health Code, and shall have the following powers and duties in addition to the other powers and duties stated under this agreement:

- 1. To enter into contracts, including contracts for the purchase of substance abuse services with private persons and/or entities or public agencies.
- 2. To acquire ownership, custody, operation, maintenance, lease or sale of real or personal property.
- 3. To dispose of, divide, and distribute property.
- 4. To accept gifts, grants, assistance, funds or bequests.

5. To make claims for federal or state aid payable to the participants in the programs of the Board.

6. To incur debts, liabilities or obligations which do not constitute the debts, liabilities or obligations of any of the parties to this agreement.

7. To, in its own name, employ employees and agents, which employees or agents shall be considered employees or agents of the Commission. The Commission shall have the powers, duties and responsibility for establishing policies, guidelines and procedures for employees and shall have the power, duty and responsibility to establish wages and fringe benefits such as, but not limited to, sick leave, vacation, health insurance, pension and life insurance; to provide for workers' compensation and for any and all other terms and conditions of employment of an employee of the Commission.

8. To fix and collect charges, rates, rents or fees where appropriate and to promulgate rules and regulations related thereto.

## **XI.**

### **Executive Director**

The Commission shall appoint an Executive Director who shall exercise such functions as the Commission may direct and under the general direction of the Commission. The Executive Director may hire staff subject to the approval and conditions of the budget established by the Commission. The Executive Director shall receive such compensation as may be fixed from time to time by the Commission. The Executive Director shall serve at the will and pleasure of the Commission subject to any conditions which the Commission may establish.

## **XII.**

### **Funding**

A. On or before October 1 of each year, the Commission shall prepare a preliminary estimate of the contemplated expenditures and revenues of the Commission for the following fiscal year. The Commission then shall adopt a resolution fixing the amount thereto and submit a request to the State of Michigan Department of Community Health, hereinafter referred to as the "MDCH". The Commission may receive such gifts, grants, bequests, money or other donations to be used in connection with the performance of any of its functions. All allocations of funds made by the Counties of the Commission, and all grants, gifts and donations shall be deposited in a special bank account of the Commission in such manner as the Commission may determine.

B. The method of cost sharing between the Counties to be utilized in the event that the Commission requires a contribution of the Counties to cover its costs shall be in proportion to the number of persons each county is required to appoint to the Commission.

Mandatory contributions to the Commission shall only occur when the deficit liability is incurred by the Commission for which the State will not provide reimbursement, and the mandatory contribution is approved by each of the participating County Boards of Commissioners. Nothing contained herein shall prevent any County from allocating available local funds to the Commission, or from providing available local funds in excess of any required mandatory contribution, upon such terms as that Board of Commissioners determines.

C. All funds received by the Commission, other than those specifically designated by the grantor for a specific purpose, such as funds allocated pursuant to 1986 PA 2, as amended, being MCL 211.24e(11), shall be apportioned among the member Counties in the same proportion as such funds were divided the preceding year. To the extent funds received fall short

of or exceed the preceding year's, proportional reductions or increases shall be applied among the counties on the same basis as the funds were originally apportioned. Exceptions could be effected upon the recommendation of the Executive Director, through the appropriate Committee process, and a vote of 3/4 of the whole number of Commission Members. The Commission members from each county may prioritize the expenditure of the funds allocated to their County under this section.

For the first year of the Commission's operation, the funding levels for each county under CASAC and SCMSAC shall be used for the preceding year under this subsection.

D. The Commission shall purchase and maintain general liability and errors and omissions insurance, with policy limits reasonable in light of the Commission's responsibilities to protect against losses incurred or realized in the discharge of its functions. The Commission shall provide the counties with evidence of such insurance coverage upon request.

The Commission shall secure surety bonds for those employees and/or contractors designated by the Commission to directly handle and process state, federal and other funds received by the Commission.

E. The Commission shall conduct an annual independent audit, which meets local governmental standards, and any audit standards established by the Commission's funding sources. The annual audit shall be filed with the State Treasurer, as required by law, and the results of the audit shall be provided to each of the participating counties.

### **XIII.**

#### **By-Laws; Quorum**

The Commission shall at its first official meeting, draft by-laws for the conduct of its activities. It shall be mandatory that a majority of the Commission then appointed and in office be present to constitute a quorum for all business transactions. Vacancies in the Commission shall not be counted in computation of what constitutes a quorum.

#### **XIV.**

##### **Cooperation with Other Agencies**

The Commission shall cooperate with other public and private agencies for the planning, financing, development and coordination of substance abuse programs and facilities within the nine (9) County area.

#### **XV.**

##### **Annual Report**

The Commission shall make a yearly report on or before April 1 to the Boards of Commissioners of the Counties of Clinton, Eaton, Gratiot, Hillsdale, Ingham, Ionia, Jackson, Lenawee and Newaygo Counties.

#### **XVI.**

##### **Nondiscrimination**

The Commission shall not violate the provisions of the Michigan Handicappers' Civil Rights Act, P.A. 1976, No. 220, being sections 37.1101, et seq. of the Michigan Compiled Laws, or the Elliott-Larsen Civil Rights Act, P.A. 1976, No. 453, being sections 37.2100, et seq. of the Michigan Compiled Laws, and specifically agrees and covenants not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or

privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, or a handicap that is unrelated to the individual's ability to perform the duties of a particular job or position.

## **XVII.**

### **Duration of This Agreement, Withdrawal, Termination**

A. The duration of this agreement shall be perpetual subject to the withdrawal and termination provisions of this Article.

B. Any of the parties to the Agreement may withdraw from participation in the Commission upon giving ninety (90) days prior notice to the other participating units, the MDPH and the Commission. The disposition of any assets and liabilities of the Commission as to the withdrawing governmental unit shall be determined by mutual agreement. If mutual agreement is not reached, the assets and liabilities shall be divided in proportion to the number of persons the withdrawing County is required to appoint to the Commission as compared to the full Commission. The withdrawing governmental unit may elect to hire, at the withdrawing governmental unit's expense, an independent auditor who shall determine the value of the assets and liabilities to which the withdrawing unit is entitled. The selection of the auditor will be approved by both the Commission and the withdrawing governmental unit. Any assets distributed to a withdrawing County under this Article XVII shall be used for that County's then Substance Abuse Coordinating Agency, or its successor, for substance abuse program purposes.

Upon the withdrawal of any governmental unit from the Commission, the remaining governmental units shall, by mutual agreement, determine the number and distribution of members to the Commission and Advisory Council, and shall execute an amendment to this Agreement reflecting such agreement.

C. This Agreement may be terminated by action taken by the Board of Commissioners of a majority of the member Counties upon giving ninety (90) days prior notice to the other participating governmental units, the MDCH and the Commission. The Commission shall, upon receipt of such notice(s), hold a formal meeting for the purpose of dissolution and shall prepare a final report including a financial report and transmit same to all participating governmental units. Upon the termination of MSSAC, each County shall receive from the Commission, in proportion to the number of persons each County is required to appoint to the Commission, such real and personal property as is then held by the Commission after the payment by the Commission of all outstanding debts and obligations, including the return to the State or other entity such real and/or personal property as that entity has a legitimate legal claim to receive. Property distributed to each County under this Article XVII shall be for the use of that County's then designated Substance Abuse Coordinating Agency, or its successor, for substance abuse program purposes.

Nothing contained herein shall preclude the Counties from otherwise jointly agreeing in writing to any distribution of the real and personal property among themselves, as they deem proper, or to the transfer of such assets to a successor entity.

## **XVIII.**

### **Status of the Commission**

The Commission established pursuant to this agreement shall be a separate legal public entity with the power to sue and be sued. Said Commission shall perform all the functions and duties required of it pursuant to this Agreement, as well as those duties which are mandated by the Public Health Code.

## **XIX.**

### **Amendment Procedures**

This agreement may be amended only by the mutual agreement of the contracting Counties pursuant to resolution authorized by each of the County Boards of Commissioners and entered into in writing. An amendment to this Agreement may be proposed in writing by any participating County or by resolution of the Commission. Such proposal shall be filed with the clerk of each participating County, the Secretary of the Commission and the MDCH.

Any amendment of this Agreement shall not become effective until all participating Counties have ratified the amendment, the amending document has been signed by their authorized representatives, the amendment has been approved by the Governor and Director of Community Health, and the amendment has been filed with the Michigan Secretary of State and the County Clerk of each participating County.

## **XX.**

### **Conflict of Provisions**

If there is any conflict between this agreement and the Public Health Code, as existing or as subsequently amended, the Public Health Code shall prevail, and those provisions of this agreement inconsistent therewith shall be deemed of no effect.

**XXI.**

**Severability**

If any part or section of this Agreement is found to be invalid by a court of law, the remaining sections shall remain in full force and effect.

**XXII.**

**Effectuation of Agreement**

This agreement shall not take effect until this agreement is approved by the Governor of the State of Michigan and the State Department of Community Health, as provided for in 1967 PA 7, being MCL 124.501, et seq. Upon receipt of the approval of the Governor and after filing with the County Clerk of each county and the Secretary of State, this agreement shall take effect.

The name of the entity and its current business address are Mid-South Substance Abuse Commission, 2875 Northwind Drive, Suite 215, East Lansing, Michigan 48823. Any subsequent change thereof by the Commission shall be reported in writing to the forming Counties, the State Department of Community Health and the Governor of Michigan.

The persons signing this agreement hereby verify by their signatures that they are authorized to execute this agreement pursuant to appropriate County Board of Commissioner resolution.

**WITNESSED BY:**

**COUNTY OF CLINTON**

<hr/>	<hr/>	By	<hr/>
	Date		Chairperson
			Clinton Co. Board of Commissioners

<hr/>	<hr/>	By	<hr/>
	Date		County Clerk

**COUNTY OF EATON**

\_\_\_\_\_  
Date By \_\_\_\_\_  
Chairperson  
Eaton Co. Board of Commissioners

\_\_\_\_\_  
Date By \_\_\_\_\_  
County Clerk

**COUNTY OF GRATIOT**

\_\_\_\_\_ By \_\_\_\_\_  
Date \_\_\_\_\_ Chairperson  
Gratiot Co. Board of Commissioners

\_\_\_\_\_ By \_\_\_\_\_  
Date \_\_\_\_\_ County Clerk

**COUNTY OF HILLSDALE**

\_\_\_\_\_ By \_\_\_\_\_  
Date \_\_\_\_\_ Chairperson  
Hillsdale Co. Board of  
Commissioners

\_\_\_\_\_ By \_\_\_\_\_  
Date \_\_\_\_\_ County Clerk

**COUNTY OF INGHAM**

\_\_\_\_\_ By \_\_\_\_\_  
Date \_\_\_\_\_ Chairperson  
Ingham Co. Board of Commissioners

\_\_\_\_\_ By \_\_\_\_\_  
Date \_\_\_\_\_ County Clerk

**COUNTY OF IONIA**

\_\_\_\_\_ By \_\_\_\_\_  
Date \_\_\_\_\_ Chairperson  
Ionia Co. Board of Commissioners

\_\_\_\_\_ By \_\_\_\_\_  
Date \_\_\_\_\_ County Clerk

**COUNTY OF JACKSON**

\_\_\_\_\_ By \_\_\_\_\_  
Date \_\_\_\_\_ Chairperson  
Jackson Co. Board of  
Commissioners

\_\_\_\_\_ By \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_ County Clerk  
**COUNTY OF LENAWEЕ**  
\_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_ By \_\_\_\_\_  
Chairperson  
Lenawee Co. Board of  
Commissioners

\_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_ By \_\_\_\_\_  
County Clerk

**COUNTY OF NEWAYGO**  
\_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_ By \_\_\_\_\_  
Chairperson  
Newaygo Co. Board of  
Commissioners

\_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_ By \_\_\_\_\_  
County Clerk

**JACKSON COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION (04-08.13)**

**TO REVISE THE INTERCOUNTY AGREEMENT  
FOR CREATION OF THE MID-SOUTH SUBSTANCE ABUSE COMMISSION**

**WHEREAS**, the Mid-South Substance Abuse Commission entered into an Agreement on the 18<sup>th</sup> day of December, 1996, between the Counties of Calhoun, Clinton, Eaton, Gratiot, Hillsdale, Ingham, Jackson, Lenawee and Shiawassee, and amended effective in 2004 to add Ionia and Newaygo Counties, and remove Shiawassee County, and

**WHEREAS**, an amendment to this Agreement may be proposed in writing by the Commission, and

**WHEREAS**, this Agreement may be amended only by the mutual agreement of the contracting Counties pursuant to resolution authorized by each of the County Boards of Commissioners and entered into in writing, and

**WHEREAS**, any of the parties to the Agreement may withdraw from participation in the Commission upon giving ninety (90) days prior notice to the other participating units, and

**WHEREAS**, Calhoun County has provided such notice to the other participating units, and

**WHEREAS**, the remaining governmental units shall, by mutual agreement, determine the number and distribution of members of the Commission and Advisory Council, and shall execute an amendment to this Agreement reflecting such agreement which includes the following:

The membership of the Commission and the Advisory Council shall remain unchanged except for the elimination of three (3) members appointed to the Commission by the Board of Commissioners of the County of Calhoun and member appointed to the Advisory Council by the Board of Commissioners of the County of Calhoun.

**THEREFORE BE IT RESOLVED**, that the Intercounty Agreement for the creation of the Mid-South Substance Abuse Commission shall be amended to include the counties of Clinton, Eaton, Gratiot, Hillsdale, Ionia, Ingham, Jackson, Newaygo, and Lenawee Counties, and that the number and distribution of members of the Commission shall reflect the membership of the Commission and the Advisory Council shall remain unchanged except for the elimination of three (3) members appointed to the Commission by the Board of Commissioners of the County of Calhoun and the member appointed to the Advisory Council by the Board of Commissioners of the County of Calhoun.

**BE IT FURTHER RESOLVED**, that the Jackson County Board of Commissioners authorizes the Board Chair and County Clerk to sign any and all amendment agreements consistent with this resolution.

**Yeas:**

**Nays:**

STATE OF MICHIGAN                    )  
  ) ss.  
COUNTY OF JACKSON                )

I, Amanda Riska, the duly qualified and acting Clerk of the County of Jackson, Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the County Board of Commissioners of the County of Jackson, State of Michigan, at a regular meeting held on February 19, 2008 at which meeting a quorum was present and remained throughout and that an original thereof is on file in the records of the County. I further certify that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act No. 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

\_\_\_\_\_  
Amanda Riska, County Clerk

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

JACKSON COUNTY MEDICAL CARE FACILITY  
JACKSON, MICHIGAN

FINANCIAL STATEMENTS  
AND SUPPLEMENTARY INFORMATION

DECEMBER 31, 2007, AND 2006

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**LALLY GROUP, PC**  
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JANICE M. KIDD, CPA

February 26, 2008

Department of Human Services  
Board of Directors  
Jackson County Medical Care Facility  
524 Lansing Avenue  
Jackson, Michigan 49201-2804

**INDEPENDENT AUDITORS' REPORT**

We have audited the accompanying balance sheet of JACKSON COUNTY MEDICAL CARE FACILITY (A component unit of the County of Jackson) as of December 31, 2007, and the related statements of activities and change in net assets and cash flows for the year then ended. These financial statements are the responsibility of the Facility's management. Our responsibility is to express an opinion on these financial statements based on our audit. The financial statements of Jackson County Medical Care Facility as of December 31, 2006, were audited by other auditors whose report dated February 2, 2007, expressed an unqualified opinion on those statements.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Jackson County Medical Care Facility at December 31, 2007, and the results of its activities, change in net assets, and its cash flows for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

Our audit was made for the purpose of forming an opinion on the basic financial statements taken as a whole. The supplementary information contained in Schedules 1 and 2 on pages 15-16 is presented for the purposes of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Respectfully submitted,

*Lally Group, PC*

JACKSON COUNTY MEDICAL CARE FACILITY  
JACKSON, MICHIGAN

BALANCE SHEET  
DECEMBER 31, 2007, AND 2006

ASSETS

	2007	2006
<b>CURRENT ASSETS:</b>		
Cash and cash equivalents	\$ 1,467,110	\$ 1,735,323
Resident accounts receivable	2,449,012	1,792,765
Other receivables - County	123,000	123,000
Other current assets	78,528	99,512
Total current assets	<u>4,117,650</u>	<u>3,750,599</u>
<b>ASSETS LIMITED AS TO USE</b>	<u>672,869</u>	<u>422,437</u>
<b>PROPERTY AND EQUIPMENT</b>	<u>16,566,813</u>	<u>17,028,075</u>
<b>OTHER - BOND ISSUE COSTS</b>	<u>125,171</u>	<u>130,776</u>
Total assets	<u><u>\$ 21,482,503</u></u>	<u><u>\$ 21,331,888</u></u>

LIABILITIES AND NET ASSETS

<b>CURRENT LIABILITIES:</b>		
Accounts payable	\$ 323,230	\$ 493,566
Current portion of long-term debt	410,000	410,000
Capital lease obligation	10,098	9,559
Funds held for residents	6,109	14,009
Estimated third-party payor settlements	175,000	175,000
Accrued liabilities and other:		
Accrued compensation and related liabilities	245,493	240,620
Accrued compensated absences	299,030	264,330
Accrued interest	110,764	114,204
Total current liabilities	<u>1,579,724</u>	<u>1,721,288</u>
<b>LONG-TERM LIABILITIES:</b>		
Post employment benefit obligation	189,980	0
Long-term debt	13,642,505	14,014,109
Capital lease obligation - capital lease	513,459	523,557
Total long-term liabilities	<u>14,345,944</u>	<u>14,537,666</u>
<b>NET ASSETS:</b>		
Invested in capital assets - net of related debt	2,514,309	2,603,966
Unrestricted	3,042,526	2,468,968
Total net assets	<u>5,556,835</u>	<u>5,072,934</u>
Total liabilities and net assets	<u><u>\$ 21,482,503</u></u>	<u><u>\$ 21,331,888</u></u>

(The accompanying notes are an integral part of these financial statements)

# JACKSON COUNTY MEDICAL CARE FACILITY

## STATEMENT OF ACTIVITIES AND CHANGE IN NET ASSETS FOR THE YEARS ENDED DECEMBER 31, 2007, AND 2006

	2007	2006
OPERATING REVENUE:		
Net service revenue	\$ 14,171,923	\$ 12,869,575
Quality assurance supplement	1,582,602	2,207,832
Other operating revenue	78,470	139,342
Proportionate share reimbursement	0	325,283
Total operating revenue	<u>15,832,995</u>	<u>15,542,032</u>
OPERATING EXPENSES:		
Salaries	7,676,632	7,012,744
Other expenses	7,025,969	7,244,541
Total operating expenses	<u>14,702,601</u>	<u>14,257,285</u>
OPERATING INCOME	<u>1,130,394</u>	<u>1,284,747</u>
OTHER INCOME (EXPENSES):		
Interest income	16,772	2,805
Other income	9,559	9,048
Interest expense	(672,824)	(692,913)
Total other income (expenses)	<u>(646,493)</u>	<u>(681,060)</u>
INCREASE (DECREASE) IN NET ASSETS	483,901	603,687
NET ASSETS - Beginning of year	<u>5,072,934</u>	<u>4,469,247</u>
NET ASSETS - End of year	<u>\$ 5,556,835</u>	<u>\$ 5,072,934</u>

(The accompanying notes are an integral part of these financial statements)

# JACKSON COUNTY MEDICAL CARE FACILITY

## STATEMENT OF CASH FLOWS FOR THE YEARS ENDED DECEMBER 31, 2007, AND 2006

	2007	2006
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>		
Cash received from residents and third-party payors	\$ 13,515,677	\$ 12,418,366
Cash paid to employees and suppliers	(13,707,315)	(13,194,382)
Cash received from Proportionate Share Program	0	325,283
Cash operating receipts	78,470	139,342
Cash received from Quality Assurance Supplement Program	1,582,602	2,207,832
<b>NET CASH PROVIDED BY (USED FOR) OPERATING ACTIVITIES</b>	<b>1,469,434</b>	<b>1,896,441</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>		
Resident trust deposits	(7,900)	2,117
Interest received	16,772	2,805
<b>NET CASH PROVIDED BY (USED FOR) INVESTING ACTIVITIES</b>	<b>8,872</b>	<b>4,922</b>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</b>		
Principal payments on long-term debt	(410,000)	(405,000)
Interest paid on long-term debt	(637,869)	(657,913)
Purchase of property and equipment	(184,952)	(81,398)
Payments for benefit obligation	(263,266)	0
<b>NET CASH PROVIDED BY (USED FOR) CAPITAL AND RELATED FINANCING ACTIVITIES</b>	<b>(1,496,087)</b>	<b>(1,144,311)</b>
<b>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>	<b>(17,781)</b>	<b>757,052</b>
<b>CASH AND CASH EQUIVALENTS - Beginning of year</b>	<b>2,157,760</b>	<b>1,400,708</b>
<b>CASH AND CASH EQUIVALENTS - End of year</b>	<b>\$ 2,139,979</b>	<b>\$ 2,157,760</b>
<b>BALANCE SHEET CLASSIFICATIONS OF CASH AND CASH EQUIVALENTS:</b>		
Current assets	\$ 1,467,110	\$ 1,735,323
Assets limited as to use	672,869	422,437
	<b>\$ 2,139,979</b>	<b>\$ 2,157,760</b>

(The accompanying notes are an integral part of these financial statements)

JACKSON COUNTY MEDICAL CARE FACILITY  
STATEMENT OF CASH FLOWS - CONTINUED  
FOR THE YEARS ENDED DECEMBER 31, 2007, AND 2006

	<u>2007</u>	<u>2006</u>
RECONCILIATION OF OPERATING INCOME TO NET CASH FROM OPERATING ACTIVITIES:		
Operating income	\$ 1,130,394	\$ 1,284,747
Adjustments to reconcile operating income to net cash from operating activities:		
Depreciation	646,214	544,620
Amortization of benefit obligation	453,246	0
Provision for bad debt	3,485	138,771
Amortization of bond issue cost	5,605	5,605
Changes in operating assets and liabilities:		
(Increase) Decrease in:		
Resident accounts receivable	(659,731)	(589,980)
Other current assets	20,984	169,505
Increase (Decrease) in:		
Accounts payable	(170,336)	368,130
Other accrued liabilities	<u>39,573</u>	<u>(24,957)</u>
NET CASH PROVIDED BY (USED FOR) OPERATING ACTIVITIES	<u>\$ 1,469,434</u>	<u>\$ 1,896,441</u>

(The accompanying notes are an integral part of these financial statements)

JACKSON COUNTY MEDICAL CARE FACILITY  
NOTES TO FINANCIAL STATEMENTS

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

**Nature of Business -**

Jackson County Medical Care Facility (the "Facility") is a 194-bed, long-term care facility owned and operated by Jackson County (the "County"). It is governed by the Jackson County Department of Human Services Board of Directors. This board consists of three members; two of whom are appointed by the County Board of Commissioners and one is appointed by the State of Michigan Governor's office. Further, the County Board of Commissioners approves the Facility's revenue and expenses as a line item in the County budget.

The accounting policies of the Facility conform to accounting principles generally accepted in the United States of America as applicable to local governmental units. Because the Facility provides a service to citizens that is financed primarily by a user charge, the Facility uses Enterprise Fund accounting. Revenues and expenses are recognized on the accrual basis using the economic resources measurement focus.

**Enterprise Fund Accounting -**

The Facility uses Enterprise Fund accounting. Revenues and expenses are recognized on the accrual basis using the economic resources measurement focus. Based on Governmental Accounting Standards Board (GASB) Statement No. 20, *Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities That Use Proprietary Fund Accounting*, as amended, the Facility has elected to apply the provisions of all relevant pronouncements of the Financial Accounting Standards Board (FASB), including those issued after November 30, 1989, that do not conflict with or contradict GASB pronouncements.

**Basis for Presentation -**

The financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (GASB) in Statement No. 34, *Basis Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*, issued in June 1999. The Facility follows the business-type activities reporting requirements of GASB Statement No. 34, which provides a comprehensive one-line look at the Facility's financial activities.

**Use of Estimates -**

The process of preparing financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, upon settlement, actual results may differ from estimated amounts.

**Cash and Cash Equivalents -**

The Facility considers highly liquid debt instruments with maturities of ninety days or less to be cash equivalents.

JACKSON COUNTY MEDICAL CARE FACILITY  
NOTES TO FINANCIAL STATEMENTS

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):

Assets Limited as to Use -

Assets limited as to use primarily include assets held by trustees under indenture agreements and designated assets set aside by the board for future capital improvement, over which the board retains control, and may, at its discretion, subsequently use for other purposes.

Property and Equipment -

Property and equipment amounts are recorded at cost. Depreciation is computed principally on the straight-line basis over the estimated useful lives of the assets. Equipment under capital leases is amortized on the straight-line method over the estimated useful life of the equipment. Such amortization is included in depreciation and amortization in the financial statements. Interest cost incurred on borrowed funds during the period of construction of capital assets is capitalized as a component of the cost of acquiring those assets. Costs of maintenance and repairs are charged to expense when incurred.

Compensated Absences -

Compensated absences are charged to operations when earned. Unused benefits are recorded as a current liability in the financial statements.

Resident Funds -

The Facility maintains various bank accounts for deposits and disbursements for residents' personal expenses. These funds are assets of the residents.

Quality Assurance Program -

The Facility's Medicaid revenue has been partially funded by a program called Quality Assurance Assessment Program (QAAP). The current QAAP program was approved by the federal government during 2006 and was made effective retroactive to October 1, 2005. During the year, the Facility received Medicaid revenues related to QAAP totaling \$1,582,602 and \$2,207,832, for 2007 and 2006, respectively. For the year 2006, of the \$2,207,832, \$438,726 was related to the retroactive period of October 1, 2005, through December 31, 2005. During the year, the Facility was assessed a "provider tax" totaling \$781,822 and \$1,302,205, for 2007 and 2006, respectively. For the year 2006, of the \$1,302,205, \$258,954 was related to the retroactive period of October 1, 2005, through December 31, 2005. This provider tax is based on the number of non-Medicare days of service provided during the year end. The state bills for the tax on a monthly basis. Therefore, \$57,098 of provider tax was due and is included in accounts payable at December 31, 2007.

Unamortized Bond Costs -

Costs to issue bonds are being amortized over the life of the bonds.

JACKSON COUNTY MEDICAL CARE FACILITY  
NOTES TO FINANCIAL STATEMENTS

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):**

Classification of Net Assets -

Net assets of the Facility are classified into two components. Net assets invested in capital assets net of related debt consist of capital assets, net of accumulated depreciation, and reduced by current balances of any outstanding borrowings used to finance the purchase or construction of those assets. Unrestricted net assets are remaining net assets that do not meet the definition of investment in capital assets, net of related debt, or restricted.

Service Revenue -

The Facility's principal activity is operating a long-term health care facility for the elderly. Revenue is derived from participation in Medicaid and Medicare programs, as well as from private pay residents. Amounts earned under the Medicaid and Medicare programs are subject to review and audit by the third-party payors and make up a significant portion of revenue earned during each year, as follows:

	<u>Per Cent</u>
Medicaid	76%
Medicare	14

The payment methodology related to these programs is based on cost and clinical assessments that are subject to review and final approval by Medicaid and Medicare. Any adjustment that is a result of this final review and approval will be recorded in the period in which the adjustment is made. In the opinion of management, adequate provision has been made for any adjustments that may result from such third-party review.

Services rendered to Medicare program beneficiaries are paid at prospectively determined rates based upon clinical assessments completed by the Facility that are subject to review and final approval by Medicare.

Medicaid reimburses the Facility for resident routine service costs, on a per diem basis, prospectively determined.

Laws and regulations governing the Medicare and Medicaid programs are complex and subject to interpretation. Management believes it is in compliance with all applicable laws and regulations and is not aware of any pending or threatened investigations involving allegations of potential wrongdoings. While no such regulatory inquiries have been made, compliance with such laws and regulations can be subject to future government review and interpretation, as well as significant regulatory action including fines, penalties, and exclusion from the Medicare and Medicaid programs.

Operating Revenues and Expenses -

The Facility's statement of revenue, expenses, and changes in net assets distinguishes between operating and nonoperating revenues and expenses. Operating revenues result from exchange transactions associated with providing health care services, the Facility's principal activity. Operating expenses are all expenses incurred to provide health care services, other than financing costs. Nonexchange revenues, including taxes, interest, and contributions received for purposes other than capital asset acquisition, are reported as nonoperating revenues. Interest expense is reported as a nonoperating expense.

JACKSON COUNTY MEDICAL CARE FACILITY  
NOTES TO FINANCIAL STATEMENTS

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):**

Deferred Revenue - Capital Lease -

The Facility currently has a deferred lease which is amortized into income over the life of the lease of 30 years.

**NOTE 2 - DEPOSITS:**

The Facility's deposits and investments are composed of the following:

	2007		2006	
	<u>Cash and Cash Equivalents</u>	<u>Assets Limited as to Use</u>	<u>Cash and Cash Equivalents</u>	<u>Assets Limited as to Use</u>
Deposits:				
County Treasurer	\$1,324,156	\$672,869	\$1,548,048	\$422,437
Bank	<u>142,954</u>	<u>0</u>	<u>187,275</u>	<u>0</u>
Total	<u>\$1,467,110</u>	<u>\$672,869</u>	<u>\$1,735,323</u>	<u>\$422,437</u>

Cash - County Treasurer -

These funds were under the control of the County Treasurer, who deposited these funds with a bank.

Michigan Compiled Laws Section 129.91 (Public Act 20 of 1943, as amended) authorized local governmental units to make deposits and invest in the accounts of federally insured banks, credit unions, and savings and loan associations that have offices in Michigan. The local unit is allowed to invest in bonds, securities, and other direct obligations of the United States or any agency or instrumentality of the United States; repurchase agreements; bankers' acceptances of United States banks; commercial paper rated within the two highest classifications, which matures not more than 270 days after the date of purchase; obligations of the state of Michigan or its political subdivisions, which are rated as investment grade; and mutual funds composed of investment vehicles that are legal for direct investment by local units of government in Michigan.

The Facility's deposits and investments are subject to several types of risks including custodial credit risk of bank deposits and investments, interest rate risk, credit risk, and concentration of credit risk. It is impractical to determine the amount of risk associated with the Facility's funds as these funds are only a portion of the total County deposits.

**NOTE 3 - RESIDENT ACCOUNTS RECEIVABLE:**

The details of resident accounts receivable are set forth below:

Resident accounts receivable	\$2,526,456
Uncollectible accounts	<u>(77,444)</u>
Net resident accounts receivable	<u>\$2,449,012</u>

# JACKSON COUNTY MEDICAL CARE FACILITY

## NOTES TO FINANCIAL STATEMENTS

### NOTE 3 - RESIDENT ACCOUNTS RECEIVABLE (Continued):

The Facility provides services without collateral to its residents, most of whom are local residents and insured under third-party payor agreements. The mix of receivables from residents and third-party payors is as follows:

Medicare	29%
Medicaid	33
Other payors	38
Total	<u>100%</u>

### NOTE 4 - PROPERTY AND EQUIPMENT:

The cost of property and equipment and related depreciable lives for December 31, 2007, are summarized below:

	<u>2006</u>	<u>Additions</u>	<u>Subtractions</u>	<u>2007</u>
Building and improvements	\$18,202,694	\$109,284	\$	\$18,311,978
Movable equipment	<u>1,111,793</u>	<u>75,669</u>	<u>80,983</u>	<u>1,106,479</u>
Total	<u>19,314,487</u>	<u>\$ 184,953</u>	<u>80,983</u>	<u>19,418,457</u>
Less accumulated depreciation:				
Building and improvements	1,834,811	464,397	0	2,299,208
Movable equipment	<u>451,601</u>	<u>100,835</u>	<u>0</u>	<u>552,436</u>
Total	<u>2,286,412</u>	<u>\$ 565,232</u>	<u>0</u>	<u>2,851,644</u>
Net carrying amount	<u>\$17,028,075</u>		<u>\$ 0</u>	<u>\$16,566,813</u>

The cost of property and equipment and related depreciable lives for December 31, 2006, are summarized below:

	<u>2005</u>	<u>Additions</u>	<u>Transfers</u>	<u>2006</u>
Building and improvements	\$18,076,242	\$ 70,345	\$ 56,107	\$18,202,694
Movable equipment	<u>1,156,847</u>	<u>11,053</u>	<u>(56,107)</u>	<u>1,111,793</u>
Total	<u>19,233,089</u>	<u>\$ 81,398</u>	<u>0</u>	<u>19,314,487</u>
Less accumulated depreciation:				
Building and improvements	1,384,996	449,815	0	1,834,811
Movable equipment	<u>356,796</u>	<u>94,805</u>	<u>0</u>	<u>451,601</u>
Total	<u>1,741,792</u>	<u>\$544,620</u>	<u>0</u>	<u>2,286,412</u>
Net carrying amount	<u>\$17,491,297</u>		<u>\$ 0</u>	<u>\$17,028,075</u>

	<u>Depreciable</u>
	<u>Life - Years</u>
Building and improvements	20-40
Movable equipment	5-20

JACKSON COUNTY MEDICAL CARE FACILITY  
NOTES TO FINANCIAL STATEMENTS

**NOTE 5 - LONG-TERM DEBT:**

Long-term liability activity for the year ended December 31, 2007, was as follows:

	<u>2006</u>	<u>Current Year Additions</u>	<u>Current Year Reductions</u>	<u>2007</u>	<u>Amounts Due Within One Year</u>
Jackson County Building Authority Refunding Bonds, Series 2005	\$13,920,000	\$ 0	\$ (85,000)	\$13,835,000	\$ 85,000
Jackson County Building Authority Bonds, Series 2000	1,400,000		(325,000)	1,075,000	325,000
Less: Deferred amount on refinancing	<u>(895,891)</u>	<u>0</u>	<u>38,396</u>	<u>(857,495)</u>	<u>0</u>
Total long-term debt	<u>\$14,424,109</u>	<u>\$ 0</u>	<u>\$ (371,604)</u>	<u>\$14,052,505</u>	<u>\$410,000</u>

Long-term liability activity for the year ended December 31, 2006, was as follows:

	<u>2005</u>	<u>Current Year Additions</u>	<u>Current Year Reductions</u>	<u>2006</u>	<u>Amounts Due Within One Year</u>
Jackson County Building Authority Refunding Bonds, Series 2005	\$14,000,000	\$ 0	\$ (80,000)	\$13,920,000	\$ 85,000
Jackson County Building Authority Bonds, Series 2000	1,725,000		(325,000)	1,400,000	325,000
Less: Deferred amount on refinancing	<u>(934,286)</u>	<u>0</u>	<u>38,395</u>	<u>(895,891)</u>	<u>0</u>
Total long-term debt	<u>\$14,790,714</u>	<u>\$ 0</u>	<u>\$ (366,605)</u>	<u>\$14,424,109</u>	<u>\$410,000</u>

The bonds payable are summarized as follows:

- The Facility entered into a capital lease arrangement with the County, in which the Facility will make lease payments to the County equal to the required principal and interest payments on the bonds acquired by the County.
- The County refunded in advance a portion of the Jackson County Building Authority, Series 2000 bonds payable in the amount of \$12,900,000 by issuing Jackson County Building Authority Refunding Bonds, Series 2005. After the refunding, the remaining debt totaled \$1,725,000. Interest payments are to be made semiannually beginning on November 1, 2005, with an interest rate of 5.5 per cent. Principal payments are due annually beginning May 1, 2006, and ending May 1, 2010.

JACKSON COUNTY MEDICAL CARE FACILITY  
NOTES TO FINANCIAL STATEMENTS

**NOTE 5 - LONG-TERM DEBT (Continued):**

- The Building Authority Refunding Bonds, Series 2005 bonds issued for \$14,000,000 with interest payments made semiannually beginning November 1, 2005, with interest rates ranging from 3.150 per cent to 5.125 per cent. Principal payments are due annually, beginning on May 1, 2006, and ending on May 1, 2030.

The following is a schedule by years of bond principal and interest as of December 31, 2007:

<u>Years Ended December 31</u>	<u>Bonds Payable</u>	
	<u>Principal</u>	<u>Interest</u>
2008	\$ 410,000	\$ 654,265
2009	465,000	632,059
2010	470,000	608,196
2011	520,000	586,342
2012-2016	2,805,000	2,618,188
2017-2021	3,300,000	1,997,356
2022-2026	3,635,000	1,248,264
2027-2030	3,305,000	344,109
Total payment	<u>\$14,910,000</u>	<u>\$8,688,779</u>

**NOTE 6 - RELATED PARTY TRANSACTIONS:**

Postretirement Benefits -

The Facility provides health and life insurance benefits for retired employees. Employees become eligible for benefits based on years of service from their hire date and actual eligibility factors vary based on collective bargaining agreements. Currently, 107 retirees are receiving benefits. Under an agreement with the County, the Facility is responsible for the costs of health care benefits for all employees who retired during or subsequent to 1989. Included in the Facility's annual expense is approximately \$221,000 and \$470,000 of costs paid for retirees' health and life insurance for the years ended December 31, 2007, and 2006, respectively.

At December 31, 2007, and 2006, the Facility's balance sheet reflects a receivable from the County of \$123,000 for a duplicate payment made by the Facility for health insurance costs applicable to 1997.

JACKSON COUNTY MEDICAL CARE FACILITY  
NOTES TO FINANCIAL STATEMENTS

**NOTE 6 -    RELATED PARTY TRANSACTIONS (Continued):**

**Maintenance of Effort (M.O.E.) -**

M.O.E. is a County obligation to the State of Michigan. Every month, the County receives a bill from the State of Michigan for each Medicaid patient day approved by the State during that month. Expenses relating to M.O.E. are not included in these financial statements as they were paid directly by the County.

**NOTE 7 -    DEFINED BENEFIT MULTIPLE-EMPLOYER PENSION PLAN:**

**Plan Description -**

The Facility participates in the Jackson County Employees' Retirement System, which is a multiple-employer defined benefit pension plan that covers individuals who are employed for personal service in a membership portion, as defined in the retirement system by-laws of the County, who work 960 or more hours during the County's fiscal year, and elect to receive coverage. The Plan provides retirement benefits, as well as death and disability benefits, to plan members and their beneficiaries. The Jackson County Employees' Retirement System issues a publicly available financial report that includes financial statements and required supplemental information for the plan. That report may be obtained by writing Jackson County Employees' Retirement System's board of trustees, County Tower Building, 120 West Michigan Avenue, Jackson, MI 49201.

**Funding Policy-**

The obligation to contribute to and maintain the system for covered employees was established in the Jackson County Employees' Retirement System, as amended January 1, 1996, and required an employee contribution of 2.5 per cent of payroll. The Facility's contribution requirement is actuarially determined and is equal to amortize the unfunded actuarial accrued liability over 10 years. The Facility has not been required to contribute to the plan years ended December 31, 2007, 2006, and 2005.

**NOTE 8 -    RISK MANAGEMENT:**

The Facility is exposed to various risks of loss related to property loss, torts, errors, and omissions, and employee injuries (workers' compensation), as well as medical benefits provided to employees. The Facility has purchased commercial insurance for medical benefits claims and workers' compensation claims and participates in the County's insurance plan with the Michigan Municipal Risk Management risk pool for claims relating to general (including malpractice) and auto liability, auto physical damage, and property loss claims.

The Michigan Municipal Risk Management Authority (the "Authority") risk pool program operates as a claims servicing pool for amounts up to member retention limits and operates as a common risk-sharing management program for losses in excess of member retention amounts. Although premiums are paid annually to the Authority that the Authority uses to pay claims up to the retention limits, the ultimate liability for those claims remains with the County.

JACKSON COUNTY MEDICAL CARE FACILITY  
NOTES TO FINANCIAL STATEMENTS

NOTE 9 - POSTEMPLOYMENT HEALTH CARE BENEFITS:

The Facility has a retiree health care pension plan covering substantially all of its employees. The benefits are based on years of service. The Facility's funding policy is to pay as the expenses are incurred. The Facility does not plan to fund the obligation. The estimated unfunded actuarial accrued liability of \$7,187,404 will be amortized for the active employees over 30 years. The amount amortized for 2007 was \$239,580.

The following tables set forth further information about the Facility's postemployment health care obligations as of and for the year ended December 31, 2007:

Obligations and Funded Status:

Benefit obligation	\$ (7,187,404)
Prepayment of health care obligation	<u>123,000</u>
Funded status	<u>\$ (7,064,404)</u>

Liability at December 31, 2007:

Actuarial balance at January 1, 2007	\$ 7,187,404
Unfunded future liability	(7,187,404)
Amortized unfunded liability	239,580
Accrued current year benefit liability	213,665
Prior years benefits paid in 2007	<u>(263,265)</u>
Liability at December 31, 2007	<u>\$ 189,980</u>

## SUPPLEMENTARY INFORMATION

JACKSON COUNTY MEDICAL CARE FACILITY

SCHEDULE 1 - NET SERVICE REVENUE  
FOR THE YEARS ENDED DECEMBER 31, 2007, AND 2006

	<u>2007</u>	<u>2006</u>
<b>SKILLED NURSING SERVICES:</b>		
Daily net room revenue:		
Medicaid	\$ 9,252,414	\$ 9,736,340
Medicare	1,728,356	1,426,700
Private pay	1,263,746	892,857
Total daily net room revenue	<u>12,244,516</u>	<u>12,055,897</u>
 Ancillary revenue:		
Pharmacy	431,176	516,051
Therapy services	2,498,352	1,433,264
Other ancillary services	119,811	133,141
Total ancillary revenue	<u>3,049,339</u>	<u>2,082,456</u>
 Net skilled nursing services revenue	<u>15,293,855</u>	<u>14,138,353</u>
 <b>REVENUE DEDUCTIONS:</b>		
Provision for contractual discounts	1,118,447	1,130,007
Bad debt expense	3,485	138,771
Total revenue deductions	<u>1,121,932</u>	<u>1,268,778</u>
 <b>NET SERVICE REVENUE</b>	<u><u>\$ 14,171,923</u></u>	<u><u>\$ 12,869,575</u></u>

# JACKSON COUNTY MEDICAL CARE FACILITY

## SCHEDULE 2 - OPERATING EXPENSES FOR THE YEARS ENDED DECEMBER 31, 2007, AND 2006

	2007			2006
	SALARIES	OTHER	TOTAL	TOTAL
Fringe benefits	\$ 0	\$ 2,192,233	\$ 2,192,233	\$ 2,474,701
Administration	515,290	334,560	849,850	751,660
Plant operations	189,122	152,488	341,610	341,812
Utilities	0	278,818	278,818	230,963
Laundry	185,568	23,862	209,430	224,068
Housekeeping	414,367	100,576	514,943	486,450
Dietary	727,645	613,387	1,341,032	1,231,152
Medical records	0	22,200	22,200	23,400
Social services	152,282	7,573	159,855	141,598
Diversional therapy	183,774	21,110	204,884	185,559
Other ancillary services	0	50,190	50,190	41,946
Therapy services	189,809	858,747	1,048,556	680,572
Pharmacy	0	407,491	407,491	431,894
Nursing	4,993,819	484,004	5,477,823	5,030,240
Provider tax	0	781,822	781,822	1,302,205
Staff development	124,956	0	124,956	83,845
Dental	0	6,694	6,694	6,600
Depreciation and amortization	0	690,214	690,214	588,620
Total operating expenses	<u>\$ 7,676,632</u>	<u>\$ 7,025,969</u>	<u>\$ 14,702,601</u>	<u>\$ 14,257,285</u>

### What Seniors Are Saying

*"Couldn't be more pleased, excellent service."*

*"Thank you for all the help you have given me."*

*"You know, I could not live alone if I did not have this help."*

*"I don't know what I would do with out you. God Bless you."*

*"The HOMES fellows couldn't have been nicer. They acted as if it was a pleasure for them to do it. I really appreciated it. It makes all the difference."*

*"The HOMES volunteers were very nice and polite. They were great. Now that the ceiling light bulbs have been changed we can see the light of day."*

*"I wouldn't be able to stay in my home without all the services I get from the Department on Aging."*

*"The Meals on Wheels Drivers are all especially friendly."*

*"I have recommended Department on Aging services to other people."*

*"Never in my life did I give myself a bath the way the Homecare worker does. It is so nice."*

*"The vacuuming and changing the bed are most helpful, and having the company."*

### Jackson County Board of Commissioners

2007

James E. (Steve) Shotwell, Jr., Chair  
Clifford E. Herl, Vice Chair  
Todd N. Brittain  
Mike Brown  
Philip S. Duckham III  
David K. Elwell

David F. Lutchka  
Gail W. Mahoney  
Earl J. Poleski  
Patricia A. Smith  
James C. Videto  
Michael J. Way

The Jackson County Department on Aging is funded and supported by the Jackson County Board of Commissioners and the Senior Millage.

*Funding also provided by: Title III of the Older American Act by the Michigan Office of Services to the Aging and Region 2 Area Agency on Aging, LifeWays, and State of Michigan Department of Human Services.*



JACKSON COUNTY

## Department on Aging

## 2007 Annual Report

*30 Years of Serving Jackson County Seniors*

1715 Lansing Avenue - Suite 672

Jackson, MI 49202-2193

(517) 788-4364

1-800-788-3579

Fax: 517-780-4739

[www.co.jackson.mi.us/Agencies/DeptAging/Aging.asp](http://www.co.jackson.mi.us/Agencies/DeptAging/Aging.asp)



**From the Director**  
*Kristy Smith*



A flurry of year end activity and the emergence of two new programs earlier in the year ushered out a highly successful 2007 for the Jackson County Department on Aging.

Holy Hollyhocks seasonal workshop on December 4 coached seniors and their caregivers on ways to simplify the holiday. Straight forward information and a bountiful cookie buffet provided relief during what can be a stressful time of year.

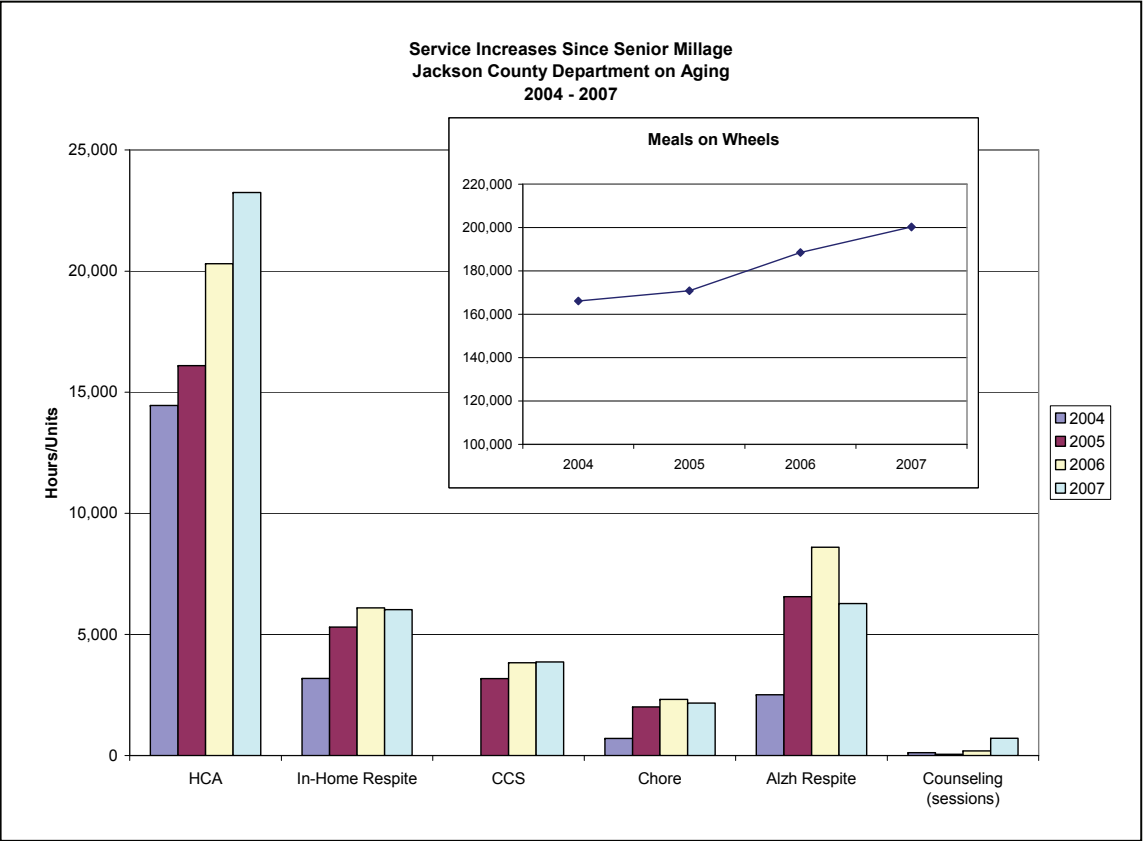
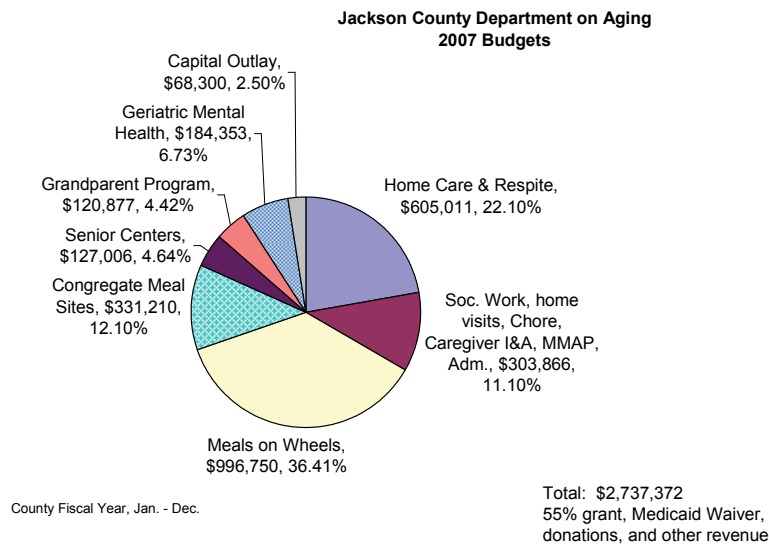
Holidays Around the World on December 20 showcased the considerable cooking abilities of our nutrition staff under the leadership of Lura Briggs. Participants feasted on cuisine from Italy, Germany, Poland, Ghana, Ireland, Mexico, and Spain and learned about lesser known December traditions, including Kwanza. This event was one of the many that invited the public to investigate what the Department has to offer.

Seniors who may not have been able to attend either seasonal offering at the Department, had the opportunity to benefit from our new HOMES (Household and Outdoor Maintenance Especially for Seniors) program. Trained volunteers go to seniors’ homes in pairs to perform safety surveys that often lead to minor home repair work. It’s hard to say who gains the most from the program, as both HOMES recipients and HOMES volunteers report feelings of satisfaction stemming from the program.

Our newly expanded in-home counseling program has replaced the former Peer Support groups and has provided professional intervention for many seniors. The program has also served as a valuable referral source for our depression and memory screening program.

Pairing these auxiliary services with core programs like Meals on Wheels, Homecare, Congregate Meals, and the Medicare and Medicaid Assistance Program (MMAP) has added depth to our service offerings and enabled us to help even more seniors to lead full, active, and independent lives.

Stop by the Department for a visit and see for yourself the powerful, positive difference we are making in the lives of Jackson County seniors.



Thanks to Senior Millage funding initiated in 2005, home services to Jackson County senior citizens have increased. Comparing 2004 with 2007 units provided, service increases include:

- |                            |                          |
|----------------------------|--------------------------|
| Home Care Assistance 60.8% | Chore 206%               |
| In-Home Respite 89.1%      | Alzheimer’s Respite 150% |
| Meals on Wheels 20.5%      |                          |

From 2004-2007, the Department on Aging budget, including Senior Millage, grant, Medicaid Waiver, and donations, increased 48.5%. We have reached service capacity.

- A 78 year old mobility-impaired woman who doesn’t drive cares for her 81-yr. old husband who has early dementia. Working family members struggle to help with transportation. *Meals on Wheels has lessened the need for most grocery shopping and weekday meal preparation. Home Care Assistance performs basic house cleaning every other week.*
- A daughter-in-law caring for her 80-yr. old widowed mother-in-law needed help completing a seven-page Medicaid Application. *Our Caregiver Information & assistance specialist helped with the application, provided information on which local ophthalmologists and physicians are accepting patients, and made a referral to the “Smiles on Wheels” low-cost dental hygiene service.*
- A senior needed to complete a federal tax return in order to receive the federal stimulus payment. *A Tax Volunteer at the Crouch Senior Center helped the senior complete the federal income tax return, plus Michigan Homestead and Home Heating tax credit forms for the past four years.* The senior was surprised and happy to learn she will receive over \$3,800 in tax rebates, enabling her to pay what she owes for new eyeglasses.

Jackson County Department on Aging

Annual Statistics for 2007

October 1, 2006 – September 30, 2007

Senior Activities, continued

Special Activities:

- ❖ Holiday Gifts for Homebound Seniors from Hanover-Horton Cub Scouts Pack 136 and Jackson First United Methodist Church
- ❖ Annual Senior Festival
- ❖ Annual Volunteer Recognition
- ❖ Annual Nursing Home Olympics
- ❖ Senior Fitness Day
- ❖ Evening Dinner Dances: 10 dances with up to 193 participating
- ❖ Genealogical Society Dinner and Meeting: 9 meetings with 35 participants
- ❖ Antique Appraisal Day: 67 participants
- ❖ Wellness Education Activities: 126 events with 2,087 participating
- ❖ Veteran’s Day Expo at Spring Arbor Senior Center
- ❖ Red Hat Society Events: 13 events with 388 participants
- ❖ Craft and enrichment classes: 103 participants
- ❖ Community-wide Senior Talent Show: 70 participants
- ❖ Project Fresh - a program using Michigan farmers’ markets to make fresh produce available to seniors: 175 participants

Senior Health Promotion: 286 clients

Classes offered, in collaboration with the Health Department, where seniors can engage in exercise and obtain health and wellness information.

- ❖ Aerobics/Strengthening: 98 seniors, 139 sessions
- ❖ Balance Ball: 57 seniors, 25 sessions
- ❖ Line Dancing: 77 seniors, 20 sessions
- ❖ Tai Chi: 109 seniors, 91 sessions

Comments From Exercise Class Participants

"I've postponed knee surgery for a year-and-a-half. My doctor is amazed I don't have to have surgery yet because I'm doing so well."

- Aerobics and Strength Training Participant

"Tai Chi has helped tremendously."

- Two Women Living with a Chronic Disease

"I feel like this is saving my life."

- Aerobics Participant

Senior and Family Support Services

Caregiver Information and Assistance: 492 Clients

Family members concerned about a senior discuss available services and options with a Caregiver Outreach Worker.

Caregiver Education and Caregiver Support 123 Clients

Medicare Medicaid Assistance (MMA) 528 Clients 578 Hours 818 Forms

Individualized assistance with Medicare and Medicaid concerns, Medicare Part D senior drug coverage, and how to compare supplemental insurance policies.

For June through September 2007, Department on Aging Outreach Workers helped Jackson County seniors save over \$688,000 in drug plan costs.

Case Coordination and Support 962 Clients 1,383 Assessments 3,859 Units

Providing an in-home assessment of older adults with multiple needs, developing a plan of care, and arranging for services from community resources.

Chore and HOMES 177 Clients 2,167.75 Hours

Household safety maintenance, such as installing bathroom grab bars, stair handrails, smoke detectors, snow removal, and lawn mowing. Household and Outdoor Maintenance Especially for Seniors, or HOMES, enlists volunteers to do safety related Chore work.

Unmet Needs Assistance 142 Clients

One-time resource for seniors who find themselves without other options in an emergency situation that threatens their health or safety.

In-Home Services

Meals on Wheels 1,085 Clients 200,223 Meals

Hot, nutritious meals delivered weekdays for homebound seniors; evening and weekday meals provided based on need.

Home Care Assistance 447 Clients 23,246 Hours

In-home assistance for persons with functional limitations, including bathing and housekeeping tasks.

Respite 176 Clients 12,302.25 Hours (87 Caregivers & 89 Care Recipients)

Prearranged breaks for caregivers in need of “time off” to meet some of their own needs. Assistance with bathing and household tasks also provided. Respite services include:

In-Home Respite 6,023.5 Hours

Alzheimer’s Respite 6,278.75 Hours

Specialized dementia respite at a location of the client’s choosing, including:

In-Home Respite: 4,858 Hours Adult Day Service: 412.75 Hours

Out-of-Home Respite (overnight): 1,008 Hours

**Geriatric Mental Health**            138 Clients  
*Evaluation, referral and counseling services for seniors experiencing mental health issues.*  
*Home visits provided for homebound seniors.*

- Mental Health Screens**    94 Clients        157 Units
- ❖ Dementia Screens:    34 clients  
*Screening for those with suspected memory loss, and follow-up referral service.*
  - ❖ Depression Screens:    63 Clients  
*Free screening and assistance for this common, yet treatable problem.*

- Counseling and Intensive Case Management**
- ❖ Supportive Counseling:    58 Clients        714 Units  
*Individualized counseling to aide in coping with life changing experiences.*
  - ❖ Gatekeeper Services:    43 Clients        93.75 Units  
*Intensive case management to arrange for services from community resources for at-risk seniors living in the community.*

- Support Groups and Educational Services**
- ❖ Alzheimer’s Caregiver’s Monthly Support Group:    15 clients, 12 meetings  
*For people caring for someone with Alzheimer’s or another form of dementia.*
  - ❖ Caregiving Educational Training:    74 participants  
*Education to families and service providers to improve awareness and knowledge of caregiving for older adults.*
  - ❖ Older Adult Mental Health Education:    12 sessions with 87 participants  
In conjunction with LifeWays Anti-Stigma grant  
*Education to older adults about mental health concerns.*

**Grandparents and Other Relatives as Parents**  
*Information, support, advocacy, specific financial assistance, and education to seniors and relatives who find themselves parenting their grandchildren.*

- ❖ Intervention and Support Services:    140 Relative Caregivers            180 Children
- ❖ Permanency Assistance:    30 Families:    52 Relative Caregivers            38 Children  
18 guardianships established and 3 adoptions finalized
- ❖ Specific Assistance (unmet needs):    22 Caregivers (13 Families)
- ❖ Relatives as Parents Peer Support Group Meetings:    64 meetings  
37 Caregivers (28 Families)
- ❖ Children’s Supervised Activities:    49
- ❖ Children’s Peer Support Group Meetings:    49 Children            120 Meetings
- ❖ Respite Services:    17 Caregivers (10 Families)            17 children        680 hours
- ❖ Regional Grandparent Conference:    84 attendees, 27 from Jackson County

**Intake and Referral**    891 Clients  
*Helping individuals find appropriate community services that can meet their needs.*

**Senior Activities**

**Senior Centers:**    2,049 clients  
*Two senior centers provide multiple services:*  
Crouch Senior Center – 1715 Lansing Avenue, Jackson  
Spring Arbor Senior Center – 122 Starr, Spring Arbor

- Senior center activities include:
- ❖ Senior Nutrition Meal Site
  - ❖ Senior Craft Sales
  - ❖ Legal Services, in cooperation with Legal Services
  - ❖ Volunteer Tax Assistance, co-sponsored by AARP and Community Action Agency
    - 374 Taxpayer Interviews; 579 Tax Returns; 548 Volunteer Hours
  - ❖ Computer Lab for seniors
  - ❖ AARP Mature Driving Classes
  - ❖ Recreational activities, including Euchre, Bridge Club, music, special parties, and BINGO
  - ❖ Classes such as wood carving, gardening, cooking, and painting
  - ❖ Volunteer opportunities:    403 volunteers
  - ❖ Work Site for Older Worker Programs:    10 seniors

**Nutrition Sites:**    1,153 Clients            40,563 Meals  
*Communal dining program where seniors also receive socialization and education opportunities.*

**Noon meals served at:**

- Crouch Senior Center – 1715 Lansing Avenue, Jackson  
Monday thru Friday
- Henrietta Senior Citizen Nutrition Site – 11120 Musbach Rd., Munith  
Monday, Wednesday, Friday
- Michigan Center – St. Aidan’s, 361 Grove St., Michigan Center  
Monday, Wednesday, Friday
- Napoleon Township Hall – 6755 Brooklyn Rd., Napoleon  
Tuesday, Wednesday, Thursday
- Norvell Township Hall – 106 E. Sweezy Lake, Norvell  
Monday, Wednesday, Friday
- Park Forest Apartments – 3300 Spirea Ct., Jackson  
Monday thru Friday
- Spring Arbor Senior Center – 122 Starr, Spring Arbor  
Monday thru Friday
- Word of Light – 800 S. Cooper St., Jackson  
Monday thru Friday

Nutrition Sites were involved in various community projects, such as slippers for soldiers, personal care items drive for Catholic Charities, and a canned food drive for Interfaith Shelter.



# 2007 Annual Report



Prevent Disease   ◆   Prolong Life   ◆   Promote Public Health



## **JACKSON COUNTY HEALTH DEPARTMENT**

**1715 Lansing Avenue, Suite 221**

**Jackson, Michigan 49202**

**Telephone: (517) 788-4420 Fax: (517) 788-4373**

**Website: [www.co.jackson.mi.us/hd](http://www.co.jackson.mi.us/hd)**

### **MISSION STATEMENT**

The mission of the Jackson County Health Department is to continually endeavor to prevent disease, prolong life, and promote the public health.

### **JACKSON COUNTY COMMISSIONERS**

James Shotwell, Jr. (Steve) Chair

Cliff Herl Vice-Chair

David Lutchka

Todd Brittain

Philip Duckham III

Earl Poleski

James Videto

Gail Mahoney

Mike Brown

Patricia Smith

Michael Way

David Elwell

### **HUMAN SERVICES COMMITTEE**

Michael Way, Chair

Mike Brown, Vice-Chair

David Elwell

Patricia Smith

Philip Duckham III

### **JACKSON COUNTY ADMINISTRATION**

Randall Treacher – Acting Administrator/Controller

### **JACKSON COUNTY HEALTH DEPARTMENT ADMINISTRATION**

Ted Westmeier, Health Officer

Dr. Donald Lawrenchuk, Medical Director

Shelly Bullinger, Deputy Health Officer

Mary Ricciardello, Clinical Services Manager

Renee' Marks, Community Health Manager

Steve Hall, Environmental Health Manager

Jim Freeman, Emergency Preparedness Coordinator

Rex Pierce, Financial Manager

Jackson County Citizens,

On behalf of the staff, I present you with the 2007 Annual Report for the Jackson County Health Department. The report highlights the programs and services we provide in order to protect and promote the health of our residents. Our programs provide direct service to thousands of individuals through the areas of personal and preventative health, health education, environmental health and emergency preparedness. However, our impact on the overall health of the community goes beyond those directly served. Our programs and services are designed and delivered in a manner to have a positive impact on the overall health status and safety of our community.

I am very pleased to announce that in the fall of 2007, Donald Lawrenchuk, M.D., joined our department as Medical Director. Dr. Lawrenchuk comes to us with over 25 years of experience in local public health. I also returned to the department in the spring and could not be more pleased and honored to be a part of this great organization and team of truly dedicated public health professionals. This became even more evident after the excellent onsite review that our programs and department received as part of the Michigan Local Public Health Accreditation Program.

Please take some time to review the report. I hope you will find it informative. If you have any questions or comments do not hesitate to contact me. I also want to thank the Board of Commissioners for their continuing support and commitment to improve the overall health status of the community.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ted Westmeier', with a long horizontal flourish extending to the right.

Ted Westmeier, RS, MPH  
Director/Health Officer  
(517) 768-1658  
[twestmei@co.jackson.mi.us](mailto:twestmei@co.jackson.mi.us)

# Jackson County Health Profile

## Selected Leading Causes of Death

	Jackson County			Michigan		
	2004	2005	2006	2004	2005	2006
Disease of the Heart	243.7	251.2	242.4	249.6	252.5	243.7
Stroke	69.4	58.1	50.5	53.1	50.8	47.8
Cancer	255.6	255.0	227.9	197.8	202.0	202.9
Chronic Lower Respiratory Disease	60.6	61.9	66.3	42.7	45.0	45.0
Pneumonia and Influenza	17.7	20.8	22.7	19.7	19.7	16.8
Unintentional Injury	42.3	25.9	25.2	33.2	34.5	35.8
Diabetes Related	107.3	118.7	109.8	84.7	88.0	86.9
Homicide	1.3	5.7	3.8	6.8	6.8	7.2
Suicide	15.1	16.4	12.0	11.0	11.1	11.4
Case Rates per 100,000						

## Cardio Pulmonary Disease Health Indicators

	Jackson County			Michigan		
	2004	2005	2006	2004	2005	2006
Disease of the Heart	243.7	251.2	242.4	249.6	252.5	243.7
Stroke	69.4	58.1	50.5	53.1	50.8	47.8
Chronic Lower Respiratory Disease	60.6	61.9	66.3	42.7	45.0	45.0
Pneumonia and Influenza	17.7	20.8	22.7	19.7	19.7	16.8
Diabetes Related	107.3	118.7	109.8	84.7	88.0	86.9
Case rates per 100,000						

## Maternal/Infant Health Indicators

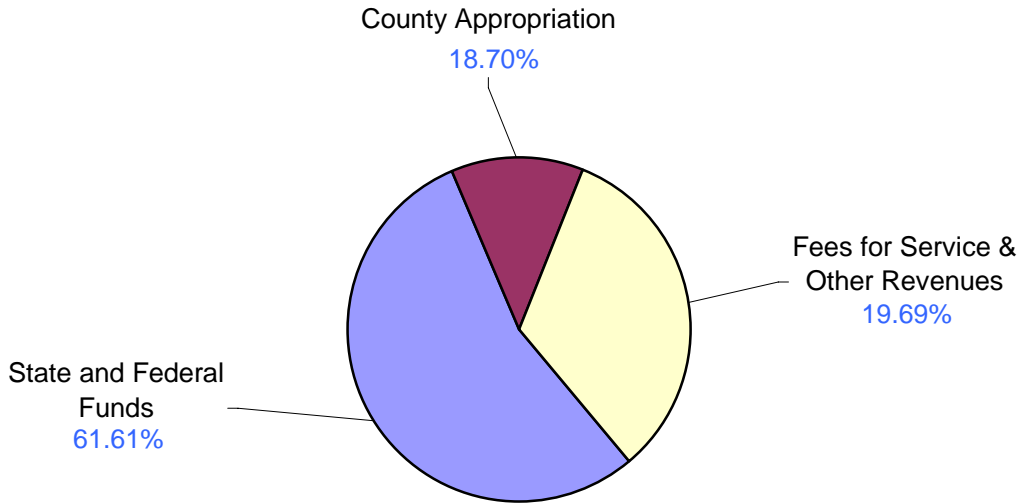
	Jackson County			Michigan		
	2004	2005	2006	2004	2005	2006
Total Live Births	2,150	2,086	2,006	129,710	127,518	127,537
Teen Births (15-19)	298	281	294	12,236	11,794	12,322
*Teen Pregnancies (15-19)	447	413	424	19,789	19,185	19,669
Low Birth Weight (↓ 2500 grams)	184	150	179	10,867	10,665	10,720
Very Low Birth Weight (↓ 1500 grams)	36	39	28	2,148	2,140	2,090
**Inadequate Prenatal Care	443	169	225	11,205	9,058	8,129
Infant Deaths	14	25	17	984	1,013	940

\*Pregnancies are the sum of live births, abortions and estimated miscarriages.

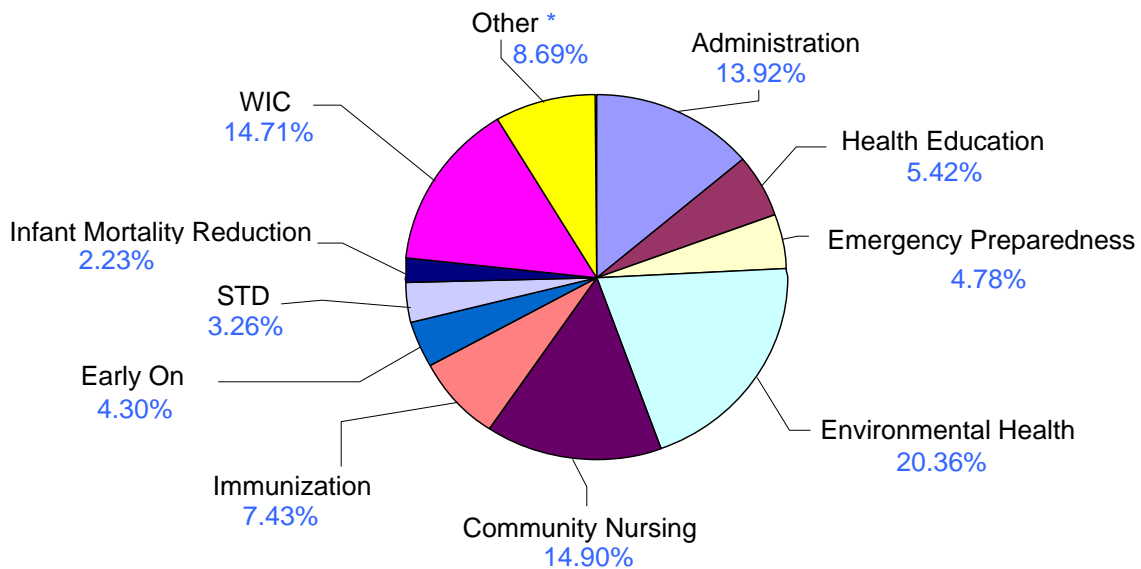
\*\*The State's definition of prenatal care is classified by the Kessner Index. The Kessner Index is a classification of prenatal care based on the month of pregnancy in which prenatal care began, the number of prenatal visits, and the length of pregnancy (i.e., for shorter pregnancies, fewer prenatal visits constitute adequate care.)

# Total Budget = \$4,258,852

## REVENUES FYE 9/30/07



## EXPENDITURES FYE 9/30/07



### \*OTHER PROGRAMS

AIDS..... 0.36%  
 Car Seat Program..... 1.53%  
 Children's Special Health Care Services  
 Outreach & Advocacy.....1.98%  
 Hearing and Vision.....1.79%

Immunization Action Plan..... .2.04%  
 Medicaid Outreach..... 0.42%  
 Teen Pregnancy Prevention..... 0.22%  
 Tobacco Reduction Coalition..... 0.35%

## Environmental Health

# 2007 in Review

*Environmental Health by definition is: an individual state of being as influenced by changes in the environment such as a biohazard, hazardous material, pollution, working and living conditions, etc. It is the responsibility of the Environmental Health Division to ensure the relationship between the public and the environment remains a positive and healthy one and not one that leads to disease or chronic illness. We enforce rules and State regulations that are in place to protect the citizens of Jackson County from hazardous environmental conditions and ultimately, we are a resource to the community for most environmental questions and concerns. We provide these services through the following programs: Onsite Sewage and Water, Consumer and Industry Service Inspections, Groundwater Contamination Sampling and Investigations, Non-Community Water Supply, Food Service Sanitation, Household Hazardous Waste Collection, Radon/Indoor Air, Recreational Program Inspections, Subdivision/Site Condominium Reviews, Childhood Lead Poisoning Investigations, and other investigative services.*

### ServSafe®

In 2007, Environmental Health (EH) in conjunction with Michigan State University Extension – Jackson County, conducted four ServSafe® training courses, each lasting sixteen hours. From these four classes, sixty-nine participants successfully completed the class and have the knowledge to make their food establishment a safer place for their customers.

### Basics of Food Safety Class

In 2005, the EH Division began offering a 3½ hour program designed to teach safe food handling techniques to kitchen staff. This program is not a manager certification course like the ServSafe® training. It is designed to give those currently or planning to work in a restaurant a basic level of food safety knowledge. This class is offered free of charge and was attended by over 200 people in 2007.

### Methamphetamine Outreach

In conjunction with the Michigan State Police, the EH Division gave numerous presentations to the community about methamphetamine. The goal of these presentations was to educate the community about the hazards involved with methamphetamine use and production.

Environmental Health Statistics			
	FY 2005	FY 2006	FY2007
Food Service Licenses Issued	537	583	590
Restaurant Inspections	934*	983*	977*
Restaurant Plan Reviews	38	39	38
Temporary Food Licenses Issued	106	133	122
Food Service Complaints Investigated	69	76	68
MI Department of Human Services Inspections	62	75	68
Sewage Disposal Permits Issued	546	454	295
Sewage Disposal Inspections	570	458	302
Water Well Permits Issued	638	507	339
Wells Abandoned	96	146	377
Non-Community Water Supplies (Monitored Quarterly)	258	244	244
Mobile Home Park Inspections	26	NA	NA
Campground Inspections	29	27	27
Swimming Pool Inspections	63	63	62
Nuisance Complaints Investigated	100	104	82

\*Includes fixed food establishments, vending, STFU's, and follow-up inspections

## Clinical Health

# 2007 in Review

*Clinical Health Services are provided in the Immunization, Sexually Transmitted Disease (STD), HIV/AIDS, Fetal Infant Mortality Review (FIMR), and the Communicable Disease (CD) Programs. Immunizations are administered for childhood and adult vaccine preventable diseases on a walk-in basis. Vaccines and educational materials are delivered to twenty-one local physician practices and Foote Hospital through the Vaccine for Children (VFC) Program. School Immunization reports are submitted to the state bi-annually, per state law, by the Community Immunization Education Specialist via the Immunization Action Plan. HIV counseling and testing is offered through the Sexually Transmitted Disease Clinic by appointment. The HIV/AIDS and STD Programs focus on education, counseling, testing, diagnosis, treatment, and follow-up of newly diagnosed HIV and/or other sexually transmitted infections.*

### Communicable Disease

- The Michigan Department of Community Health (MDCH) reported the highest total of positive bats for rabies in 50 years in 2007. Jackson County has also experienced an increase from zero in 2006 to seven in 2007. The number of animals sent for testing to the state lab also increased greatly.

### Fetal and Infant Mortality Review (FIMR)

- Jackson County FIMR Case Review Team held 11 meetings and reviewed 16 out of 17 infant deaths.
- Provided 7 Safe Infant Sleep presentations to the community
- Distributed 35 cribs to parents in need
- Distributed 800 prenatal packets to pregnant women applying for Medicaid Health Insurance
- Provided smoking cessation services to 64 pregnant women through the Prenatal Smoking Cessation Program

### HIV/AIDS Program

- JCHD participated in the National HIV Test Day June 27, 2007. HIV testing and counseling, normally done by appointment only, was offered on a walk-in basis for the entire week encompassing National Test Day. Public service announcements, print, and radio advertising were distributed.
- The percentage of high risk clients tested for HIV increased from 36% in 2006 to 51% in 2007.
- JCHD has maintained a “return for results rate” of 86% of clients in 2006 and 2007.

### Immunization Program

- Flu clinics were changed to an “appointment only” basis in November 2006. This was done initially due to the uncertainty in delivery of flu vaccine from manufacturers. We have continued this practice for the 2007/2008 flu season. Staffing is easier to plan and clients have experienced minimal wait times, although demand for vaccine has been down in 2007 to date.
- Gardasil, the Human Papillomavirus Vaccine, became available through the Vaccine for Children (VFC) Program in January of 2007.
- The Michigan Care Improvement Registry (MCIR) rolled out the MCIR/Lead Interface in January 2007. Any provider using the MCIR now has access to blood lead level histories on any child that has had blood lead levels drawn.
- JCHD had an 82% county-wide immunization level for 19 to 36 month old children

## Clinical Health

### Sexually Transmitted Disease (STD)

- STD clinic staff consults with local providers on treatment information and provides them with current STD treatment guidelines and updates.
- All Gonorrhea (GC) and Chlamydia (CT) cases identified in Jackson County are investigated and submitted to the MDCH via the Michigan Disease Surveillance System (MDSS).
- The charges for combined GC and CT testing were increased from \$13.50 to \$36.00 effective May 1, 2007. This was in response to an increase in fees from the state lab. Clients meeting certain criteria for testing are not charged a fee. These criteria are outlined by the state.

Immunization Clinic			
	FY 2005	FY 2006	FY2007
Total Immunizations Given*	12,586	7,859	7,645
Flu Vaccine Given	6,993	3,863	2,827
* Total immunizations include flu vaccine			

Sexually Transmitted Disease Clinic (STD)			
	FY 2005	FY 2006	FY2007
Patients Examined	1,486	1,380	1,228

Jackson County Sexually Transmitted Disease Rates (per 100,000 population)			
	FY 2005	FY 2006	FY2007
Gonorrhea	251.00	215.00	221.00
Syphilis (Early Latent)	1.30	.63	.63
Chlamydia	420.00	399.00	359.00
**Statistics per the Michigan Disease Surveillance System (MDSS)			

Tuberculosis Clinic			
	FY 2005	FY 2006	FY2007
Newly Diagnosed TB	1	2	1
PPD Tests Administered	835	878	795

HIV/AIDS			
	FY 2005	FY 2006	FY2007
HIV/AIDS Testing & Counseling Clients	224	196	179
HIV/AIDS New Cases (JCHD tested)	6	6	1
HIV Prevalence Rate (per 100,000 population)	101.0	94.7	68.0

Rabies			
	FY 2005	FY 2006	FY2007
Animals Tested	38	49	71
Animals Positive	2 (bats)	0	7 (bats)

## Community Health

# 2007 in Review

*The goal of the Maternal Infant Health Program, Children's Special Health Care Service, Hearing and Vision Screening, Early On, Sudden Infant Death Syndrome, Lead Teaching, and Women, Infants, and Children (WIC) is to reduce morbidity and mortality through needs assessment, plan of care, counseling and referrals. WIC is a supplemental food program, that provides nutritional support and education for income eligible pregnant and postpartum women, infants, and children, under the age of five.*

### Children's Special Health Care Services

Transportation needs have increased due to a change in Department of Human Service policy and the increase of gasoline prices. Financial assessments are now required on all families that have adopted a child with a pre-existing condition.

### Early On

Jackson County Health Department's Early On program is one of only 15 counties in Michigan that was determined 100% in compliance. The Early On program was awarded a grant for \$4,800 for the Happiest Baby on the Block, a nationally recognized program. Early On has trained five professionals to teach this program to new and expecting parents. Six professionals were trained to administer Infant-Toddler Developmental Assessments (IDA's).

### Lead Outreach Program

In October 2007, the Jackson County Health Department contracted with the City of Jackson Lead Grant Project to provide outreach and education to homeowners and tenants with children under the age of six. The program involves assisting clients who meet eligibility requirements in completing applications for free home assessments to determine lead exposure in the home for children six and under. Outreach and education activities include mass mailings to clients and day care providers, displays, information dissemination, physician office visits and presentations to target groups.

### Maternal Infant Health Program (MIHP)

Maternal risk screens are completed on all new mothers. 30 Playards (portable cribs) were given to high risk mothers.

### Women Infant Children (WIC) Program

New changes in WIC infant formula: Mead Johnson products are now offered in place of Ross products. WIC advocates breastfeeding as the optimal infant feeding choice, unless medically contraindicated. If an infant is formula-fed, WIC provides iron-fortified formula on a supplemental basis.

Blood lead screening is offered in the WIC Clinic to children at 12 months and 30 months, or to those identified as high risk.

State and National WIC representatives have visited our WIC Clinic to observe the Electronic Benefits Transfer (EBT) pilot on various occasions. Development of a new web-based data system, MI-WIC, became top priority for the State of Michigan with implementation planned for spring of 2008.

## Community Health

### Maternal Support Services Program

	FY 2005	FY 2006	FY 2007
Clients	291	293	239

### Infant Support Services Program

	FY 2005	FY 2006	FY 2007
Clients	191	162	167

### Children's Special Health Care Services

	FY 2005	FY 2006	FY 2007
Families Enrolled	680	710	712

### WIC

	FY 2005	FY 2006	FY 2007
Participants Enrolled	5,243	5,082	5,272
Average Monthly Participation	4,346	4,107	4,342

### Lead

	FY 2005	FY 2006	FY 2007
Nurse Visits	26	24	19

### Early On Statistics

	FY 2005	FY 2006	FY 2007
Children Enrolled	179	206	297

### Hearing Screening

	FY 2005	FY 2006	FY 2007
Children Screened	6,676	3,021	6,655

### Vision Screening

	FY 2005	FY 2006	FY 2007
Children Screened	8,735	6,497	8,309

### Bereavement Support for Perinatal Deaths

	FY 2005	FY 2006	FY 2007
Clients served	13	8	7
Nurse visits	19	12	19

## Health Education

# 2007 in Review

*The Health Education Division encompasses a variety of preventive services and programs to enable individuals, groups, organizations, and communities to play active roles in achieving, protecting, and sustaining healthy lifestyles. This is accomplished through the activities of assessment, program planning, implementation, evaluation, advocacy, community organization, and promotion. Staff is actively involved in community coalition and partnerships to achieve program goals.*

### Car Seat Program

The Car Seat Program (CSP) provides low-cost, brand-new car seats, short-term rental car seats and car seat safety education to families and agencies in Jackson County. The program is funded by United Way of Jackson County, Jackson Traffic Safety Program, Jackson County and the Jackson County Health Department. A hands-on demonstration of how to properly secure your child in the car seat and how to correctly install the car seat in the vehicle is given with every car seat provided and every car seat inspection.

### Jackson County Abstinence Partnership (JCAP)

- JCAP provided sixteen hours of classroom education to 1,275+ fourth, fifth and sixth grade students in 55 classrooms in Jackson Public Schools (JPS).
- The program included character development, service learning, puberty education and abstinence education.
- Additional opportunities were provided to youth through summer programming provided by a special grant received from the Michigan Public Health Institute.
- JCAP continued to co-chair the Jackson Youth Partnership (JYP), a broad based, collaborative, youth focused coalition.
- The five year MDCH grant ended during 2007, however, the JPS district secured funding to contract with JCHD to continue providing puberty education for the fourth, fifth, and sixth grades.

### 2007 Kids' Fest

- Two day annual interactive learning health fair collaborating with American 1 Federal Credit Union, held Friday, June 15 and Saturday, June 16
- Numerous local community agencies, businesses and volunteers participate in this very successful event
- Over 4,000 guests who attended received education regarding health and safety issues

### Promoting Abstinence for Teen Health (PATH) Program

- Completed its third year of programming
- Five session, abstinence-only program for middle school students
- Ten Jackson County middle schools participated
- Three Jackson County high schools participated in one day follow-up sessions
- Evaluation data from the program indicates increase in student knowledge and favorable response to the program

## Health Education

### Jackson Tobacco Reduction Coalition

During FY 2006, the Jackson Tobacco Reduction Coalition (JTRC) focused on identifying smoke-free housing options and educating owners / managers on the benefits of smoke free housing in Jackson County. A survey and educational materials were distributed to approximately 75 multi-housing units or management agencies based on their listing in the telephone book. Advertisements were placed in the Jackson Citizen Patriot to recognize smoke-free housing units identified through the survey. As a result of the ads, three single family dwellings and a management agency who listed smoke-free housing were identified. Ganton Retirement Centers and Countryside Retirement Centers were identified as the only multi-housing complex that provided smoke-free facilities.

The JTRC continues to work with and encourage restaurants to provide smoke-free dining. A total of 150 smoke-free restaurants have been identified in Jackson County, an increase from the previous listing of 137.

### Senior Center Health Promotion

The Senior Health Promotion Program (SHPP) is a collaborative effort between the Jackson County Health Department (JCHD) and the Jackson County Department on Aging (JCDOA). A Health Educator from the JCHD is contracted to the JCDOA to serve as their Health Promotion Specialist, 16 hours per week. The program provides exercise classes to adults, aged 60 and over, with varying degrees of physical and/or mental abilities. The 12-week classes include low-impact aerobics, chair exercises, line dancing lessons, strengthening, balance ball, as well as beginning and advanced Tai Chi classes. Programs are provided at four of the JCDOA's Senior Nutrition Sites – Crouch, Park Forest, Spring Arbor and the Word of Light sites. Programs or exercise classes are changed or modified as needs of participants change. Also, programs change based on the requirements of the Region II Area Agency on Aging. The chair exercise class has evolved into a Low-Impact Aerobics/Strengthening Class which is a combination of the Strengthening and Aerobics class. The Walking program is primarily self-led and no longer monitored. Site Coordinators now seek presenters from the community at large offering a wider diversity of information.

### Teen Pregnancy Prevention Initiative

The Jackson County Health Department continues to coordinate the Teen Pregnancy Prevention Initiative, funded by the United Way of Jackson County. As a result of completing a strategic planning process, three goals have been identified by an advisory committee. The goals are: implementation of the Carrera program, parent and community education, and advocacy.

## Health Education

General Health Education			
	FY 2005	FY 2006	FY 2007
Kids' Day Participants	4,000	2,200	4,000

Jackson County Abstinence Partnership			
	FY 2005	FY 2006	FY 2007
Youth Served	1,303	1,433	1,226
Schools Receiving Curriculum	5	6	6

Jackson Tobacco Reduction Coalition			
	FY 2005	FY 2006	FY 2007
People Reached	1,969	1,908	663
Quit Kits Distributed	212	1,576*	208

\*MDCH offered Nicotine Replacement Therapy in 2006 for qualified participants.

Medicaid / MICHild Health Insurance			
	FY 2005	FY 2006	FY 2007
Number of Children (0-18) Enrolled on Medicaid	14,909 (35.4%)	15,109 (35.8%)	NA
Number of Children (0-19) Enrolled on MICHild	589 (1.4%)	618 (1.5%)	NA

Car Seat Program			
	FY 2005	FY 2006	FY 2007
Car Seats (sold/donated/rented)	405	447	402
Car Seat Checks / Education Sessions	493	500	528

Teen Pregnancy Prevention (PATH) Program			
	FY 2005	FY 2006	FY 2007
Teens Served	1,141	1,634	1,780
Schools Receiving Curriculum	9	13	13

Jackson Health Plan			
	FY 2005	FY 2006	FY 2007
Number Enrolled on Plan B	257	783	854
Individuals Enrolled on the Prescription Plan	3,648	873	3,882

Senior Center Health Promotion Program Participants			
	FY 2005	FY 2006	FY 2007
12 week physical activity program (Not offered in 2007)	21	29	NA
Health topic presentations (Format changed 2007)	886	822	245
Senior Fitness Test (Not offered in 2007)	43	53	NA
Chair Exercise Class (Format changed 2007)	397	313	NA
Strengthening Class (Combined with Aerobics in 2007)	169	558	NA
Aerobics/Strengthening Class (New in April 2007)	NA	250	614
Balance Ball Class (New in April 2007)	NA	NA	126
Line Dancing Lessons (New in April 2007)	NA	NA	218
Tai Chi Class	NA	725	676

# Emergency Preparedness

## 2007 in Review

*Emergency Preparedness (EP) fully supports and strives to enhance the mission of the Jackson County Health Department. The mission is supported by ensuring emergency plans are current and practiced through orientations, drills, and exercises. The goal is to provide rapid and efficient response to public health threats.*

### Drills and Exercises

Essential Personnel Full Scale Exercise  
Pandemic Flu Mass Vaccination Clinic  
Pandemic Flu Focused School Closing Tabletop Exercise  
Pandemic Flu Focused Isolation and Quarantine Tabletop Exercise  
Pandemic Flu Focused Recovery Tabletop Exercise  
Observer/Evaluator – Full Scale Bomb Threat Exercise  
Bomb Threat Tabletop Exercise  
State Sponsored PIO (Public Information Officer) Exercise  
SNS (Strategic National Stockpile-Medical Supplies) Orientations and Drills  
SNS Distribution Node Training  
Acute Care Center Full Scale Exercise  
Public Health Incident Command Structure

### Presentations and Events for Community Partners

Participated in Pandemic Flu Tabletop Exercise with Major Community Partner  
Developed the Framework for a Community Pandemic Plan  
Business Pandemic Planning  
Presented Public Health Emergency Preparedness to UM/MSU Students  
JTV Emergency Preparedness Interview  
Emergency Patient Tracking System Training for Community Partners  
Marriage Matters – Emergency Preparedness  
Community Minded Service Club – Emergency Preparedness

### Specialized Committee Participation

Local Emergency Preparedness Committee  
District 1 Regional Medical Response Coalition  
Region 1 Homeland Security Board  
Region 1 Homeland Security Training Committee  
Foote Hospital Emergency Management Committee

### Specialized Training for EPC and/or JCHD Staff

Mercury Exposure Prevention at a County School  
WMD/CBRNE Training  
Incident Command for Expanding Incidents  
Advanced Incident Command and General Staff-Complex Incidents



**Jackson County  
Health Department**

**JACKSON COUNTY HEALTH DEPARTMENT**

1715 Lansing Avenue, Suite 221

Jackson, Michigan 49202

Telephone: (517) 788-4420

Fax: (517) 788-4373

Website: [www.co.jackson.mi.us/hd](http://www.co.jackson.mi.us/hd)

# JACKSON COUNTY PARKS

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## Memorandum

**To:** County Personnel and Finance Committee

**From:** County Parks Department

**Date:** Friday, March 28, 2008

**Re:** Imprest Cash

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1. **The Parks Department requests approval** for imprest cash in the amount of \$1,850.00

**Background:**

The cash is for the bank for the

Short Course and Driving Range = \$400.00

Cascade Falls = \$1,250

Swain's Lake Campground = \$100

Pleasant Lake Campground = \$100

The amounts are deposited back to the county when each area closes for the season.

RECEIVED

PERSONNEL REQUISITION  
COUNTY OF JACKSON

MAR 12 2008

JACKSON COUNTY  
ADMINISTRATOR'S OFFICE

SECTION I: To be completed by Elected Official or Department Head

Position Requested: PUBLIC HEALTH NURSE MHP FIMR Date Needed: 4-1-08

Department: HEALTH

Grade Level: 12 Step Requested: HIRE RATE

Full-time: ☐ Part-time: ☒ New Position: ☐ Replacement: ☒ Other: ☐

Number of Employees in the Department: 50 +

Number of Employees in the Sub-Department/Division: 25

Have the number of employees in the Department increased/decreased in the last twelve (12) months? Yes ☒ No ☐

If Yes, Please explain:

Financial

Address the need for this position in your department:

ASSIST WITH MATERNAL INFANT HEALTH PROGRAM & INFANT MORTALITY PROGRAM (PART TIME NURSE POSITION)

Does the job description for this position still accurately reflect the primary job duties? Yes ☒ No ☐

Replacement for: FT PUBLIC HEALTH NURSE Promoted: \_\_\_\_\_ Resigned/Retired \_\_\_\_\_

Is the money in the departmental budget for this position? Yes ☒ No ☐

If no, please indicate additional amount necessary to fund: \$ \_\_\_\_\_

Requested by: [Signature] Date: 3-10-08

SECTION II: To be completed by the Human Resources Department

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Administrator/Controller or Designee

\_\_\_\_\_ Date: \_\_\_\_\_  
Human Resources Representative

## Budget adjustment re: Float policy #1040

dept	acct	budget amt	less 2.5%	adjusted amt
101131	704000	1,020,348	25,509	994,839
	715000	110,969	2,774	108,195
	718000	129,766	3,244	126,522
		1,261,083	31,527	1,229,556
			-	-
101136	704000	1,935,476	48,387	1,887,089
	715000	169,629	4,241	165,388
	718000	191,915	4,798	187,117
		2,297,020	57,426	2,239,594
			-	-
101229	704000	1,101,086	27,527	1,073,559
	715000	95,747	2,394	93,353
	718000	103,972	2,599	101,373
		1,300,805	32,520	1,268,285
			-	-
101301	704000	2,468,011	61,700	2,406,311
	715000	212,747	5,319	207,428
	718000	237,328	5,933	231,395
		2,918,086	72,952	2,845,134
			-	-
101345	704000	728,535	18,213	710,322
	715000	60,924	1,523	59,401
	718000	67,891	1,697	66,194
		857,350	21,434	835,916
			-	-
101351	704000	2,550,706	63,768	2,486,938
	715000	209,298	5,232	204,066
	718000	248,349	6,209	242,140
		3,008,353	75,209	2,933,144
101890	989697		<b>291,068</b>	

**County of Jackson  
CIRCUIT COURT  
Budget Adjustments-2008**

[illegible]

DESCRIPTION OF ADJUSTMENT	
Request for Carryover monies from 2007	

DEPT HEAD/date

COMMITTEE/date

BUDGET DIR/date

\_\_\_\_\_

ADMINISTRATOR/date

\_\_\_\_\_

## AMENDED BUDGET

7,603.00

45,745.00

**53,348.00**

**184,310.00**

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County Affairs  
Motions

April 15, 2008

- 1a. Motion: Appoint one public member to the Hospital Finance Authority, term to 12/31/2008
- 1b. Motion: Appoint three public member to the Region 2 Area Agency on Aging, terms to 4/31/2010
- 2. Motion: Approve the 2008 Equalization Report

Commissioner Board Appointments – April 2008

<u>BOARD</u>	<u>NEW TERM EXPIRES</u>	<u>CURRENT MEMBER</u>	<u>APPLICANTS</u>	<u>COMMITTEE RECOMMENDED APPOINTMENTS</u>
<u>Hospital Finance Authority</u>				
1. One public member	12/31/2008	Michael Stimpson	Karen Coffman	Karen Coffman
<u>Region 2 Area Agency on Aging</u>				
1. One public member	4/31/2010	Howard Griffis	Howard Griffis	Howard Griffis
1. One public member	4/31/2010	Fred Drago	Lisa Pinkerman	Lisa Pinkerman
1. One public member	4/31/2010	Brenda Abbey		

## **Action Plan**

### **Cooperation Between Governments Team**

#### **Strategy I: Re-energize the Intergovernmental Committee to focus on cooperation.**

##### **Key Action Steps:**

1. Exploratory meeting with townships, villages, city and county to determine purpose of the intergovernmental committee – and request volunteers to be part of planning sub-committee.
2. Report back to Cooperation Between Governments team to : 1) get their input/ideas, and feedback and, 2) request additional sub-committee members.
3. Sub-committee creates plan to revitalize the Jackson County Intergovernmental Committee.

#### **Strategy II: Conduct an inventory of existing intergovernmental cooperative arrangements.**

##### **Key Action Steps:**

1. Develop survey.
2. Determine the best distribution method for the survey.
3. Personally call (not email) all survey respondents to request their commitment to complete the survey.
4. Send out survey.
5. Compile results and summarize findings.
6. Send all survey respondents a link to the survey results and thank them for their participation.

#### **Strategy III: Get input from constituents (e.g. businesses, citizens, community leaders, etc.) to identify where and how government can cooperate.**

##### **Key Action Steps:**

1. Conduct a focus group luncheon with businesses to identify government “red tape” obstacles they encountered when starting their business in Jackson.
2. Determine the best method for gaining citizen input on government “red tape” issues; then create and implement plan.
3. Conduct a focus group with community leaders to explore challenges and generate ideas for more intergovernmental cooperation.

**Strategy IV: Develop communication tools to assist local units in the means necessary to collaborate and communicate.**

Key Action Steps:

1. Get input from all six strategic planning teams to identify areas of collaboration.
2. Create a communications plan.
3. Identify resources and needs and request funding for implementation of the plan.

# **ECONOMIC DEVELOPMENT STRATEGY ACTION PLAN**

## **FUTURE ECONOMIC VISION OF JACKSON COUNTY**

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Jackson County's diverse economy and innovative economic development efforts ensure continued growth and vibrancy within the local, regional, state, and global marketplace

## **ECONOMIC STRATEGIES**

---

### **Strategy I:**

Create an economic development plan for Jackson County.

### **Strategy II:**

Create a streamlined mechanism for permits, requirements and licenses to make it user-friendly to start and maintain businesses.

### **Strategy III:**

Determine the feasibility of creating a central web site and/or an "e-commerce web site as a central and primary resource for anyone researching the possibility of doing business within Jackson County.

## **ECONOMIC DEVELOPMENT KEY CHALLENGES**

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1. The many layers of government.
2. Resistance to growth and change.
3. Fragmented community vision.

## **ECONOMIC STRATEGY ACTION STEPS**

---

### **Strategy I:**

#### **Create an economic development plan for Jackson County**

1. Create a "joint economic committee" to oversee implementation of the economic plan,
2. Conduct an Economic Survey and Community Assessment,
3. Collect and analyze existing County Economic Development Plans,
4. Solicit information from consultants for creation of the Economic Development Plan,
5. Identify community economic strengths and weaknesses,
6. Conduct another economic conference inviting key stakeholders,
7. Categorize outcomes into major categories each with specific goals and objectives,
8. Create the 5-year Jackson County Economic Strategic Plan,

## **ECONOMIC DEVELOPMENT STRATEGY ACTION PLAN**

9. Facilitate support for the economic plan,
10. Develop a public awareness campaign for the economic plan,
11. Evaluate indicators of success through benchmarking and follow-up.

---

### **ECONOMIC STRATEGY ACTION STEPS**

#### **Strategy II:**

#### **Create a streamlined mechanism for permits, requirements and licenses to make it user-friendly to start and maintain businesses**

1. Collect copies of all permits,
2. Create a flow chart to analyze the various “procedures and steps” now required in the permitting and inspection process
3. Determine the feasibility of standardizing,
4. Make recommendations for implementation,
5. Develop a marketing and public awareness campaign,
6. Determine and evaluate indicators of success through benchmarking and follow-up.

---

### **ECONOMIC STRATEGY ACTION STEPS**

#### **Strategy III:**

#### **Determine the feasibility of creating a central web site and/or an “e-commerce web site as a central and primary resource for anyone researching the possibility of doing business within Jackson County**

1. Survey existing governmental web sites that now exists,
2. Conduct a survey of best practices for combined or e-commerce web sites,
3. Identify an existing entity to manage a centralized web site or e-commerce web site,
4. Conduct an information forum with key stakeholders,
5. Make recommendations for implementation of a central or e-commerce web site,
6. Develop a marketing and public awareness campaign,
7. Determine and evaluate indicators of success through benchmarking and follow-up.

# County Strategic Plan Education Report

Revised 3-25-08

## Vision Statement

Jackson County recognizes education fuels a thriving community and provides a progressive environment that promotes education at all levels to give residents a competitive advantage.

## Goals for the Future

(0-5)

- Kids come to school ready for Kindergarten
- Support for Early Childhood Programs

(5-11)

- All children progressing academically, socially, and physically

(11-14)

- Students are ready for success in High School (academically, physically, and socially)

(14-18)

- All students meet statewide graduation requirements
- All students will be college/career ready

(18-23)

- Jackson County Bachelor degree rates exceed the national average
- We have productive work ready citizens in Jackson County

## Overview of Goals

- Kids come to school ready for kindergarten
- Support for early childhood programs
- All children progressing (academically, socially and physically)
- All students meet statewide graduation requirements
- All students will be college/career ready
- Jackson County Bachelor degree rates exceed the national average
- We have productive work ready citizens in Jackson County

## Next Steps

Form partnerships in Jackson County to promote education at all levels 0-22 and beyond.

## Additional Information

- Many strategies were discussed as to how progress can be made toward these goals.
- The county needs to approve the goals before the actual work can begin.

# HEALTHY COMMUNITY STRATEGIC PLAN

## ACTION STEPS

### VISION OF A HEALTHY COMMUNITY

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Jackson County residents enjoy phenomenal health through affordable, accessible healthcare; a community commitment to wellness; and increased public recreation.

### KEY CHALLENGES

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1. The public does not take ownership and responsibility for a healthy community.
2. The public is resistant to changing lifestyle behaviors (e.g. diet, exercise, health care, etc.). We are not willing to change the norm.
3. The public does not have access to affordable healthcare.

### STRATEGY

---

Facilitate a countywide Healthy Community Task Force to develop a long-term, comprehensive plan for improving the overall health of Jackson County residents.

### GOAL

---

Build a healthy community by increasing access to affordable healthcare; Educating the public on the community health status and its importance; Promoting the adoption of a healthy lifestyle through personal choice and action.

## **HEALTHY COMMUNITY ACTION STEPS**

---

1. Attend unveiling of Community Health Assessment (CHA) survey results.
2. Merge Healthy Community (HC) team with Health Improvement Organization (HIO) Coordinating Council.
3. Analyze survey results and other research data to identify community health needs.
4. Identify priorities for action.
5. Identify task force members to lead countywide initiatives.
6. HIO communicates their vision and clarifies member expectations/scope of work.
7. Develop and prioritize specific goals.
8. Develop a Comprehensive Health Plan to include timelines and budget.\*
9. Implement Comprehensive Health Plan.

## **COMPREHENSIVE HEALTH PLAN\* STRATEGIES TO EXPLORE**

---

1. Market survey results to residents, businesses, stakeholders etc. on a countywide level to seek ownership / "buy-in"
2. Educate community on health care costs & how personal behaviors affect this
3. Educate residents on how to adopt a healthy lifestyle
4. Market 211 for access to affordable health care
5. Consider a navigation system to connect residents to Health Care for All
6. Seek financial incentives / disincentives to encourage residents to make healthy lifestyle choices
7. Open an additional Federally Qualified Health Plan
8. Increase utilization of family health clinic at Northeast School
9. Seek environmental changes to affect lifestyle behaviors ( i.e. countywide CIA Ordinance, safe biking routes, disincentives or increased health insurance costs )
10. Seek funding sources

# **Improved Work Environment Action Plan**

**MARCH 25, 2008 DRAFT**

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## **IMPROVING THE COUNTY OF JACKSON WORK ENVIRONMENT**

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Jackson County employees are a cohesive and conscientious team of people empowered by committed, effective leadership to serve the public.

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## **IMPROVED WORK ENVIRONMENT STRATEGIES**

---

### **Strategy I:**

Create a user-friendly environment for the public and employees.

### **Strategy II:**

Develop and enhance department heads' and elected officials' management abilities so they are leading by example to ensure accountability to the taxpayers of Jackson County.

---

## **IMPROVED WORK ENVIRONMENT KEY CHALLENGES**

---

1. Fear of change causes resistance to a "new vision" and ideas.
2. Personal agendas and politics create a lack of unity.
3. Need to improve management by example and structures that ensure accountability.
4. Lack of consistent quality expectations from different departments.

## **Improved Work Environment Action Plan**

### **IMPROVED WORK ENVIRONMENT ACTION STEPS**

---

#### **Strategy I:**

**Create a user-friendly environment for the public and employees.**

#### **Action Plan 1: Guide and direct user-friendly changes throughout County Government**

1. Receive Board of Commissioner approval to proceed with the preliminary steps of the process, gaining approval of a limited budget to accomplish preliminary steps.

(Resource:                      Budget:                      Expert:                      )

2. Develop and implement a marketing plan for the strategy.

(Resource:                      Budget:                      Expert:                      )

3. Assess and identify areas that can be improved in County Government through

A. Public Surveys

B. An employee e-mail suggestion box

C. Employee input

(Resource:                      Budget:                      Expert:                      )

4. Conduct an analysis of the identified issues from step 3. Communicate findings to the departments.

(Resource:                      Budget:                      Expert:                      )

5. Meet with the appropriate departmental representatives from identified areas to gather input.

(Resource:                      Budget:                      Expert:                      )

6. Consolidate and prioritize list of items from above steps including Improved Work Environment Team's brainstormed list.

(Resource:                      Budget:                      Expert:                      )

## **Improved Work Environment Action Plan**

### **Strategy I, Action Plan 1 (continued)**

7. Brainstorm and compile potential solutions for the prioritized areas.

(Resource:                      Budget:                      Expert:                      )

8. Department specific items turned over to the appropriate Department Head/Elected Official for development of an action plan.

(Resource:                      Budget:                      Expert:                      )

9. Interdepartmental and county-wide solution strategies to be facilitated by the Improved Work Environment Team.

(Resource:                      Budget:                      Expert:                      )

10. Implement solution ideas.

(Resource:                      Budget:                      Expert:                      )

11. Monitor changes made and make adjustments as needed.

(Resource:                      Budget:                      Expert:                      )

## **Improved Work Environment Action Plan**

### **Strategy II:**

**Develop and enhance department heads and elected official's management abilities so they are leading by example to ensure accountability to the taxpayers of Jackson County.**

#### **Action Plan 1: Develop and Implement a Leadership Training Program**

1. Receive Board of Commissioner Approval to proceed with the preliminary steps of the process, gaining approval of a limited budget to accomplish preliminary steps.  
(Resource:                      Budget:                      Expert:                      )
2. Research, assess and identify the current cultural characteristics of the County workforce through a cultural assessment, survey and focus groups.  
(Resource:                      Budget:                      Expert:                      )
3. Identify leadership and management core competencies for County employees.  
(Resource:                      Budget:                      Expert:                      )
4. Identify Leadership Program curriculum topics and initiatives.  
(Resource:                      Budget:                      Expert:                      )
5. Research and select vendors to be interviewed.  
(Resource:                      Budget:                      Expert:                      )
6. Interview vendors.  
(Resource:                      Budget:                      Expert:                      )
7. Estimate budget for the project.  
(Resource:                      Budget:                      Expert:                      )
8. Explore funding options.  
(Resource:                      Budget:                      Expert:                      )
9. Seek budget approval from County Board of Commissioners.  
(Resource:                      Budget:                      Expert:                      )
10. Develop and draft R.F.P. setting parameters and expectations for vendors.  
(Resource:                      Budget:                      Expert:                      )
11. Send and evaluate returned R.F.P.s.  
(Resource:                      Budget:                      Expert:                      )
12. Select a vendor (with Board of Commissioners approval).  
(Resource:                      Budget:                      Expert:                      )

## **Improved Work Environment Action Plan**

### **Strategy II, Action Plan 1 (continued)**

13. Develop training program with selected vendor. Incorporate logistics, timelines, participant lists, etc.

(Resource:                      Budget:                      Expert:                      )

14. Implement program.

(Resource:                      Budget:                      Expert:                      )

15. Monitor program (reassessment of culture) effectiveness and make program adjustments as needed.

(Resource:                      Budget:                      Expert:                      )

# **Jackson County - Quality of Life Action Plan**

## **Quality of Life Vision for Jackson County**

Jackson County's wealth of cultural opportunities, recreational activities, community amenities, and neighborly environment makes it one of Michigan's most desirable places to live, work, and play.

## **Quality of Life Strategies**

### **Strategy I:**

Measure the community's perception of Jackson County.

### **Strategy II:**

Build on identified community strengths using a community coaching approach.

### **Strategy III:**

Launch a community-wide civic engagement campaign.

## **Quality of Life Key Challenges**

1. Various entities in the community do not work together to benefit citizens.
2. The community's self-image distorts our outlook and limits development of our potential.
3. Jackson County takes its merits for granted and is complacent about promoting them.

## **Jackson County – Quality of Life Action Plan**

### **Quality of Life Action Steps**

#### **Strategy I:**

##### **Measure the community's perception of Jackson County**

- A. Review County Strategic Plan focus groups information.
- B. Review survey work done by other community groups.

#### **Strategy II:**

##### **Build on identified community strengths using a community coaching approach.**

- A. Identify community strengths, assets, and possibilities.
- B. Identify components of civic engagement.
- C. Determine what resources are available and/or needed to promote strengths.

#### **Strategy III:**

##### **Launch a community-wide civic engagement campaign.**

- A. Promote community participation.
- B. Connect people with existing community assets.

# COUNTY OF JACKSON POLICY MANUAL

FISCAL

Policy No.  
1030

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## CAPITAL BUDGET POLICY

The County shall develop a **five** ~~four~~-year Capital Budget plan in accordance with Public Act 621 of 1978, Sec. 15, Para. G, to be updated and adopted annually in conjunction with the regular budget process, for all capital outlay expenditures.

Projects to be included are new buildings, additions to existing buildings, building repairs, land acquisitions, major equipment purchases or replacement.

The proposed plan shall include an estimate of total costs, projected annual operating costs, and a proposed means of financing the project.

The Board of Commissioners **shall** ~~will~~ review and prioritize all requests based on the financial condition of the County.

Adopted: 05/16/00  
Revised: 00/00/00

# COUNTY OF JACKSON POLICY MANUAL

Policy No.  
1050

## FISCAL

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### BUDGETARY ADJUSTMENT POLICY

#### Revenues

If a fund receives additional revenues during the budget year either from increases in revenue generating line items, such as user fees, service charges, state shared revenues, etc., or from a source that was not anticipated or projected in the original budget measure, the Board of Commissioners reserves the right to appropriate such revenues with consideration that one-time revenues should not be used for operating expenses but ~~allocated for capital expenditures or~~ retained in the Fund Balance or Budget Stabilization Fund.

#### Expenses

Expenditure budgets will be available only for the fiscal period for which they are projected. Deferral of any capital expenditure budget to a succeeding year may be considered by the Board of Commissioners upon the recommendation of the Administrator/Controller.

The Contingency account is available for general purpose allocations for unforeseen expenditures and should be transferred by a budget adjustment authorized by the Board of Commissioners.

Budget adjustments shall be submitted to the Administrator/Controller in writing. Budget adjustments up to \$10,000 may be authorized by the Administrator/Controller. Budget adjustments over \$10,000 will be referred ~~to the appropriate committee~~, to the Personnel and Finance Committee, and then to the Board of Commissioners for final action. This authority extends to new revenues, expenses, grants, and interdepartmental transfers.

Adopted: 05/16/00

Revised: 00/00/00

# COUNTY OF JACKSON POLICY MANUAL

Policy No.  
1100

## FISCAL

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### DELINQUENT TAX REVOLVING FUND POLICY

The County will strive to maintain a fully funded Delinquent Tax Revolving Fund with overfunding to be transferred from this fund as specified in this policy.

It is recognized that the fund generates excess earnings per year and that use of excess earnings generated each year does not jeopardize the integrity of the Delinquent Tax Revolving Fund and may be used for non-operational needs of the County, such as capital improvement projects and/or equipment (new or replacement) purchases. Additionally, the fund's resources may be sufficient enough to allow for inter-fund loans with ~~monies~~ **funds** to be repaid based upon a rate as established by the Board of Commissioners.

After the fund is fully funded, the charge backs to the governmental units will be based on the average money market interest rate each year.

#### **Purpose of this Policy:**

To provide adequate cash flow within the Delinquent Tax Revolving Fund which will assure that all local units are paid on a timely basis.

To attempt to eliminate future controversies relating to the appropriate level of the Delinquent Tax Revolving Fund's unpledged reserves and excess earning by providing a defined use of these excesses.

To save on borrowing costs for the fund.

To establish policy for charge backs to the units of government (those delinquent taxes paid to the units which were never subsequently repaid to the Delinquent Tax Revolving Fund).

To prevent ~~monies~~ **funds** from this fund being transferred into the General Fund, except the 4% administrative fee, in order not to be dependent upon this fund for General Fund operations.

# COUNTY OF JACKSON POLICY MANUAL

Policy No.  
7010

## VEHICLES

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### ACQUISITION OF VEHICLES

#### Budgeting

All requests for the purchase / lease of automobiles, trucks and vans shall be made during the County's budget process. The type (i.e. ¾ ton truck, 4-door automobile, passenger van, etc.) and generic style as well as all necessary options shall be listed **except** Sheriff patrol vehicles. ~~may be excluded due to the need to specify a particular vehicle.~~ The Fleet/**Facilities Maintenance** Department shall establish a cost of the vehicle and all necessary options through the State of Michigan's Extended Purchasing Program and/or **other state-wide purchasing programs.** ~~the Oakland County Purchasing Program.~~

#### Purchasing / Lease

The purchase / lease of the vehicle will be coordinated with the Fleet/**Facilities Maintenance** Department. Comparable pricing with local dealers will be **encouraged** ~~determined~~ and Purchasing Policy No. 2060, Local Preference, will be considered when final recommendations are presented.

All expenses, including delivery costs and necessary options, shall be included in the final price.

Purchases / leases of automobiles, trucks and vans shall require three (3) formal signed quotes and shall be submitted to the appropriate Committee for final approval along with the maintenance history of the vehicle to be replaced and its disposition. If less than three (3) quotes are received, the person(s) soliciting the bids must provide all quotes received to demonstrate due diligence.

The leasing of vehicles is discouraged.

The leasing of vehicles requires full Board action.

**~~Adopted 8/12/03~~**

Adopted: 8/12/03  
Revised:

# **COUNTY OF JACKSON POLICY MANUAL**

## **BOARD RULES**

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**POLICY NO. 4120**

### **ARTICLE XII RELATIONSHIP BETWEEN THE COUNTY ADMINISTRATOR/CONTROLLER THE BOARD AND COUNTY DEPARTMENTS**

The following rules and procedures are established in order to properly separate the policy making functions of the Jackson County Board of Commissioners and the administrative functions of the County Administrator/Controller's Office.

Section 12.1 The Administrator shall serve in an at-will capacity appointed by a majority vote of the Board of Commissioners and may be removed by majority vote consistent with any contract which may exist. A written performance evaluation will be conducted annually by the Board. The Controller may only be removed from the office of Controller by a two-thirds (2/3) vote of the County Commissioners.

Section 12.2 The Administrator/Controller will be responsible for the administration of all policies and procedures of the Board of Commissioners.

Section 12.3 The Administrator/Controller or ~~the Deputy Administrator~~ **his/her designee** shall attend all meetings of the Board of Commissioners.

Section 12.4 Commissioners may bring agenda items to the Administrator/Controller or the Board Chairperson for consideration. The Administrator/Controller and the Board Chairperson shall prepare the agenda for the Board of Commissioner's meetings.

Section 12.5 The Board of Commissioners should not take action until the Administrator/Controller has had an opportunity to supply information. The Administrator/Controller may request a time extension of up to 30 days, except for extraordinary circumstances, to perform necessary research.

Section 12.6 The Administrator/Controller's Office will be available for informational purposes and correspondence of Commissioners. **Information shall be available to Commissioners electronically.**

Section 12.6a Commissioners wanting information and needing copies of documents must make their requests through the appropriate department head or the Administrator/Controller.

Section 12.6b The County Administrator/Controller or his/her delegate will hold a November orientation meeting, in even numbered years, for all new Commissioners. The

# **COUNTY OF JACKSON POLICY MANUAL**

## **BOARD RULES**

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Administrator/Controller may extend an invitation to all Commissioners.

**POLICY NO. 4120**

### **ARTICLE XII (continued) RELATIONSHIP BETWEEN THE COUNTY ADMINISTRATOR/CONTROLLER THE BOARD AND COUNTY DEPARTMENTS**

Section 12.6c In February of the year of the seating of new Commissioners, the new Commissioners will receive a tour of all County facilities and/or departments. The Administrator/Controller may extend an invitation to all Commissioners.

Section 12.7 The Chairman of the Board, or his/her designee, shall normally serve as primary spokesperson for the Board of Commissioners. No individual Commissioner is authorized to speak on behalf of the entire Board of Commissioners without the express authorization of the Board or Chairperson of the Board. Any Commissioner is free to state his/her opinion but in doing so, shall indicate that he/she is stating his/her own view and not that of the entire Board. Violation can result in censuring\* of the Commissioner following notice to the Commissioner involved and the opportunity to have the matter heard by the full Commission per the attached procedures.

\*Censuring shall be an official expression of disapproval passed by the full Board of Commissioners.

Section 12.75 The official spokespersons for the County government with the media shall be Chairperson and/or Administrator/Controller. Individual members of the Board of Commissioners shall not initiate press releases with the media, but may respond to inquiries or questions from the media. All written press releases or information to be provided to the media shall be coordinated and approved through the Chairperson or the Administrator/Controller. An exception to this policy shall be letters to the editor which may be initiated by an individual Commissioner which shall indicate the Commissioner is stating his/her own view and not that of the entire Board.

Section 12.8 Committees and Boards under the jurisdiction of the Board of Commissioners are to notify the Administrator/Controller of their meetings. The Administrator/Controller may attend in order to keep abreast of County involvement in such activities. When directed by the Board of Commissioners or requested by the Board Chairperson, he or she shall attend.\

Section 12.9 The Board of Commissioners, as a whole, is the authoritative body. An individual County Commissioner has authority, through his or her vote, in Board of Commissioners' meetings and Committees on which they serve. No County Commissioner has authority to direct a County employee. Requests for information by Commissioners shall be made through an Elected Official,

# **COUNTY OF JACKSON POLICY MANUAL**

## **BOARD RULES**

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Department Head or their designee, or the Administrator/Controller. Board of Commissioner service requests for electronic submission must be submitted to the office of the Administrator/Controller.

**POLICY NO. 4120**

### **ARTICLE XII (continued) RELATIONSHIP BETWEEN THE COUNTY ADMINISTRATOR/CONTROLLER THE BOARD AND COUNTY DEPARTMENTS**

Section 12.10 A Commissioner will not give any direct orders to the Administrator/Controller or any of his or her staff members. A Committee or Commissioner will not interfere in allowing the Administrator/Controller to exercise proper judgment over employee selection, termination, or other performance matters nor shall there be interference in the direct performance of the duties and responsibilities of the Administrator/Controller.

Section 12.11 Complaints received by Commissioners regarding the County or County departments should be directed to the County Administrator/Controller or the Deputy Administrator for investigation and solution.

Section 12.12 Written communications (including all electronic communications) or information for the full Board shall be distributed to all Commissioners through the Administrator/Controller. **The most efficient mode of information is via e-mail. Each Commissioner shall be provided with a laptop computer and a method of connecting to the internet. The County shall also maintain a computer for use by Commissioners in their County office, which will be connected to a printer in the event a Commissioner chooses to print documents.** An exception to this policy will be employee communications which have not been properly processed through the chain of command. ~~Information intended for distribution to the Board shall be provide to the Executive Secretary for distribution.~~

#### **PROCEDURES FOR POLICY #4120**

- 1) Any request for censuring a Commissioner shall be presented in writing to the Board Chair and signed by the requesting Commissioner.
- 2) The Board Chair or his/her designee shall investigate the accusations.

# **COUNTY OF JACKSON POLICY MANUAL**

## **BOARD RULES**

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- 3 ) The matter may possibly be referred to the Personnel & Finance Committee for discussion and for referral to the full Board of Commissioners.

**POLICY NO. 4120**

### **ARTICLE XII (continued) RELATIONSHIP BETWEEN THE COUNTY ADMINISTRATOR/CONTROLLER THE BOARD AND COUNTY DEPARTMENTS**

#### **NORMS AND PROCEDURES**

##### **General**

- ~~• Recognize the importance of the Administrator/Controller form of government and the guidelines established by the Board of Commissioners and statutes of the State of Michigan.~~
- ~~• Take action when necessary to keep Jackson County on the growing edge of a well-run, well-managed, and innovative county.~~
- Recognize the support of County-appointed boards/commissions and look to these groups for independent recommendations or suggestions.
- Utilize and maintain communication with other community leaders (Chamber of Commerce, School Districts, ~~neighboring towns~~ **municipalities**, state elected officials).
- Understand that regular scheduled County meetings are essential for making decisions, but that attendance at other meetings is also important.
- Stress and encourage training and continuing education for staff and Commission members.
- ~~• Keep Administrative Secretary in the Administrator/Controller's Office informed as to potential conflicts in their personal schedule with the County events/meetings.~~
- Understand that information is disseminated to Commission members on an equitable basis and that each Commission member receives the same information **as determined by the Chairperson and/or Administrator/Controller.**

# **COUNTY OF JACKSON POLICY MANUAL**

## **BOARD RULES**

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**POLICY NO. 4120**

### **ARTICLE XII (continued) RELATIONSHIP BETWEEN THE COUNTY ADMINISTRATOR/CONTROLLER THE BOARD AND COUNTY DEPARTMENTS**

- Review information provided in ~~the packets~~ **agendas** on a timely basis. Any questions regarding the information contained in the packet should be discussed with the Commission Chairperson or Administrator/**Controller** prior to any Commission meetings.

#### Interaction/Communication

- ~~Take seriously the responsibility of providing feedback to the full Board and Administrator/Controller after attendance at conferences, outside committee meetings, and state/national forums~~
- No disrespectful remarks will be made to other Commission members, staff, or members of the public. ~~Board members and staff will treat each other with respect.~~
- ~~Relationships are informal, but not casual in public; be aware of impact on and perception to residents, staff, employees and others.~~
- Board members should always feel free to contact the Administrator/Controller. ~~via phone or visit.~~
- ~~When a Commission member~~ **needs to communicate** ~~is unhappy about a Department staff member or employee, they should first discuss the issue with the Administrator/Controller.~~
- **Board members may contact Department Heads directly when requesting information.**
- ~~In passing along critical information, the Administrator/Controller will contact the Chairperson, and they will decide who should contact the rest of the Commission.~~

# **COUNTY OF JACKSON POLICY MANUAL**

## **BOARD RULES**

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- ~~• Board members may contact Department Heads directly when requesting information, or utilize the Board service request system.~~

**POLICY NO. 4120**

### **ARTICLE XII (continued) RELATIONSHIP BETWEEN THE COUNTY ADMINISTRATOR/CONTROLLER THE BOARD AND COUNTY DEPARTMENTS**

- Board members and staff ~~will~~ **should** not intentionally surprise each other in public; **with issues that have not been discussed or presented prior to the meeting.** If there are serious issues or concerns, they should at least be discussed ~~or~~ presented briefly prior to the meeting.
- **Commissioners may contact Department Heads/Elected Officials directly regarding a staff member or employee, but must inform the Administrator/Controller first. Commissioners shall not contact employees directly unless authorized.**

#### **NORMS AND PROCEDURES** (continued)

- Do not divulge comments or conversations that occur in a closed session.
- No release of information from a closed session to the public is ever permitted even after the issue from the closed session is concluded, unless authorized by Court action. This restriction extends beyond the term of the Commissioner.

#### **Attendance at Conferences/Meetings**

- Identify important meetings/conferences that occur throughout the year and encourage Board representation.
- Ensure that all travel arrangements are scheduled through the Administrator/Controller's staff.
- All Board members shall utilize the per diem process for paying for meals and general expenses during conferences/seminars.

# ***COUNTY OF JACKSON POLICY MANUAL***

## ***BOARD RULES***

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- While traveling to a conference/seminar, any side trips for personal purposes shall be at the expense of the Commissioners. Costs shall be figured over and above the regular cost for attending/traveling to such conference.

# ***COUNTY OF JACKSON POLICY MANUAL***

## ***BOARD RULES***

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Policy 4170 has been consolidated with Policy 4120.

Adopted 07/26/05  
Revised 06/20/06

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**Resolution (04-08.14)**  
**Urging Ratification of the Great Lakes-**  
**St. Lawrence River Basin Water Resources Compact**

*WHEREAS*, the Great Lakes and connecting waters represent an invaluable resource to the State of Michigan; and,

*WHEREAS*, this resource is at great risk of diversion by parties outside of the Great Lakes-St. Lawrence River basin; and,

*WHEREAS*, this risk is increasing as water shortages become more acute and the parties that oppose ceding control of the waters of the basin to the Great Lakes states and provinces become more powerful; and

*WHEREAS*, this resource can only be protected by joint agreement and action by the eight states, including Michigan, and the two Canadian provinces that are wholly or partially within the Great Lakes-St. Lawrence River basin; and

*WHEREAS*, the Compact will also require Congressional approval and a treaty with Canada; and

*NOW, THEREFORE, BE IT RESOLVED* that the Jackson County Board of Commissioners urges the legislature, in the strongest possible terms, to ratify the Great Lakes-St. Lawrence River Basin Water Resources Compact without further delay.

*BE IT FURTHER RESOLVED* that the Governor promptly sign the ratification into law.

*BE IT FURTHER RESOLVED* that copies of this Resolution be sent to Governor Jennifer Granholm, Senators Mark Schauer and Randy Richardville, State Representatives Marty Griffin and Mike Simpson, and the Michigan Association of Counties.

STATE OF MICHIGAN   )  
  )  
COUNTY OF JACKSON )

I, Amanda Riska, Clerk of the County of Jackson and of the County Board of Commissioners, do hereby certify that the foregoing is a true and complete copy of the resolution adopted by the Board at its regular meeting on April 15, 2008.

*IN WITNESS WHEREOF*, I have hereunto set my hand and affixed the seal of the County of Jackson this 15<sup>th</sup> day of April, 2008 in Jackson, Michigan

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Amanda Riska, Clerk of the Board

## QUIT CLAIM DEED

The Grantor **County of Jackson**, a municipal corporation, with offices at 120 West Michigan Avenue, in the City of Jackson, County of Jackson, State of Michigan, quit-claims to **John R. Van Pernis** and **Mary Jo Van Pernis**, husband and wife, whose address is 264 Stanford Lane, Jackson, Michigan 49203, the following described premises situated in the Township of Summit, County of Jackson, and State of Michigan, to wit:

**Lots #369 & #370 of Southlands Subdivision**

For the sum of Six Hundred Dollars [\$600.00 ]

This deed is exempt from County of Jackson and State of Michigan transfer tax pursuant to MCL207.505(h) and 207.526(h)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2008

**County of Jackson**, a municipal corporation

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

**James E. Shotwell, Jr.**  
Chairman Board of Commissioners

The foregoing instrument was acknowledged before me, a notary public in and for said County, this \_\_\_\_\_ day of \_\_\_\_\_, 2008, by James E. Shotwell, Jr., Chairman of the Board of Commissioners, County of Jackson, State of Michigan.

\_\_\_\_\_  
Notary Public

**Jackson County, Michigan**  
My commission Expires: \_\_\_\_\_

Prepared by:  
John Van Pernis  
264 Stanford Lane  
Jackson, Michigan 49203

PLEASE SEND FUTURE TAX BILLS TO: Grantees