

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

---



## **BOARD OF COMMISSIONERS**

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

---

## **ELECTED OFFICIALS**

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

---

## **COUNTY STAFF**

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

## **County Commission Agenda** **July 20, 2010**

### **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**  
**July 20, 2010**  
**7:00 p.m.**  
**Commission Chambers – 5<sup>th</sup> Floor Tower Building**

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

1. **CALL TO ORDER** – *Chairman Steve Shotwell*
2. **INVOCATION** – *by Commissioner Jonathan T. Williams*
3. **PLEDGE OF ALLEGIANCE** – *by Chairman Steve Shotwell*
4. **ROLL CALL** – *County Clerk Amanda Riska*
5. **APPROVAL OF AGENDA**
6. **AWARDS & RECOGNITIONS** – None.
7. **COMMUNICATIONS/PETITIONS** – None.
8. **SPECIAL ORDERS/PUBLIC HEARINGS**

**Roll Call**

- A **County of Jackson, Michigan 2009 Comprehensive Annual Financial Report for the Fiscal year Ended December 31, 2009** – Alan Panter from Abraham & Gaffney, P.C. will present the report.

Attachments:

\*Audit Presentation

\*The 2009 Comprehensive Annual Financial Report is posted on the County's website: <http://www.co.jackson.mi.us/departments/finance/FinancialReport09.pdf>

9. **PUBLIC COMMENTS**
10. **SPECIAL MEETINGS OF STANDING COMMITTEES**

**A. Human Services Committee**

1. **Region 2 Area Agency on Aging (R2AAA)**

**a. Annual Implementation Plan - 2011**

Attachments:

\*Memo from R2AAA Executive Director

\*R2AAA Annual Implementation Plan – 2011

11. **MINUTES** - Minutes of the 6/15/10 Regular Meeting of the Jackson County Board of Commissioners

Attachments:

\*6/15/10 Regular Meeting Minutes

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

**A. County Affairs**

1. **Road Commission Annual Financial Report**

Attachments:

\*Annual Financial Report 12/31/10

2. **Proposed Lease Agreement for Cell Tower in Sparks Park**

Attachments:

\*Memo from Parks Director regarding Proposed Lease Agreement for Cell Tower

\*Lease Agreement for Cell Tower in Sparks Park

\*E-mail from Haley Law Firm, PLC regarding Revision to Lease Agreement

**B. County Agencies**

3. **District Court Community Correction Grant**

Attachments:

\*Memo from District Court Administrator and Attachments

4. **Friend of the Court FY 2011 Cooperative Reimbursement Program (CRP) Agreement**

Attachments:

\*FY 2011 Cooperative Reimbursement Program (CRP) Agreement

5. **Resolution (07-10.25) Assigning a Portion of the County's Recovery Zone Economic Development Bond Allocation to the Charter Township of Blackman**

Attachments:

\*Resolution (07-10.25)

**C. Human Services**

**6. Resolution (07-10.23) Honoring Volunteer Michael Hoover – Leadership**

Attachments:

\*Resolution (07-10.23)

**7. Resolution (07-10.24) Honoring Volunteer Clay Carroll – Service**

Attachments:

\*Resolution (07-10.24)

**8. Health Department - Accreditation 2010 – Plan of Organization**

Attachments:

\*Accreditation 2010 – Plan of Organization

**D. Personnel & Finance**

**9. Resolution (07-10.27) Authorizing Refunding of the Jackson County Building Authority Building Authority Bonds, Series 2002 and Approving the Undertaking to Provide Continuing Disclosure**

Attachments:

\*Resolution (07-10.27)

**10. Parks Director Salary**

Attachments:

\*Memo from Human Resources Deputy Director dated 6/25/10

**11. Transfer of FTE from MSU Extension to Airport**

Attachments:

\*Memo from Deputy Administrator dated 6/25/10

**12. Jackson County Employees' Retirement System By-Law Amendment No. 2010-1**

Attachments:

\*Memo from Human Resources Deputy Director dated 7/7/10

\*By-Law Amendment No. 2010-1



**13. Budget Adjustments**

- a. **District Court – Drunk Driving Case Reimbursement Funds**
- b. **Health Department**

Attachments:

- \*District Court Budget Adjustment
- \*Health Department Budget Adjustment Summary
- \*Health Department Budget Adjustment

**E. Other Business**

- 1. **Resolution (07-10.26) Supporting the Adoption of Senate Bill 449**

Attachments:

- \*Resolution (07-10.26)

- 2. **Claims dated 6/1/10 – 6/30/10**

Attachments: None.

**13. STANDING COMMITTEES**

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

- 1. **Appointments**

- a. **Community Corrections Advisory Board (CCAB) – terms indefinite**

- One public member – from service area
- One public member – criminal defense attorney
- One public member – business community representative

Attachments:

- \*Commissioner Board Appointments
- \*Applications

**B. County Agencies – *Commissioner Gail W. Mahoney* - None.**

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

- 1. **Region 2 Area Agency on Aging (R2AAA)**

- a. **Annual Implementation Plan - 2011**

Attachments:

- \*Memo from R2AAA Executive Director
- \*R2AAA Annual Implementation Plan – 2011

**D. Personnel and Finance – *Commissioner James Videto* - None.**

- 14. **UNFINISHED BUSINESS** – None.
- 15. **NEW BUSINESS** – None.
- 16. **PUBLIC COMMENTS**
- 17. **COMMISSIONER COMMENTS**
- 18. **CLOSED SESSION** – None.
- 19. **ADJOURNMENT**

**JACKSON COUNTY**  
**AUDIT PRESENTATION**  
**DECEMBER 31, 2009**

**I     INTRODUCTION**

**II    FINANCIAL SECTION**

- A.   Independent Auditor's Report (Pg. x-xi)
- B.   Management's Discussion & Analysis (Pg. xii-xxii)
- C.   Basic Financial Statements
  - Fund Financial Statements
    - a. Governmental Funds Balance Sheet (Pg. 3-4)
    - b. Statement of Revenues, Expenditures, and Changes in Fund Balances (Pg. 6-7)
    - c. Proprietary Funds Statement of Net Assets (Pg. 9-10)
    - d. Statement of Revenues, Expenditures, and Changes in Fund Net Assets (Pg. 11-12)
  - General Fund
    - a. Five Year Analysis - Revenues, Expenditures, and Fund Balance (Handout)
    - b. Revenue and Expenditure Detail - 2009 (Handout)

**III   QUESTIONS**

**IV    CONCLUSION**

Principals

Dale J. Abraham, CPA  
Michael T. Gaffney, CPA  
Steven R. Kirinovic, CPA  
Aaron M. Stevens, CPA  
Eric J. Glashouwer, CPA  
Alan D. Panter, CPA  
William I. Tucker IV, CPA



**ABRAHAM & GAFFNEY, P.C.**

Certified Public Accountants

3511 Coolidge Road  
Suite 100  
East Lansing, MI 48823  
(517) 351-6836  
FAX: (517) 351-6837

**INDEPENDENT AUDITOR'S REPORT**

Board of Commissioners  
of Jackson County  
Jackson, Michigan

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Jackson County, Michigan, as of and for the year ended December 31, 2009, which collectively comprise the County's basic financial statements as listed in the table of contents. These financial statements are the responsibility of Jackson County's management. Our responsibility is to express opinions on these financial statements based on our audit. We did not audit the financial statements of the Jackson County Road Commission and Economic Development Corporation, which represent 74% and 77%, respectively of the total assets and revenues of the discretely presented component units and the Medical Care Facility which represents 35% and 52%, respectively of the total assets and revenues of the business-type activities. Those financial statements were audited by other auditors whose reports thereon have been furnished to us, and our opinions, insofar as they relate to the amounts included for the Road Commission, Economic Development Corporation, and Medical Care Facility, are based solely on the reports of the other auditors.

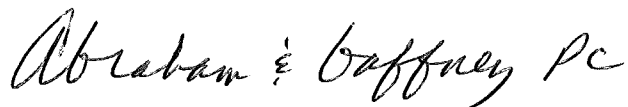
We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and 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 opinions.

In our opinion, based on our audit and the reports of other auditors, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Jackson County, as of December 31, 2009, and the respective changes in financial position and cash flows, where applicable, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated June 22, 2010, on our consideration of Jackson County's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

The management's discussion and analysis and budgetary comparison information, as identified in the table of contents, are not required parts of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Jackson County's basic financial statements. The introductory section, combining and individual nonmajor fund financial statements and schedules, statistical section, and single audit section listed in the table of contents are presented for purposes of additional analysis and are not required parts of the basic financial statements. The combining and individual nonmajor fund financial statements and schedules, and single audit section have been subjected to the auditing procedures applied by us and the other auditors in the audit of the basic financial statements and, in our opinion, based on our audit and the reports of other auditors, are fairly stated in all material respects in relation to the basic financial statements taken as a whole. The introductory and statistical sections have not been subjected to the auditing procedures applied by us and the other auditors in the audit of basic financial statements and, accordingly, we express no opinion on them.

A handwritten signature in cursive script that reads "Abraham & Gaffney PC".

ABRAHAM & GAFFNEY, P.C.  
Certified Public Accountants

June 22, 2010

## MANAGEMENT'S DISCUSSION and ANALYSIS

As management of the County of Jackson, we offer readers of Jackson County's financial statements this narrative overview and analysis of the financial activities of Jackson County for the fiscal year ended December 31, 2009. We encourage readers to consider the information presented here in conjunction with additional information that we have furnished in our letter of transmittal, which can be found on pages i-v of this report.

### FINANCIAL HIGHLIGHTS

#### Government-wide:

- The assets of Jackson County exceeded its liabilities at the close of the most recent fiscal year by \$82.6 million (*net assets*). Of this amount, \$51.6 million (*unrestricted net assets*) may be used to meet the County's ongoing obligations to citizens and creditors. Governmental activities contain \$27.9 million of the unrestricted net assets. The Delinquent Tax Revolving Fund accounts for 69.7% of the business-type unrestricted net assets.
- The County's total net assets increased by \$2,657,740.
- Governmental activities net assets decreased by (\$918,124).
- Business type activity net assets increased by \$3,575,864.

#### Fund Level:

- At the close of 2009, Jackson County's governmental funds (this includes the general fund, special revenue, debt service and capital projects funds) reported combined ending fund balances of \$33.1 million, an increase of \$574,177 in comparison with the prior year. Most of this total is comprised of fund balances created for a specific purpose.
- The general fund had a surplus of \$2,624,367 for 2009. At the end of the year, fund balance for the general fund was 32.9 percent of total general fund expenditures and transfers out. The general fund has an *unreserved/undesignated* fund balance of \$12.8 million.

#### Capital and Long-term Debt Activities:

- Jackson County's total Primary Government net bonded debt decreased by \$2.7 million.

### OVERVIEW of the FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the County of Jackson's basic financial statements. The Jackson County basic financial statements contain three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

**Government-wide financial statements.** The government-wide financial statements are designed to provide readers with a broad overview of Jackson County's finances, in a manner similar to a private-sector business. These statements use the accrual basis of accounting to report transactions.

The *statement of net assets* presents information on all of Jackson County's assets and liabilities. The difference between assets and liabilities is reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of Jackson County is improving or deteriorating.

Jackson County, Michigan

GOVERNMENTAL FUNDS BALANCE SHEET

December 31, 2009

	General	Jail Millage Fund	Medical Care Facility Maintenance of Effort Fund	Building Authority Bonds	Nonmajor Governmental Funds	Total
<b>ASSETS</b>						
Cash and cash equivalents	\$ 9,983,710	\$ 348,956	\$ 5,991,757	\$ 121,676	\$ 14,448,058	\$ 30,894,157
Accounts receivable	558,201	-	-	-	128,549	686,750
Taxes receivable	2,133,004	2,046,120	584,479	-	1,037,545	5,801,148
Due from other governmental units	1,223,214	-	-	6,970,000	726,421	8,919,635
Interest receivable	223,908	-	-	-	-	223,908
Advances to other funds	497,030	-	-	-	-	497,030
Inventories	-	-	-	-	135,419	135,419
Prepays	55,059	-	-	-	2,100	57,159
Due from other funds	25,845	-	-	-	-	25,845
<b>TOTAL ASSETS</b>	<b>\$ 14,699,971</b>	<b>\$ 2,395,076</b>	<b>\$ 6,576,236</b>	<b>\$ 7,091,676</b>	<b>\$ 16,478,092</b>	<b>\$ 47,241,051</b>
<b>LIABILITIES AND FUND BALANCES</b>						
<b>LIABILITIES</b>						
Accounts payable	\$ 403,837	\$ -	\$ 241,809	\$ -	\$ 298,531	\$ 944,177
Accrued wages	580,628	-	-	-	302,681	883,309
Other accrued liabilities	-	-	-	-	38,185	38,185
Advances to other funds	-	-	-	-	497,030	497,030
Due to other governmental units	-	-	-	-	73,000	73,000
Due to other funds	-	-	-	-	252,498	252,498
Deferred revenue	1,213	2,100,000	600,000	6,970,000	1,764,367	11,435,580
<b>TOTAL LIABILITIES</b>	<b>985,678</b>	<b>2,100,000</b>	<b>841,809</b>	<b>6,970,000</b>	<b>3,226,292</b>	<b>14,123,779</b>
<b>FUND BALANCES</b>						
Reserved for:						
Advances	824,530	-	-	-	-	824,530
Inventories	-	-	-	-	135,419	135,419
Prepays	55,059	-	-	-	2,100	57,159
Capital projects	-	-	-	-	1,627,792	1,627,792
Debt service	-	-	-	121,676	-	121,676
Unreserved						
Designated for subsequent years' expenditures	-	-	225,000	-	1,448,910	1,673,910
Undesignated, reported in:						
General fund	12,834,704	-	-	-	-	12,834,704
Special revenue funds	-	295,076	5,509,427	-	9,856,445	15,660,948
Permanent funds	-	-	-	-	181,134	181,134
<b>TOTAL FUND BALANCES</b>	<b>13,714,293</b>	<b>295,076</b>	<b>5,734,427</b>	<b>121,676</b>	<b>13,251,800</b>	<b>33,117,272</b>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 14,699,971</b>	<b>\$ 2,395,076</b>	<b>\$ 6,576,236</b>	<b>\$ 7,091,676</b>	<b>\$ 16,478,092</b>	<b>\$ 47,241,051</b>

See accompanying notes to financial statements.

Jackson County, Michigan

Governmental Funds

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES

Year Ended December 31, 2009

	General	Jail Millage Fund	Medical Care Facility Maintenance of Effort Fund	Building Authority Bonds	Nonmajor Governmental Funds	Total
REVENUES						
Taxes	\$ 22,553,464	\$ 2,136,255	\$ 611,476	\$ -	\$ 1,082,037	\$ 26,383,232
Licenses and permits	156,335	-	-	-	280,961	437,296
Intergovernmental	6,141,528	-	-	-	7,763,456	13,904,984
Charges for services	5,079,399	-	-	-	2,509,731	7,589,130
Fines and forfeits	732,132	-	-	-	289,450	1,021,582
Interest and rents	1,205,421	-	60,942	206	281,673	1,548,242
Contributions from local units	-	-	-	1,754,122	-	1,754,122
Other	580,749	6,763	-	-	1,840,154	2,427,666
<b>TOTAL REVENUES</b>	<b>36,449,028</b>	<b>2,143,018</b>	<b>672,418</b>	<b>1,754,328</b>	<b>14,047,462</b>	<b>55,066,254</b>
EXPENDITURES						
Current						
General government	15,908,581	-	-	-	4,632,156	20,540,737
Public safety	12,531,637	-	-	-	2,339,693	14,871,330
Health and welfare	2,602,846	-	241,809	-	5,056,873	7,901,528
Community and economic development	366,844	-	-	-	923,931	1,290,775
Recreation and culture	11,049	-	-	-	2,437,587	2,448,636
Other	4,673,345	-	-	1,097,669	-	5,771,014
Debt service	-	-	-	1,509,331	-	1,509,331
Capital outlay	-	-	-	-	917,416	917,416
<b>TOTAL EXPENDITURES</b>	<b>36,094,302</b>	<b>-0-</b>	<b>241,809</b>	<b>2,607,000</b>	<b>16,307,656</b>	<b>55,250,767</b>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	<b>354,726</b>	<b>2,143,018</b>	<b>430,609</b>	<b>(852,672)</b>	<b>(2,260,194)</b>	<b>(184,513)</b>
OTHER FINANCING SOURCES (USES)						
Transfers in	7,780,600	-	-	852,795	6,114,497	14,747,892
Transfers out	(5,510,959)	(2,159,394)	(250,000)	-	(5,889,277)	(13,809,630)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>2,269,641</b>	<b>(2,159,394)</b>	<b>(250,000)</b>	<b>852,795</b>	<b>225,220</b>	<b>938,262</b>
<b>NET CHANGE IN FUND BALANCES</b>	<b>2,624,367</b>	<b>(16,376)</b>	<b>180,609</b>	<b>123</b>	<b>(2,034,974)</b>	<b>753,749</b>
Restated fund balances, beginning of year	11,089,926	311,452	5,553,818	121,553	15,286,774	32,363,523
<b>Fund balances, end of year</b>	<b>\$ 13,714,293</b>	<b>\$ 295,076</b>	<b>\$ 5,734,427</b>	<b>\$ 121,676</b>	<b>\$ 13,251,800</b>	<b>\$ 33,117,272</b>

See accompanying notes to financial statements.



Jackson County, Michigan

Proprietary Funds

STATEMENT OF NET ASSETS

December 31, 2009

	Business-type			Activities		
	Medical Care Facility	Delinquent Tax Revolving	Resource Recovery	Nonmajor Enterprise Funds	Total	Internal Service Funds
<b>ASSETS</b>						
Current assets						
Cash and cash equivalents	\$ 1,354,018	\$ 5,852,016	\$ 1,359,700	\$ 554,894	\$ 9,120,628	\$ 1,357,987
Receivables						
Accounts	3,042,080	145,050	924,900	26,500	4,138,530	464,836
Interest	-	1,882,200	-	-	1,882,200	-
Delinquent taxes	-	7,174,573	-	-	7,174,573	-
Due from other governmental units	123,000	-	-	100,000	223,000	-
Due from other funds	-	1,455,364	-	-	1,455,364	-
Inventories	-	-	1,808,224	-	1,808,224	-
Prepays	-	-	186,451	-	186,451	1,111,435
Total current assets	4,519,098	16,509,203	4,279,275	681,394	25,988,970	2,934,258
Noncurrent assets						
Deferred expenses	-	-	300,472	-	300,472	-
Bond issuance costs	113,962	-	-	-	113,962	-
Restricted cash and cash equivalents	671,573	-	1,879,746	-	2,551,319	-
Capital assets not being depreciated	-	-	48,832	-	48,832	-
Capital assets being depreciated, net	15,806,993	14,898	15,282,479	615	31,104,985	-
Total noncurrent assets	16,592,528	14,898	17,511,529	615	34,119,570	-0-
<b>TOTAL ASSETS</b>	<b>21,111,626</b>	<b>16,524,101</b>	<b>21,790,804</b>	<b>682,009</b>	<b>60,108,540</b>	<b>2,934,258</b>
<b>LIABILITIES</b>						
Current liabilities						
Accounts payable	393,067	15,015	239,464	212	647,758	882,413
Accrued wages	344,069	6,095	636	1,470	352,270	-
Due to other governmental units	20,238	-	-	5,575	25,813	-
Due to other funds	-	-	802,500	426,211	1,228,711	-
Accrued interest payable	103,362	-	44,972	-	148,334	-
Current portion of compensated absences	251,897	13,641	-	4,916	270,454	-
Current portion of capital lease obligation	18,852	-	-	-	18,852	-
Current portion of estimated closure and post closure monitoring costs	-	-	205,000	-	205,000	-
Current portion of long term debt	470,000	-	1,330,000	-	1,800,000	-
Total current liabilities	1,601,485	34,751	2,622,572	438,384	4,697,192	882,413
Noncurrent liabilities						
Noncurrent portion of compensated absences	90,207	-	-	-	90,207	-
Noncurrent portion of estimated closure and post closure monitoring costs	-	-	1,285,000	-	1,285,000	-
Post employment benefit obligation	560,421	-	-	-	560,421	-
Noncurrent portion of capital lease obligation	475,755	-	-	-	475,755	-
Noncurrent portion of long-term debt	12,784,295	-	4,445,000	-	17,229,295	-
Total noncurrent liabilities	13,910,678	-0-	5,730,000	-0-	19,640,678	-0-
<b>TOTAL LIABILITIES</b>	<b>15,512,163</b>	<b>34,751</b>	<b>8,352,572</b>	<b>438,384</b>	<b>24,337,870</b>	<b>882,413</b>
<b>NET ASSETS</b>						
Invested in capital assets, net of related debt	2,552,698	14,898	9,556,311	615	12,124,522	-
Unrestricted	3,046,765	16,474,452	3,881,921	243,010	23,646,148	2,051,845
<b>TOTAL NET ASSETS</b>	<b>\$ 5,599,463</b>	<b>\$ 16,489,350</b>	<b>\$ 13,438,232</b>	<b>\$ 243,625</b>	<b>\$ 35,770,670</b>	<b>\$ 2,051,845</b>

See accompanying notes to financial statements.

Jackson County, Michigan

Proprietary Funds

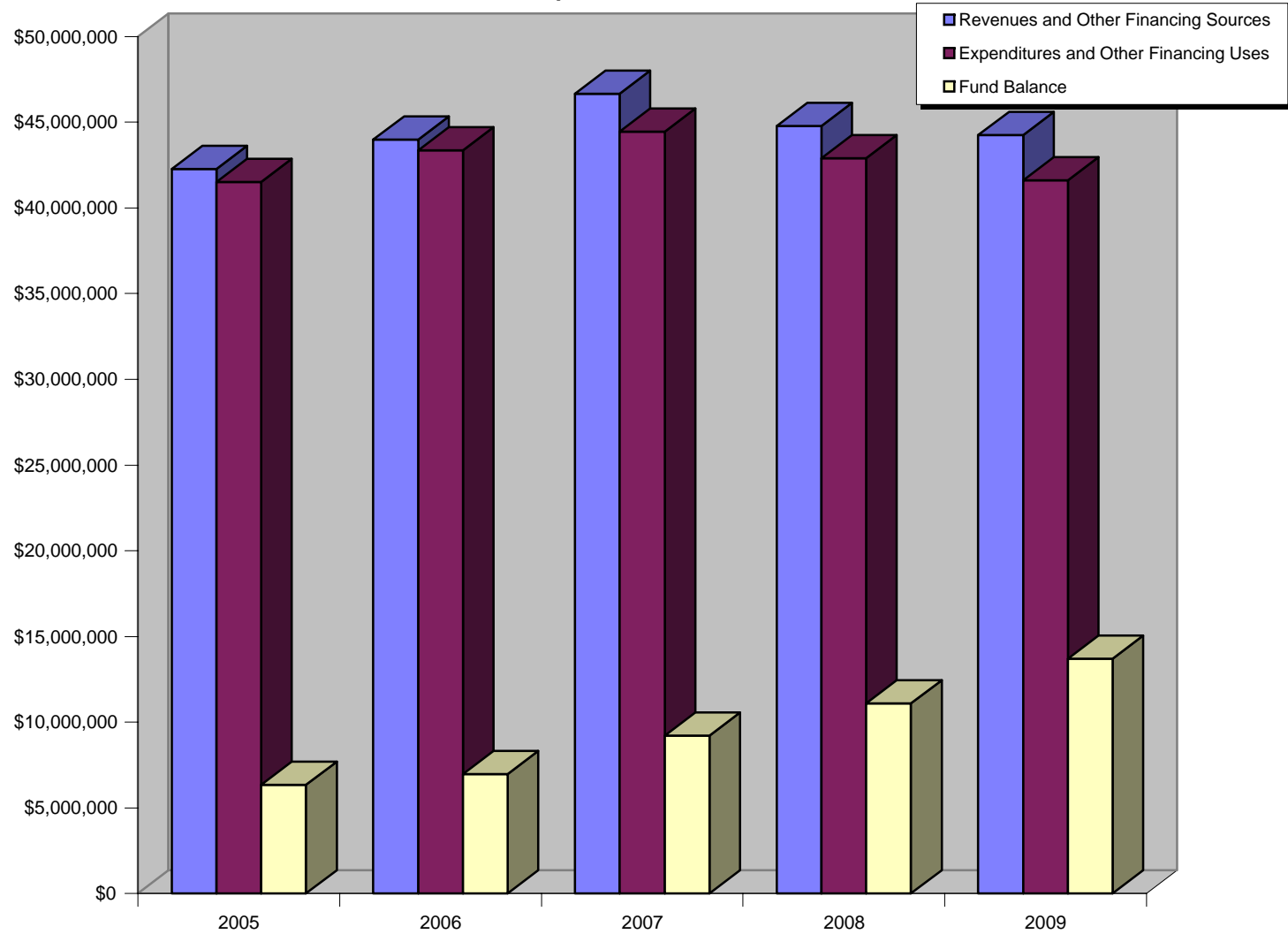
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET ASSETS

Year Ended December 31, 2009

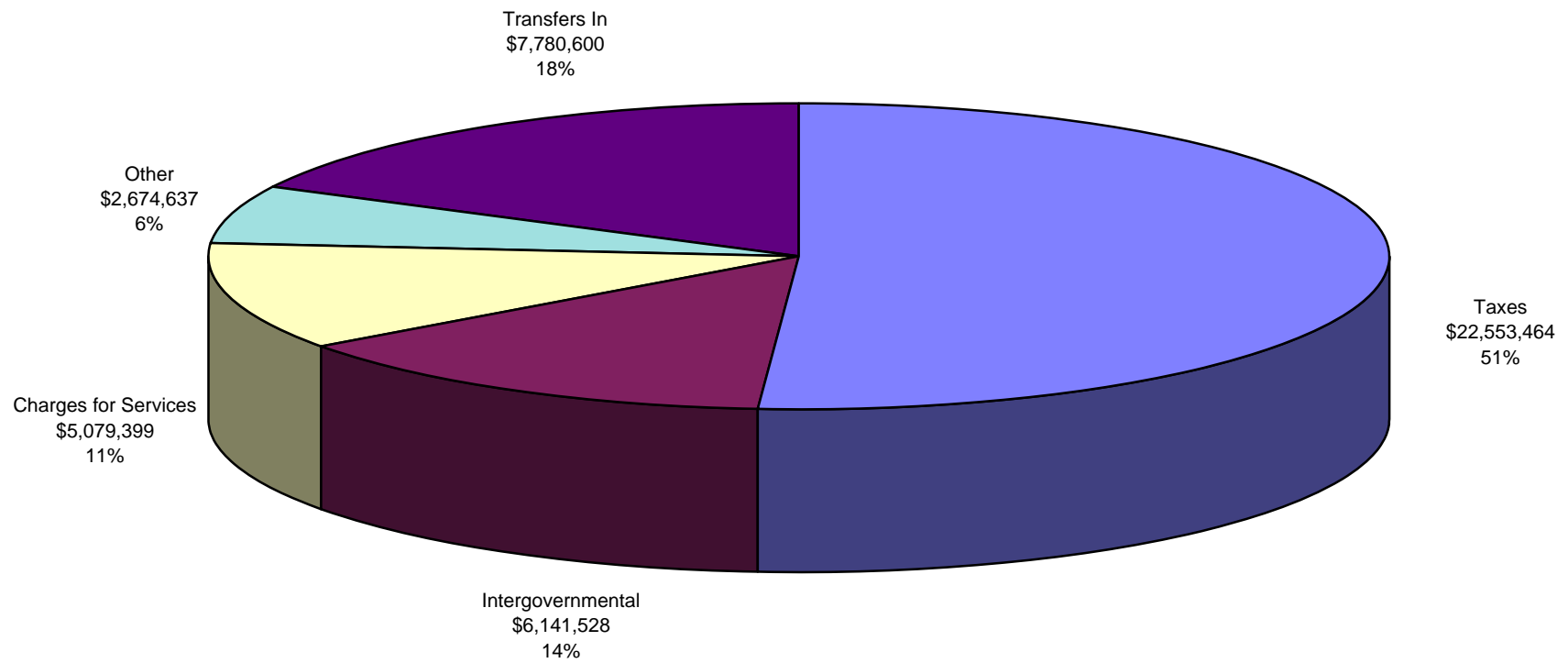
	Business-type			Activities		Governmental Activities
	Medical Care Facility	Delinquent Tax Revolving	Resource Recovery	Nonmajor Enterprise Funds	Total	Internal Service Funds
OPERATING REVENUES						
Charges for services	\$ 15,992,786	\$ 2,497,605	\$ 11,445,736	\$ 633,769	\$ 30,569,896	\$ 11,689,011
Interest and penalties on delinquent taxes	-	120,558	-	-	120,558	-
TOTAL OPERATING REVENUES	15,992,786	2,618,163	11,445,736	633,769	30,690,454	11,689,011
OPERATING EXPENSES						
Personal services	8,112,095	301,141	20,297	64,153	8,497,686	-
Contractual services	-	-	-	-	-0-	10,701,187
Other services and charges	6,770,069	243,422	7,323,563	428,441	14,765,495	137,252
Depreciation	550,049	15,979	1,272,385	614	1,839,027	-
TOTAL OPERATING EXPENSES	15,432,213	560,542	8,616,245	493,208	25,102,208	10,838,439
OPERATING INCOME	560,573	2,057,621	2,829,491	140,561	5,588,246	850,572
NONOPERATING REVENUES (EXPENSES)						
Interest revenue	6,868	82,538	3,627	-	93,033	17,946
Interest expense	(628,134)	-	(374,868)	-	(1,003,002)	-
Other	18,852	1,762	-	-	20,614	-
TOTAL NONOPERATING REVENUES (EXPENSES)	(602,414)	84,300	(371,241)	-0-	(889,355)	17,946
INCOME BEFORE TRANSFERS	(41,841)	2,141,921	2,458,250	140,561	4,698,891	868,518
TRANSFERS IN	250,000	70,066	-	-	320,066	290,000
TRANSFERS OUT	-	(1,311,325)	(131,768)	-	(1,443,093)	(105,688)
TOTAL TRANSFERS	250,000	(1,241,259)	(131,768)	-0-	(1,123,027)	184,312
CHANGE IN NET ASSETS	208,159	900,662	2,326,482	140,561	3,575,864	1,052,830
Restated net assets, beginning of year	5,391,304	15,588,688	11,111,750	103,064	32,194,806	999,015
Net assets, end of year	\$ 5,599,463	\$16,489,350	\$ 13,438,232	\$ 243,625	\$ 35,770,670	\$ 2,051,845

See accompanying notes to financial statements.

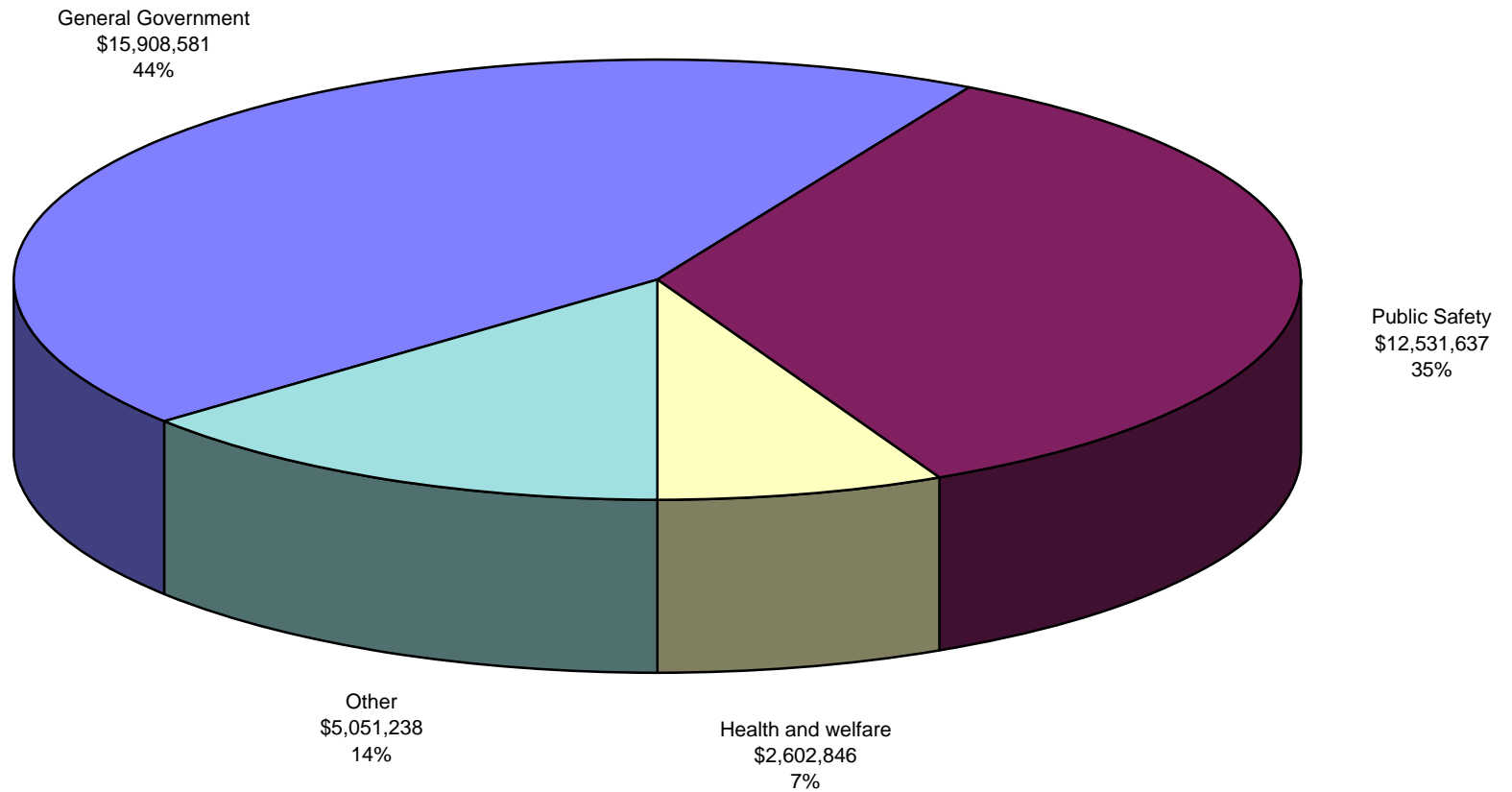
**Jackson County**  
**General Fund Revenues, Expenditures, and Total Fund Balance**



**Jackson County**  
**General Fund Revenues and Other Financing Sources**  
**2009**



**Jackson County**  
**General Fund Expenditures and Other Financing Uses**  
**2009**





Shutwell  
102 N. Main Street, P.O. Box 189  
Brooklyn, Michigan 49230  
(517) 592-1974  
(800) 335-7881  
Fax (517) 592-1975

---

July 9, 2010

Jackson County Board of Commissioners  
120 W. Michigan Avenue  
Jackson, MI 49201

Jackson County Board of Commissioners:

Enclosed you will find the Region 2 Area Agency on Aging Fiscal Year 2011 Annual Implementation Plan for Older American Act funded services. This Plan has been presented at a public hearing in Region 2. The Region 2 Area Agency on Aging Advisory Council and Board of Directors reviewed and approved the Plan.

The Plan highlights the major accomplishments of 2010 and includes goals and objectives for 2011. Purchased services and contracted services are listed for each county including budgets and service details.

Region 2 Area Agency on Aging is mandated by the Michigan Office of Services to the Aging to obtain approval from each County Commission in Region 2 before July 31, 2010. Thank you for your support and dedication to the older adults in Region 2.

Sincerely,

A handwritten signature in cursive script that reads "Ginny Wood-Bailey".

Ginny Wood-Bailey, Executive Director  
Region 2 Area Agency on Aging

# REGION 2 AREA AGENCY ON AGING

## Annual Implementation Plan Fiscal Year 2011

*REGION 2 AREA AGENCY ON AGING  
102 N. MAIN STREET  
P.O. BOX 189  
BROOKLYN, MI 49230  
(800) 335-7881  
[www.r2aaa.org](http://www.r2aaa.org)*

## Table of Contents

I. INTRODUCTION AND EXECUTIVE SUMMARY .....	4
<b>PROGRAM DEVELOPMENT ACTIVITIES</b> .....	7
<b>NEW PROGRAM PARTNERSHIPS</b> .....	11
<b>CHALLENGES FOR FISCAL YEAR 2011</b> .....	12
II. FY 2011 PLANNED SERVICES SUMMARY NARRATIVE .....	14
<b>ORGANIZATION CHART</b> .....	15
<b>AVAILABLE RESOURCES AND PARTNERSHIPS</b> .....	16
<b>COMMUNITY FOCAL POINTS</b> .....	17
Direct Provision of Services: MEDICATION MANAGEMENT.....	19
Direct Provision of Services: LONG TERM CARE OMBUDSMAN.....	20
Direct Provision of Services: PREVENTION OF ELDER ABUSE, NEGLECT AND EXPLOITATION.....	21
Direct Provision of Services: CARE MANAGEMENT.....	22
III. PROGRAM DEVELOPMENT .....	23
AAA OBJECTIVE 1: Implement Chronic Disease Self-Management Programs .....	23
AAA OBJECTIVE 2: Senior Center Coordination .....	24
AAA OBJECTIVE 3: Transportation for Older Adults.....	26
AAA OBJECTIVE 4: Remain Familiar with Safe, Affordable Housing Options.....	28
AAA OBJECTIVE 5: Provide Agency Outreach Efforts in Community.....	30
AAA OBJECTIVE 6: Work to improve the health and nutrition of older adults. ....	32
AAA OBJECTIVE 7: Promote financial independence and safeguard the economic security of older adults.....	34
AAA OBJECTIVE 8: Protect older adults from abuse, neglect and exploitation.....	36
AAA OBJECTIVE 9: Improve the effectiveness, efficiency, and quality of services .....	38
AAA OBJECTIVE 10: Develop strategies to identify and serve family caregivers of older adults more effectively.....	39
AAA OBJECTIVE 11: Provide Long Term Care Ombudsman/Advocacy Programs.....	41
IV. ATTACHMENTS AND APPENDICIES .....	42



ATTACHMENT #1: Advocacy / Collaboration Meetings Attended .....	42
Appendix A: Board of Directors Membership.....	43
Appendix B: Advisory Board Demographics .....	44
Appendix C: Current Provider Demographics.....	45
Appendix D: Assurance & Certifications .....	46
Appendix E: Operating Budget.....	47
Appendix F: Wages and Salaries .....	48
Appendix G: Area Plan Grant Budget .....	49
Appendix H: Support Services Detail.....	50
Appendix I: Nutrition, Ombudsman and Respite Service Detail.....	51
Appendix J: Planned Services Summary .....	52
Appendix K: Sheet C Match Detail .....	53



## **REGION 2 AREA AGENCY ON AGING (R2AAA) FISCAL YEAR 2011 ANNUAL IMPLEMENTATION PLAN**

### **I. INTRODUCTION AND EXECUTIVE SUMMARY**

As a result of the 1973 amendments to the federal Older Americans Act of 1965, State Offices on Aging were required to divide their state into planning and service areas, and to designate Area Agencies on Aging (AAA) to develop and implement programs and services for older persons. R2AAA is responsible for providing services within specifically defined geographic boundaries (Hillsdale, Jackson and Lenawee County, Michigan). R2AAA is required to submit an Annual Implementation Plan addressing how programs will be administered for each fiscal year.

R2AAA begins Fiscal Year 2011 (FY2011) with a very grim picture of available funding versus client need. Michigan Office of Services to the Aging appropriations for 2011 are \$2,312,600 less than the 2010 appropriations. However, Michigan's 60+ population for 2011 is estimated to be 271,551 more than the 60+ population in 2010. Michigan is beginning FY2011 with 6,288 clients on waiting lists for in-home services and home delivered meals. R2AAA ended FY2009 with 40 clients on in-home services waiting lists. No waiting list existed for home delivered meals.

#### **MISSION:**

Region 2 Area Agency on Aging (R2AAA), a 501(c) 3, private, non-profit agency, was designated by Federal Law to administer programs described in Title III of the Older Americans Act of 1965 (45 CFR chapter 13). R2AAA is a proactive organization providing leadership, advocacy, planning and funding for extensive community based services that respond to the needs of seniors, disabled adults and caregivers in Hillsdale, Jackson and Lenawee County, Michigan.

#### ***MISSION STATEMENT***

***To improve conditions affecting the lives of the older adults living in the region by:***

- ***Identifying senior concerns and developing a comprehensive and coordinated network of services in Hillsdale, Jackson and Lenawee Counties that will enable older persons to function as independently as possible in their homes and communities;***

- ***Providing advocacy, information, planning, program development, contracting and the funding necessary to accomplish this purpose.***

Today's older adults want options. They want to have a say in how, when, where and by whom services are delivered, and they are eager to use these services to maintain their independence late into life. In following R2AAA's Mission, FY2011 Annual Implementation Plan empowers older adults, enabling and supporting them to make lifestyle changes to reduce their risk of disease, disability and injury. It also empowers them to make lifestyle changes and choices that will allow them to avoid or delay the need for long-term care services.

Region 2 Area Agency on Aging is a proactive organization providing leadership, advocacy, planning and funding for extensive community-based services that respond to the needs of seniors and disabled adults in Hillsdale, Jackson and Lenawee Counties. The agency is a resource for building programs and services through unique coalitions that provide services and a quality of life that promotes dignity, mutual respect, and shared responsibilities across generations and cultures. Clearly budgetary constraints and the increase in the senior population will challenge these efforts. However, R2AAA is fortunate to work with a network of service providers, boards and councils that are committed to providing senior services in the most effective manner. Staff will also continue to investigate new partnerships and innovative approaches to address the growing needs of these populations.

### **PLANNING/ADVOCACY:**

The Federal Older Americans Act (OAA) provides the legislative and funding basis for R2AAA's system of services. In Michigan, state funds are added to enhance the service network. Both federal and state funds for aging services are distributed to R2AAA by Office of Services to the Aging.

R2AAA develops an annual implementation plan with input from the community, Advisory Council and Board of Directors. The area plan reflects the needs and issues relating to older adults in Region 2 including plans to allocate funding to meet the identified needs. The information gathered and identified in the annual plan assists the Advisory Council on advocacy issues on behalf of the older adults in Region 2.

With R2AAA acting as an advocate, awareness of the needs of the elderly increases through services that assist the elderly and their families with options that promote independence, well-being and dignity. R2AAA's programs meet the social, nutritional, supportive and in-home needs of residents 60+ in Hillsdale, Jackson and Lenawee Counties.



R2AAA Board of Directors consists of 10 members and is comprised of elected officials and member of the community. The Board is responsible for approving all policies, service contracts, budgets and plans impacting the agency.

The R2AAA Advisory Council consists of 18 members and is comprised of seniors and community representatives, one half of which is 60 years of age or older. The R2AAA Board of Directors appoints the Advisory Council members. The primary responsibility of the Advisory Council is to monitor the pulse of senior needs and make recommendations for meeting those needs.

R2AAA has three Advisory Council members on the State Senior Advocates Council giving Region 2 the opportunity to keep updated on legislative issues and provide input on such issues. Advisory Council Members receive Senior Advocate Council reports on a monthly basis.

The Local Long-Term Care Ombudsman is on staff at R2AAA. The Ombudsman advocates for older adults in nursing homes, adult foster care homes and homes for the aged.

Through effective collaborative efforts and close relationships with key agencies providing services for targeted populations, R2AAA has developed a comprehensive network of services and programs to address client needs. Through unique coalitions services are provided that insure a quality of life that promotes dignity, mutual respect and shared responsibilities across generations and cultural boundaries.

### **INFORMATION AND REFERRAL:**

R2AAA's certified I & R specialist, a licensed LBSW, responds to inquiries from older adults and disabled individuals, or on behalf of them, regarding available services to meet expressed needs. R2AAA contracts with regional focal points, using National Family Caregiver funding, to fund I & R positions in each county.

R2AAA produces a variety of written materials including our quarterly newsletter "Around The Region". Our website [www.r2aaa.org](http://www.r2aaa.org) is a source of information for seniors, caregivers and the community in the three county area. In the summer of 2010, R2AAA's website will be reconstructed to make it more interactive, containing information about our Agency, programs for older adults, advocacy issues and ensure linkages to other websites in the aging network.

R2AAA allocates funding from the National Family Caregiver Act to publish Senior Preference Magazines that provides detailed information regarding services to older adults in Hillsdale, Jackson and Lenawee Counties. This magazine is distributed to regional focal points for older adults and their caregiver's.

## ***PROGRAM DEVELOPMENT ACTIVITIES***

### **CONTRACTING FOR SERVICES:**

R2AAA contracts a variety of high-quality services that provide in-home support that delay or prevents a move to more costly long-term care facilities. The contracting process occurs every three years, is based on identified needs, available resources and follows the guidelines of the State.

- In-home services such as home delivered meals, chore services, personal care, homemaker services, respite care or care management services are contracted with local service providers.
- Contracted services are available to provide relief to caregivers for their loved ones such as out-of-home respite care and adult day services.
- The more active older adult can partake of community services such as senior center activities, congregate meals, disease prevention programs or transportation.

R2AAA's proposed activities for the next three years are based on surveyed needs assessment data from both service contractors and clients and priority areas identified by Office of Services to the Aging. These strategies align with the Federal Administration on Aging's Choices for Independence enacted as part of the Older American Act 2006 Amendments.

Goals and objectives for Fiscal Year 2011 will focus on:

- Empowering older adults to make informed decisions about their care options.
- Helping older adults remain safely in their homes with necessary services.
- Improve opportunities for older adults to meet their nutritional, fitness and socialization needs.
- Provision of education on prevention of elder abuse, neglect and exploitation and long-term care ombudsman advocacy programs.
- Expansion of the evidence based prevention programs that will help reduce the risk of disease, disability and injury.
- Addressing the needs of caregivers to reduce the stress of caregiving.

**EMPOWER OLDER ADULTS TO STAY ACTIVE AND HEALTHY:**

Older adults will be encouraged to attend local senior centers for health promotion activities, to take part in nutrition programs and enjoy socialization.

By offering Chronic Disease Self-Management programs, Personal Action Toward Health (PATH) and Matter of Balance, older adults will be empowered to have lifestyles that incorporate routine physical activity in all aspects of their lives.

R2AAA will help older people better prepare for aging through education about the aging experience. R2AAA staff will provide healthy aging programs to community groups and senior groups. R2AAA will include healthy aging information on their website and provide articles in their quarterly newsletter.

In-home services will be available for those older adults that are homebound allowing them to stay in their own homes with dignity. Services such home delivered meals, personal care, homemaker, and chore services will be available.

Public education presentations on Prevention of Elder Abuse, Neglect and Exploitation will ensure the rights of older adults to prevent their abuse, neglect and exploitation.

**TARGETING:**

R2AAA remains committed to serving older adults in the greatest social and economic need with special emphasis on the low-income minority individuals and those residing in rural locations with limited access to services.

***Required targeting goals for R2AAA contractors for Fiscal Year 2011:***

According to the U.S. Census Bureau, Michigan's resident population ranks 8<sup>th</sup> in the nation. Region 2 has 58,044 persons age 60 and over residing in Hillsdale, Jackson and Lenawee Counties. There are 1,686 persons 65 years and older that are minority and 3,300 persons 65 years and older that are below the poverty level. R2AAA geographic area includes both urban and rural communities.

Contractor targeting goals for FY2011 will focus on maintaining current level of minority participation with an increase of low-income minority in rural areas in the delivery of OAA services. R2AAA will review reports to ensure that targeting by grant contractors is effective. Region 2 AAA staff will provide technical assistance and guidance in cases where programs are not meeting minimum rural low-income elderly participation levels.

Methods for identifying the target populations include periodic needs assessments, review of census information and outreach programs.

**MICHIGAN MEDICARE MEDICAID ASSISTANCE PROGRAM, INC. (MMAP):**

MMAP assists older adults and disabled individuals with Medicare and Medicaid issues including the Medicare Prescription Drug program and supplemental insurance needs. Several Counselors are Medicaid Specialists and SMP (Waste, Fraud and Abuse) Specialists. The Regional Coordinator for MMAP is on staff at R2AAA and local counselors are located within the three county focal points. Two MMAP Counselors are also on staff at R2AAA and one R2AAA staff person is a MMAP Administrative Assistant.

The R2AAA MMAP program year 09-10 started with a total of 18 Coordinator/Counselors and support staff. The program year ended with 1 additional counselor and 1 additional support person. R2AAA's MMAP has been honored at the State Level for excellence in serving older adults with Medicare/Medicaid needs.

**MMAP/MIPPA:**

The Medicare Improvement for Patients and Providers Act (MIPPA) two year grant from MMAP funded by CMS has two purposes: to assist beneficiaries in applying for benefits under the Medicare Savings Program and to assist in the application process for extra help for Medicare Part D (LIS). In 2009-10, 128 individuals received assistance. The number for year two of the grant is projected to be similar.

MIPPA developed Community Partners to assist with meeting the goals of the program. Community Partners consisted of Hillsdale Senior Services Center, Jackson Department on Aging, Lenawee Department on Aging, Key Opportunities (Hillsdale), disAbility Connections (Jackson) and Lenawee County Community Mental Health.

**QUALITY ASSURANCE:**

R2AAA holds itself and its contracted service providers accountable for their performance by requiring service standards to be met and by yearly on-site monitoring visits, both fiscally and programmatic.

On a monthly basis, R2AAA's Advisory Council reviews the agency's progress meeting the objectives of the annual area plan.



R2AAA's Medicaid Waiver and Care Management clients participate in client satisfaction surveys identifying areas of expertise or those needing improvement.

R2AAA's Medicaid Waiver clients and their families are invited to quarterly Consumer MI Choice Quality group meetings. These meeting give the clients and their families the chance to advocate for themselves and their care options.

R2AAA's Quality Assurance Committee, consisting of managers and staff, meets bi-monthly to review various areas of managing client care including client concerns, case charts, incident reports, policies and procedures.



## ***NEW PROGRAM PARTNERSHIPS***

### **AGING AND DISABILITY RESOURCE CENTERS (ADRC):**

R2AAA has formed a partnership with disAbility Connections (Jackson County) to inform consumers about appropriate long-term care options. ADRCs will help create a coordinated system of information and access to long-term support services for persons of all ages and disabilities. ADRCs will increase the awareness of community-based care.

### **VETERAN DIRECTED HOME AND COMMUNITY BASED SERVICE PROGRAM:**

R2AAA is developing relationships with regional agencies that serve veterans to help with seniors and injured veterans of all ages at risk of nursing home placement to remain in their homes and communities.

The Veteran Directed Home and Community Based Service (VDHCBS) is a package of services that Veteran Affairs purchases from R2AAA on behalf of eligible veterans. The program will provide veterans the opportunity to self-direct their long-term supports and services that enable them to avoid institutionalization and continue to live independently at home.

Veterans enrolled in VDHCBS have the opportunity to manage their own flexible budgets, to decide for themselves what mix of goods and service best meet their needs and to hire and supervise their own workers.

Nationwide, there is an estimated 9.7 million people 65 years and older who are military veterans.

### **COMMUNITY LIVING PROGRAM:**

The Community Living Program is designed to help people who are at risk of nursing home admission continue to live at home and be engaged in their community.

R2AAA staff have attended training to develop and implement a system to provide client screening to target individuals at risk of nursing home placement and spend down to Medicaid; provide assessment, care and service planning and access to all publicly supported long-term services and supports. Flexible service dollars will ensure that services can be tailored to the individualized needs of consumers and their family caregivers.

## ***CHALLENGES FOR FISCAL YEAR 2011***

### **FUNDING:**

Despite funding obstacles such as Older Americans Act funding not keeping pace with the growing older adult population and reduced property values providing less senior millage funding to counties, R2AAA has been able to create collaborative and unique partnerships with senior service agencies.

R2AAA will continually seek new creative alternatives to providing more cohesive and cost effective services for older adults. R2AAA will serve as a strong voice for older adults to improve and focus local, state and federal attention on many challenges facing older adults in Region 2.

### **OLDER ADULTS ON THE WAY: THE BABY BOOM GENERATION:**

The now-aging baby boomers who represent the 76 million people born in the United States between 1946-1964, are the largest birth group in the history of the nation. The population segment 65 to 74 years old is expected to increase by 75% between 2010 and 2020. By the year 2025, the survivors of the Boomers will be between the ages of 61 and 79. During the period of 2010 and 2025 all States will show a rapid acceleration in the growth of the elderly population.

According to the U.S. Census Bureau, Michigan's 65+ population in 2000 was 1,219,018 which was 12.3 percent of the State's population. Projections for 2010 65+ population is 1,334,491 which is 12.8 of the State's population.

The coming wave of Boomers into the older adult population has planning and policy implications for organizations that support older adults. The aging of the Boomers after 2010 will have a dramatic impact on the growth of the elderly population.

Baby Boomers will be a new generation of older adults requiring an innovative approach to services. Healthier, longer lives and continued employment through retirement years will alter the stereotypical perception of an "older adult". Boomers tend to be advocates for what they need. They expect services delivered promptly as they have learned to ask for what they want. Whereas, the current generation of seniors, for the most part, are not as forceful in their requests.

Many Boomers will remain in the workforce either by choice or by necessity. Boomers have suffered mightily from mid-career upheaval as corporate America has retrenched and outsourced, particularly at the expense of the Boomer-heavy, middle management ranks.

**LIMITED TRANSPORTATION OPTIONS:**

The lack of flexible and affordable transportation options has long been a barrier for seniors in accessing available services and enjoying full participation in community life. While public and private transportation options exist in Region 2, public transportation access may be too far away, particularly for seniors with mobility issues, too difficult to coordinate, too infrequent or too costly. Private transportation is both expensive and may be insensitive to the special needs of seniors.

R2AAA continues to strongly support improvements to public and private transportation services that enhance the quality of life for seniors in Region 2.

**INCREASING HEALTH CARE COSTS:**

Escalating health care costs are compounding the monetary challenges of many seniors residing in Region 2. Seniors face rising Medicare premiums, deductible increases and elimination of the automatic cost of living increase for Social Security beneficiaries.

**ELDER ABUSE, NEGLECT AND EXPLOITATION:**

The National Center on Elder Abuse (NCEA) defines elder abuse as the “knowing, intentional, or negligent act by a caregiver or any other person that causes harm or a serious risk of harm to a vulnerable adult.” Abuse may include: physical abuse, emotional abuse, sexual abuse, exploitation, neglect, abandonment or self-neglect.

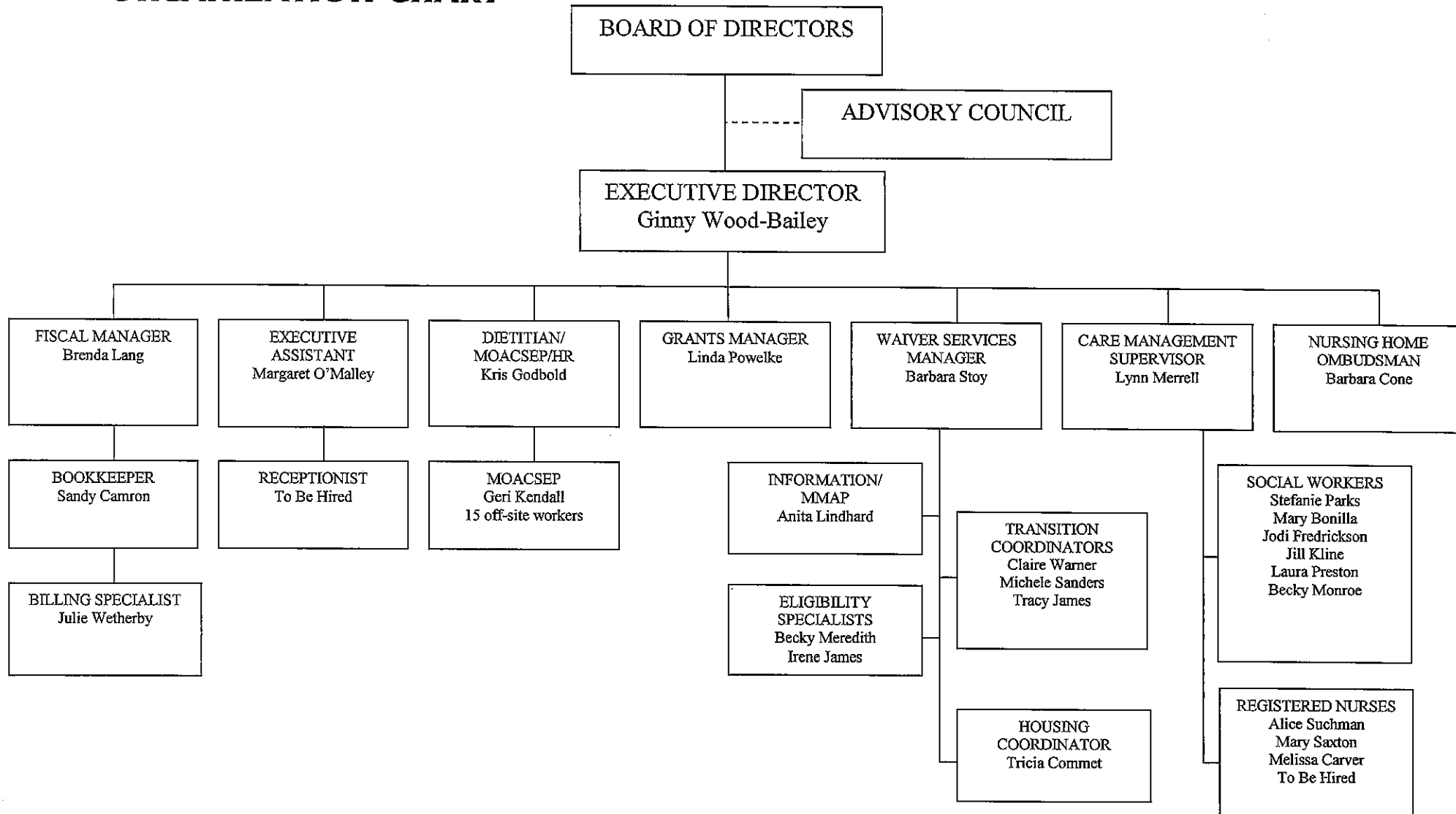
Elder Abuse is an under-recognized problem with devastating and even life-threatening consequences.

## **II. FY 2011 PLANNED SERVICES SUMMARY NARRATIVE**

Funding for the FY 2011 Area Plan grant contracts and operating budgets are based on reduced FY 2010 grant amounts. With the distressing financial status of Michigan, we are going into the second year of the three-year plan with reduced State funds and with the expectation that the Federal funding will remain at 2010 levels.

The FY 2011 Area Plan contains contractor requirements that will not mandate additional funding.

# ORGANIZATION CHART





## ***AVAILABLE RESOURCES AND PARTNERSHIPS***

Unmet needs of older adults will be addressed through Region 2 AAA grant contractors with in-home services such as home delivered meals, home care assistance, chore, and in-home respite. Community services that will provide relief to caregivers include adult day care, kinship care, respite, legal services, transportation, and Medicare Medicaid Assistance Program. Region 2 and grant contractors provide Information and Referral assistance to walk-in clients and those that call on the phone.

Region 2 AAA staff will attend numerous human services meetings in the PSA. Attachment I is a complete list of meetings and events attended by Region 2 staff. With attendance at the various meetings, information regarding senior issues will be shared and other information will be increased with the collaboration of the partnerships.

County Commissioners will serve on Region 2 AAA Board of Directors. Other members of the Board and Advisory Council will consist of regional service providers, county residents and aging services personnel.

Region 2 AAA will continue to focus on Prevention of Elder Abuse, Neglect and Exploitation with attending the county TRIAD Meetings and assisting with the presentation of yearly Safe, Sound and Secure Conferences.

Region 2 AAA staff will attend Lenawee County's Fifth Monday Legislative Forums to collaborate with federal/state legislators, county directors and older adults. Region 2 AAA will sponsor older adults to attend the Michigan Senior Advocates Council and the State Advisory Council. Region 2 staff will attend meetings and events in Lansing concerning older adult issues.

In FY 2010 Region 2 AAA is will strengthen their collaboration with disAbility Connection in Jackson County, not only to assist in transitions nursing home clients back into their homes and communities but also with the focus on Aging and Disability Resource Centers.



## COMMUNITY FOCAL POINTS

R2AAA's rationale for identifying community focal points was based on services provided and notoriety of the identified agencies. Each focal point provides in-home, access and community services as well as holding a contract to provide Medicaid Waiver services. Each focal point is a designated Department on Aging/Senior Center that includes nutrition sites; is visible in the community and offers information and assistance and MMAP services.

<b>Hillsdale County Senior Services Center (HCSSC) is the Community Focal Point in Hillsdale County</b>	
Name	Hillsdale County Senior Services Center Hillsdale County Senior Services Center
Address	320 W. Bacon Road, Hillsdale, MI 49242
Website	<a href="http://www.hillsdaleseniorcenter.org">www.hillsdaleseniorcenter.org</a>
Telephone Number	(517) 437-2422
Contact Person	Terry Vear, Executive Director
Service boundaries	Hillsdale County
Number of persons within boundary	46,570 (9,450 60+)
Services provided	Adult Day Care, Chore, Congregate Meals, Disease Prevention/Health Promotion, Home Care Assistance, Home Delivered Meals, Information and Referral, Kinship Care, MMAP, Respite, Senior Center Operations, Transportation

<b>Lenawee Department on Aging is the Community Focal Point in Lenawee County</b>	
Name	Lenawee County Department on Aging
Address	1040 S. Winter Street, Adrian, MI 49221
Website	<a href="http://www.lenaweeseniors.org">www.lenaweeseniors.org</a>
Telephone Number	(517) 264-5280
Contact Person	Tom MacNaughton, Director
Service boundaries	Lenawee County
Number of persons within boundary	101,153 (18,994 60+)
Services provided	Adult Day Care, Chore, Congregate Meals, Disease Prevention/Health Promotion, Home Care Assistance, Home Delivered Meals, Information and Referral, Information and Referral, Kinship Care, MMAP, Outreach, Respite, Senior Center Operations, Transportation



<b>Jackson Department on Aging is the Community Focal Point in Jackson County</b>	
Name	Jackson County Department on Aging
Address	1715 Lansing Avenue, Suite 672, Jackson, MI 49202
Website	<a href="http://www.co.jackson.mi.us/agencies/DeptAging/Aging.htm">www.co.jackson.mi.us/agencies/DeptAging/Aging.htm</a>
Telephone Number	(517) 788-4364
Contact Person	Kristy Smith, Director
Service boundaries	Jackson, County
Number of persons within boundary	161,918 (29,600 60+)
Services provided	Adult Day Care, Chore, Congregate Meals, Counseling, Disease Prevention/Health Promotion, Home Care Assistance, Home Delivered Meals, Information and Referral, Kinship Care, MMAP, Outreach, Respite, Senior Center Operations





DIRECT PROVISION OF SERVICES WORK PLAN		
Region 2 Area Agency on Aging		Project Period: FY 2011
Direct Provision of Services: MEDICATION MANAGEMENT		
Goals and Activities	Planned Time Frame	Accomplishments
1. Medication Management will be used for Evidence Based Disease Prevention Programs.	Ongoing Thru Sept. 2011	Medication Management funding will be used to provide Personal Action Toward Health workshops to older adults and their caregivers in Hillsdale, Jackson and Lenawee Counties.



DIRECT PROVISION OF SERVICES WORK PLAN		
Region 2 Area Agency on Aging		Project Period: FY 2011
Direct Provision of Services: LONG TERM CARE OMBUDSMAN		
Goals and Activities	Planned Time Frame	Accomplishments
1. R2AAA will fund the in-house position of the Regional Long Term Care Ombudsman.	Ongoing Thru Sept. 2011	1. The Long Term Care Ombudsman will conduct educational presentations and assistance to local communities, residents of long term care facilities, families and staff regarding all aspects of long term care, rights and developments in Hillsdale, Jackson and Lenawee Counties..



DIRECT PROVISION OF SERVICES WORK PLAN		
Region 2 Area Agency on Aging		Project Period: FY 2011
Direct Provision of Services: PREVENTION OF ELDER ABUSE, NEGLECT AND EXPLOITATION		
Goals and Activities	Planned Time Frame	Accomplishments
1. R2AAA will fund the in-house position of the Regional Elder Abuse Specialist	Ongoing Thru Sept. 2011	1. Prevention education will be presented through presentations and in-services to providers as well as promoting awareness with the local communities of Hillsdale, Jackson and Lenawee Counties.



DIRECT PROVISION OF SERVICES WORK PLAN		
Region 2 Area Agency on Aging	Project Period: FY 2011	
Direct Provision of Services: CARE MANAGEMENT		
Goals and Activities	Planned Time Frame	Accomplishments
1. Provide specific training opportunities for care management, separate from full staff meetings, designed to improve clinical skills.	Ongoing Thru Sept. 2011	Improve care management skills and efficiencies.
2. Revise policy and procedure to align with FY 2006 changes to MDCH Performance Criteria through Quality Improvement Committee. Include the OSA Care Management program criteria in policy revisions.	September 2011	Updated policy manuals are current and include specific checklists to be used in training and reference.
3. Conduct external peer reviews with other care management organizations to expand experience related information sharing.	October 2011	Improved education and experience assisting in expanding services to clients and caregivers.



### III. PROGRAM DEVELOPMENT

STATE GOAL: #1 Work to Improve the Health & Nutrition of Older Adults		
AAA OBJECTIVE 1: Implement Chronic Disease Self-Management Programs		
<i>Desired Outcome</i>	<i>Activities</i>	<i>Timeline</i>
1. Personal Action Toward Health (PATH) and Matter of Balance will be offered in Region 2.	1. PATH Coordinator will advertise the chronic disease self-management programs and seek interest in new partnerships.	Ongoing thru Fiscal Year 2011
2. PATH and Matter of Balance Master Trainers will train PATH Leaders and Matter of Balance Coaches.	2. PATH and Matter of Balance Master Trainers will hold Leader/Coach training sessions in convenient locations.	Ongoing thru Fiscal Year 2011
3. Older Adults with a fear of falling will attend Matter of Balance workshops.	3. Coaches will hold community workshops to people with the fear of falling in the PSA. Trainings will focus on reducing the fear of falling; stopping the fear of falling cycle and improve activity levels among older adults. Workshops will be eight weeks in duration; two hours each session. Workshops will be repeated as needed.	Ongoing thru Fiscal Year 2011
4. Older Adults and/or their caregivers will attend Personal Action Towards Health (PATH) workshops.	4. Leaders will hold community workshops to people with chronic disease and/or their caregivers in the PSA. Workshops will focus on self-management, learning new coping strategies, and sharing experiences with other group members. Workshops will be six weeks in duration; 2 and 1/2 hours each session. Workshops will be repeated as needed.	Ongoing thru Fiscal Year 2011
5. Long term outcome of workshops will be monitored.	5. An evaluation tool will be completed by participants during their first class to gather current health and activity. During the last class, the same tool will be used to determine the health and activity level after gaining skills during the course of the six week workshop.	Ongoing thru Fiscal Year 2011



AAA OBJECTIVE 2: Senior Center Coordination

<i>Desired Outcome</i>	<i>Activities</i>	<i>Timeline</i>
1. Support Senior Centers in PSA.	<p>1. Allocate 3B funding for Senior Center Operations.</p> <p>R2AAA Registered Dietitian will provide assistance to senior centers with information such as nutrition, physical activity, diabetic awareness, special diets and addressing nutritional risks.</p> <p>R2AAA staff will attend scheduled meetings (complete list on ATTACHMENT #1) to provide information on older adult services in the region.</p> <p>R2AAA Information and Referral Specialist will provide information about senior centers to clients.</p> <p>R2AAA website will include a link to Hillsdale Senior Services Center, Jackson Department on Aging and Lenawee Department on Aging to provide the location of county senior centers and the days and times that congregate meals are served.</p> <p>Participants of evidenced based workshops will be encouraged to partake in nutrition programs at senior centers</p>	<p>Ongoing thru Fiscal Year 2011</p> <p>Ongoing thru Fiscal Year 2011</p> <p>Ongoing thru Fiscal Year 2011</p> <p>Ongoing thru Fiscal Year 2011</p> <p>Ongoing thru Fiscal Year 2011</p>
2. R2AAA Registered Dietitian will collaborate with PSA nutrition providers.	2. R2AAA Registered Dietitian will meet with nutrition providers on a quarterly basis regarding menus and nutritional issues.	Ongoing thru Fiscal Year 2011



3. R2AAA will continue to support county <u>Senior Preference</u> magazines.	3. R2AAA will advertise in <u>Senior Preference</u> magazines to insure publication is available for older adult resources.	Ongoing thru Fiscal Year 2011
4. R2AAA will support the MiCAFE program.	4. Senior Center staff have/will be trained to implement the MiCAFE program in senior centers in Region 2.	Ongoing thru Fiscal Year 2011



AAA OBJECTIVE 3: Transportation for Older Adults <i>Explore and expand resources in the community to provide transportation for older adults:</i>		
<i>Desired Outcome</i>	<i>Activities</i>	<i>Timeline</i>
1. Research ways to improve access to transportation for medical appointments and social outings.	1. Identify opportunities for partnerships with other public or private resources to expand or enhance transportation. R2AAA Advisory Council will focus on transportation as a priority agenda item.  R2AAA staff person is a member of the Jackson County Transportation Advisory Council.	Ongoing thru Fiscal Year 2011
2. Research ways to secure additional resources to support the preservation and expansion of transportation for older persons.	2. Work with local religious, cultural, ethnic, and minority organizations in our region to expand volunteer driver programs.  Contract Title 3E funding for transportation to caregivers and those in their care.	Ongoing thru Fiscal Year 2011
3. Create an awareness and increased sensitivity in the community toward areas of the PSA where transportation is unavailable.	3. Promote the need for expansion and preservation of senior transportation through local government agencies, public meetings, and private organizations.  R2AAA staff will attend scheduled meetings (complete list on ATTACHMENT #1) to provide information on older adult services in the region.	Ongoing thru Fiscal Year 2011
4. Research grant opportunities that would help to fund transportation services.	4. Review funding sources available for developing or maintaining transportation.	Ongoing thru Fiscal Year 2011
5. Increase available information distribution so that older adults requiring transportation are more	5. Create a brochure of available transportation options to be distributed at senior centers/ nutrition sites, commodity food distribution, home delivered meals,	During Fiscal Year 2011





<p>aware of the choices that exist in their counties.</p> <p>6. Continue to support the <u>Senior Preference Magazines</u></p>	<p>physician's offices, Salvation Army, care management clients.</p> <p>6. R2AAA will advertise in <u>Senior Preference</u> magazines to insure publication of the guide for available older adult resources.</p>	<p>Ongoing thru Fiscal Year 2011</p>
--	---	--------------------------------------



**OSA GOAL 2: Increase the ability of older adults to remain active, healthy and living independently in their communities.**

**AAA OBJECTIVE 4: Remain Familiar with Safe, Affordable Housing Options**

<i>Desired Outcome</i>	<i>Activities</i>	<i>Timeline</i>
1. R2AAA will provide community education to older adults and their caregivers.	<p>1. R2AAA staff will provide community education regarding services/programs available to help older adults remain in their homes.</p> <p>Medicare/Medicaid Assistance Program (MMAP) coordinator/counselors will present community programs and provide individual consultation about the availability of health insurance programs and will help older adults make informed decisions regarding the best options for health insurance.</p> <p>MMAP coordinator/counselors will receive training on existing and new programs to stay current with regulations, benefits and application process.</p> <p><u>Senior Preference</u> magazines will be published yearly with regional information regarding older adult services.</p>	Ongoing thru Fiscal Year 2011
2. R2AAA Housing Coordinator/Staff will collaborate with older adult services providers to gather current information regarding housing options.	<p>2. R2AAA Housing Coordinator/staff will attend scheduled meetings (complete list on ATTACHMENT #1) to provide information on older adult services in the region.</p> <p>R2AAA Executive Director will continue to be a Board Member for Presbyterian Villages which has facilities in Jackson County.</p> <p>R2AAA will receive housing information from Office of Services to the Aging.</p>	Ongoing thru Fiscal Year 2011



<p>3. R2AAA will provide funding for Home Chore.</p>	<p>R2AAA Information and Referral Specialist will provide information, or make referrals to R2AAA Housing Coordinator, about housing options to walk-in clients or clients calling.</p> <p>3. Funding will be provided for home chore providers to utilize volunteers to enable providers to provide more chore services to older adults to remain safely in their homes.</p>	<p>Ongoing thru Fiscal Year 2011</p>
<p>4. Nursing Facility Transition Initiative offered by R2AAA</p>	<p>4. Eligible clients coming out of nursing homes will be assisted by R2AAA staff to find affordable housing allowing them to transition back into the community.</p>	<p>Ongoing thru Fiscal Year 2011</p>
<p>5. Continue to support the <u>Senior Preference</u> magazine.</p>	<p>5. R2AAA will advertise in <u>Senior Preference</u> magazine to insure publication of the guide for available older adult resources.</p>	<p>Ongoing thru Fiscal Year 2011</p>
<p>6. R2AAA Housing Coordinator will attend housing workshops when appropriate.</p>	<p>6. R2AAA Housing Coordinator will be encouraged to attend housing workshops held in conjunction with statewide trainings. Information gleaned will be shared with I &amp; R staff, Grants Manager, NFT program and appropriate contractors.</p>	<p>Ongoing thru Fiscal Year 2011</p>
<p>7. R2AAA Housing Coordinator will receive notification of available low income independent housing openings.</p>	<p>7. R2AAA Housing Coordinator will contact subsidized/low income independent housing facilities requesting notification of housing units as they become available in the Region. This information will be shared with I &amp; R and NFT staff.</p>	<p>Ongoing thru Fiscal Year 2011</p>
<p>8. Mi Choice Waiver services provided to Adult Foster Care and Homes for the Aged.</p>	<p>8. Mi Choice Medicaid Waiver Services are provided to financially and medically eligible persons in licensed Adult Foster Care Homes and Licensed Homes for the Aged.</p>	<p>Ongoing thru Fiscal Year 2011</p>



AAA OBJECTIVE 5: Provide Agency Outreach Efforts in Community

<i>Desired Outcome</i>	<i>Activities</i>	<i>Timeline</i>
1. R2AAA will serve as a highly visible and trusted place where older adults and their caregivers can obtain information on long term care options.	<p>1. Marketing materials will be made available to improve general knowledge and understanding of region wide programs and services:</p> <ul style="list-style-type: none"> <li>• R2AAA contact information will be in all telephone books in the PSA.</li> <li>• Office hours will be posted and appointments for assisting older adults will be offered, however, walk-ins will be assisted.</li> <li>• Agency brochures will include synopsis of available R2AAA services.</li> <li>• R2AAA website (<a href="http://www.r2aaa.org">www.r2aaa.org</a>) will be updated regularly.</li> <li>• R2AAA newsletter will contain up-to-date information regarding older adult issues.</li> <li>• R2AAA information will be posted on 211.</li> <li>• <u>Senior Preference</u> magazines will be published yearly with regional information regarding older adult services.</li> <li>• R2AAA staff will attend local Health Fairs and other public events in the Region.</li> </ul>	Ongoing thru Fiscal Year 2011
2. R2AAA Nursing Facility Transition (NFT) nurse will provide community outreach.	<p>2. R2AAA NFT nurse will distribute brochures at community events and through the Information and Referral Specialist to educate families and other agencies of the service provided to nursing facility clients. Outreach to hospitals, nursing facilities and rehabilitation centers is done on a monthly basis in the PSA.</p>	Ongoing thru Fiscal Year 2011



<p>3. R2AAA registered nurses will offer blood pressure screenings at senior days at local malls.</p>	<p>3. Sign-in sheets for blood pressure screenings will be maintained to monitor number of participants seen.</p> <p>American Heart Association brochures will be distributed to participants taking part in blood pressure screenings.</p> <p>Participants with blood pressure readings above normal will be referred to their physicians. Registered Nurses will follow-up with participants.</p> <p>R2AAA Information and Referral Specialist and/or resource materials will be available for participants needing services. Participant outside of Region 2 will be referred to the Area Agency on Aging serving their area.</p>	<p>Ongoing thru Fiscal Year 2011</p>
<p>4. R2AAA will participate in Student Intern programs.</p>	<p>4. R2AAA will participate in Jackson Community College student nurse job shadowing in January and February. A minimum of 10 student nurses per year will experience community nursing by accompanying R2AAA care managers on client visits.</p> <p>R2AAA will participate in Eastern Michigan University, School of Social Work student interns. A minimum of one social work student intern will be placed at R2AAA.</p>	<p>Ongoing thru Fiscal Year 2011</p>



**STATE GOAL 1: Work to improve the Health & Nutrition of Older Adults**

AAA OBJECTIVE 6: Work to improve the health and nutrition of older adults.

*Focus on increased physical activity and improved eating habits to help older adults in our region live longer and healthier lives.*

<i>Desired Outcome</i>	<i>Activities</i>	<i>Timeline</i>
1. Registered dietitian will promote programs that increase physical activity and better nutrition in older adults and will assist in promoting health and wellness programs.	1. Senior centers and congregate meal site managers will schedule exercise programs and health promotion events.	FY 2011
2. Registered dietitian will assist in promoting health and wellness programs.	2. Provide information to congregate meal site managers and activity managers at the Department on Aging on wellness programs. Assist in start-up of wellness programs.	Fiscal Year 2011 (Spring)
3. Registered dietitian will obtain physical activity brochures, flyers, and posters from government sponsored agencies and distribute to congregate meal sites and at health fairs.	3. Research information that is readily available free or at low cost from agencies and universities that promote healthy aging such as FDA, USDA, and the University of Florida.	As needed
4. Registered dietitian will use dietetic skills and knowledge to provide counseling and education to older adults in our region to address chronic disease and to facilitate behavior change.	4. Attend seminars and continuing education lectures to enhance understanding of nutrition concerns in the older adult population, and to remain current on trends and new medical research.	As scheduled
5. Registered dietitian will provide case consulting for nutrition risk clients as identified by care managers and from	5. Take referrals from care managers and other agencies for nutrition risk clients.	As needed



<p>other agency referrals.</p> <p>6. Registered dietitian will provide diabetes assistance with diabetic diet instruction for home-bound clients and meal site participants.</p> <p>7 Registered dietitian will assist nutrition directors in menu planning and implementation to provide healthy meals.</p> <p>8. Registered dietitian will maintain membership and actively participate in DPAC (Diabetes Partners in Action Coalition) to network with state- wide diabetes professional group.</p> <p>9. Registered dietitian will use Certified Diabetes Educator credential to promote diabetes awareness and prevention to older adults in our region by holding diabetes events such as seminars and health fairs.</p> <p>10. Registered dietitian and staff will oversee Senior Project Fresh program to provide older adults in our region access to fresh grown Michigan produce during the growing season.</p>	<p>6. Identify the needs and provide diabetes education to the older adult population in the region through care manager and Senior Center staff referrals.</p> <p>7. Review menu selections and make recommendations as needed. Attend food shows, with nutrition directors, to seek out new products that are healthier choices.</p> <p>8. Attend meetings with the DPAC group and serve on the Advocacy and Policy sub-committee group.</p> <p>9. Coordinate health fairs and/or diabetic community events with health care providers and other agencies that promote health care in older adults.</p> <p>10. Instructions on how to use Project Fresh coupons and where to redeem them will be provided along with nutrition handouts regarding the selection, storage, and preparation of fresh fruits and vegetables to participants in Project Fresh to ensure that produce obtained in this program is used appropriately.</p>	<p>As needed</p> <p>As needed</p> <p>As scheduled</p> <p>As scheduled</p> <p>Fiscal Year 2011 (Summer)</p>
--	--	--



**AAA OBJECTIVE 7: Promote financial independence and safeguard the economic security of older adults.**

*Focus on increased job opportunities to help older adults in our region obtain employment by managing the region's Senior Community Service Employment Program.*

<i>Desired Outcome</i>	<i>Activities</i>	<i>Timeline</i>
1. Program Coordinator will seek out qualifying older adults 55+ who need job-related training that would result in unsubsidized employment; and find new partnership opportunities to place workers for employment training.	1. Work with Departments on Aging staff and senior centers, and other non-profit agencies to find low income, eligible older adults seeking training opportunities.  Contact Departments on Aging staff and other non-profit organizations for potential job training development.	Ongoing thru Fiscal Year 2011  Ongoing thru Fiscal Year 2011
2. Program coordinator will attend job fairs and other community events that focus on older adults in Region 2. Current participants in program will be required to attend job fairs and be registered with Michigan Works to seek permanent employment.	2. Network within the three counties to learn about established job fairs and community events where program information could be distributed to older adults and to potential agency sponsors for training programs.  Require regular Michigan Works visits and bi-weekly job seeking logs from participants.	Ongoing thru Fiscal Year 2011  Ongoing thru Fiscal Year 2011
3. Provide training opportunities on computer skills and other necessary job skills for current program participants so they can be competitive in the job market.	3. Research training venues and assist participants in accessing trainings.	Ongoing thru Fiscal Year 2011
4. Seek out employment opportunities for participants and promote O.J.E. (On-the-job training partnership) with businesses that have open positions in order to find unsubsidized employment placements as required by OSA.	4. Program coordinator will canvass businesses in the region to distribute information about O.J.E. while marketing participants that fit job postings requirements for vacant positions.	Ongoing thru Fiscal Year 2011





5. Target low income minority older adults in greatest economic and social needs in our region.	5. Contact faith-based organizations and activity centers that focus on minority older adults.	Ongoing thru Fiscal Year 2011
---	--	-------------------------------



**OSA GOAL 3: Protect older adults from abuse and exploitation**

AAA OBJECTIVE 8: Protect older adults from abuse, neglect and exploitation  
Increase awareness and education for seniors and the community

<i>Desired Outcome</i>	<i>Activities</i>	<i>Timeline</i>
<p>1. Law enforcement and senior advocates collaborate to educate the community.</p> <p>2. Prevention education will be presented through educational presentations and in-services to providers as well as promoting awareness prevention within the local communities. Including senior centers and other senior locations.</p>	<p>1. Work with TRIAD in Jackson and Lenawee Counties to do Senior Safety conferences on identity theft, elder abuse, late life domestic violence, neglect and exploitation.</p> <p>R2AAA will provide fiduciary assistance to the TRIADs and Hillsdale County Senior Services Center in producing the annual Senior Safety /Elder Abuse conferences.</p>	<p>By September 30, 2011</p>
	<p>2. Develop brochures and deliver with home delivered meals, distribute at senior centers and to other places frequented by older adults in the PSA.</p> <p>R2AAA will publish articles, to educate older adults and their caregivers, about financial, physical and mental elder abuse.</p>	<p>By September 30, 2011</p> <p>Ongoing thru 2011</p>
	<p>Collaboration and regular interaction with Adult Protective Services in the PSA.</p>	
	<p>Provide education to older adults with advertising the Statewide, toll-free, 24 hour/7days, Vulnerable Adult Helpline number that provides adult abuse information and adult protective services reporting 1-800-996-6228..</p>	<p>Ongoing Fiscal Year 2011</p>
	<p>Program services will be marketed and provided to all members of the community, with particular consideration given to those agencies directly serving adults aged 60</p>	



	<p>and older.</p> <p>Personal contacts, informational booths at senior fairs, R2AAA website, referrals from hospitals and long term care facilities and other service providers will help raise community awareness of the services provided by the elder abuse prevention program.</p> <p>Elder Abuse position will be housed in R2AAA office thus assuring collaboration with agencies such as Legal Services, DHS, nursing homes and the long term care ombudsman position.</p>	
--	--	--



**OSA GOAL 4: Improve the effectiveness, efficiency, and quality of services provided through Michigan Aging Network and partners.**

**AAA OBJECTIVE 9: Improve the effectiveness, efficiency, and quality of services**

<i>Desired Outcome</i>	<i>Activities</i>	<i>Timeline</i>
1. Respond to emerging needs by providing education and assessment of needs. Outcomes measured by satisfaction of individuals receiving educational services within the network.	1. Through Region 2 Quality Assurance Committee, activities related to quality of services offered by this agency are reviewed and improved if needed. QA committee reviews bi-monthly incident reports related to MI Choice Waiver services. Approximately 20% of Waiver Client charts will be reviewed according to State requirements.	Ongoing thru Fiscal Year 2011
	Involve the Region 2 Advisory Council in emerging issues, and include council member's participation in educational opportunities.	Ongoing thru Fiscal Year 2011
2. Provide annual performance evaluations of service providers – both Older Americans Act (100%) and Waiver (10% minimum) contractors.	2. Using approved assessment tools, contractors will be assessed to assure program compliance with service standards.	Yearly thru 2011
	Assessment feedback reports will be written to agencies assessed acknowledging any deficiencies giving agencies an opportunity to correct findings.	
3. Provide information and education to R2AAA contracting agencies.	3. Quarterly meetings will be held with Waiver contractors to provide updated information, training and education.	Quarterly Fiscal Year 2011
	Meetings will be scheduled with Older American Act contract providers as the need arises.	As needed Fiscal Year 2011



AAA OBJECTIVE 10: Develop strategies to identify and serve family caregivers of older adults more effectively.

<i>Desired Outcome</i>	<i>Activities</i>	<i>Timeline</i>
1. Trained Care Managers offer caregiver support services according to TCARE model (Tailored Caregiver Assessment and Referral).	<p>1. R2AAA participates in TCARE model.</p> <p>Two Care Managers and a supervisor attended training conferences.</p> <p>Care Managers and Information and referral staff have reviewed materials and possess program understanding.</p> <p>TCARE considered for fit into Care Management program.</p> <p>TCARE principles, guidelines and tools will be implemented in all Care Management planning.</p>	Fiscal Year 2011
2. Support Family Caregiver Programs.	<p>2. R2AAA will financially support, through the National Family Caregiver Act, respite, adult day care and caregiver support groups.</p> <p>Organize Personal Action Towards Health (PATH) programs with caregiver support groups and other interested caregivers.</p> <p>Collaborating with R2AAA contractors, address caregiving information in regional employer newsletters.</p> <p>Offer mini-grant opportunity for innovative programs for caregiver stress and respond to caregiver needs.</p>	Ongoing thru Fiscal Year 2011
3. Creation of Adult Serious Situation Intervention Service Team (ASSIST)	<p>3. A need was identified in Lenawee County to provide a resource for caregivers during emergency situations.</p>	Ongoing Thru Fiscal Year 2011



	<p>A collaboration of Lenawee County service agencies formed ASSIST to determine how to meet the needs of care recipients when their main caregiver becomes incapacitated.</p> <p>It became apparent that there was a community need for hospitals, first responders and families to know what to do for the caregiver/care recipient when an emergency occurs.</p> <p>ASSIST will provide an intervention team for temporary support to older adults in a non-medical crisis situation occurring after normal business hours.</p>	
--	--	--



AAA OBJECTIVE 11: Provide Long Term Care Ombudsman/Advocacy Programs		
Desired Outcome	Activities	Timeline
1. Conduct educational presentations and assistance to local communities, residents of long term care facilities, families and staff members regarding all aspects of long term care, rights and developments.	<p>1. Assist older adults and their families/friend in understanding, evaluating, locating, and/or obtaining long term care services and alternatives.</p> <p>Provide advocacy/complaint resolution for residents through investigation and possible reporting to licensing agency for any situation where a resident is adversely affected.</p> <p>Networking will be done with other agencies at meetings and other community events.</p> <p>Educational consumer materials will be developed and will be distributed at community events, by mail and directly to clients.</p>	Ongoing through Fiscal Year 2011
2. Local Ombudsman will work with individual nursing home residents to resolve problems and to promote high quality care.	<p>2. Ombudsman position will be housed in R2AAA office thus assuring collaboration with agencies such as Nursing homes, Legal Services, DHS, Care Management and the elder abuse position.</p> <p>A community presence will be developed by the Ombudsman routinely visiting nursing home residents.</p>	Ongoing through Fiscal Year 2011



## IV. ATTACHMENTS AND APPENDICIES

### ATTACHMENT #1: Advocacy / Collaboration Meetings Attended

AAA Association of Michigan Meetings	OSA Financial, Planners, Contract Managers,
Basic Needs Task Force Meetings	MOACSEP & Nutrition Meeting
County Continuum of Care Meetings	PATH State Meetings
County Human Services Network Meetings	Presbyterian Villages Board Meetings
Diabetes Partners in Action Coalition Meetings	QA for MI Choice Waiver R2AAA
Ex. Director monthly meeting with focal point directors	Residential Services Meetings/Workgroup
Fifth Monday Forums	Self Determination Consumer Adv. Board
Financial Education Earned Income Tax Credit Coalition	Self Determination Survey Development Committee
State Senior Advisory Council Meetings	State Long Term Care Meetings
Hillsdale County Multi Agency Collaboration	State Information & Referral Meetings
Housing Workgroup/Meetings	State Senior Advisory Council Meetings
Jackson Aging Network Meetings	SE MI Partners on the PATH Meetings
Jackson & Lenawee Nutrition Council	Suicide Prevention Meetings/Trainings
Jackson Transportation Advisory Council	TRIAD Meetings
Lenawee Coalition for Older Adults	
Lenawee County ASSIST	
Lenawee Domestic Violence Task Force	
Lenawee Human Services Council	
Matter of Balance State Meetings	
MMAP Board of Directors	
MMAP Coordinator/Counselor Meetings	
MMAP Regional Coordinator Meetings	
MI Choice Waiver Consumer Quality Group	
MI Choice Waiver Contractor Meetings	
MI Choice Waiver Directors Meeting	
OSA – AAA Directors Meetings	





## Appendix A: Board of Directors Membership

	Asian/Pacific Islander	African American	Native American/ Alaskan	Hispanic Origin	Persons with Disabilities	Female	TOTAL
Total Membership			1		2	6	10
Age 60 and Over					2	5	9

Name of Board Member	Geographic Area	Affiliation	Elected Official	Appointed	Community Representative
Jack Branch	Lenawee	Commissioner	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Howard Griffith	Jackson		<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Lauren Grinage	Jackson		<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Parke Hayes	Hillsdale	Commissioner	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Lisa Pinkerman	Jackson		<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Arlene Shephed	Jackson		<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Patricia Smith	Jackson	Commissioner	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Geraldine Spieth	Hillsdale	Commissioner	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Carol Tuckerman	Lenawee		<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Rosalie Warrick	Lenawee		<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>



## Appendix B: Advisory Board Demographics

	Asian/Pacific Islander	African American	Native American/ Alaskan	Hispanic Origin	Persons with Disabilities	Female	TOTAL
Total Membership							
Age 60 and Over							

Name of Board Member	Geographic Area	Affiliation
Helen Borton	Lenawee	Community Member
Jo Ann Camburn-McGonegal	Jackson	Community Member
Kelly Cooley	Hillsdale	Hillsdale Senior Services Center
Georgianna Coyell	Lenawee	Home Health Care
Betsy Dennis	Lenawee	Community Member
Don Dennis	Lenawee	Community Member
Jeanne Karr	Hillsdale	Community Member
Norm Lichtenberg	Lenawee	Community Member
Annette Magda	Hillsdale	Community Member
Pam McCrum	Jackson	RSVP
Monica Moser	Jackson	Disability Connections
John Mykala	Jackson	Community Member
Joseph Satterelli	Lenawee	Community Member
Kristy Smith	Jackson	Jackson Department on Aging
Karen Thiesse	Regional	Social Security Administration
Mollie Wolf	Hillsdale	Community Member
Peggy Younglove	Jackson	Community Member

## Appendix C: Current Provider Demographics

Cluster 1 Providers	Asian/Pacific Islander	African American	Arab/Chaldean	Native American/ Alaskan	Hispanic Origin	Persons with Disabilities	Female	Total
Number of contractors								4
Number of employees of contractors	0	12	0	0	4	2	133	154

The above table should reflect contractors/staff that are funded by the AAA only.

The information gathered from this report will be used in the cultural competency work that is being conducted by OSA.  
Please contact your field representative for more information on the cultural competency work.

Number of employees of contractors should reflect a specific point in time. For example, report the numbers as of April 1, 2011.  
The data collection date should be the same for all contractors.

## Appendix D: Assurance & Certifications

The undersigned agency, designated by the Michigan Commission on Services to the Aging to act as the Area Agency on Aging within a given planning and service area, agrees to the following:

1. That the Annual Implementation Plan shall cover the current fiscal year: 2011.
2. To administer its Annual Implementation Plan in accordance with the Older Americans Act, the Older Michiganians Act, federal and state rules, and policies of the Michigan Commission on Services to the Aging as set forth in publications and policy directives issued by the Michigan Office of Services to the Aging.
3. To make revisions necessitated by changes in any of the documents listed in point two in accordance with directives from the Michigan Office of Services to the Aging.
4. That any proposed revisions to the Annual Implementation Plan initiated by the Area Agency on Aging will be made in accordance with procedures established by the Michigan Office of Services to the Aging.
5. That funds received from the Michigan Office of Services to the Aging will only be used to administer and fund programs outlined in the Annual Implementation Plan approved by the Michigan Commission on Services to the Aging.
6. That the Area Agency on Aging will undertake the duties and perform the project responsibilities described in the Annual Implementation Plan in a manner that provides service to older persons in a consistent manner over the entire length of the Annual Implementation Plan and to all parts of the planning and service area.
7. That program development funds will be used to expand and enhance services in accordance with the initiatives and activities set forth in the approved Area Implementation Plan.
8. That all services provided under the Annual Implementation Plan are in agreement with approved service definitions and are in compliance with applicable minimum standards for program operations as approved by the Michigan Commission on Services to the Aging and issued by the Michigan Office of Services to the Aging, including Care Management.
9. That the Area Agency on Aging will comply with all conditions and terms contained in the Statement of Grant Award issued by the Michigan Office of Services to the Aging.
10. That the Area Agency on Aging may appeal actions taken by the Commission on Services to the Aging with regard to the Annual Implementation Plan, or related matters, in accordance with procedures issued by the Michigan Office of Services to the Aging in compliance with the requirements of the Older Michiganians Act and Administrative Rules.
11. That the AAA will coordinate planning, identification, assessment of needs, and provision of services for older individuals with disabilities, with particular attention to individuals with severe disabilities, and with agencies that develop or provide services for individuals with disabilities.

OSA 01/2010-(01)



Appendix E: Operating Budget

AREA AGENCY ON AGING--OPERATING BUDGET									
PSA: <u>2</u>	Budget Period: <u>10/01/10</u>			to: <u>09/30/11</u>		Date of Budget: <u>05/25/10</u>		Rev. No.: <u>0</u>	
Agency: <u>AAA</u>		Page 1 of 2							

	Operations		Program Services/Activities									
	Admin	Program Develop	Care Mgmt	MOACSEP	EBDP/ Med. Mgmt.		Tobacco Respite Adm	3C-1	3C-2	State Access Services	Waiver	TOTAL
<b>REVENUES</b>												
Federal Funds	112132	14738		142370	10475			4546	4546			288807
State Funds	19482		215913				10258			22077	1751953	2019683
Local Cash	22660											22660
Local In-Kind	8662		30122	170953						2662		212399
Interest Income	200											200
Fund Raising/Other	0		45000									45000
<b>TOTAL</b>	<b>163136</b>	<b>14738</b>	<b>291035</b>	<b>313323</b>			<b>10258</b>	<b>4546</b>	<b>4546</b>	<b>24739</b>	<b>1751953</b>	<b>2588749</b>
<b>EXPENDITURES</b>												
Contractual Services	2521		7807	106778							63917	181023
Purchased Services			75122									75122
Wages and Salaries	70438	10016	115671	93350	9729		0	3181	3181	16018	946,406	1267990
Fringe Benefits	56087	3434	43438	7237				1042	1042	5674	352752	470706
Payroll Taxes	13338	1288	10349	1954	746			323	323	1385	84694	114400
Professional Services	702		2174								17796	20672
Accounting & Audit Services	6334		1036	150							8480	16000
Legal Fees	34		105								861	1000
Occupancy	977		3028	100996			3000				24792	132793
Insurance	408		1264								10352	12024
Office Equipment	0		0								0	0
Equip Maintenance & Repair	417		1292								10579	12288
Office Supplies	1005		3112	247			2501				25484	32349
Printing & Publication	371		1150	200			1000				9411	12132
Postage	210		651	100			1000				5331	7292
Telephone	609		1886	200			2757				15442	20894
Travel	7496		5678	300						1662	46488	61624
Conferences	1155		3575								29270	34000
Memberships	483		1495								12238	14216
Special Events	272		842								6890	8004
Other	279		863	1811							8061	11014
Administration			10,497								72,709	83206
<b>TOTAL</b>	<b>163136</b>	<b>14738</b>	<b>291035</b>	<b>313323</b>	<b>10475</b>	<b>0</b>	<b>10258</b>	<b>4546</b>	<b>4546</b>	<b>24739</b>	<b>1,751,953</b>	<b>2588749</b>





Appendix G: Area Plan Grant Budget

FY 2011 AREA PLAN GRANT BUDGET			
Agency: <u>Region 2 Area Agency on Aging</u>		Budget Period: <u>10/01/10</u> to <u>09/30/11</u>	Rev. 3/2009
PSA: <u>2</u>		Date: <u>05/25/10</u>	Rev. No.: <u>0</u> Page 1 of 3

SERVICES SUMMARY			
FUND SOURCE	SUPPORTIVE SERVICES	NUTRITION SERVICES	TOTAL
1. Federal Title III-B-Services	304,262		304,262
2. Fed. Title III-C1 (Congregate)		286,223	286,223
3. State Congregate Nutrition		6,998	6,998
4. Federal Title III-C2 (HDM)		267,346	267,346
5. State Home Delivered Meals		253,484	253,484
8. Fed. Title III-D (Prev. Health)	21,720		21,720
9. Federal Title III-E (NFCSP)	129,637		129,637
10. Federal Title VII-A	7,380		7,380
10. Federal Title VII-EAP	5,035		5,035
11. State Access	22,077		22,077
12. State In-Home	72,745		72,745
13. State Alternative Care	86,045		86,045
14. State Care Management	235,605		235,605
16. State N.H. Ombudsman	18,480		18,480
17. Local Match			
a. Cash	1,601,457	367,736	1,869,193
b. In-Kind	54,536	30,870	85,406
18. State Respite Care (Escheat)	47,252		47,252
19. Merit Award Trust Fund	113,985		113,985
20. NSIP		295,024	295,024
21. Program Income	151,059	590,571	741,630
<b>TOTAL:</b>	<b>2,771,275</b>	<b>2,098,252</b>	<b>4,869,527</b>

ADMINISTRATION			
Revenues	Local Cash	Local In-Kind	Total
Federal Administration	112,132	22,860	143,654
State Administration	19,482		19,482
MATF Administration	10,258		10,258
Other	-		-
<b>Total:</b>	<b>141,872</b>	<b>22,860</b>	<b>173,394</b>

Expenditures		
	FTEs	
1. Salaries/Wages	1.30	70,438
2. Fringe Benefits		69,425
3. Office Operations		33,531
<b>Total:</b>		<b>173,394</b>

Cash Match Detail		In-Kind Match Detail	
Source	Amount	Source	Amount
See Sheet C	22,860	See Sheet C	8,662
<b>Total:</b>	<b>22,860</b>	<b>Total:</b>	<b>8,662</b>

I certify that I am authorized to sign on behalf of the Area Agency on Aging. This budget represents necessary costs for implementation of the Area Plan. Adequate documentation and records will be maintained to support required program expenditures.

Signature

Fiscal Manager  
Title

05/25/10  
Date



## Appendix H: Support Services Detail

FY 2011 AREA AGENCY GRANT FUNDS - SUPPORT SERVICES DETAIL																
Agency: Region 2 Area Agency on Aging					Budget Period: 10/01/10 to 09/30/11					Rev. 3/2009		page 2 of 3				
PSA: 2					Date: 05/25/10					Rev. No.:						
SERVICE CATEGORY	Title III-B	Title III-D	Title III - E	Title VII	State Access	State In-Home	St. Alt. Care	State Care Mgmt	State NHO	St. Respite (Escheat)	Meat Award Trust Fund	Medicaid CMP Fund	Program Income	Cash Match	In-Kind Match	TOTAL
1. Access																
a. Care Management			-		22,077			235,605					625	-	32,532	290,639
b. Case Coord/supp	20,940		-											3,694	-	24,634
c. Disaster Advocacy	-														-	-
d. Information & Assis	-		22,568		-									7,991	622	31,181
e. Outreach	19,883				-									104,645	-	124,528
f. Transportation	38,695		1,500										-12,861	57,154	11,025	131,035
2. In-Home																
a. Chore	25,001												1,846	2,851	1,240	30,838
b. Home Care Assis	86,421					70,544	86,045						110,008	1,031,187	-	1,384,305
c. Home Injury Cntrl	-													-	-	-
d. Homemaking	-													-	-	-
e. Home Health Aide	-													-	-	-
f. Medication Mgt	-	5,471												-	-	5,471
g. Personal Care	-													-	-	-
h. PERS	-	-	-											-	-	-
i. Respite Care	-		17,500			2,101	-			26,147	51,941		7,622	21,816	-	129,327
j. Friendly Reassure	-													-	-	-
3. Legal Assistance	32,079		-										1,135	16,261	-	49,475
4. Community Services																
a. Adult Day Care	-		-							19,105	51,785		2,280	7,165	-	80,337
b. Dementia ADC	-													-	-	-
c. Disease Prevent	-	16,249	-										2,318	2,918	-	21,480
d. Health Screening	-	-												-	-	-
e. Assist to Deaf	-	-												-	-	-
f. Home Repair	-													-	-	-
g. LTC Ombudsman	3,615			7,380					18,480			9,420	-	1,899	2,000	42,794
h. Sr Ctr Operations	46,623												2,943	217,768	4,258	271,761
i. Sr Ctr Staffing	-													-	-	-
j. Vision Services	-	-												-	-	-
k. Elder Abuse Prevnt	-			5,035											905	5,940
l. Counseling	16,065	-													1,657	18,901
m. Spec Respite Care														-	-	-
n. Caregiver Supplmt	-		32,008											-	-	32,008
o. Kinship Support	-													-	-	-
q. Caregiver E,S,T	-		55,051										5	13,544	1,883	71,494
5. Program Develop	14,738													-	-	14,738
6. Region Specific																
a.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
NHD Services											10,288					10,288
MATF administration																
SUPPRT SERV TOTAL	304,282	21,720	129,537	12,415	22,077	72,746	86,045	235,605	18,480	47,252	113,985	9,420	141,639	1,501,457	54,536	2,771,275





Appendix I: Nutrition, Ombudsman and Respite Service Detail

FY 2011 AREA PLAN GRANT BUDGET- NUTRITION SERVICES DETAIL									
Agency: <u>Region 2 Area Agency on</u> Budget Period: <u>10/1/2010</u> to <u>09/30/11</u>									
PSA: <u>2</u> Date: <u>05/25/10</u> Rev. Number <u>0</u>									
Rev. 3/2009 page 3 of 3									
SERVICE CATEGORY	Title III C-1	Title III C-2	State Congregate	State HDM	NSIP	Program Income	Cash Match	In-Kind Match	TOTAL
Nutrition Services									
1. Congregate Meals	281,677		6,998		82,017	191,002	219,726	21,395	802,815
2. Home Delivered Meals		262,800		253,484	218,007	399,569	148,010	9,475	1,286,345
3. Nutrition Counseling	-	-	-	-	-	-	-	-	-
4. Nutrition Education	-	-	-	-	-	-	-	-	-
5. AAA RD/Nutritionist*	4,546	4,546							9,092
Nutrition Services Total	286,223	267,346	6,998	253,484	295,024	590,571	367,736	30,870	2,098,252

\*Registered Dietitian, Nutritionist or individual with comparable certification, as approved by OSA, and detailed in Appendix \_\_.

FY 2011 AREA PLAN GRANT BUDGET-TITLE VII LTC OMBUDSMAN DETAIL									
SERVICE CATEGORY	Title III-B	Title VII-A	Title VII-EAP	State NHO	CMP Fund	Program Income	Cash Match	In-Kind Match	TOTAL
LTC Ombudsman Services									
1. LTC Ombudsman	3,615	7,380		18,480	9,420	-	1,899	2,000	42,794
2. Elder Abuse Prevention	-		5,035			-	905	-	5,940
3. Region Specific									-
LTC Ombudsman Ser. Total	3,615	7,380	5,035	18,480	9,420	-	2,804	2,000	48,734

FY 2011 AREA PLAN GRANT BUDGET- RESPITE SERVICE DETAIL									
SERVICES PROVIDED AS A FORM OF RESPITE CARE	Title III-B	Title III-E	State Alt Care	State Escheats	State In-Home	Merit Award Trust Fund	Program Income	Cash/In-Kind Match	TOTAL
1. Chore									-
2. Homemaking									-
3. Home Care Assistance									-
4. Home Health Aide									-
5. Meal Preparation/HDM									-
6. Personal Care									-
Respite Service Total	-	-	-	-	-	-	-	-	-



Appendix J: Planned Services Summary

FY 2011 Planned Services Summary Page for PSA:					
Service	Budgeted Funds	Percent of the Total	Method of Provision		
			Purchased	Contract	Direct
ACCESS SERVICES					
Care Management	\$ 290,639	5.98%			x
Case Coordination & Support	\$ 24,634	0.51%		x	
Disaster Advocacy & Outreach Program	\$ -	0.00%			
Information & Assistance	\$ 31,181	0.64%		x	
Outreach	\$ 124,528	2.56%		x	
Transportation	\$ 131,036	2.70%		x	
IN-HOME SERVICES					
Chore	\$ 30,938	0.64%		x	
Home Care Assistance	\$ 1,384,305	28.48%		x	
Home Injury Control	\$ -	0.00%			
Homemaking	\$ -	0.00%			
Home Delivered Meals	\$ 1,286,345	26.47%		x	
Home Health Aide	\$ -	0.00%			
Medication Management	\$ 5,471	0.11%		x	
Personal Care	\$ -	0.00%			
Personal Emergency Response System	\$ -	0.00%			
Respite Care	\$ 129,327	2.66%		x	
Friendly Reassurance	\$ -	0.00%			
COMMUNITY SERVICES					
Adult Day Services	\$ 80,337	1.65%		x	
Dementia Adult Day Care	\$ -	0.00%			
Congregate Meals	\$ 802,815	16.52%		x	
Nutrition Counseling	\$ -	0.00%			
Nutrition Education	\$ -	0.00%			
Disease Prevention/Health Promotion	\$ 21,480	0.44%		x	
Health Screening	\$ -	0.00%			
Assistance to the Hearing Impaired & Deaf	\$ -	0.00%			
Home Repair	\$ -	0.00%			
Legal Assistance	\$ 49,475	1.02%		x	
Long Term Care Ombudsman/Advocacy	\$ 42,794	0.88%		x	
Senior Center Operations	\$ 271,791	5.59%		x	
Senior Center Staffing	\$ -	0.00%			
Vision Services	\$ -	0.00%			
Programs for Prevention of Elder Abuse	\$ 5,940	0.12%		x	
Counseling Services	\$ 18,901	0.39%		x	
Specialized Respite Care	\$ -	0.00%			
Caregiver Supplemental Services	\$ 32,008	0.66%		x	
Kinship Support Services	\$ -	0.00%			
Caregiver Education, Support, & Training	\$ 71,494	1.47%		x	
PROGRAM DEVELOPMENT					
	\$ 14,738	0.30%			x
REGION-SPECIFIC					
NHD Services	\$ -	0.00%			
MATF administration	\$ 10,258	0.21%			x
TOTAL PERCENT		100.00%	0%	94%	6%
TOTAL FUNDING		\$ 4,860,435	\$0	\$ 4,544,800	\$ 315,635

Appendix K: Sheet C Match Detail

SHEET C		FY 2011	
CASH MATCH DETAIL		IN-KIND MATCH DETAIL	
SOURCE	AMOUNT	SOURCE	AMOUNT
Hill, Jax, Len county	22,660	Acctg & Audit Services	6,000
Interest Income	200	Travel	1,662
		Board of Directors	600
		Advisory Council	400
Total Cash	22,860	Total In-Kind	8,662



## **MICHIGAN OFFICE OF SERVICES TO THE AGING**

---

### **ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPS)**

#### **Assurance & Certifications**

The undersigned agency, designated by the Michigan Commission on Services to the Aging to act as the Area Agency on Aging within a given planning and service area, agrees to the following:

1. That the Annual Implementation Plan shall cover the current fiscal year: 2011
2. To administer its Annual Implementation Plan in accordance with the Older Americans Act, the Older Michiganians Act, federal and state rules, and policies of the Michigan Commission on Services to the Aging as set forth in publications and policy directives issued by the Michigan Office of Services to the Aging.
3. To make revisions necessitated by changes in any of the documents listed in point two in accordance with directives from the Michigan Office of Services to the Aging.
4. That any proposed revisions to the Annual Implementation Plan initiated by the Area Agency on Aging will be made in accordance with procedures established by the Michigan Office of Services to the Aging.
5. That funds received from the Michigan Office of Services to the Aging will only be used to administer and fund programs outlined in the Annual Implementation Plan approved by the Michigan Commission on Services to the Aging.
6. That the Area Agency on Aging will undertake the duties and perform the project responsibilities described in the Annual Implementation Plan in a manner that provides service to older persons in a consistent manner over the entire length of the Annual Implementation Plan and to all parts of the planning and service area.
7. That program development funds will be used to expand and enhance services in accordance with the initiatives and activities set forth in the approved Area Implementation Plan.
8. That all services provided under the Annual Implementation Plan are in agreement with approved service definitions and are in compliance with applicable minimum standards for program operations as approved by the Michigan Commission on Services to the Aging and issued by the Michigan Office of Services to the Aging, including Care Management.
9. That the Area Agency on Aging will comply with all conditions and terms contained in the Statement of Grant Award issued by the Michigan Office of Services to the Aging.
10. That the Area Agency on Aging may appeal actions taken by the Commission on Services to the Aging with regard to the Annual Implementation Plan, or related matters, in accordance with procedures issued by the Michigan Office of Services to the Aging in compliance with the requirements of the Older Michiganians Act and Administrative Rules.
11. That the AAA will coordinate planning, identification, assessment of needs, and provision of services for older individuals with disabilities, with particular attention to individuals with severe disabilities, and with agencies that develop or provide services for individuals with disabilities.

12. That the AAA has in place a grievance procedure for eligible individuals who are dissatisfied with or denied services.
13. That the AAA will send copies of the Annual Implementation Plan to all local units of government seeking approval as instructed in the Plan Instructions.
14. That the Area Agency on Aging Governing Board and Advisory Council have reviewed and endorsed the Annual Implementation Plan.



**MICHIGAN OFFICE OF SERVICES TO THE AGING  
ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPS)**

**AMPS SIGNATURE PAGE**

This document covers the 2011 Fiscal Year. (FY)

This document becomes valid upon approval by the Michigan Commission on Services to the Aging (CSA) It may be conditionally approved subject to all General and/or Special Conditions established by the CSA.

This Signature Page may substitute for required signatures on documents within the documents if those documents are specifically referenced on this signature page.

The Signatories below acknowledge that they have reviewed the entire document including all budgets, assurances, and appendices and that they commit to all provisions and requirements of this document.

Signature Section:

Name of Area Agency on Aging

Howard Griffith  
Signature - Chairperson, Board of Directors

6 / 24 / 2010  
Date

Howard Griffith  
Typed Name

Genny Wood-Barley  
Signature - Area Agency on Aging Director

6 / 28 / 2010  
Date

Genny Wood-Barley  
Typed Name

**DOCUMENTS REFERENCED BY THE SIGNATURE PAGE**

**Budget Documents:**

- FY 2011 Area Plan Grant Budget
- FY 2011 Direct Service Budget(s)
- Request to Transfer Funds
- Waiver for Direct Service Provision
- Assurances:
  - AIP Assurances and Certifications document
  - AIP Assurance of Compliance with Title VI of the Civil Rights Act of 1964
  - AIP Assurance of Compliance with the Elliot Larsen Civil Rights Act

**Appendices:**

- Regional Service Definitions

- Agreement for Receipt of Supplemental Cash-in-lieu of Commodity Payments for the Nutrition Program for the Elderly
- Waiver of Minimum Percentage for a Priority Service Category

**MINUTES**  
**JACKSON COUNTY BOARD OF COMMISSIONERS BOARD MEETING**  
**June 15, 2010**  
**7:00 p.m.**  
**Commission Chambers – 5<sup>th</sup> Floor Tower Building**

1. **CALL TO ORDER** – Chairman Steve Shotwell called the June 15, 2010, Jackson County Board of Commissioners Meeting to order at 7:00 p.m.

2. **INVOCATION** – *by Commissioner Gail W. Mahoney*

3. **PLEDGE OF ALLEGIANCE** – *by Chairman Steve Shotwell*

4. **ROLL CALL** – *County Clerk Amanda Riska*

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

5. **APPROVAL OF AGENDA**

*Moved by Mahoney, supported by Williams for Approval of the Agenda.* Motion carried unanimously.

6. **AWARDS & RECOGNITIONS** – None.

7. **COMMUNICATIONS/PETITIONS**

*Moved by Mahoney, supported by Elwell to receive communication from JCEG.* Motion carried unanimously.

8. **SPECIAL ORDERS/PUBLIC HEARINGS**

A. **Public Hearing to Adopt the 2011 General Fund Budget**

No public comment.

B. **Resolution (06-10.17) Jackson County 2011 General Appropriations Act**

*Moved by Lutchka, supported by Mahoney to Approve Resolution (06-10.17) Jackson County 2011 General Appropriations Act.* Roll Call: (12) Yeas. Motion carried unanimously.

C. **Resolution (06-10.16) to Establish the 2011 Budget for the General Fund and for Special Revenue, Enterprise, Capital Project, and Internal Services Funds for the County of Jackson**

*Moved by Mahoney, supported by Duckham to Approve Resolution (06-10.16) to Establish the 2011 Budget for the General Fund and for Special Revenue, Enterprise, Capital Project, and Internal Services Funds for the County of Jackson.* Roll Call: (12) Yeas. Motion carried unanimously.



9. **PUBLIC COMMENTS**

Dr. Salah Huwais requested support for attracting a 3G network to Jackson.

Julie Alexander introduced herself as a candidate for the 5<sup>th</sup> District Commissioner seat and requests support to serve on Board.

Kim Conant introduced herself as a candidate for the 5<sup>th</sup> District seat and requests support to serve on Board.

10. **SPECIAL MEETINGS OF STANDING COMMITTEES**

A. **County Affairs**

1. **Resolution (06-10.21) Intergovernmental Agreement Between the County of Jackson and the City of Jackson for the Purpose of Sharing Resources for City and County Parks**

The meeting adjourned briefly to allow the commissioners on the County Affairs Committee to meet.

11. **MINUTES** - Minutes of the 5/18/10 Regular Meeting of the Jackson County Board of Commissioners

*Moved by Videto, supported by Way to Approve the Minutes of the 5/18/10 Regular Meeting of the Jackson County Board of Commissioners.* Motion carried unanimously.

12. **CONSENT AGENDA**

*Moved by Mahoney, supported by Duckham for Approval of the Consent Agenda.* Roll Call: (12) Yeas. Motion carried unanimously.

A. **County Affairs**

1. **MDOT Request for Drainage Easement on Airport Land**
2. **Weir Farm Lease**

B. **County Agencies**

3. **District Court Appointed Services Contract**

C. **Human Services** – None.

D. **Personnel & Finance**

4. **Health Department – WIC Staffing/Personnel Request/Full-Time Registered Dietician**
5. **District Court – Request for Job Reclassifications**

6. **Budget Adjustments**

- a. Health Department
- b. Fleet/Facilities Department

7. **Claims** – Claims dated 5/1/10 – 5/31/10

13. **STANDING COMMITTEES**

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

1. **Appointments**

a. **Agricultural Preservation Board**

- one public member with agricultural interests, term to 6/2013

Cmr. Lutchka stated that the committee recommended Gregory Sanford. No other nominations from the floor. **Gregory Sanford appointed.**

- one public member with local natural resource conservation interests, term to 6/2013

Cmr. Lutchka stated that the committee recommended Harley Darnell. No other nominations from the floor. **Harley Darnell appointed.**

- one Commissioner member, term to 6/2011

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

b. **County Building Authority** - one public member, term to 6/2013

Cmr. Lutchka stated that the committee recommended Ric Scheele. No other nominations from the floor. **Ric Scheele appointed.**

c. **Jury Board** - one public member, term to 4/2013

Cmr. Lutchka stated that the committee recommended Judith Whiteman. No other nominations from the floor. **Judith Whiteman appointed.**

d. **Upper Grand River Watershed Council** – three public members, terms to 6/2012

Cmr. Lutchka stated that the committee recommended David Reeverts, Harley Darnell, and Kenneth Price. No other nominations from the floor. **David Reeverts, Harley Darnell, and Kenneth Price appointed.**

2. **Resolution (06-10.21) Intergovernmental Agreement Between the County of Jackson and the City of Jackson for the Purpose of Sharing Resources for City and County Parks**

*Moved by Lutchka, supported by Mahoney to Approve Resolution (06-10.21) Intergovernmental Agreement Between the County of Jackson and the City of Jackson for the Purpose of Sharing Resources for City and County Parks. Roll Call: (11) Yeas. Commissioners Herl, Lutchka, Duckham, Poleski, Videto, Shotwell, Mahoney, Willilams, Smith, Way, and Elwell. (1) Nay. Commissioner Kruse.*

B. **County Agencies – Commissioner Gail W. Mahoney** - None.

C. **Human Services – Commissioner Mike Way** - None.

D. **Personnel and Finance – Commissioner James Videto** - None.

14. **UNFINISHED BUSINESS** – None.

A. **Animal Shelter Fees**

2<sup>nd</sup> Reading

*Moved by Videto, supported by Williams to Approve Animal Shelter Fees. Roll Call: (12) Yeas. Motion carried unanimously.*

15. **NEW BUSINESS**

A. **Resolution (06-10.22) for Property Acquisition for Runway #7-25 Safety Area Project**

*Moved by Lutchka, supported by Williams to Approve Resolution (06-10.22) for Property Acquisition for Runway #7-25 Safety Area Project. Roll Call: (12) Yeas. Motion carried unanimously.*

B. **Resolution (06-10.20) Supporting the Center for Family Health's New Facility**

*Moved by Way, supported by Lutchka to Approve Resolution (06-10.20) Supporting the Center for Family Health's New Facility. Roll Call: (12) Yeas. Motion carried unanimously.*

C. **Revised/Reviewed Policies**

-- **Vehicle Policies 7020, 7050**

-- **Purchasing Policies 2000, 2010, 2040, 2050, 2060, 2070, 2080**

*Moved by Herl, supported by Mahoney to Approve Vehicle Policies 7020, 7050 and Purchasing Policies 2000, 2010, 2040, 2050, 2060, 2070, 2080. Motion carried unanimously.*

D. **Tentative Agreement Summary-Attorney Referee/Magistrate's Association and County of Jackson, Courts**

*Moved by Mahoney, supported by Duckham to Approve Tentative Agreement Summary – Attorney Referee/Magistrate's Association and County of Jackson, Courts. Motion carried unanimously.*

16. **PUBLIC COMMENTS**

Robert Sutherby stated he is a candidate for District 8 Commissioner seat and was in support for budget and Parks items. He recommended eliminating one commissioner seat from re-districting.

Ted Hillary expressed gratitude for the Resolution supporting the Center for Family Health's New Facility.

17. **COMMISSIONER COMMENTS**

Cmr. Elwell expressed gratitude to Administrator/Controller Treacher for negotiating union contracts.

Cmr. Lutchka reminded citizens of Breakfast at the Farm during Farm Fest.

Cmr. Poleski thanked Administration and Elected Officials for work done on the budget and supported Parks resolution.

Administrator/Controller Treacher thanked Staff for their work on the budget. He encouraged the Board on the progress they have made cooperating with other units of government.

18. **CLOSED SESSION** – None.

19. **ADJOURNMENT**

Chairman Shotwell adjourned the June 15, 2010 Regular Meeting of the Jackson County Board of Commissioners at 7:37 p.m.

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

Amanda L. Riska – County Clerk

Respectfully submitted by Carrienne VanDusseldorp – Chief Deputy County Clerk

**JACKSON COUNTY ROAD COMMISSION**  
(A COMPONENT UNIT OF JACKSON COUNTY, MICHIGAN)

**ANNUAL FINANCIAL REPORT**

DECEMBER 31, 2009



**JACKSON COUNTY ROAD COMMISSION**  
**ANNUAL FINANCIAL REPORT**

**TABLE OF CONTENTS**

	<u>PAGE NUMBER</u>
INDEPENDENT AUDITOR’S REPORT	1 - 2
MANAGEMENT’S DISCUSSION AND ANALYSIS	3 - 8
BASIC FINANCIAL STATEMENTS – GOVERNMENT WIDE/GOVERNMENTAL FUND FINANCIAL STATEMENTS:	
Governmental Funds Balance Sheet/Statement of Net Assets	9
Statement of Governmental Fund Revenues, Expenditures, and Changes In Fund Balance/Statement of Activities	10
NOTES TO FINANCIAL STATEMENTS	11 - 32
REQUIRED SUPPLEMENTARY INFORMATION:	
Budgetary Comparison Schedule – Road Fund	33
Schedule of Funding Progress – Jackson County Employees’ Retirement System	34
ADDITIONAL INFORMATION:	
Analysis of Changes in Road Fund Balance	35 - 37
REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH <i>GOVERNMENT AUDITING STANDARDS</i>	38 - 39
SCHEDULE OF FINDINGS	40

# MARKOWSKI & COMPANY

## **CERTIFIED PUBLIC ACCOUNTANTS**

2880 SPRING ARBOR ROAD • JACKSON • MICHIGAN • 49203

PHONE (517) 782-9351 • FAX (517) 782-0599

WWW.MARKOWSKICPAS.COM

RONALD. L. MARKOWSKI, C.P.A.

DOUGLAS E. ATKINS, C.P.A.

SCOTT O. McLANE

RANDALL D. BIDDIX, C.P.A.

**FOUNDING PARTNER:**

K. LAVERNE MARKOWSKI, C.P.A. (1961 – 2006)

**MEMBERS:**

AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS

MICHIGAN ASSOCIATION OF  
CERTIFIED PUBLIC ACCOUNTANTS

AICPA GOVERNMENTAL AUDIT  
QUALITY CENTER

## INDEPENDENT AUDITOR'S REPORT

To the Board of Road Commissioners  
Of Jackson County  
Jackson, Michigan

We have audited the accompanying financial statements of the governmental activities and the major fund of the **JACKSON COUNTY ROAD COMMISSION**, a component unit of Jackson County, Michigan as of and for the year ended December 31, 2009, which collectively comprise the Jackson County Road Commission's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Jackson County Road Commission's management. Our responsibility is to express opinions on these basic financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. 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 opinions.

As discussed in Note 1, the financial statements of the Jackson County Road Commission are intended to present the financial position and the changes in financial position of only that portion of the governmental activities and major funds of Jackson County, Michigan that is attributable to the transactions of the Jackson County Road Commission. They do not purport to, and do not, present fairly the financial position of Jackson County, Michigan as of December 31, 2009, or the changes in its financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

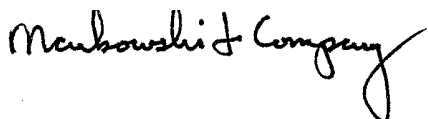
In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the Jackson County Road Commission as of December 31, 2009 and the respective changes in financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Independent Auditor's Report  
Page Two

In accordance with *Government Auditing Standards*, we have also issued our report dated May 14, 2010 on our consideration of the Jackson County Road Commission's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, budgetary comparison, and schedule of pension plan funding progress presented on pages 3-8, 33, and 34 respectively, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted principally of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Jackson County Road Commission's financial statements taken as a whole. The additional information - Analysis of Changes in Road Fund Balance on pages 34-36 is presented for the purpose of additional analysis and is not a required part of the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements taken as a whole.



**MARKOWSKI & COMPANY, CPAs**  
Jackson, Michigan  
May 14, 2010





## JACKSON COUNTY ROAD COMMISSION

### MANAGEMENT'S DISCUSSION AND ANALYSIS

#### **Board of Road Commissioners:**

Michael Rand - Chairperson

Anthony Philipps - Member

Marvin Jester - Vice Chairperson

Michael Stimpson - Member

John Hurd - Member

#### **Management:**

Kenneth Straub - Managing Director

Joesph Michalsky, P.E. - Director of Engineering

Charles Walker - Director of Finance/Clerk

David Smith - Director of Operations

# JACKSON COUNTY ROAD COMMISSION

## Management's Discussion and Analysis

Year Ended December 31, 2009

---

### Using this Annual Report

The Jackson County Road Commission's (the "Road Commission") discussion and analysis is designed to: (a) assist the reader in focusing on significant financial issues, (b) provide an overview of the Road Commission's financial activity, (c) identify changes in the Road Commission's financial position (its ability to address the next and subsequent year challenges), (d) identify any material deviations from the approved budget and (e) identify any issues or concerns.

### Overview of the Financial Statements

This report consist of four parts – management's discussion and analysis (this section), the basic financial statements, required supplementary information; and an additional section that presents the operating fund activities broken down into Primary Road, Local Road and County Road activities.

The basic financial statements include two kinds of statements that present different views of the Road Commission. The fund financial statements are reported on the modified accrual basis of accounting and present a short-term view of the Road Commission. The government-wide financial statements present both short-term and long-term information about the Road Commission's overall financial status.

The governmental funds balance sheet/statement of net assets presents all the governmental activities of the Road Commission, presented first by fund on a modified accrual basis (governmental funds balance sheet) and then in total on a full-accrual basis (statement of net assets). The governmental fund balance sheet provides a short-term view of the Road Commission, and tells us how much is available for future spending. The statement of net assets is intended to present a longer-term view, and tells us whether taxpayers have funded the full cost of providing services to date.

The statement of governmental fund revenues, expenditures, and change in fund balances/statement of activities also presents all governmental activities of the Road Commission, presented first on a modified-accrual basis and then in total on a full accrual basis. The modified accrual governmental funds column tell us how the motoring public's money was spent during the year, while the full accrual statement of activities column tells the cost of providing services this year, as well as whether the motoring public has paid the full cost of providing services this year.

### Financial Analysis of the Road Commission as a Whole

The following tables provide condensed information about the full accrual basis finances of the Road Commission as of December 31, 2009 and 2008 and for the years then ended. As discussed above, these tables report the Road Commission's net assets and how they have changed. The reader can think of the Road Commission's net assets (the difference between assets and liabilities) as one way to measure the Road Commission's financial health or financial position.

## JACKSON COUNTY ROAD COMMISSION

### Management's Discussion and Analysis

Year Ended December 31, 2009

---

#### Financial Analysis of the Road Commission as a Whole (Continued)

Over time, increases or decreases in the Road Commission's net assets may be one indicator of whether its financial health is improving or deteriorating. To assess the overall health of the Road Commission, the reader also needs to consider additional non-financial factors such as changes in the condition of roads and changes in the laws related to gas taxes and their distribution.

A comparative analysis of the Road Commission's financial data follows:

#### Condensed Statement of Net Assets

	December 31,	
	2009	2008
<b>Assets</b>		
Current and other assets	\$ 5,569,827	\$ 5,965,327
Capital assets, net of depreciation	69,469,577	70,035,809
Total assets	<u>75,039,404</u>	<u>76,001,136</u>
<b>Liabilities</b>		
Long-term liabilities outstanding	1,668,692	1,110,230
Other liabilities	1,093,055	1,615,944
Total liabilities	<u>2,761,747</u>	<u>2,726,174</u>
<b>Net Assets</b>		
Invested in capital assets - Net of related debt	69,469,577	69,488,545
Invested in inventory	2,200,852	1,492,991
Unrestricted	607,228	2,293,426
Total net assets	<u>\$72,277,657</u>	<u>\$73,274,962</u>

# JACKSON COUNTY ROAD COMMISSION

Management's Discussion and Analysis  
Year Ended December 31, 2009

## *Financial Analysis of the Road Commission as a Whole (Continued)*

### Condensed Statement of Activities

	The Year Ended December 31	
	2009	2008
<b>REVENUES:</b>		
<b>Program Revenues:</b>		
Permits	\$ 63,549	\$ 84,912
Federal and State sources	12,950,671	12,484,761
Contributions from local units	143,337	656,122
Charges for services	2,335,325	3,151,502
Total program revenues	15,492,882	16,377,297
<b>General Revenues:</b>		
Interest and rentals	42,586	90,493
Other	25,796	24,592
Gain on asset disposals	-	(83,983)
Total general revenues	68,382	31,102
Total revenue	15,561,264	16,408,399
<b>EXPENSES:</b>		
Primary road maintenance	4,485,932	5,409,572
Local road maintenance	4,883,330	4,973,342
State trunkline maintenance	2,220,492	2,968,655
Non-motorized project	-	264,782
Administrative Expense - Net	711,021	561,119
Equipment Expense - Net	285,596	621,222
Infrastructure Depreciation	3,943,114	3,877,320
Interest	29,084	21,087
Total expenses	16,558,569	18,697,099
<b>CHANGE IN NET ASSETS</b>	(997,305)	(2,288,700)
<b>NET ASSETS - BEGINNING</b>	73,274,962	75,563,662
<b>NET ASSETS - ENDING</b>	\$72,277,657	\$73,274,962

Road Commission net assets again decreased, by just under \$1 million during 2009, which was an improvement from the prior year. Positive factors influencing this change include a reduction of \$1.5 million in winter maintenance costs (thanks to a mild winter), an increase in federal funding through the American Recovery and Reinvestment Act (ARRA) stimulus funds, which offset a decrease in locally funded construction.

## JACKSON COUNTY ROAD COMMISSION

### Management's Discussion and Analysis

Year Ended December 31, 2009

---

#### *Financial Analysis of the Road Commission as a Whole (Continued)*

One large negative influence continues to be the financing of post-employment health care costs. The Road Commission was not able to set aside any funds for this looming liability. As a result, this liability increased by \$590,000 during 2009. The Road Commission has participated in the County's self-funded health plan for a number of years in an effort to reduce costs in this area. 2009 was a bad year for claims, as there were several incidents which required the Road Commission to fund the maximum amount before stop-loss insurance kicked in to cover the balance of the claim.

#### *Financial Analysis of the Road Commission's Fund*

The Road Commission maintains only one fund – the Road Commission Fund. There are three separate sub-accounts with that fund – the Primary Road, Local Road and County Road accounts. The first two account for monies received from the State of Michigan's Michigan Transportation Fund under Act 51, which are earmarked for road and highway purposes by law.

This fund focuses on the inflows and outflows of money, and the balances remaining at year end that are available for spending. This fund is reported using the modified accrual basis of accounting, which measures cash and all other financial assets that can readily be converted to cash. The Fund columns provide a short-term view of the Road Commission's general operations and the basic services it provides. This fund information helps the reader determine whether there are more or fewer resources that can be spent in the near future to finance the Road Commission's services.

For the year ended December 31, 2009 the Road Commission's fund balance increased by \$299,059. Revenues for 2009 totaled \$15.8 million, which is a decrease of 4.5%, while expenditures decreased by \$2.7 million to \$15.5 million (15.0%).

The revenue decrease is primarily the result of decreased funding of construction projects by local governments, and a \$700,000 decrease in revenue under the trunkline maintenance contract with the State of Michigan. Expenditures decreased because winter maintenance costs dropped by approximately \$1.5 million to a total of \$1.9 million. State trunkline costs also dropped by \$700,000, again primarily related to reduce winter maintenance costs. The Road Commission also cut back on capital spending, which reduced expenditures approximately \$700,000.

#### *Budgetary Highlights*

Prior to the beginning of any year, the Road Commission's budget is compiled based upon certain assumptions and facts available at that time. During the year, the Road Commission board acts to amend its budget to reflect changes in these original assumptions, facts and/or economic conditions that were unknown at the time the original budget was compiled. In addition, by policy, the board reviews and authorizes large expenditures when requested throughout the year. The revenue and expenditure budgets were amended during 2009 to reflect changes in grant funded projects and revenue decreases greater than originally anticipated.

**JACKSON COUNTY ROAD COMMISSION**  
**Management's Discussion and Analysis**  
**Year Ended December 31, 2009**

---

**Capital Asset and Debt Administration**

**Capital Assets**

As of December 31, 2009 and 2008 the commission had \$69,469,579 and \$70,035,809 respectively, invested in capital assets as follows:

	2009	2008
Capital assets not being depreciated:		
Land and improvements	\$ 1,029,834	\$ 1,029,834
Infrastructure land and improvements	15,692,708	15,632,919
Total capital assets not being depreciated	<u>16,722,542</u>	<u>16,662,753</u>
Other capital assets:		
Buildings and improvements	6,172,942	6,087,799
Road equipment	13,482,892	13,473,799
Other equipment	1,728,098	1,704,989
Gravel pits	548,074	548,074
Infrastructure	83,481,710	81,063,597
Total other capital assets	<u>105,413,716</u>	<u>102,878,258</u>
Less - Accumulated depreciation	<u>(52,666,681)</u>	<u>(49,505,202)</u>
Net other capital assets	<u>52,747,035</u>	<u>53,373,056</u>
Net capital assets	<u><u>\$ 69,469,577</u></u>	<u><u>\$ 70,035,809</u></u>

Current year's major additions included the following:

Roads and related land improvements	\$ 4,276,198
Bridges and related structures	59,798
Buildings - Salt storage pad	85,143
	<u><u>\$ 4,421,139</u></u>

The Road Commission's fleet is aging, and there have been very few purchases in the past few years. This is expected to change in 2010 and the future.

***Debt***

The Road Commission currently experiences a relatively debt free status. Long-term debt consists of a lease (\$252,219 balance) of a sewer vacuum/high pressure jet rodder acquired in 2008); two capital leases (used to finance improvements to the main complex's energy systems in 2006 and 2008) with an outstanding balance of \$224,805; and accrued compensated absences totaling \$305,321. There are currently no plans to incur new debt.

## JACKSON COUNTY ROAD COMMISSION

### Management's Discussion and Analysis

Year Ended December 31, 2009

---

#### *Economic Factors and Next Year's Budget*

The Board of County Road Commissioners considered many factors when setting the fiscal year 2010 budget. One of the factors is the economy. The commission derives approximately 65% of its revenues from the fuel tax and auto registration fees collected by the State. The economic downturn has resulted in less consumption of fuel and fewer purchases of automobiles, and consequently fewer Michigan Transportation Funds to be distributed. Also, the increases in the cost of supplies such as road salt and asphalt raise the costs for road maintenance. The outlook is not optimistic to maintain the current service level as revenues stay static or decrease, and expenses increase.

The Board realizes, and the reader should understand, that there are not sufficient funds available to repair and/or rebuild every road in Jackson County's transportation system. The board attempts to spend the public's money wisely and equitably and in the best interest of the motoring public and the citizens of Jackson County. In light of the State's admission that it will not be able to provide the local match to its federal aid, local units such as the Road Commission anticipates fewer federal dollars available for construction projects.

The Road Commission is attempting to deal with these financial stresses in a proactive manner. Several cost-cutting measures have been implemented in 2010, including the elimination of two superintendent's positions (Building & Grounds and one State Highway superintendent), an engineering position and the replacement of its IT Director through a contract with Jackson County's IT Department. The Road Commission is also implementing several long range planning projects, including projecting future budgets beyond just the next year.

#### *Contacting the Commission's Financial Management*

This financial report is designed to provide the motoring public, citizens and other interested parties a general overview of the commission's finances and to show the commission's accountability for the money it receives. If you have any questions about this report or need additional financial information, contact the Jackson County Road Commission administrative offices at 2400 North Elm Road, Jackson, MI 49201.



JACKSON COUNTY ROAD COMMISSION

BASIC FINANCIAL STATEMENTS:

GOVERNMENT WIDE/GOVERNMENTAL FUND FINANCIAL STATEMENTS



**JACKSON COUNTY ROAD COMMISSION**  
**GOVERNMENTAL FUNDS BALANCE SHEET/STATEMENT OF NET ASSETS**  
**DECEMBER 31, 2009**

	Governmental Funds	Adjustments (Note 2)	Statement of Net Assets
<b>Assets:</b>			
Cash and cash equivalents	\$ 1,047,997	\$ -	\$ 1,047,997
Receivables	2,106,690	-	2,106,690
Inventory	2,200,852	-	2,200,852
Prepaid expenses	28,492	-	28,492
Capital assets - Net:			
Assets not being depreciated	-	16,722,542	16,722,542
Assets being depreciated (Net)	-	52,747,035	52,747,035
Receivables - Noncurrent	185,796	-	185,796
Total Assets	<u>\$ 5,569,827</u>	<u>\$ 69,469,577</u>	<u>75,039,404</u>

**Liabilities and Fund Balances/Net Assets**

<b>Liabilities:</b>			
Accounts payable	162,598	-	162,598
Accrued payroll	170,807	-	170,807
Due to other governments	26,930	-	26,930
Performance bonds payable	38,250	-	38,250
Advances	627,952	-	627,952
Deferred revenue	231,049	(231,049)	-
Current portion of long-term debt	-	66,518	66,518
Total current liabilities	<u>1,257,586</u>	<u>(164,531)</u>	<u>1,093,055</u>
Compensated absences payable	-	305,321	305,321
Net other post employment benefit payable	-	952,865	952,865
Long term debt	-	410,506	410,506
Long-term liabilities, net	-	1,668,692	1,668,692
Total liabilities	<u>1,257,586</u>	<u>1,504,161</u>	<u>2,761,747</u>

**Fund Balances/Net Assets:**

<b>Fund Balances:</b>			
Reserved	2,229,344	(2,229,344)	-
Unreserved and undesignated	2,082,897	(2,082,897)	-
Total fund balances	<u>4,312,241</u>	<u>(4,312,241)</u>	<u>-</u>
Total liabilities and fund balances	<u>\$ 5,569,827</u>		<u>2,761,747</u>

**Net Assets:**

Invested in capital assets net of related debt	69,469,577	69,469,577
Invested in inventory	2,200,852	2,200,852
Unrestricted	607,228	607,228
	<u>72,277,657</u>	<u>72,277,657</u>
	<u>\$ 69,469,577</u>	
Total net assets		<u>\$ 72,277,657</u>

The notes to the financial statements are an integral part of this statement.

**JACKSON COUNTY ROAD COMMISSION**  
**STATEMENT OF GOVERNMENTAL FUND REVENUES, EXPENDITURES, AND**  
**CHANGES IN FUND BALANCE/STATEMENT OF ACTIVITIES**  
**THE YEAR ENDED DECEMBER 31, 2009**

	Governmental Funds	Adjustments (Note 2)	Statement of Activities
<b>Revenues:</b>			
Permits	\$ 63,549	\$ -	\$ 63,549
Federal grants	2,122,190	-	2,122,190
State sources	10,828,481	-	10,828,481
Local government sources	297,579	(154,242)	143,337
Charges for services	2,335,325	-	2,335,325
Interest and rentals	42,586	-	42,586
Special assessments	48,336	(48,336)	-
Gain on asset disposals	-	-	-
Other revenues	25,796	-	25,796
Total revenues	<u>15,763,842</u>	<u>(202,578)</u>	<u>15,561,264</u>
<b>Expenditures/Expenses:</b>			
Primary roads - Construction/Preservation	4,219,988	(4,216,946)	3,042
Local roads - Construction/Preservation	238,056	(156,450)	81,606
Primary roads - Routine/Preventive Maintenance	4,327,645	155,245	4,482,890
Local roads - Routine/Preventive Maintenance	4,627,310	174,414	4,801,724
State trunkline maintenance	2,220,492	-	2,220,492
Administrative expense - Net	647,512	63,509	711,021
Equipment expense - Net	152,989	132,607	285,596
Depreciation expense	-	3,943,114	3,943,114
Capital outlay - Net	(1,068,533)	1,068,533	-
Debt service	99,324	(70,240)	29,084
Total expenditures/expenses	<u>15,464,783</u>	<u>1,093,786</u>	<u>16,558,569</u>
<b>Excess of Revenues Over (Under)</b>			
<b>Expenditures/Change in Net Assets</b>	299,059	(1,296,364)	(997,305)
<b>Other Financing Sources (Uses)</b>			
Loan proceeds	-	-	-
<b>Net Change in Fund Balances</b>	299,059	(1,296,364)	(997,305)
<b>Fund Balance/Net Assets - Beginning</b>	<u>4,013,182</u>	<u>-</u>	<u>75,563,662</u>
<b>Fund Balance/Net Assets - Ending</b>	<u>\$ 4,312,241</u>	<u>\$ (1,296,364)</u>	<u>\$ 74,566,357</u>

The notes to the financial statements are an integral part of this statement.



**JACKSON COUNTY ROAD COMMISSION**

**NOTES TO THE FINANCIAL STATEMENTS**

**JACKSON COUNTY ROAD COMMISSION**  
**INDEX TO THE NOTES TO THE FINANCIAL STATEMENTS**

<u>NOTE</u>	<u>TITLE</u>	<u>PAGE NUMBER</u>
1	SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:	
	A. Reporting Entity	11
	B. Government-Wide and Fund Financial Statements	11
	C. Measurement Focus, Basis of Accounting and Financial Statement Presentation	12
	D. Assets, Liabilities, and Fund Balance or Net Assets:	
	Cash, Cash Equivalents, and Investments	13
	Inventories	13
	Capital Assets and Depreciation	13
	Compensated Absences	14
	Long-Term Obligations	14
	E. Estimates	14
2	RECONCILIATION OF THE GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS	15
3	STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY	17
4	CASH, CASH EQUIVALENTS, AND INVESTMENTS	17
5	RECEIVABLES/DEFERRED REVENUE	19
	A. Current Receivables	19
	B. Special Assessments	20
	C. Township Road Agreements	20
6	INVENTORIES	21
7	CAPITAL ASSETS	21
8	ADVANCES	22
9	LONG-TERM LIABILITIES	22
10	FUND EQUITIES/NET ASSETS	24
11	FEDERAL/STATE GRANTS	24
12	EXPENDITURE/EXPENSE REPORTING	25

**JACKSON COUNTY ROAD COMMISSION**  
**INDEX TO THE NOTES TO THE FINANCIAL STATEMENTS**  
(Continued)

<u>NOTE</u>	<u>TITLE</u>	<u>PAGE NUMBER</u>
13	EMPLOYEES' RETIREMENT PLAN	26
	A. Employee Membership Data	26
	B. Benefit Provisions	26
	C. Required Contributions	27
14	OTHER POST – EMPLOYMENT BENEFITS (OPEB)	29
15	RISK MANAGEMENT	31
	A. Liability Insurance	31
	B. Health Insurance	31
	C. Workers Compensation	32
16	COMMITMENTS AND CONTINGENCIES	32
	A. Claims and Lawsuits	32
	B. Trunkline Maintenance Audit	32
	C. Concentrations	32
17	SUBSEQUENT EVENTS	32

**JACKSON COUNTY ROAD COMMISSION**  
**NOTES TO THE FINANCIAL STATEMENTS**

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

The financial statements of the Jackson County Road Commission (the Road Commission) have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Government Accounting Standards Board (GASB) is the accepted standards-setting body for establishing governmental accounting and financial reporting principles.

**A. Reporting Entity:**

The Road Commission was established by the County of Jackson pursuant to County Road Law MCL 224.1. The Road Commission is administered by a Board comprised of five Commissioners, appointed to staggered six year terms by the Jackson County Board of Commissioners.

In accordance with the provisions of GASB Statement No. 14, the Road Commission is considered a component unit of the County of Jackson for financial reporting purposes. The Road Commission itself has no component units. The criteria for determining which units are a component unit (and therefore included in the entity's financial statements) include oversight responsibility, scope of public service, and special financing relationships.

The Road Commission accounts for the Michigan Transportation Fund revenues distributed to the County of Jackson and all other revenues provided for the construction and maintenance of primary and local roads within Jackson County (exclusive of those located within incorporated Cities and Villages). As of December 31, 2009, there were approximately 1,583 miles of roads maintained by the Jackson County Road Commission – 546 miles of paved primary roads, and 788 miles of paved and 249 miles of gravel local roads.

**B. Government-Wide and Fund Financial Statements:**

The government-wide financial statements (i.e., the Statement of Net Assets and the Statement of Activities) report information on all of the activities of the Road Commission. The Road Commission consists solely of governmental-type activities; it has no business-type activities. There is only one fund reported in the government-wide financial statements.

The Statement of Net Assets presents the Road Commission's assets and liabilities, with the difference reported as either invested in capital assets (net of related debt), restricted, or unrestricted.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenue. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include: (1) charges to users or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function or segment; and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other sources of income not properly included among program revenues are reported instead as general revenue.

**JACKSON COUNTY ROAD COMMISSION**  
**NOTES TO THE FINANCIAL STATEMENTS**

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

**B. Government-Wide and Fund Financial Statements:** (Continued)

The fund financial statements are provided for governmental fund, and have been separately stated in conjunction with the government-wide financial statements. The County Road Fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions.

**C. Measurement Focus, Basis of Accounting and Financial Statement Presentation:**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenue is recorded when earned and expenses are recorded when the liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue is recognized as soon as it is both measurable and available. Revenue is considered to be available if it is collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Road Commission considers revenues to be available if they are collected within 60 days of the fiscal year end. Amounts collected beyond this time frame are recorded as deferred revenue.

Expenditures are generally recorded when a liability is incurred, as under accrual accounting. However, expenditures related to debt service, compensated absences and claims and judgments are recorded only when payment is due.

Noncurrent receivables, such as special assessments and township agreements, are recorded at full value and deferred revenue is recorded for the portion not available for use to finance operations as of year end.

Interest earned on investments is recorded on the accrual basis. Interest charged on special assessment installments is not accrued until its due date.

The Road Fund is the Road Commission's only governmental fund (a major fund). The Road Fund is used to account for the proceeds of earmarked revenue or financing activities requiring separate accounting because of legal or regulatory provisions.

**JACKSON COUNTY ROAD COMMISSION**  
**NOTES TO THE FINANCIAL STATEMENTS**

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

**D. Assets, Liabilities, and Fund Balance or Net Assets:**

**Cash, Cash Equivalents, and Investments:**

All investments of the Road Commission are reported at cost. It is the policy of the Road Commission that all investments with an original maturity of 90 days or less are accounted for as cash equivalents. The Road Commission's investments are made through the Jackson County Treasurer, thus providing for increased interest rates and revenue.

**Inventories:**

Inventories are valued at cost as determined on the first-in, first-out method using average costs. Inventory items are charged to road construction, equipment maintenance, repairs, and operations as they are used.

**Capital Assets and Depreciation:**

Capital assets, which include property, plant, equipment and infrastructure assets (e.g. roads, bridges and similar items), are reported in the general operating fund in the government-wide financial statements. The Road Commission considers assets with an initial individual cost of \$500 or more and an estimated useful life in excess of one year to be a capital asset. Capital assets are recorded at their historical cost (or, in the case of infrastructure assets, at estimated historical cost). Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repair and maintenance are expensed as incurred.

The initial capitalization of infrastructure assets was developed using actual costs of construction and heavy maintenance incurred by the Road Commission. All such assets were retroactively capitalized when implementing GASB Statement No. 34.

Depreciation is computed on the sum-of-the-years-digits method for road equipment, and the straight-line method for all other assets. Estimated useful lives are used as follows:

	<u>Years</u>
Buildings and Improvements	10-40
Road Equipment	5-8
Other Equipment	3-10
Infrastructure	8-50

Depletion is computed by allocating the purchase and/or processing costs over the total resource available (which provides a cost per unit) and charging depletion for the units extracted and used during the year.



**JACKSON COUNTY ROAD COMMISSION**  
**NOTES TO THE FINANCIAL STATEMENTS**

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

**D. Assets, Liabilities, and Fund Balance or Net Assets:** (Continued)

**Compensated Absences:**

Paid time off is earned in varying amounts, depending on the employee's number of years of service. It is earned and credited throughout the year. A maximum of thirty paid days off may be accumulated.

Effective December 31, 1987, sick pay is no longer earned. The hours earned and unused as of that date were banked. The Road Commission now provides disability insurance coverage to its employees, providing benefits effective with the first day of an injury or the eighth day of an illness.

Under the terms of its union contract expiring in July 2011, employees are allowed to accumulate up to 48 hours of compensatory time in lieu of receiving overtime pay.

Road Commission policy is to pay unused paid time off at 100% using the employee's current rate of pay. Compensatory time is to be paid off at 50% of the employee's current rate of pay upon termination.

**Long-term Obligations:**

Long-term debt and other long-term obligations (due more than one year from the balance sheet date) are reported as liabilities in the government-wide financial statements. Premiums and discounts, as well as any issuance costs related to the long-term debt are deferred and amortized to expense over the life of the long-term debt.

Fund financial statements report the proceeds from long-term debt issuance as other financing sources, along with any premiums received. Discounts on long-term debt are reported as other financing uses. Issuance costs are reported as debt service expenditures in the period incurred.

**E. Estimates:**

The preparation of financial statements in accordance with generally accepted accounting principles requires management to make estimates and assumptions that effect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Other accounting policies are disclosed in other notes to the financial statements.

**JACKSON COUNTY ROAD COMMISSION**  
**NOTES TO THE FINANCIAL STATEMENTS**

**NOTE 2 – RECONCILIATION OF GOVERNMENT-WIDE AND FUND  
FINANCIAL STATEMENTS:**

Amounts reported in the government-wide financial statements are different from amounts reported in the governmental funds because of the following:

<b>Governmental funds fund balance</b>	\$ 4,312,241
--	--------------

Capital assets used in governmental activities; these are not financial resources and as such are not reported in the fund financial statements.	69,469,577
--	------------

Special assessment and Township receivables which are not collected within 60 days of year end are not considered available to pay current year expenditures. In the fund financial statements, they are reported as Deferred Revenue.	231,049
--	---------

Compensated absences are not paid from current resources; accordingly a liability is not reported in the fund financial statements.	(305,321)
---	-----------

Long-term liabilities (debt) are not due and payable in the current period and, therefore, are not reported in the fund financial statements.	(477,024)
---	-----------

Long-term liabilities for Other Post Employment Benefits (OPEB) obligations do not present a claim on current financial resources and are therefore not reported as fund liabilities.	<u>(952,865)</u>
---	------------------

<b>Government-wide net assets</b>	<u><u>\$ 72,277,657</u></u>
-----------------------------------	-----------------------------

**JACKSON COUNTY ROAD COMMISSION**  
**NOTES TO THE FINANCIAL STATEMENTS**

**NOTE 2 – RECONCILIATION OF GOVERNMENT-WIDE AND FUND**  
**FINANCIAL STATEMENTS:** (Continued)

<b>Net changes in fund balances - Total governmental funds</b>	<b>\$ 299,059</b>
--	-------------------

The governmental fund reports the purchase of capital assets as expenditure; in the statement of activities, these costs are allocated to expense over their estimated useful lives as depreciation:

Capital assets purchased/constructed during the current year	4,562,375
Depreciation expense	(5,128,607)

Special assessment and township road agreement billings are reported as revenue in the fund financial statements when collected during the year or within 60 days of year end; these billings are reported as revenue when they are earned in the statement of activities

	(202,578)
--	-----------

Accumulated compensated absences are reported as an expenditure in the fund financial statements when paid; the statement of activities reports this expense as it is earned by the employee

	(6,362)
--	---------

Changes in net OPEB obligations are reported in the statement of activities as these future benefits are earned; because they do not require the use of current resources they are not reported in the fund financial statements

	(591,432)
--	-----------

The payment of long-term debt is reported as an expense when paid in the fund financial statements; these payments are applied to reduce the liability in the government-wide financial statements

	<u>70,240</u>
--	---------------

<b>Change in net assets of governmental activities</b>	<b><u><u>\$ (997,305)</u></u></b>
--	-----------------------------------

**JACKSON COUNTY ROAD COMMISSION**  
**NOTES TO THE FINANCIAL STATEMENTS**

**NOTE 3 – STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY:**

Budgetary procedures are established pursuant to Michigan Act 621 PA 1978, as amended, (MCL 141.421). This act requires the commissioners to approve a budget for the general operating fund. Pursuant to the Act, the Road Commission has adopted the following procedures:

The Road Commission's Managing Director and its Director of Finance/Clerk prepare and submit a proposed Operating Fund budget to the Board of Road Commissioners for its review and consideration prior to the start of a new fiscal year. The budget is developed at the activity level (Primary Construction/Heavy Maintenance, Primary Routine Maintenance, etc.). The Board of Road Commissioners conducts public budget hearings and subsequently adopts a budget. This budget is prepared on the modified accrual basis of accounting, which is the same basis as the financial statements.

The budget as presented has been amended during the year by official action of the board, taken at a public meeting. All budget appropriations lapse at year end.

Michigan Public Act 621 of 1978, as amended, requires budgets amendments as needed to prevent actual expenditures from exceeding those provided for in the budget. For the year ended December 31, 2009, the Road Commission's expenditures were in excess of the amounts appropriated, as follows:

	Final Amended Budget	Actual	(Excess Budget Variance)
Local Roads - Preservation	\$ 234,063	\$ 94,727	\$ 139,336
State Trunkline - Nonmaintenance	\$ 23,065	\$ 24,155	\$ (1,090)
Administrative Expense - Net	\$ 593,341	\$ 647,512	\$ (54,171)
Equipment Expense - Net	\$ 58,660	\$ 152,989	\$ (94,329)

**NOTE 4 – CASH, CASH EQUIVALENTS, AND INVESTMENTS:**

State statutes (Michigan Compiled Laws, Section 129.91) and Road Commission policy authorize the County Treasurer, on behalf of the Road Commission, to deposit and invest in the following types of accounts:

- (1) Bonds, securities and other obligations of the United States or an agency or instrumentality of the United States;
- (2) Certificates of deposit, savings accounts, deposit accounts or depository receipts of a financial institution (but only if the financial institution is eligible to be a depository of funds belonging to the state under a law or rule of this state or the United States);
- (3) Commercial paper rated at the time of purchase within the highest classification established by not less than two standard rating services and that matures not more than 270 days from the purchase date;
- (4) Repurchase agreements consisting of instruments listed in subdivision (1) above;
- (5) Bankers' acceptances of United States banks;

**JACKSON COUNTY ROAD COMMISSION**  
**NOTES TO THE FINANCIAL STATEMENTS**

**NOTE 4 – CASH, CASH EQUIVALENTS, AND INVESTMENTS:** (Continued)

(6) Mutual funds registered under the Investment Company Act of 1940, that maintain a \$1.00 per share net asset value, and with authority to purchase only investment vehicles that are legal for direct investment by a public corporation; (7) Obligations described in (1) through (6) as named above if purchased through an interlocal agreement under the Urban Cooperation Act of 1967; (8) Investment pools organized under the Surplus Funds Investment Act, 367 of 1982; (9) Investment pools organized under the Local Government Investment Pool Act, 121 of 1985.

(The above statute references refer to Michigan Public Acts).

The Road Commission's deposits are in accordance with statutory authority and Road Commission policy.

**Disclosures Relating to Interest Rate Risk**

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The Road Commission minimizes this risk by investing in shorter term securities and holding them to maturity.

**Concentration of Credit Risk**

The Road Commission's investment policy contains no limitations on the amount that can be invested in any one issuer beyond that stipulated by Michigan law. The cash accounts are held at one local financial institution. \$250,000 of the cash is covered by FDIC insurance; the remaining \$797,747 is uninsured (\$250 of cash is actual cash on hand).

**Custodial Credit Risk**

Custodial credit risk is the risk that, in the event of a bank failure, the Road Commission's deposits may not be returned to it. Deposits are exposed to custodial credit risk if they are not covered by depositary insurance and are uncollateralized; collateralized with securities held by the pledging financial institution; or collateralized with securities held by the pledging financial institution's trust department or agent but not in the Road Commission's name. The Road Commission does not have a policy requiring its deposits to be collateralized. The Director of Finance/Clerk evaluates each financial institution holding its deposits and assesses the level of risk of each; only those institutions with an acceptable estimated risk level are used as depositories.

**JACKSON COUNTY ROAD COMMISSION**  
**NOTES TO THE FINANCIAL STATEMENTS**

**NOTE 4 – CASH, CASH EQUIVALENTS, AND INVESTMENTS: (Continued)**

**Custodial Credit Risk (Continued)**

The risk disclosure for the Road Commission's cash and cash equivalents is as follows:

	<u>Carrying Amount</u>	<u>Bank Balance</u>
Cash on Hand	\$ 250	\$ -
Insured (FDIC)	250,000	250,000
Uninsured and uncollateralized	<u>797,747</u>	<u>1,067,841</u>
	<u>\$ 1,047,997</u>	<u>\$ 1,317,841</u>

The Road Commission did not violate any of the provisions of its investment policies or state laws during the year ended December 31, 2009.

**Restricted Cash**

The cash at December 31, 2009 includes monies from performance bonds deposited by contractors with the County Treasurer in the County's Trust and Agency bank account. An offsetting liability has been established for the performance bonds payable. The balance payable, upon completion of projects with no damage to County roads, at December 31, 2009 was \$38,250.

The County had no investments at December 31, 2009.

**NOTE 5 – RECEIVABLES/DEFERRED REVENUE:**

**A. Current Receivables:**

Receivables at December 31, 2009 consist of accounts receivable from the ordinary course of operations, MTF funds for November and December due from the State, trunkline maintenance contract reimbursements and advances due from the State, and payments due under Township road agreements.

Accounts receivable	\$ 23,273	
Special assessments receivable - Current	45,253	
Due from other governments		
Michigan Transportation Fund collections	\$ 1,631,847	
State trunkline maintenance billings	340,392	
Township road agreements - Current	<u>65,925</u>	<u>2,038,164</u>
		<u>\$ 2,106,690</u>

**JACKSON COUNTY ROAD COMMISSION**  
**NOTES TO THE FINANCIAL STATEMENTS**

**NOTE 5 – RECEIVABLES/DEFERRED REVENUE:** (Continued)

The noncurrent receivables reported on the statement of net assets consist of special assessment and township road agreement payments not due within the next fiscal year.

**B. Special Assessments:**

In accordance with state statute, the Road Commission will pave local streets within subdivisions or residential areas following a process which is initiated by the request of at least 51% of benefiting property owners. It is the Road Commission's policy to spread the resident's payments out over a five year period by levying a special assessment on each winter tax bill. The winter tax bills are sent to property owners in December, and are due without penalty by February 14 of the following year. Interest is charged on installments after the first one, and prepayment is allowed. The Jackson County Treasurer collects the assessments and distributes the collections to the Road Commission each May.

Because only the current year's installment is available to the Road Commission within sixty days of year end, a deferred revenue liability account is established in the governmental fund financial statements to offset the long-term portion of this receivable.

**C. Township Road Agreements:**

The Road Commission also paves certain local roads under a cost sharing agreement with the local townships. One half of the estimated project cost will be reimbursed by the township over a five year period. Installments are billed each December, and are payable upon receipt. The first three installments are interest free, each installment after that includes an interest charge. Prepayment is allowed. Because the installments billed in December 2009 will be collected within sixty days of year end (except for special assessments returned delinquent, which will be received by the Road Commission in May 2010), it is recognized as revenue in the governmental fund financial statements during 2009. A deferred revenue liability is established in the governmental fund financial statements for the remaining installments.

Installment billed/ levied in December	Special Assessments	Twsp. Road Agreements	Total	Deferred Revenue
2009	\$ 45,253	\$ 65,925	\$ 111,178	\$ 45,253
2010	28,905	68,166	97,071	97,071
2011	28,904	30,916	59,820	59,820
2012	28,905	-	28,905	28,905
	131,967	165,007	296,974	\$ 231,049
Less: current receivable	(45,253)	(65,925)	(111,178)	
	\$ 86,714	\$ 99,082	\$ 185,796	

**JACKSON COUNTY ROAD COMMISSION**  
**NOTES TO THE FINANCIAL STATEMENTS**

**NOTE 6 – INVENTORIES:**

The inventory at December 31, 2009 consisted of the following:

	Amount
Equipment materials and parts	\$ 397,405
Road materials	1,803,447
	<u>\$ 2,200,852</u>

**NOTE 7 – CAPITAL ASSETS:**

Capital asset activity for the year was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
<b>Governmental Activities:</b>				
Capital assets not being depreciated:				
Land and land improvements	\$ 1,029,834	\$ -	\$ -	\$ 1,029,834
Infrastructure land and land improvements	15,632,919	59,789	-	15,692,708
Subtotal	<u>16,662,753</u>	<u>59,789</u>	<u>-</u>	<u>16,722,542</u>
Capital assets being depreciated:				
Buildings and improvements	6,087,799	85,143	-	6,172,942
Road Equipment	13,473,799	9,093	-	13,482,892
Other equipment	1,704,989	23,109	-	1,728,098
Gravel pits	548,074	-	-	548,074
Infrastructure	81,063,597	4,385,241	(1,967,128)	83,481,710
Subtotal	<u>102,878,258</u>	<u>4,502,586</u>	<u>(1,967,128)</u>	<u>105,413,716</u>
Less - accumulated depreciation for:				
Buildings and improvements	(4,539,891)	(163,184)	-	(4,703,075)
Road Equipment	(11,135,393)	(955,427)	-	(12,090,820)
Other equipment	(1,506,756)	(66,882)	-	(1,573,638)
Gravel pits	(147,019)	-	-	(147,019)
Infrastructure	(32,176,143)	(3,943,114)	1,967,128	(34,152,129)
Subtotal	<u>(49,505,202)</u>	<u>(5,128,607)</u>	<u>1,967,128</u>	<u>(52,666,681)</u>
Net capital assets being depreciated	<u>53,373,056</u>	<u>(626,021)</u>	<u>-</u>	<u>52,747,035</u>
Net capital assets	<u>\$ 70,035,809</u>	<u>\$ (566,232)</u>	<u>\$ -</u>	<u>\$ 69,469,577</u>



**JACKSON COUNTY ROAD COMMISSION**  
**NOTES TO THE FINANCIAL STATEMENTS**

**NOTE 8 – ADVANCES:**

As part of its agreement with the Michigan Department of Transportation (MDOT) to maintain state and federal highways (trunklines) within Jackson County and portions of Lenawee County, MDOT provides upfront cash to assist with cash flow for equipment and operating purposes. The amount advanced is reviewed annually, and is to be returned upon termination of the contract. At December 31, 2009, these advances totaled \$627,952. As such, this money is reported as a liability by the Road Commission.

**NOTE 9 – LONG-TERM LIABILITIES:**

Long-term liabilities of the Jackson County Road Commission consist of the following at December 31, 2009:

**Accrued Compensated Absences:**

As discussed in Note 1D, the Road Commission allows employees to accrue certain paid time off. The liability for accrued compensated absences at December 31, 2009 is as follows:

	Beginning Balance	Change	Ending Balance
Accrued Paid Time Off (100%)	\$ 292,313	\$ 7,539	\$ 299,852
Accrued Compensatory Time (50%)	6,646	(1,177)	5,469
	<u>\$ 298,959</u>	<u>\$ 6,362</u>	<u>\$ 305,321</u>

**JACKSON COUNTY ROAD COMMISSION**  
**NOTES TO THE FINANCIAL STATEMENTS**

**NOTE 9 – LONG-TERM LIABILITIES:** (Continued)

**Changes in Long Term Debt:**

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Retirements/ Repayments</u>	<u>Ending Balance</u>	<u>Amount Due in One Year</u>
Honeywell - Capital lease - Building improvements, maturing serially in quarterly amounts of \$9,490 including interest at a rate of 7.84%.	\$ 213,548	\$ -	\$ (21,832)	\$ 191,716	\$ 23,596
Honeywell - Capital lease - Building improvements, maturing serially in quarterly amounts of \$1,463 including interest at a rate of 4.25%.	37,420	-	(4,331)	33,089	4,518
Caterpillar Financial - Road equipment - Installment purchase agreements with monthly payments of \$2,205 including interest at a rate of 4.85%.	4,396	-	(4,396)	-	-
Kansas State Bank - Road equipment - Installment purchase agreement with four annual payments of \$49,219 plus a \$137,655 balloon payment due in 2013, including interest at a rate of 4.29%.	291,900	-	(39,681)	252,219	38,404
Total Long Term Debt:	<u>\$ 547,264</u>	<u>\$ -</u>	<u>\$ (70,240)</u>	<u>\$ 477,024</u>	<u>\$ 66,518</u>

**JACKSON COUNTY ROAD COMMISSION**  
**NOTES TO THE FINANCIAL STATEMENTS**

**NOTE 9 – LONG-TERM LIABILITIES:** (Continued)

**Debt Service Requirements:**

The annual principal and interest requirements to service the capital lease and installment purchase agreements as of December 31, 2009 are as follows:

	Principal	Interest	Total
December 31, 2010	\$ 66,518	\$ 26,513	\$ 93,031
December 31, 2011	70,266	22,764	93,030
December 31, 2012	74,248	18,782	93,030
December 31, 2013	166,915	14,551	181,466
December 31, 2014	37,549	6,262	43,811
<i>Subtotal</i>	<i>415,496</i>	<i>88,872</i>	<i>504,368</i>
December 31, 2015	40,383	3,428	43,811
December 31, 2016	21,145	3	21,148
	<u>\$ 477,024</u>	<u>\$ 92,303</u>	<u>\$ 569,327</u>

**NOTE 10 – FUND EQUITY/NET ASSETS:**

**Governmental Fund Financial Statements – Reserves and Designations:**

Reserved Fund Balance in the Road Commission's Operating Fund was established to present the portion of fund equity which is not available for expenditure in future periods. The \$2,229,074 reserve at December 31, 2009 consists of \$2,200,582 for inventory and \$28,492 for prepaid insurance.

**NOTE 11 – FEDERAL/STATE GRANTS:**

The Michigan Department of Transportation (MDOT) requires that the local Road Commission report federal and state grant revenues/expenditures for all projects within the Road Commission's jurisdiction. During 2009, federal and state aid reported as revenue and expenditures was \$2,365,845 for contracted projects and \$297,489 (Spring Arbor Rd. No. 89503A and S. Jackson traffic signal No. 105015A) for negotiated projects. Contracted projects are defined as projects performed by private contractors paid for and administered by MDOT (as such, they are included in MDOT's single audit rather than the Road Commission's). The Road Commission acts as the contractor in negotiated projects. A summary of the 2009 grant projects follows:

**JACKSON COUNTY ROAD COMMISSION**  
**NOTES TO THE FINANCIAL STATEMENTS**

**NOTE 11 – FEDERAL/STATE GRANTS: (Continued)**

Project Number	Description	Federal Revenue	State Revenue	Expenditures Recognized
83696A	E Michigan Ave - Fox to Portage	\$ 707,489	\$ 78,644	\$ 786,133
89503A	Spring Arbor Rd - Brown St to McCain	-	288,000	288,000
89680A	McCain Rd - Arbor Hills to Reynolds	771,496	174,500	945,996
105014A	Spring Arbor/Robinson intersection	7,267	-	7,267
105015A	S Jackson traffic signal	9,489	-	9,489
106225A	E Michigan Ave - Fox to Gillett's Lake	626,449	-	626,449
		<u>\$2,122,190</u>	<u>\$ 541,144</u>	<u>\$2,663,334</u>

As of December 31, 2009 the Road Commission owed the State of Michigan \$26,930 for matching project funds. This is reported as Due to Other Governments in the financial statements.

**NOTE 12 – EXPENDITURE/EXPENSE REPORTING:**

In accordance with Michigan Department of Transportation guidelines, certain expenditures/expenses are reported net of related revenues. These are noted as 'net' on the basic financial statements, and are summarized as follows:

**Administrative:**

Administrative expenditures/expenses (A515 accounts)		\$ 834,747
Less:		
Overhead charges - State	\$ (175,640)	
Handling charges	(11,289)	
Purchase discounts	<u>(306)</u>	<u>(187,235)</u>
Administrative expenditure/expense - Net		<u>\$ 647,512</u>

**Equipment:**

Direct equipment expenditures/expenses	\$ 2,659,522
Indirect equipment expenditures/expenses	1,239,490
Operating expenses	<u>416,534</u>
	<u>4,315,546</u>
Less - Equipment rental credits	<u>(4,162,557)</u>
Equipment expenditure/expense - Net	<u>\$ 152,989</u>

**JACKSON COUNTY ROAD COMMISSION**  
**NOTES TO THE FINANCIAL STATEMENTS**

**NOTE 12 – EXPENDITURE/EXPENSE REPORTING:** (Continued)

**Capital outlay:**

Capital outlay expenditure	\$ 116,945
Less:	
Equipment retirements (Cost less accumulated depreciation)	-
Depreciation	<u>(1,185,478)</u>
Capital outlay expenditure - Net	<u><u>\$ (1,068,533)</u></u>

**NOTE 13 – EMPLOYEES' RETIREMENT PLAN:**

The Road Commission participates in the Jackson County Employees' Retirement System, a defined benefit pension plan. This plan was established in accordance with applicable state and local statutes.

**A. Employee Membership Data:**

As of December 31, 2008 (the latest valuation data available) employee membership data related to the pension plan (Road Division) was as follows:

Retirees and beneficiaries currently receiving benefits and terminated employees entitled to benefits but not yet receiving them	92
Active plan participants:	
Vested	48
Nonvested	41
	<u><u>181</u></u>

**B. Benefit Provisions:**

The pension plan provides pension benefits, deferred allowances, and death and disability benefits. A member may retire at age 60 with 10 or more years of credited service. Benefits vest after eight years (ten years for new hires after 1/1/01). Employees retiring at age 60 with eight or more years credited service are entitled to pension payments for the remainder of their lives equal to 2.5% of their Final Average Compensation (the average of the highest five consecutive years in the ten years prior to retirement). The Road Commission financed portion is limited to 75% of final average compensation.

Pension provisions include a deferred allowance whereby an employee may terminate his or her employment with the Road Commission after their benefits have vested. The pension benefit is payable at age 60 or any age allowed by the retirement by-laws at the time of retirement. The benefit amount is computed in the same manner as the regular benefit described above.

**JACKSON COUNTY ROAD COMMISSION**  
**NOTES TO THE FINANCIAL STATEMENTS**

**NOTE 13 – EMPLOYEES’ RETIREMENT PLAN:**

**B. Benefit Provisions: (Continued)**

Provisions are also included for duty and non-duty disability or death benefits. Disability benefit payments are computed in the same manner as regular benefits. The minimum benefit for a disability is 15% of final average compensation, with the maximum County-financed portion limited to 50% of FAC and worker’s compensation. Non-duty disability benefits are payable only after 10 or more years of credited service. Death benefits are computed in the same manner as the regular benefits; in the case of a duty death, additional service credit will be granted up to the amount needed to be vested prior to computation of the retirement allowance of the spouse.

**C. Required Contributions:**

Employees of the Road Commission are required to pay 2.50%, plus 50% of the employer contribution above 2.50% (an employee contribution rate of 2.50% for 2009) of their gross earnings to the pension plan. The payments are deducted from the employee’s wages and remitted to the pension plan each bi-weekly pay period. If an employee leaves the Road Commission prior to vesting, these contributions plus interest are returned to the employee. The total employee contributions to the Plan during 2009 were \$100,039.

The Road Commission makes bi-weekly contributions to the pension plan in an amount as determined by the plan’s actuaries. For the year ended December 31, 2009, the required contribution was computed as 0.43% of covered payroll. The Road Commission pension expense for the year ended December 31, 2009 was \$47,045; required contributions were only \$17,087. The actuarial assumptions used to compute this amount are available in the County of Jackson’s Comprehensive Annual Financial Report.

Substantially all of the Road Commission’s employees are covered by this plan. The Road Commission’s total payroll for the year ended December 31, 2009 was approximately \$4,420,000 with \$3,975,000 covered by the pension plan.

**JACKSON COUNTY ROAD COMMISSION**  
**NOTES TO THE FINANCIAL STATEMENTS**

**NOTE 13 – EMPLOYEES’ RETIREMENT PLAN: (Continued)**

**C. Required Contributions: (Continued)**

Trend information for the plan as a whole is presented below:

**Schedule of Funding Progress**

<u>Valuation Date Dec. 31,</u>	<u>Actuarial Value of Assets</u>	<u>Actuarial Accrued Liability</u>	<u>Unfunded AAL (UAAL)</u>	<u>Funded Ratio</u>	<u>Covered Payroll</u>	<u>UAAL as a % of Covered Payroll</u>
1999(a)	\$ 112,224	\$ 77,492	\$ (34,732)	144.8%	\$ 26,781	0.0%
2000(a)	\$ 120,724	\$ 84,373	\$ (36,351)	143.1%	\$ 27,224	0.0%
2001(a)	\$ 124,551	\$ 92,102	\$ (32,449)	135.2%	\$ 29,687	0.0%
2002 (a)	\$ 120,693	\$ 104,222	\$ (16,471)	115.8%	\$ 29,763	0.0%
2003 (a)	\$ 118,340	\$ 112,314	\$ (6,026)	105.4%	\$ 29,566	0.0%
2004	\$ 121,005	\$ 121,440	\$ 435	99.6%	\$ 31,519	0.0%
2005	\$ 125,487	\$ 128,872	\$ 3,385	97.4%	\$ 31,441	10.8%
2006	\$ 137,122	\$ 135,894	\$ (1,228)	100.9%	\$ 30,779	0.0%
2007	\$ 144,465	\$ 140,898	\$ (3,567)	102.5%	\$ 32,298	0.0%
2008	\$ 138,532	\$ 146,517	\$ 7,985	94.6%	\$ 32,803	24.3%

Note: \$ amounts in Thousands; information is for the plan as a whole.

(a) *After changes in benefit provisions and/or actuarial assumptions and cost methods.*

**Schedule of Employer Contributions**

<u>Fiscal Year</u>	<u>Actuarial Value of Assets</u>	<u>Contribution Rates as a % of Valuation Payroll*</u>	<u>Computed \$ Contribution Based on Projected Payroll</u>	<u>Annual Required Contribution Based on Actual Payroll</u>	<u>Percentage Contributed</u>
1999	12/31/97(a)	0.22%	\$ 55,039	\$ 59,036	100%
2000	12/31/98	0.00%	\$ -	\$ -	100%
2001	12/31/99(a)	0.00%	\$ -	\$ -	100%
2002	12/31/00(a)	0.00%	\$ -	\$ -	100%
2003	12/31/01	0.00%	\$ -	\$ -	100%
2004	12/31/02	6.21%/1.75%	\$ 1,477,934	\$ 1,477,934	100%
2005	12/31/03	6.96%/3.97%	\$ 2,247,761	\$ 2,247,761	100%
2006	12/31/04	6.96%	\$ 2,367,969	\$ 2,367,969	100%
2007	12/31/05	7.57%	\$ 2,324,801	\$ 2,324,801	100%
2008	12/31/06	7.57%	\$ 2,156,285	\$ 2,156,285	100%

Note: \$ amounts in Thousands; information is for the plan as a whole.

(a) *After changes in benefit provisions and/or actuarial assumptions.*

\* *Weighted averages.*

**JACKSON COUNTY ROAD COMMISSION**  
**NOTES TO THE FINANCIAL STATEMENTS**

**NOTE 13 – EMPLOYEES’ RETIREMENT PLAN: (Continued)**

Some additional information relating to the actuarial assumptions used in the December 31, 2008 valuation follows:

Actuarial Cost Method	Individual Entry Age
Amortization Method	Level percent of Payroll
Remaining amortization for	
Unfunded actuarial accrued	
Liability	30 years (open)
Remaining amortization period	
For credit	10 years (open)
Asset valuation method:	4 year smoothed market
Investment rate of return	8.00%
Projected salary increases	5.0%-8.8%
Includes inflation at	5.0%

The details of amounts attributable solely to the Road Commission were not available. Detailed information concerning the Jackson County Employees’ Retirement System is presented in the publicly available County of Jackson, Michigan Comprehensive Annual Financial Report. Copies of this report may be obtained from the Jackson County Administrator / Controller’s Office, 120 West Michigan Avenue, Jackson, Michigan, 49201.

**NOTE 14 – OTHER POST-EMPLOYMENT BENEFITS (OPEB):**

The Road Commission provides health insurance benefits for its retired employees and their beneficiaries through the Jackson County Self-Funded Managed Care Health Insurance program. The Road Commission has no obligation to make contributions in advance of when the insurance premiums are due (in other words, this obligation can be financed on a “pay-as-you-go” basis). The Road Commission has, however, made contributions to The Jackson County Retiree Health Care Benefit Plan and Trust (established pursuant to Public Act 199 of 1999) in an effort to advance fund these benefits.

For the year ended December 31, 2009 the Road Commission has estimated the cost of providing retiree healthcare benefits through an actuarial valuation as of January 1, 2007. The valuation computes an annual required contribution, which represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortized any unfunded actuarial liabilities over a period not to exceed thirty years. The valuation’s computed contribution and the actual 2009 funding are summarized below:



**JACKSON COUNTY ROAD COMMISSION**  
**NOTES TO THE FINANCIAL STATEMENTS**

**NOTE 14 – OTHER POST-EMPLOYMENT BENEFITS (OPEB): (Continued)**

Annual required contribution (ARC)	\$ 1,136,433
Interest on prior year net OPEB obligation	<u>29,999</u>
Annual OPEB cost	1,166,432
Amounts contributed:	
Payments of current premiums	<u>(575,000)</u>
Increase in net OPEB obligation	<u><u>\$ 591,432</u></u>

The annual OPEB costs, the percentage contributed to the Plan, and the net OPEB obligation for the last two years is as follows:

	<u>2008</u>	<u>2009</u>
Annual OPEB costs	\$ 1,136,433	\$ 1,166,432
Percentage contributed	68.20%	66.44%
Net OPEB obligation	\$ 361,433	\$ 591,432

The funding progress of the Plan as of the most recent valuation date is as follows:

Valuation as of January 1, 2007:

Actuarial value of assets	\$ 674,950
Actuarial accrued liability	\$ 14,766,660
Unfunded actuarial accrual liability	\$ 14,091,710
Funded ratio	4.57%
Annual covered payroll	\$ 3,865,855
Ratio of unfunded actuarial accrued liability to covered payroll	364.52%

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and healthcare cost trends. Amounts determined regarding the funding status of the Plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future.

Projections for benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the Road Commission and the plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

**JACKSON COUNTY ROAD COMMISSION**  
**NOTES TO THE FINANCIAL STATEMENTS**

**NOTE 14 – OTHER POST-EMPLOYMENT BENEFITS (OPEB): (Continued)**

In the January 1, 2007 actuarial valuation, the individual entry age actuarial cost method was used. The actuarial assumptions include the following:

Medical care inflation rate (annual)	5.0%
Wage inflation rate (annual)	5.0%
Investment rate of return (annual)	8.0%
Amortization of Unfunded Actuarial Accrued liability (UAAL)	30 years

The UAAL is being amortized as a level percentage of projected payroll on an open basis. The remaining amortization period at January 1, 2007 was 30 years.

**NOTE 15 – RISK MANAGEMENT:**

During the normal course of its operations the Road Commission is exposed to various risks of loss related to liability, employee injury, and other circumstances. In certain instances, the Road Commission has opted to protect itself from such risks through means other than the purchase of traditional insurance coverage. These exceptions are as follows:

**A. Liability Insurance:**

The Road Commission participates in the Michigan County Road Commission Self-Insurance Pool for its liability insurance. The Pool is a municipal self-insurance entity operating within the laws of the State of Michigan.

The Pool has entered into reinsurance agreements providing for loss coverage in excess of amounts to be retained by the Pool. In the event that a reinsurer does not meet its obligation to the Pool, the responsibility for payment of any unpaid claims reverts to the Pool, and, indirectly, to the Pool members.

**B. Health Insurance:**

The Road Commission participates jointly with the County of Jackson in the Jackson County Self-Funded Managed Care Health Insurance program. The premiums paid by the participating employers are the program's source of income, and expenses include: 1) the payment of claims; 2) the payment of an administrative fee; and 3) the payment of Stop-Loss insurance premiums (reinsurance). At December 31, 2009 (unaudited), the Road Commission had equity of \$28,492 in this Fund. The County of Jackson, Michigan Comprehensive Annual Financial Report provides further details regarding this insurance program.

**JACKSON COUNTY ROAD COMMISSION**  
**NOTES TO THE FINANCIAL STATEMENTS**

NOTE 15 – RISK MANAGEMENT: (Continued)

C. Workers Compensation:

The Road Commission participates in the County Road Association Self-Insurance Fund for its workers compensation insurance. The Pool is a municipal self-insurance entity operating within the laws of the State of Michigan.

The Pool has entered into reinsurance agreements providing for loss coverage in excess of amounts to be retained by the Pool. In the event that a reinsurer does not meet its obligation to the Pool, the responsibility for payment of any unpaid claims reverts to the Pool, and, indirectly, to the Pool members.

NOTE 16 – COMMITMENTS AND CONTINGENCIES:

A. Claims and Lawsuits:

In the normal course of its operations, the Road Commission often becomes a party to various claims and lawsuits. In the opinion of the Road Commission's legal counsel, if any of these claims should result in an unfavorable resolution to the Road Commission, the Road Commission's liability would be limited to its deductible under insurance policies. The insurer would pay the losses, and there should be no material effect on the financial position of the Road Commission.

B. Trunkline Maintenance Audit:

As part of its trunkline maintenance agreement with the State of Michigan, the Road Commission's costs charged to the State are subject to audit. During 2009, the State completed its audit of the 2006 and 2007 costs. The audit resulted in the State refunding \$102,000 to the Road Commission. Results from the State's preliminary audit of 2008 indicate that the Road Commission will receive approximately \$125,000 from the State. The 2009 audit has not been conducted and the amount due, if any, has not been determined.

C. Concentrations:

The Road Commission receives approximately 66% (\$12.95 million) of its revenue from the state and federal governments. A large portion of these revenues (\$10.29 million) is derived from the collection of taxes on gasoline and diesel fuels. These revenues could be susceptible to an economic downturn.

NOTE 17 – SUBSEQUENT EVENTS:

Subsequent to year end, the Road Commission approved construction contracts totaling approximately \$3 million for the spring of 2010. These contracts are all partially funded by federal grants, with a local match ranging from 5% to 20%.

Events occurring through the date of this report, May 14, 2010, were considered for disclosure.



JACKSON COUNTY ROAD COMMISSION

REQUIRED SUPPLEMENTARY INFORMATION

**BUDGETARY COMPARISON SCHEDULE - ROAD FUND**

**SCHEDULE OF FUNDING PROGRESS -  
JACKSON COUNTY EMPLOYEES' RETIREMENT SYSTEM**

**JACKSON COUNTY ROAD COMMISSION**  
**REQUIRED SUPPLEMENTARY INFORMATION**  
**BUDGETARY COMPARISON SCHEDULE - ROAD FUND**  
**YEAR ENDED DECEMBER 31, 2009**

	Original Budget	Amended Budget	Actual	Variance Favorable (Unfavorable)
<b>Revenue:</b>				
Permits	\$ 50,000	\$ 56,812	\$ 63,549	\$ 6,737
Federal grants	1,158,000	2,116,497	2,122,190	5,693
State sources	11,209,893	10,757,895	10,828,481	70,586
Local government sources	367,800	317,804	297,579	(20,225)
Charges for services	2,400,161	2,503,422	2,335,325	(168,097)
Interest and rentals	93,000	38,297	42,586	4,289
Special assessments	50,000	48,336	48,336	-
Gain on asset disposals	-	-	-	-
Other revenues	-	-	25,796	25,796
Lease proceeds	-	-	-	-
Total revenues	15,328,854	15,839,063	15,763,842	(75,221)
<b>Expenditures/Expenses:</b>				
Primary roads - Preservation	2,889,000	4,296,123	4,219,988	76,135
Local roads - Preservation	4,773,428	234,063	238,056	(3,993)
Primary roads - Maintenance	240,995	4,474,753	4,327,645	147,108
Local roads - Maintenance	5,307,849	4,731,805	4,627,310	104,495
State trunkline - Maintenance	2,385,161	2,376,342	2,196,337	180,005
State trunkline - Nonmaintenance	-	23,065	24,155	(1,090)
Administrative expense - Net	671,421	593,341	647,512	(54,171)
Equipment expense - Net	-	58,660	152,989	(94,329)
Capital outlay - Net	(940,000)	(1,061,299)	(1,068,533)	7,234
Debt service	50,000	99,325	99,324	1
Total expenditures	15,377,854	15,826,178	15,464,783	361,395
<b>Excess of Revenues Over (Under) Expenditures</b>	(49,000)	12,885	299,059	286,174
<b>Fund Balance - Beginning</b>	5,465,007	4,013,182	4,013,182	-
<b>Fund Balance - Ending</b>	\$ 5,416,007	\$ 4,026,067	\$ 4,312,241	\$ 286,174

**JACKSON COUNTY ROAD COMMISSION**  
**REQUIRED SUPPLEMENTARY INFORMATION**  
**SCHEDULE OF FUNDING PROGRESS**  
**JACKSON COUNTY EMPLOYEES' RETIREMENT SYSTEM**  
**DECEMBER 31, 2009**

The information presented in the required supplementary schedule was determined as part of the actual valuation at the dates indicated.

<u>Valuation</u> <u>Date Dec. 31,</u>	<u>Actuarial</u> <u>Value of</u> <u>Assets</u>	<u>Actuarial</u> <u>Accrued</u> <u>Liability</u>	<u>Unfunded</u> <u>AAL</u> <u>(UAAL)</u>	<u>Funded</u> <u>Ratio</u>	<u>Covered</u> <u>Payroll</u>	<u>UAAL as a</u> <u>% of Covered</u> <u>Payroll</u>
1999(a)	\$ 112,224	\$ 77,492	\$ (34,732)	144.8%	\$ 26,781	0.0%
2000(a)	\$ 120,724	\$ 84,373	\$ (36,351)	143.1%	\$ 27,224	0.0%
2001(a)	\$ 124,551	\$ 92,102	\$ (32,449)	135.2%	\$ 29,687	0.0%
2002 (a)	\$ 120,693	\$ 104,222	\$ (16,471)	115.8%	\$ 29,763	0.0%
2003 (a)	\$ 118,340	\$ 112,314	\$ (6,026)	105.4%	\$ 29,566	0.0%
2004	\$ 121,005	\$ 121,440	\$ 435	99.6%	\$ 31,519	0.0%
2005	\$ 125,487	\$ 128,872	\$ 3,385	97.4%	\$ 31,441	10.8%
2006	\$ 137,122	\$ 135,894	\$ (1,228)	100.9%	\$ 30,779	0.0%
2007	\$ 144,465	\$ 140,898	\$ (3,567)	102.5%	\$ 32,298	0.0%
2008	\$ 138,532	\$ 146,517	\$ 7,985	94.6%	\$ 32,803	24.3%

Note: \$ amounts in thousands; information is for the plan as a whole.

(a) After changes in benefit provisions and/or actuarial assumptions and cost methods.

See Note 13 for more complete disclosures relating to the Road Commission's participation in the Jackson County Employees' Retirement System.



JACKSON COUNTY ROAD COMMISSION

ADDITIONAL INFORMATION

**ANALYSIS OF CHANGES IN ROAD FUND BALANCE**

**JACKSON COUNTY ROAD COMMISSION**  
**ADDITIONAL INFORMATION**  
**ANALYSIS OF CHANGES IN ROAD FUND BALANCE**  
**YEAR ENDED DECEMBER 31, 2009**

	Primary Road	Local Road	County Road Commission	Total
<b>Revenue:</b>				
Permits	\$ -	\$ -	\$ 63,549	\$ 63,549
Federal grants	2,122,190	-	-	2,122,190
State grants:				
Michigan Transportation Fund	7,007,950	3,279,387	-	10,287,337
Economic Development Fund				
grants	366,644	-	-	366,644
Jobs Today grants	174,500	-	-	174,500
Total state sources	7,549,094	3,279,387	-	10,828,481
Revenues from local governments:				
Cities and villages	-	28,241	-	28,241
Township contributions	-	241,538	-	241,538
Other governments	-	27,800	-	27,800
Total local government sources	-	297,579	-	297,579
Charges for services:				
State trunkline maintenance	-	-	2,298,336	2,298,336
State trunkline non-maintenance	-	-	24,155	24,155
Total state trunkline maintenance	-	-	2,322,491	2,322,491
Salvage sales	-	-	4,182	4,182
Other - Accident damage	-	-	8,652	8,652
Total other charges for services	-	-	12,834	12,834
Total charges for services	-	-	2,335,325	2,335,325
Interest and rentals:				
Interest	2,085	-	3,216	5,301
Rental of property	-	-	37,285	37,285
Total interest and rentals	2,085	-	40,501	42,586
Special assessments	-	48,336	-	48,336
Gain (loss) on asset disposal	-	-	-	-
Other revenue	5,915	6,409	13,472	25,796
Total revenue	9,679,284	3,631,711	2,452,847	15,763,842
<b>Expenditures:</b>				
Construction	-	-	-	-
Preservation/Structural Improvements:				
Roads	4,112,968	69,083	-	4,182,051
Structures	74,080	89,501	-	163,581
Safety projects	32,940	6,123	-	39,063
Special assessments	-	71,770	-	71,770
Non-motorized projects	-	1,579	-	1,579
Total preservation	\$ 4,219,988	\$ 238,056	\$ -	\$ 4,458,044



**JACKSON COUNTY ROAD COMMISSION**  
**ADDITIONAL INFORMATION**  
**ANALYSIS OF CHANGES IN ROAD FUND BALANCE**  
**YEAR ENDED DECEMBER 31, 2009**

	Primary Road	Local Road	County Road Commission	Total
<b>Expenditures: (Continued)</b>				
Routine/Preventive Maintenance:				
Roads	\$ 2,770,735	\$ 3,505,826	\$ -	\$ 6,276,561
Structures	19,555	56,231	-	75,786
Winter maintenance	1,043,113	844,742	-	1,887,855
Traffic Control	494,242	220,511	-	714,753
Total maintenance	4,327,645	4,627,310	-	8,954,955
Trunkline maintenance	-	-	2,196,337	2,196,337
Trunkline non-maintenance	-	-	24,155	24,155
Total trunkline	-	-	2,220,492	2,220,492
Administrative expenses:				
Administrative expenses	531,955	302,792	-	834,747
Less:				
Handling charges	(7,194)	(4,095)	-	(11,289)
Overhead - State	(111,929)	(63,711)	-	(175,640)
Purchase discounts	(195)	(111)	-	(306)
Net administrative expenses	412,637	234,875	-	647,512
Equipment expense:				
Direct expenses	875,249	1,120,191	664,082	2,659,522
Indirect expenses	407,916	522,073	309,501	1,239,490
Operating expenses	137,081	175,444	104,009	416,534
Less - Rental credits	(1,369,897)	(1,753,269)	(1,039,391)	(4,162,557)
Net equipment expenses	50,349	64,439	38,201	152,989
Capital outlay:				
Capital acquisitions	-	-	116,945	116,945
Less:				
Equipment retirements	-	-	-	-
Depreciation	-	-	(1,185,478)	(1,185,478)
Total capital outlay	-	-	(1,068,533)	(1,068,533)
Debt service:				
Debt principal payment	-	-	70,240	70,240
Interest expense	-	-	29,084	29,084
Total debt service	-	-	99,324	99,324
Total expenditures	\$ 9,010,619	\$ 5,164,680	\$ 1,289,484	\$ 15,464,783

**JACKSON COUNTY ROAD COMMISSION**  
**ADDITIONAL INFORMATION**  
**ANALYSIS OF CHANGES IN ROAD FUND BALANCE**  
**YEAR ENDED DECEMBER 31, 2009**

	<u>Primary Road</u>	<u>Local Road</u>	<u>County Road Commission</u>	<u>Total</u>
<b>Excess of Revenue Over (Under) Expenditures</b>	\$ 668,665	\$ (1,532,969)	\$ 1,163,363	\$ 299,059
<b>Other Financing Sources (Uses):</b>				
Loan proceeds	-	-	-	-
Optional transfers	(1,532,969)	1,532,969	-	-
Total other financing sources	(1,532,969)	1,532,969	-	-
<b>Excess of Revenue and Other Financing Sources Over (Under) Expenditures and Other Financing Uses</b>	(864,304)	-	1,163,363	299,059
<b>Fund Balance - Beginning</b>	1,578,661	-	2,434,521	4,013,182
<b>Fund Balance - Ending</b>	\$ 714,357	\$ -	\$ 3,597,884	\$ 4,312,241

# MARKOWSKI & COMPANY

## CERTIFIED PUBLIC ACCOUNTANTS

2880 SPRING ARBOR ROAD • JACKSON • MICHIGAN • 49203

PHONE (517) 782-9351 • FAX (517) 782-0599

WWW.MARKOWSKICPAS.COM

RONALD L. MARKOWSKI, C.P.A.  
DOUGLAS E. ATKINS, C.P.A.  
SCOTT O. McLANE  
RANDALL D. BIDDIX, C.P.A.  
**FOUNDING PARTNER:**  
K.LAVERNE MARKOWSKI, C.P.A.

**MEMBERS:**  
AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS  
  
MICHIGAN ASSOCIATION OF  
CERTIFIED PUBLIC ACCOUNTANTS  
  
AICPA GOVERNMENTAL AUDIT  
QUALITY CENTER

### **REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Road Commissioners  
Of Jackson County  
Jackson, Michigan

We have audited the financial statements of the governmental activities and the major fund of **JACKSON COUNTY ROAD COMMISSION** (a component unit of Jackson County, Michigan) as of and for the year ended December 31, 2009, which collectively comprise the Jackson County Road Commission's basic financial statements and have issued our report thereon dated May 14, 2010. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

#### **Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the Jackson County Road Commission's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Jackson County Road Commission's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Jackson County Road Commission's internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

**Internal Control Over Financial Reporting** (Continued)

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above. However, we identified certain deficiencies in internal control over financial reporting, described in the accompanying schedule of findings as Finding 2009-1, that we consider to be a significant deficiency in internal control over financial reporting. A *significant deficiency* is a deficiency, or combination deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

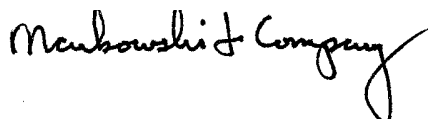
**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Jackson County Road Commission's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We also noted certain matters that we reported to management of Jackson County Road Commission in a separate letter dated May 14, 2010.

The Jackson County Road Commission's response to the finding identified in our audit is described in the accompanying schedule of findings. We did not audit the Jackson County Road Commission's response and, accordingly, we express no opinion on it.

This report is intended solely for the information and use of the Board of Commissioners and the management of the Road Commission and is not intended to be and should not be used by anyone other than these specified parties.



**MARKOWSKI & COMPANY, CPAs**  
May 14, 2010

**JACKSON COUNTY ROAD COMMISSION**  
**SCHEDULE OF FINDINGS**  
**DECEMBER 31, 2009**

**Finding 2009-1: Financial Statement Preparation**

**Condition** – The Road Commission’s management has the responsibility of preparing financial statements in accordance with generally accepted accounting principles (GAAP). Preparation of financial statements in accordance with GAAP requires internal controls over both the recording, processing, and summarizing accounting data, and reporting government-wide and fund financial statements including the related notes to the financial statements.

The Road Commission currently has appropriate internal controls in place, but has historically relied on its external auditors to assist in the preparation of its GAAP financial statements. By definition, the external auditors cannot be considered part of the Road Commission’s internal controls.

**Recommendation** – This situation exists in most small to medium sized entities. We recommend no change to the current practice as long as management is comfortable with their decision.

**Response** – Management made the decision to outsource GAAP financial statement preparation rather than incur the expense of obtaining the necessary training and expertise required for the Road Commission to perform this function internally. A careful review of the financial statements and related notes is performed by the Finance Director, and management accepts responsibility for the financial statements and related notes prior to their issuance.

**FOLLOW UP ON PRIOR YEAR COMMENTS**

Finding 2009-1 is a repeat finding from the year ended December 31, 2008. This was also the only finding resulting from the 2008 audit.

# JACKSON COUNTY PARKS

## Memorandum

**To:** Randy Treacher, County Administrator  
**From:** Brandon Ransom, Parks Director  
**Date:** July 2, 2010  
**Re:** Proposed Cell Tower at Sparks Park

---

### **Background**

Metro PCS is a cell phone company that is interested in building and operating a unipole stealth design cell tower in Sparks Park. The Parks Department has worked with Metro PCS representatives for many months to negotiate an acceptable location and contract terms for an agreement. The proposed lease agreement and site plans for the tower are attached. Below is a synopsis of the proposed agreement and some of the tower details:

- 25 year term
- All construction and deconstruction costs (if necessary) to be covered by Metro PCS
- All maintenance of the site and its equipment to be the responsibility of the lessee
- \$1,000 per month for the primary locator
- \$400 per month for additional co-locators (up to 4)
- Monthly income could range from \$1,000 to \$2,600 (\$12,000 to \$31,200 annually)
- 130' tall stealth unipole design will have all antennae inside the tower (see attached plans)
- Location of the tower will be at the very northeast portion of the park (see attached plans)
- The Sparks Foundation Deed Covenant requires that the lease income be used to maintain and/or improve Sparks Park

### **Parks Commission Motion from June 16, 2010:**

**Moved by DuBois, supported by Youngdahl** to recommend approval of the Metro PCS Cell Tower Lease to the Full Board. Motion Carried.

Attachments: Proposed lease agreement and site plans

## **COMMUNICATIONS SITE LEASE AGREEMENT**

**THIS COMMUNICATIONS SITE LEASE AGREEMENT (“Lease Agreement”) dated as of \_\_\_\_\_, is made by and between MetroPCS Michigan, Inc., a Delaware corporation (“Lessee”) and County of Jackson, a municipal corporation (“Lessor”).**

### **R E C I T A L S**

This Lease Agreement is entered into based upon the following facts, circumstances and understandings:

**A.** Lessor owns certain real property legally described in Exhibit “A” attached hereto and commonly known as Sparks Park near the intersection of Randolph and High Street, Jackson, Michigan 49203; Assessor’s Parcel Number 3-314800000 (“Lessor’s Real Property”). Lessee desires to lease a portion of Lessor’s Real Property together with any necessary easements over other portions of Lessor’s Real Property and/or shared use of Lessor’s easements over other real property necessary for Lessee’s access and utilities to the leased area (altogether the “Premises”), as described on Exhibit “B” attached hereto. Lessor represents and warrants that it has the complete right and authority to grant the rights set forth herein and that Lessor has full rights of ingress to and egress from the Premises from a public roadway.

**B.** Lessee desires to construct and operate a wireless communications site on a portion of the Premises.

**C.** Based on the foregoing facts, circumstances and understandings set forth herein and on the terms and conditions set forth below, Lessor is willing to lease the Premises to Lessee for Lessee’s proposed use subject to the terms and conditions of this Lease Agreement.

**WHEREFORE, in consideration of the facts, circumstances and understandings set forth above and the terms and conditions set forth herein, the parties, intending to be legally bound, hereto agree as follows:**

**1. Grant of Lease.** Lessor hereby leases to Lessee the Premises for Lessee’s proposed use, subject to the following terms and conditions for the Term.

**2. Permitted Uses.** The Premises may be used by Lessee for the operation of a wireless communications site. Under this Lease Agreement, Lessee may install, place, use and operate on the Premises such antennas, radio transmitting and receiving equipment, conduits, wires, batteries, back-up generators, utility lines and facilities, supporting structures, storage facilities, telephone facilities, microwave equipment, and related equipment (collectively “Lessee’s Facilities”) as Lessee deems necessary for the operation of its wireless communications site at the Premises. Further, Lessee may perform construction, maintenance, repairs, additions to, and replacement of Lessee’s Facilities as necessary and appropriate for its ongoing business and has the right to do all work necessary to prepare, modify and maintain the Premises to accommodate Lessee’s Facilities and as Lessee determines is required for Lessee’s communications operations at the Premises.

**3. Conditions Precedent: Prior Approvals.** This Lease Agreement is conditioned upon Lessee obtaining all governmental licenses, permits and approvals enabling Lessee to construct and operate wireless communications facilities on the Premises without conditions which are not standard or typical for premises where wireless communications facilities are located. Lessor agrees to cooperate with Lessee's reasonable requests for Lessor's signatures as real property owner on permit applications, for allowing site inspections by governmental agencies required in connection with reviewing permit applications, and for assistance in obtaining such necessary approvals, provided that such cooperation and assistance shall be at no expense to Lessor.

**4. Term.** The term of this Lease Agreement ("Term") shall be five (5) years commencing on the date (a) Lessee begins construction of Lessee's Facilities on the Premises or (b) twelve (12) months from the last date of execution by a party to this Lease Agreement, as reflected on the signature page below, whichever occurs first ("Commencement Date"). Lessee shall promptly deliver written notice to Lessor of the Commencement Date. Lessee shall have the right to extend the Term of this Lease Agreement for four (4) additional terms (each a "Renewal Term") of five (5) years each. The terms and conditions for each Renewal Term shall be the same terms and conditions as in this Lease Agreement, except that the Rent shall be increased as set forth hereinbelow. This Lease Agreement shall automatically be extended for each successive five (5) year Renewal Term unless Lessee notifies Lessor in writing of Lessee's intention not to extend this Lease Agreement at least thirty (30) days prior to the expiration of the first Term or any Renewal Term.

**5. Rent.** Within forty-five (45) days of the Commencement Date, Lessee shall pay Lessor, as rent, the sum of One Thousand dollars (\$1,000.00) ("Rent") per month. Rent shall be payable on the first day of each month, in advance, to Lessor or Lessor's alternate payee specified in Section 22, Notices and Deliveries. If the Commencement Date of this Lease Agreement is other than the first day of a calendar month, Lessee may pay on the first day of the Term the prorated Rent for the remainder of the calendar month in which the Term commences, and thereafter Lessee shall pay a full month's Rent on the first day of each calendar month, except that payment shall be prorated for the final fractional month of this Lease Agreement, or if this Lease Agreement is terminated before the expiration of any month for which Rent should have been paid. Rent shall increase at the beginning of each year by three percent (3%) of the Rent paid during the prior year.

**6. Due Diligence Contingency and Pre-Commencement Date Access to Premises.** Lessee shall have the right (but not the obligation) at any time following the full execution of this Lease Agreement and prior to the Commencement Date, to enter the Premises for the purpose of making necessary inspections, taking measurements and conducting engineering surveys (and soil tests where applicable) and any other reasonably necessary tests to determine the suitability of the Premises for Lessee's Facilities ("Due Diligence"), and for the purpose of preparing the Premises for the installation or construction of Lessee's Facilities. During any Due Diligence activities or pre-construction work, Lessee shall have insurance which covers such activities as set forth in Section 16, Insurance. Lessee will notify Lessor of any proposed tests, measurements or pre-construction work and will coordinate the scheduling of such activities with Lessor. If in the course of its Due Diligence Lessee determines that the Premises are unsuitable for Lessee's contemplated use, then Lessee shall have the right to terminate this Lease Agreement prior to the Commencement Date without any further liability or obligation to Lessor by delivery of written notice of termination to Lessor as set forth in Section 13, Termination.

**7. Ongoing Access to Premises.** Throughout the Term and any Renewal Term of this Lease Agreement, Lessee shall have the right of access without escort to the Premises for its employees



and agents twenty-four (24) hours a day, seven (7) days per week, at no additional charge to Lessee. In exercising its right of access to the Premises herein, Lessee agrees to cooperate with any reasonable security procedures utilized by Lessor at Lessor's Real Property and further agrees not to unduly disturb or interfere with the business or other activities of Lessor or of other tenants or occupants of Lessor's Real Property. If Lessee causes any damage to the access roadways or driveway, Lessee shall promptly repair the same at its sole expense. Except those constructed by Lessee, Lessor, not Lessee, shall be responsible for the maintenance and compliance with laws of all towers and structures located on the Premises, including compliance with Part 17 of the Federal Communications Commissions' ("FCC") rules.

**8. Lessee's Work, Maintenance and Repairs.** All of Lessee's construction and installation work at the Premises shall be performed at Lessee's sole cost and expense and in a good and workmanlike manner. Lessee shall submit copies of the site plan and specifications (the "Plans") to the Lessor for prior approval, which approval will not be unreasonably withheld, conditioned or delayed. Lessor shall give such approval or provide Lessee with its requests for changes within ten (10) business days of Lessor's receipt of Lessee's Plans. If Lessor does not provide such approval or request for changes within such ten (10) business day period, Lessor shall be deemed to have approved the Plans. Lessor shall not be entitled to receive any additional consideration in exchange for giving its approval of Lessee's Plans. Lessee shall maintain Lessee's Facilities and the Premises in neat and safe condition in compliance with all applicable codes and governmental regulations. Lessee shall not be required to make any repairs to the Premises except for damages to the Premises caused by Lessee, its employees, agents, contractors or subcontractors. Upon the expiration, cancellation or termination of this Lease Agreement, Lessee shall surrender the Premises in good condition, less ordinary wear and tear and will, at Lessee's cost remove Lessee's Facilities, provided however, in no event shall Lessee be required to remove any foundation supports four feet below grade for Lessee's Facilities or conduits which have been installed by Lessee. If Park Commission Board approval is required then the plans will be submitted to the next scheduled parks commission meeting for review.

**9. Title to Lessee's Facilities.** Title to Lessee's Facilities and any equipment placed on the Premises by Lessee shall be held by Lessee. All of Lessee's Facilities shall remain the property of Lessee and are not fixtures. Lessee has the right to remove all Lessee's Facilities at its sole expense on or before the expiration or termination of this Lease Agreement. Lessor acknowledges that Lessee may enter into financing arrangements including promissory notes and financial and security agreements for the financing of Lessee's Facilities (the "Collateral") with a third party financing entity and may in the future enter into additional financing arrangements with other financing entities. In connection therewith, Lessor (i) consents to the installation of the Collateral to the extent that the Collateral is part of the approved Lessee's Facilities; (ii) disclaims any interest in the Collateral, as fixtures or otherwise, whether arising at law or otherwise, including, but not limited to any statutory landlord's lien; and (iii) agrees that the Collateral shall be exempt from execution, foreclosure, sale, levy, attachment, or distress for any Rent due or to become due and that such Collateral may be removed at any time without recourse to legal proceedings.

**10. Utilities.** Lessee shall have the right to install utilities, at Lessee's expense, and to improve the present utilities on or near the Premises (including, but not limited to the installation of emergency back-up power). Subject to Lessor's approval of the location, which approval shall not be unreasonably withheld, conditioned, or delayed, Lessee shall have the right to place utilities on (or to bring utilities across) Lessor's Real Property in order to service the Premises and Lessee's Facilities. Upon Lessee's request, Lessor shall execute recordable easement(s) evidencing this right. Lessee shall

fully and promptly pay for all utilities furnished to the Premises for the use, operation and maintenance of Lessee's Facilities.

**11. Interference with Communications.** Lessee's Facilities and operations shall not interfere with the communications configurations, frequencies or operating equipment which exist on Lessor's Real Property on the effective date of this Lease Agreement ("Pre-existing Communications"), and Lessee's Facilities and operations shall comply with all non-interference rules of the FCC. Upon written notice from Lessor of apparent interference by Lessee with Pre-existing Communications, Lessee shall have the responsibility to promptly terminate such interference or demonstrate to Lessor with competent information that the apparent interference in fact is not caused by Lessee's Facilities or operations. Lessor shall not, nor shall Lessor permit any other tenant or occupant of any portion of Lessor's Real Property to, engage in any activities or operations which interfere with the communications operations of Lessee described in Section 2, above. Such interference with Lessee's communications operations shall be deemed a material breach by Lessor, and Lessor shall have the responsibility to promptly terminate said interference. In the event any such interference does not cease promptly, the parties acknowledge that continuing interference will cause irreparable injury to Lessee, and therefore Lessee shall have the right to bring a court action to enjoin such interference or to terminate this Lease Agreement immediately upon notice to Lessor. Lessor agrees to incorporate equivalent provisions regarding non-interference with Pre-existing Communications into any subsequent leases, licenses or rental agreements with other persons or entities for any portions of Lessor's Real Property.

**12. Taxes.** Lessee shall pay real and personal property taxes assessed against Lessee's Facilities and Premises.

**13. Termination.** This Lease Agreement may be terminated by Lessee, in its sole discretion, effective immediately without further liability by delivery of written notice thereof to Lessor prior to the Commencement Date for any reason resulting from Lessee's Due Diligence, or if a title report obtained by Lessee for Lessor's Real Property shows any defects of title or any liens or encumbrances which may adversely affect Lessee's use of the Premises for Lessee's intended use, or for any other or no reason. This Lease may be terminated without further liability on thirty (30) days prior written notice as follows: (i) by either party upon a default of any covenant, condition, or term hereof by the other party, which default is not cured within sixty (60) days of receipt of written notice of default; (ii) by Lessee, in its sole discretion, if it does not obtain licenses, permits or other approvals necessary to the construction or operation of Lessee's Facilities ("Permits"), is unable to obtain such Permits without conditions which are not standard or typical for premises where wireless communications facilities are located or is unable to maintain such licenses, permits or approvals despite reasonable efforts to do so; (iii) by Lessee, in its sole discretion, if Lessee is unable to occupy or utilize the Premises due to ruling or directive of the FCC or other governmental or regulatory agency, including, but not limited to, a take back of frequencies; or (iv) by Lessee, in its sole discretion, if Lessee determines that the Premises are not appropriate or suitable for its operations for economic, environmental or technological reasons, including, without limitation, signal strength or interference. Other than as stated herein, Lessor shall not have the right to terminate, revoke or cancel this Lease Agreement. In the event of early termination, for the reasons set forth in Section 13(iv) above, Lessee will pay to Lessor a termination fee equal to thirty-six (36) months rent. Lessor acknowledges and agrees that the penalty for early termination shall not apply to circumstances where Lessee is otherwise permitted to terminate this Lease under other provisions of this Lease, including, but not limited to Lessee's right to terminate as provided for in Section 11 and Section 21 herein.

**14. Destruction of Premises.** If the Premises or Lessor's Property is destroyed or damaged so as in Lessee's judgment to hinder its effective use of Lessor's Property for the ongoing operation of a

wireless communications site, Lessee may elect to terminate this Lease Agreement without further liability of Lessee as of the date of the damage or destruction by so notifying Lessor no more than thirty (30) days following the date of damage or destruction. In such event, all rights and obligations of the parties which do not survive the termination of this Lease Agreement shall cease as of the date of the damage or destruction.

**15. Condemnation.** If a condemning authority takes all of Lessor's Real Property, or a portion which in Lessee's sole opinion is sufficient to render the Premises unsuitable for Lessee's ongoing operation of a wireless communications site, then this Lease Agreement shall terminate without further liability of Lessee as of the date when possession is delivered to the condemning authority. In any condemnation proceeding each party shall be entitled to make a claim against the condemning authority for just compensation recoverable under applicable condemnation law. Sale of all or part of the Premises to a purchaser with the power of eminent domain in the face of the exercise of its power of eminent domain shall be treated as a taking by a condemning authority.

**16. Insurance.** Lessee shall maintain the following insurance: (1) Commercial General Liability with limits of One Million Dollars (\$1,000,000.00) per occurrence, (2) Automobile Liability with a combined single limit of One Million Dollars (\$1,000,000.00) per accident, (3) Workers Compensation as required by law, and (4) Employer's Liability with limits of One Million Dollars (\$1,000,000.00) per occurrence. Lessor, at Lessor's sole cost and expense, shall procure and maintain on the Property, bodily injury and property damage insurance with a combined single limit of at least One Million Dollars (\$1,000,000.00) per occurrence. Such insurance shall insure, on an occurrence basis, against liability of Lessor, its employees and agents arising out of or in connection with Lessor's use, occupancy and maintenance of the Property. Each party shall be named as an additional insured on the other's policy. Each party shall provide to the other a certificate of insurance evidencing the coverage required by this paragraph within thirty (30) days of the Commencement Date. Each party waives any rights of recovery against the other for injury or loss due to hazards covered by their property insurance, and each party shall require such insurance policies to contain a waiver of recovery against the other. Lessee shall maintain an umbrella insurance policy providing coverage excess of its primary Commercial General Liability, Automobile Liability and Employer's Liability policies in an amount not less than Three Million Dollars (\$3,000,000) per occurrence and Three Million Dollars (\$3,000,000) general aggregate. The general aggregate limit shall apply on a per location and per project basis. The coverage amounts set forth above may be met by a combination of underlying (primary) and umbrella policies so long as in combination the limits equal or exceed those stated.

**17. Assignments or Transfers.** Lessor may assign or transfer this Lease Agreement to any person or entity without any requirement for prior approval by Lessee, provided that such assignee or transferee agrees in writing to fulfill the duties and obligations of the Lessor in said Lease Agreement, including the obligation to respect Lessee's rights to nondisturbance and quiet enjoyment of the Premises during the remainder of the Term and any Renewal Term hereof. Lessee may assign or transfer this Lease Agreement without prior approval by Lessor to any of Lessee's partners, shareholders, members, subsidiaries, or affiliates, to any entity in which Lessee or any of its affiliates holds an ownership interest, or to a person or entity acquiring by purchase, merger or operation of law a majority of the value of the assets of Lessee or to any entity whose business is the ownership of telecommunication towers. Lessee will notify Lessor in writing of such assignment or transfer. Lessee shall not assign or transfer this Lease Agreement to any other person or entity without the prior written approval of Lessor, which approval shall not be unreasonably withheld, conditioned, or delayed. Notwithstanding anything to the contrary contained in this Agreement, Lessee may assign, mortgage, pledge, hypothecate or otherwise transfer

without consent its interest in this Agreement to any financing entity, or agent on behalf of any financing entity to whom Lessee (i) has obligations for borrowed money or in respect of guaranties thereof, (ii) has obligations evidenced by loans, bonds, debentures, notes or similar instruments, or (iii) has obligations under or with respect to letters of credit, bankers acceptances and similar facilities or in respect of guaranties thereof.

**18. Subleases.** Lessee shall have the right to sublease or otherwise allow any other communications provider ("Other User") to occupy space on any antenna structure or equipment enclosure installed by Lessee at the Premises, provided that any such Other User shall be bound by all the duties and obligations of this Lease Agreement. If Lessee subleases, or allows such Other User to use the Premises, then Lessee, agrees to pay Lessor Four Hundred dollars (\$400.00) per month, as additional rent for each Other User. Notwithstanding the foregoing, in the event that Lessee assigns this Lease Agreement pursuant to Section 17 above, any requirement to remit additional rent with regard to any sublease shall not apply to MetroPCS Michigan, Inc.

**19. Nondisturbance and Quiet Enjoyment; Subordination; Estoppel Certificates.**

(a) Lessor covenants and warrants to Lessee that (i) it has good and unencumbered title to the Lessor's Real Property free and clear of any liens or mortgages which will materially interfere with Lessee's rights to or use of the Lessor's Real Property or the Premises; (ii) that the execution and performance of this Lease Agreement by Lessor will not violate any laws, ordinances, covenants, or the provisions of any mortgage, lease, or other agreement binding on Lessor; and (iii) so long as Lessee is not in default under this Lease Agreement, Lessee shall be entitled to quiet enjoyment of the Premises during the term of this Lease Agreement or any Renewal Term, and Lessee shall not be disturbed in its occupancy and use of the Premises.

(b) This Lease Agreement shall be subordinate to each and every deed of trust, mortgage or other security instrument which may now or hereafter affect Lessor's Real Property and to any renewals, extensions, supplements, amendments, modifications or replacements thereof. In confirmation of such subordination, Lessee shall execute and deliver promptly any certificate of subordination that Lessor may reasonably request, provided that such certificate acknowledges that this Lease Agreement remains in full force and effect, recognizes Lessee's right to nondisturbance and quiet enjoyment of the Premises so long as Lessee is not in default under this Lease Agreement, only contains true and accurate statements and Lessee's liability shall be capped at the remaining rent under this Lease Agreement. If any mortgagee or lender succeeds to Lessor's interest in Lessor's Real Property through a foreclosure proceeding or by a deed in lieu of foreclosure, Lessee shall attorn to and recognize such successor as Lessor under this Lease Agreement.

(c) At any time upon not less than ten (10) days' prior written notice by Lessor, Lessee shall execute, acknowledge and deliver to Lessor or any other party specified by Lessor a statement in writing certifying that this Lease Agreement is in full force and effect, if true, and the status of any continuing defaults under this Lease Agreement.

**20. Indemnifications.**

(a) **Lessee's Indemnity.** Lessee hereby agrees to indemnify and hold Lessor and Lessor's officers, directors, partners, shareholders, employees, agents, contractors or subcontractors harmless from and against any and all losses, claims, liabilities, damages, costs and expenses (including

reasonable attorney's fees and costs) and injuries (including personal injuries or death) arising from or in connection with Lessee's negligent acts or willful misconduct in the use, operation, maintenance or repair of Lessee's Facilities at the Premises or access over Lessor's Real Property or Lessee's shared use of Lessor's easements for access to the Premises, except those resulting from the negligence or willful misconduct of Lessor or Lessor's officers, directors, partners, shareholders, employees, agents, contractors or subcontractors.

(b) **Lessor's Indemnity.** Lessor hereby agrees to indemnify and hold Lessee and Lessee's officers, directors, partners, shareholders, employees, agents, contractors or subcontractors harmless from and against any and all losses, claims, liabilities, damages, costs and expenses (including reasonable attorney's fees and costs) and injuries (including personal injuries or death), to the fullest extent permitted by law, arising from or in connection with Lessor's negligent acts or willful misconduct in the use, operation, maintenance or repair of improvements on Lessor's Real Property, the use of Lessor's Real Property by other tenants or lessees of Lessor Lessor's shared use of easements for access to Lessor's Real Property, any violation of governmental regulations relating to the Premises and any towers used by Lessee (including the lighting or painting for aviation pathways), except those resulting from the negligence or willful misconduct of Lessee or Lessee's officers, directors, partners, shareholders, employees, agents, contractors or subcontractors.

(c) **Special Damages.** Notwithstanding any other provision of this Lease Agreement, neither party shall be liable to the other for consequential damages, damages for lost profits, exemplary or punitive damages or other special damages, whether in tort, contract or equity.

(d) **Survival of Indemnity Provisions.** The indemnity provisions of this section shall survive the expiration, cancellation or expiration of this Lease Agreement, for a period of one (1) year and any claims for indemnification under this Section 20 shall be brought within that period

**21. Hazardous Materials.** Lessee agrees that it will not use, generate, store or dispose of any Hazardous Material (as defined below) on, under, about or within the Lessor's Real Property in violation of any law or regulation. Lessor represents, warrants and agrees (1) that neither Lessor nor, to Lessor's knowledge, any third party has used, generated, stored or disposed of, or permitted the use, generation, storage or disposal of, any Hazardous Material on, under, about or within Lessor's Real Property in violation of any law or regulation, and (2) that Lessor will not, and will not permit any third party to use, generate, store or dispose of any Hazardous Material on, under, about or within Lessor's Real Property in violation of any law or regulation. Lessor and Lessee each agree to defend, indemnify and hold harmless the other and the other's partners, affiliates, agents and employees against any and all losses, liabilities, claims and/or costs (including reasonable attorneys' fees and costs) arising from any breach of any representation, warranty or agreement contained in this paragraph. As used in this paragraph, "Hazardous Material" shall mean petroleum or any petroleum product, asbestos, any substance known by the state in which Lessor's Real Property is located to cause cancer and/or reproductive toxicity, and/or any substance, chemical or waste that is identified as hazardous, toxic or dangerous in any applicable federal, state or local law or regulation. This paragraph shall survive the termination of this Agreement. Lessee shall not be responsible for handling, removal, or treatment of any Hazardous Materials, hazardous substance or hazardous wastes which is present prior to the delivery of the Premises to Lessee, or which is brought onto the Lessor's Real Property by some party outside the control of Lessee, and no costs incurred in connection with the clean-up, removal, or treatment of Hazardous Materials, hazardous substances or hazardous wastes shall be allocated to Lessee.

**22. Notices and Deliveries.** Any notice or demand required to be given herein shall be made by certified or registered mail, return receipt requested, or reliable overnight delivery service to the address of the respective parties set forth below:

Lessor: Jackson County  
1992 Warren Avenue  
Jackson, Michigan 49203  
Attn: Brandon Ransom, Park Director  
Telephone: 517-788-4320  
Facsimile: 517-788-4684  
Federal Taxpayer ID Number: \_\_\_\_\_

With a copy to: Administration Office  
Jackson County  
120 W. Main  
Jackson, MI 49201

Lessee: MetroPCS Michigan, Inc.  
28505 Schoolcraft Road, Building #6  
Livonia, Michigan 48150  
Attn: Property Manager  
Telephone: 734-444-0100  
Facsimile: 734-444-0503

With a copy to: Metro PCS Michigan, Inc.  
c/o MetroPCS Communications, Inc.  
2250 Lakeside Blvd.  
Richardson, TX 75082  
Attn: Property Manager  
Telephone: 214-265-2550  
Facsimile: 866-457-4126

Lessor or Lessee may from time to time designate any other address for notices or deliveries by written notice to the other party.

**23. Miscellaneous.**

(a) **Severability.** If any provision of the Lease Agreement is held to be invalid or unenforceable by a court of competent jurisdiction with respect to any party, the remainder of this Lease Agreement or the application of such provision to persons other than those as to whom it is held invalid or unenforceable shall not be affected, each provision of this Lease Agreement shall be valid and enforceable to the fullest extent permitted by law, and the parties shall negotiate in good faith to amend this Lease Agreement to retain the economic effect of the invalid or unenforceable provisions.

(b) **Binding Effect.** Each party represents and warrants that said party has full power and authority, and the person(s) executing this Lease Agreement have full power and authority, to

execute and deliver this Lease Agreement, and that this Lease Agreement constitutes a valid and binding obligation of each party, enforceable in accordance with its terms, except as enforceability may be limited by applicable bankruptcy, insolvency, reorganization, moratorium or other laws affecting the enforcement of creditor's rights generally and by general equitable principles (whether enforcement is sought in proceedings in equity or at law). This Lease Agreement shall be binding on and inure to the benefit of the successors and permitted assignees of the respective parties.

(c) **Waivers.** No provision of this Lease Agreement shall be deemed to have been waived by a party unless the waiver is in writing and signed by the party against whom enforcement of the waiver is attempted. No custom or practice which may develop between the parties in the implementation or administration of the terms of this Lease Agreement shall be construed to waive or lessen any right to insist upon strict performance of the terms of this Lease Agreement.

(d) **Governing Law.** This Lease shall be governed by and construed in accordance with the laws of the State in which the Premises are located excluding principles of conflicts of law.

(e) **Attorneys' Fees and Costs.** The prevailing party in any legal claim arising hereunder shall be entitled to its reasonable attorneys' fees and costs and court costs.

(f) **Survival.** Terms and conditions of this Lease Agreement which by their sense and context survive the termination, cancellation or expiration of this Lease Agreement will so survive.

(g) **Memorandum of Lease Agreement.** Lessor acknowledges that a Memorandum of Lease Agreement substantially in the form annexed hereto as Exhibit C will be recorded by Lessee in the Official Records of the County where the Property is located.

(h) **Entire Agreement; Amendments.** This Lease Agreement constitutes the entire agreement and understanding between the parties regarding Lessee's lease of the Premises and supersedes all prior and contemporaneous offers, negotiations and other agreements concerning the subject matter contained herein. There are no representations or understandings of any kind not set forth herein. Any amendments to this Lease Agreement must be in writing and executed by duly authorized representatives of both parties.

(i) **No Presumptions Regarding Preparation of Lease Agreement.** The parties acknowledge and agree that each of the parties has been represented by counsel or has had full opportunity to consult with counsel and that each of the parties has participated in the negotiation and drafting of this Lease Agreement. Accordingly it is the intention and agreement of the parties that the language, terms and conditions of this Lease Agreement are not to be construed in any way against or in favor of any party hereto by reason of the roles and responsibilities of the parties or their counsel in connection with the preparation of this Lease Agreement.

(j) **Right of First Refusal.** If during the term of this Agreement Lessor receives a written offer from an unaffiliated third party to purchase (in whole or in part) Lessor's interest under this Lease Agreement and Lessor's rights to receive rents under the term of this Agreement that Lessor is willing to accept (the "Purchase Offer"), Lessee shall have the right of first refusal ("Right of First Refusal") to so lease or purchase the same. Lessor shall provide Lessee with a written copy of the Purchase Offer, and Lessee shall have not less than thirty (30) days following its receipt thereof to notify Lessor in writing as to whether it wishes to exercise its Right of First Refusal with respect thereto. If

Lessee fails to exercise its Right of First Refusal, then such Right of First Refusal shall lapse with respect to the Purchase Offer (but not with respect to any subsequent Purchase Offers if Lessor fails to sell to the third party pursuant to the exact terms of the Purchase Offer within one hundred eighty (180) days of the date of Lessee's waiver of such Right of First Refusal.). The parties agree and acknowledge that the Right of First Refusal set forth in this paragraph shall not apply to offers pertaining to the sale of the entire Property and/or property adjacent thereto owned by Lessor.

**[SIGNATURE PAGE FOLLOWS]**



**IN WITNESS WHEREOF**, the parties have caused this Lease Agreement to be executed by their duly authorized representatives on the dates set forth below and acknowledge that this Lease Agreement is effective as of the date first above written.

**LESSOR:**

**County of Jackson,  
a municipal corporation**

By: \_\_\_\_\_  
(Signature)

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

By: \_\_\_\_\_  
(Signature)

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

**LESSEE:**

**Metro PCS Michigan, Inc.,  
a Michigan corporation**

By: \_\_\_\_\_  
(Signature)

Print Name: Glen W. Flowers

Title: Vice President & General Manager

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

## **EXHIBIT A**

### **DESCRIPTION OF LESSOR'S REAL PROPERTY**

to the Lease Agreement dated \_\_\_\_\_, 2010, by and between County of Jackson, a municipal corporation, as Lessor, and Metro PCS Michigan, Inc., a Delaware corporation, as Lessee.

Lessor's Property of which Premises are a part is described as follows:

### **LEGAL DESCRIPTION TO BE PROVIDED UPON APPROVAL**

Assessors Parcel Number: 3-314800000

## **EXHIBIT B**

### **DESCRIPTION OF PREMISES**

to the Lease Agreement dated \_\_\_\_\_, 2010, by and between County of Jackson, a municipal corporation, as Lessor, and Metro PCS Michigan, Inc., a Delaware corporation, as Lessee.

The Premises consist of those specific areas described/shown below or attached where Lessee's communications antennae, equipment and cables occupy Lessor's Real Property. The Premises and the associated utility connections and access, including easements, ingress, egress, dimensions, and locations as described/shown, are approximate only and may be adjusted or changed by Lessee at the time of construction to reasonably accommodate sound engineering criteria and the physical features of Lessor's Real Property.

*(A final drawing or copy of a property survey or site plan depicting the above shall replace this Exhibit B when initialed by Lessor or Lessor's designated agent and may be modified from time to time when initialed by both Lessor and Lessee.)*

COPYRIGHT © 2010 THIS DOCUMENT, INCLUDING DRAWINGS, NOTES AND SPECIFICATIONS, IS THE SOLE PROPERTY OF CWA INC. AND MAY NOT BE REPRODUCED, COPIED OR USED IN ANY WAY EXCEPT FOR THE PURPOSES ASSOCIATED WITH THE CONSTRUCTION OF THIS PROJECT. NO OTHER USE IS PERMITTED WITHOUT WRITTEN CONSENT GIVEN TO THE USER BY CWA INC.

# MetroPCS

Michigan, Inc.

SITE NUMBER: JAK2518B

SITE NAME: JACKSON COUNTY PARK  
SITE ADDRESS: 1011 RANDOLPH ST, JACKSON, MI 49203  
PROJECT TYPE: RAW LAND

MetroPCS

Michigan Inc.

28505 SCHOOLCRAFT  
BUILDING 6  
LIVONIA, MI 48150  
TEL: (734) 444-0100

CHRISTOPHER WZACNY  
AND ASSOC. INC.

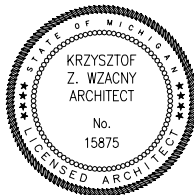
30150 TELEGRAPH ROAD,  
SUITE 114  
BINGHAM FARMS, MI 48025

TELEPHONE: (248) 723-8516  
FAX : (248) 723-4810

CHECKED BY: CW

## REVISIONS

REV	DATE	DESCRIPTION	BY
C	04JUNE10	CD REV2	NA
B	27MAY09	CD REV1	NA
A	10MAY09	CD PRELIM	NA



IT IS A VIOLATION OF LAW FOR ANY PERSON,  
UNLESS THEY ARE ACTING UNDER THE DIRECTION  
OF THIS LICENSED PROFESSIONAL ARCHITECT,  
TO ALTER THIS DOCUMENT.

REFER TO GRAPHIC SCALE FOR  
11"x17" DRAWINGS

SITE:  
**JAK2518B**  
JACKSON COUNTY PARK

SITE ADDRESS:  
**1011 RANDOLPH ST**  
**JACKSON, MI 49203**

SHEET TITLE  
**TITLE SHEET**

SHEET NUMBER

**T-1**

## PROJECT SCOPE OF WORK

SCOPE OF WORK: AN UNMANNED TELECOMMUNICATIONS FACILITY WITH PROPOSED NEW METROPCS MONOPOLE, ANTENNAS, AND EQUIPMENT CABINETS

## PROJECT INFORMATION

PROPERTY OWNER: JACKSON COUNTY PARKS DEPARTMENT  
1992 WARREN AVE  
JACKSON, MI 49203

SITE ADDRESS: 1011 RANDOLPH ST  
JACKSON, MI 49203

LATITUDE: 42° 13' 56.71" N

LONGITUDE: 84° 25' 34.10" W

COUNTY: JACKSON

ZONING JURISDICTION: CITY OF JACKSON

ZONING CLASSIFICATION: RESIDENTIAL - PARK

TAX ID PARCEL NUMBER: 3-314800000

## APPLICANT INFORMATION

APPLICANT: METROPCS MICHIGAN INC  
28505 SCHOOLCRAFT RD, BUILDING 6  
LIVONIA, MI 48150

CONTACT: TOM MCMAHON

PHONE: (734) 444-0100

## SITE ACQUISITION INFORMATION

CONSULTANT: HALEY LAW FIRM, PLC  
8065 GRAND RIVER AVE  
BRIGHTON, MI 48114

CONTACT: TJ GARRETT

PHONE: 810-772-1275

## ARCHITECT INFORMATION

ARCHITECT: CHRISTOPHER WZACNY AND ASSOCIATES  
30150 TELEGRAPH RD., STE. 114  
BINGHAM FARMS, MI. 48025

CONTACT: DAVE JACKSON

PHONE: (248) 723-8516

## LOCATION MAP



## DRIVING DIRECTIONS

1. START FROM METROPCS AT 28505 SCHOOLCRAFT RD, LIVONIA, MI 48150
2. HEAD WEST ON I-96 W/JEFRIES FWY
3. SLIGHT LEFT AT M-14 W. MERGE ONTO US-23
4. SLIGHT LEFT AT M-14 W (SIGNS FOR M-14/ANN ARBOR)
5. MERGE ONTO I-96 W
6. TAKE EXIT 138 FOR US-127 N/M-50 TOWARD LANSING/JACKSON
7. TURN LEFT AT US-127 S. CONTINUE ONTO NW AVE/M-50 E/US-127 BUS S
8. CONTINUE ONTO SW AVE
9. TURN RIGHT AT W HIGH ST
10. SLIGHT LEFT AT RANDOLP ST
11. ARRIVE AT 1011 RANDOLPH ST, JACKSON, MI 49203

## APPROVALS

LANDLORD: \_\_\_\_\_

CONSTRUCTION MGR: \_\_\_\_\_

RF METROPCS ENGINEER: \_\_\_\_\_

SITE ACQUISITION AGENT: \_\_\_\_\_

REGIONAL PROGRAM MGR: \_\_\_\_\_

## DRAWING INDEX

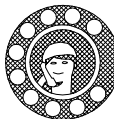
SHEET	SHEET TITLE
T-1	TITLE SHEET
LS1	SURVEY
S-1	SITE PLAN
S-2	SETBACK PLAN
A-1	ENLARGED SITE PLAN
A-1A	SITE ELEVATION
A-2	EQUIPMENT LAYOUT
A-3	EQUIPMENT DETAILS
A-4	ANTENNA CONFIGURATION
A-5	ANTENNA/COAX DETAILS
A-6	COMPOUND DETAILS
E-1	ELECTRICAL DETAILS
G-1	COMPOUND GROUNDING PLAN
G-1A	EQUIPMENT GROUNDING PLAN
G-2	GROUNDING SCHEMATIC
G-3	GROUNDING DETAILS
G-4	GROUNDING DETAILS
N-1	GENERAL NOTES

## INSTALLATION SPECIFICATIONS NOTICE

REFER TO CURRENT METROPCS CONSTRUCTION SPECIFICATIONS MANUAL FOR  
CURRENT INSTALLATION STANDARDS

## DO NOT SCALE DRAWINGS

CONTRACTOR SHALL VERIFY ALL PLANS & EXISTING DIMENSIONS & CONDITIONS ON  
THE JOB SITE & SHALL IMMEDIATELY NOTIFY THE ARCHITECT IN WRITING OF ANY DISCREPANCIES BEFORE  
PROCEEDING WITH THE WORK OR BE RESPONSIBLE FOR SAME



72 HOURS (3 WORKING DAYS)  
EXCEPT WEEKENDS & HOLIDAYS  
**BEFORE YOU DIG**  
CALL MISS DIG  
800-482-7171  
(TOLL FREE)

THE PARENT PARCEL BOUNDARY OF THIS DRAWING IS  
ILLUSTRATED FROM RECORD INFORMATION AND IS APPROXIMATE.

NOT TO BE USED AS CONSTRUCTION DRAWINGS.

CONTOURS ARE ILLUSTRATED AT 1.0' INTERVALS.

1 STORY  
FRAME HSE  
#1100

SIDE: NO TOWERS PERMITTED

JACKSON COUNTY PARKS DEPARTMENT  
992 WARREN AVE.  
JACKSON, MI 49203

*This map was made from the above legal description which was given to us as a complete description of the property. Both map and description should be compared with the Abstract of Title or Title Policy for any exceptions, easements or differences in description.*

## 1

A 20.00 foot wide easement for ingress/egress in that part of Garholm's Addition, now vacated and commonly known as Cascade County Park, part of the Northeast 1/4 of Section 9, Township 3 South, Range 1 West, City of Jackson, Jackson County, Michigan, as recorded in Liber 3, Page 20, Jackson County Records, the centerline of which is described as:

Commencing at the Northeast corner of said Section 9; thence South 89°35'26" West 797.33 feet along the north line of said Section 9; thence South 00°00'00" East 174.36 feet to THE PLACE OF BEGINNING OF THIS CENTERLINE DESCRIPTION; thence South 90°00'00" West 26.00 feet to point "A"; thence North 42°23'49" West 67.65 feet to the southeasterly right of way line of Randolph Drive for the place of ending of this centerline description; thence recommencing at the aforescribed point "A" FOR THE PLACE OF BEGINNING OF THIS CENTERLINE DESCRIPTION; thence South 00°00'00" East 26.00 feet to the place of ending of this centerline description. Sidelines should be lengthened or shortened to intersect the southeasterly right of way line of Randolph Drive.

A 20.00 foot wide easement for utilities in that part of Gorham's Addition, now vacated and commonly known as Cascade County Park, part of the Northeast 1/4 of Section 9, Township 3 South, Range 1 West, City of Jackson, Jackson County, Michigan, as recorded in Liber 3, Page 20, Jackson County Records, the centerline of which is described as: Commencing at the Northeast corner of said Section 9; thence South 89°35'26" West 797.33 feet along the north line of said Section 9; thence South 00°00'00" East 154.36 feet TO THE PLACE OF BEGINNING OF THIS CENTERLINE DESCRIPTION; thence North 90°00'00" West 17.18 feet; thence North 42°23'49" West 48.83 feet; thence North 47°36'11" East 116.50 feet to the southerly right of way line of High Street for the place of ending of this centerline description. Sidelines should be lengthened or shortened to intersect the southerly right of way line of High Street.

	— TRAVERSE POINT		— AC UNIT
	— WELL		— U.G. UTILITY MARKER
	— HIGHWAY		— FIRE HYDRANT
	— MONUMENT		— POST INDICATOR VALVE
	— MONUMENT BOX		— WATER VALVE
	— RIGHT OF WAY MARKER		— GAS VALVE
	— SET WOODSTAKE		— UST FILL PORT
	— XCUT		— GAS PUMP
	— PK-NAIL		— GAS METER
	— FOUND IRON STAKE		— WATER METER
	— SET IRON STAKE		— TELEPHONE RISER
	— SIGN		— ELECTRIC METER
	— RR SIGN		— CABLE TV RISER
	— GUY POLE		— CATCH BASIN
	— GUY ANCHOR		— ROUND CATCH BASIN
	— UTILITY POLE		— UTILITY MANHOLE
	— LIGHT POLE		— STORM MANHOLE
	— ORNAMENTAL LIGHT POLE		— SANITARY MANHOLE
	— POST		— ELECTRIC MANHOLE
	— U.G. UTILITY MARKER		— TELEPHONE MANHOLE
	— SOIL BORING		— WATER MANHOLE
	— MAILBOX		— HANDICAP PARKING SPACE
	— SATELLITE DISH		— SHRUB
	— HAND HOLE		— TREE
			— PINE TREE
	— (ELEV) —		— EXISTING CONTOURS
	—		— TELEPHONE UTILITY LINE
	—		— ELECTRIC UTILITY LINE
	—		— WATER UTILITY LINE
	—		— GAS UTILITY LINE
	—		— STEAM UTILITY LINE
	—		— STORM UTILITY LINE
	—		— SANITARY UTILITY LINE
	—		— FIBER OPTIC UTILITY LINE
	—		— OVERHEAD UTILITY LINE
	— x — x — x — x — x —		— FENCE LINE
	—		— GUARD RAIL

All utilities as shown are approximate locations derived from actual measurements and available records. They should not be interpreted to be in exact location nor should it be assumed that they are the only utilities in the area.

SCALE 1"=200'

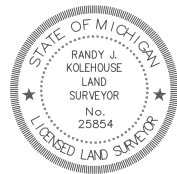


Survey Prepared for:  
Communications Consulting Group  
30150 Telegraph Road  
Suite 114  
Bingham Farms, Michigan 48025  
(248) 723-8516  
Project Manager: Chris Wzacny

REVISIONS		
NO.	DESCRIPTION	DATE
1	1	xx/xx/xx

616.224.1500 phone . 616.224.1501 facsimile  
549 Ottawa Ave NW . Grand Rapids, MI 49503

Randy J. Kolhouse  
RANDY J. KOLHOUSE P.S. 25854



NW	NE
SW	SE

9-3-1

DATE: 08/31/09	DWG. BY: A.G.G.
SCALE: 1"=50'	SURVEYED: S.M. W.M.
UPDATE: WBM060510	CHKD BY: R.J.K.

PROJECT NO.: 205163.125

SITE NAME

## SITE NUMBER

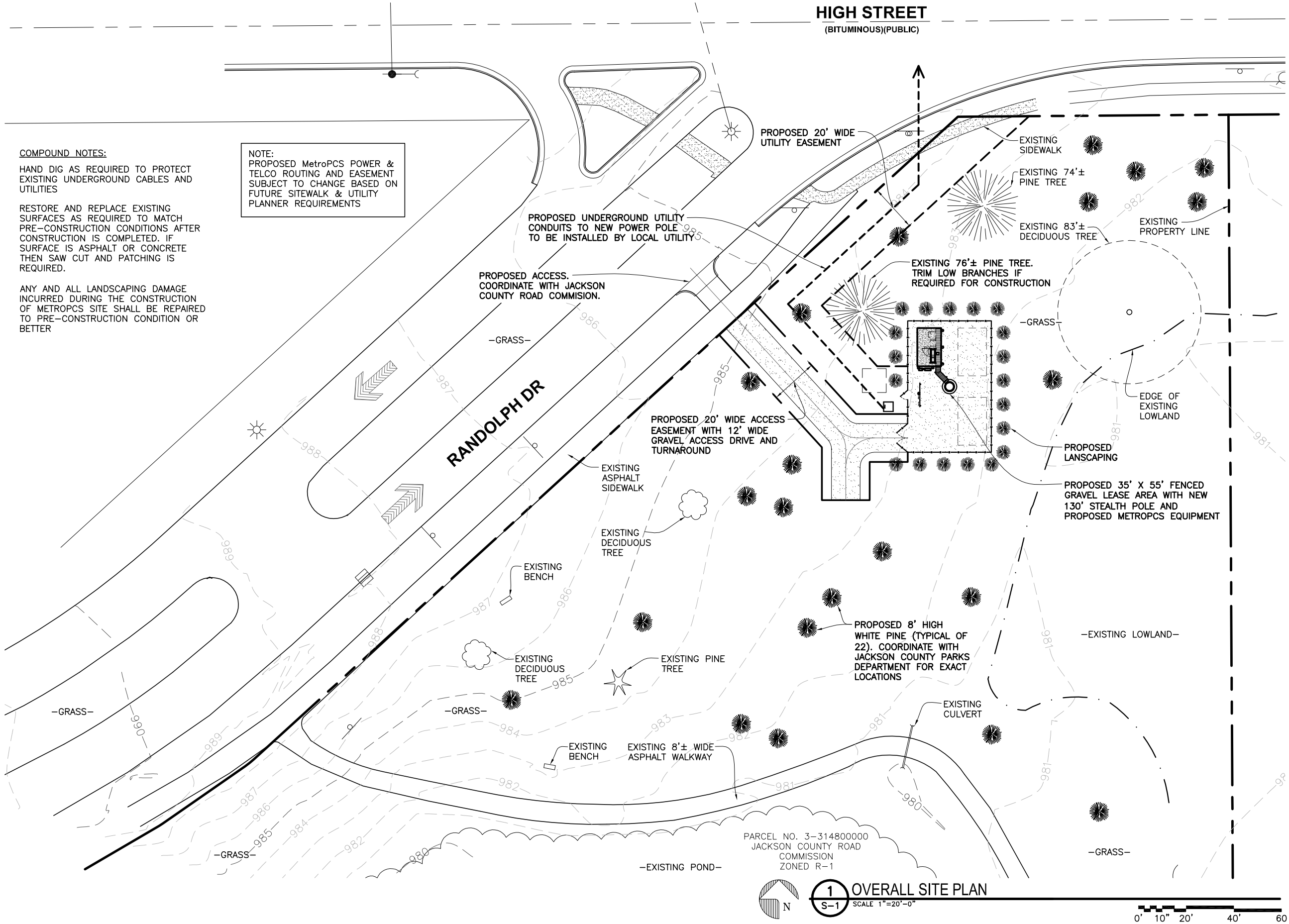
SITE ADDRESS

1011 RANDOLPH ST  
JACKSON, MI  
49203

SHEET TITLE

# LS1

COPYRIGHT © 2010 THE DOCUMENT INCLUDING DRAWINGS, NOTES AND SPECIFICATIONS, IS THE SOLE PROPERTY OF CWA INC. AND MAY NOT BE REPRODUCED, COPIED OR USED IN ANY WAY EXCEPT FOR THE PURPOSES ASSOCIATED WITH THE CONSTRUCTION OF THIS PROJECT. NO OTHER USE IS PERMITTED WITHOUT WRITTEN CONSENT GIVEN TO THE USER BY CWA INC.



**COMPOUND NOTES:**

HAND DIG AS REQUIRED TO PROTECT EXISTING UNDERGROUND CABLES AND UTILITIES

RESTORE AND REPLACE EXISTING SURFACES AS REQUIRED TO MATCH PRE-CONSTRUCTION CONDITIONS AFTER CONSTRUCTION IS COMPLETED. IF SURFACE IS ASPHALT OR CONCRETE THEN SAW CUT AND PATCHING IS REQUIRED.

ANY AND ALL LANDSCAPING DAMAGE INCURRED DURING THE CONSTRUCTION OF METROPCS SITE SHALL BE REPAIRED TO PRE-CONSTRUCTION CONDITION OR BETTER

NOTE:  
PROPOSED MetroPCS POWER & TELCO ROUTING AND EASEMENT SUBJECT TO CHANGE BASED ON FUTURE SITEWALK & UTILITY PLANNER REQUIREMENTS

**MetroPCS**

Michigan Inc.

28505 SCHOOLCRAFT

BUILDING 6

LIVONIA, MI 48150

TEL: (734) 444-0100

**CHRISTOPHER WZACNY  
AND ASSOC. INC.**

30150 TELEGRAPH ROAD,  
SUITE 114  
BINGHAM FARMS, MI 48025

TELEPHONE: (248) 723-8516

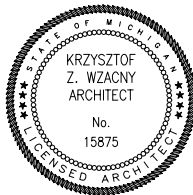
FAX : (248) 723-4810

CHECKED BY:

CW

**REVISIONS**

REV	DATE	DESCRIPTION	BY
C	04JUNE10	CD REV2	NA
B	27MAY09	CD REV1	NA
A	10MAY09	CD PRELIM	NA



IT IS A VIOLATION OF LAW FOR ANY PERSON, UNLESS THEY ARE ACTING UNDER THE DIRECTION OF THIS LICENSED PROFESSIONAL ARCHITECT, TO ALTER THIS DOCUMENT.

REFER TO GRAPHIC SCALE FOR  
11"x17" DRAWINGS

SITE:

**JAK2518B**  
JACKSON COUNTY PARK

SITE ADDRESS:

**1011 RANDOLPH ST**  
**JACKSON, MI 49203**

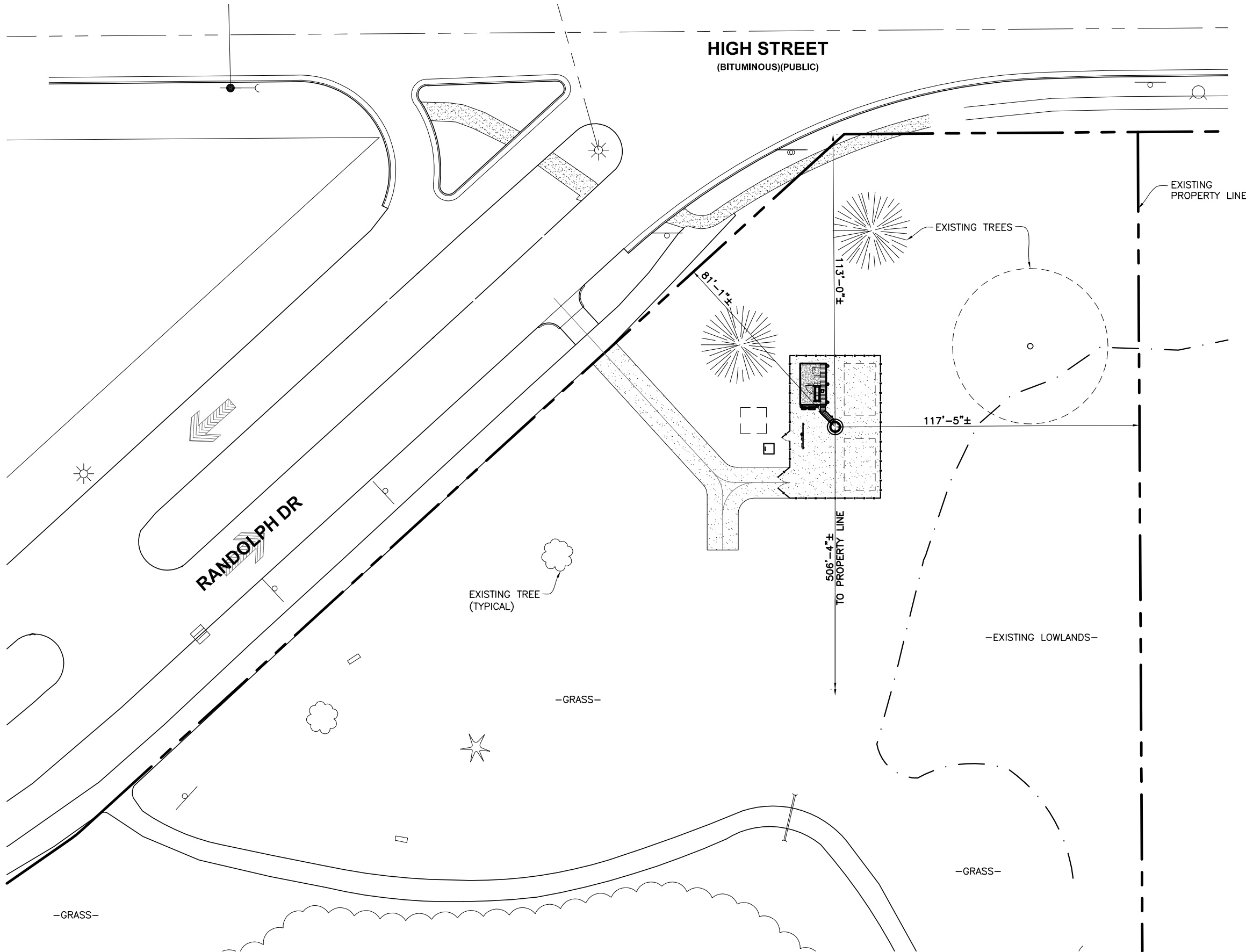
SHEET TITLE

**SITE PLAN**

SHEET NUMBER

**S-1**

COPYRIGHT © 2010 THIS DOCUMENT, INCLUDING DRAWINGS, NOTES AND SPECIFICATIONS, IS THE SOLE PROPERTY OF CWA INC. AND MAY NOT BE REPRODUCED, COPIED OR USED IN ANY WAY EXCEPT FOR THE PURPOSES ASSOCIATED WITH THE CONSTRUCTION OF THIS PROJECT. NO OTHER USE IS PERMITTED WITHOUT WRITTEN CONSENT GIVEN TO THE USER BY CWA INC.



1 SETBACK PLAN  
S-2 SCALE 1"=20'-0"



MetroPCS

Michigan Inc.

28505 SCHOOLCRAFT

BUILDING 6

LIVONIA, MI 48150

TEL: (734) 444-0100

CHRISTOPHER WZACNY  
AND ASSOC. INC.

30150 TELEGRAPH ROAD,

SUITE 114

BINGHAM FARMS, MI 48025

TELEPHONE: (248) 723-8516

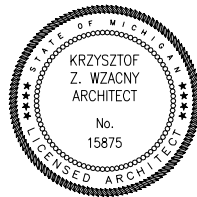
FAX : (248) 723-4810

CHECKED BY:

CW

REVISIONS

REV	DATE	DESCRIPTION	BY
C	04JUNE10	CD REV2	NA
B	27MAY09	CD REV1	NA
A	10MAY09	CD PRELIM	NA



IT IS A VIOLATION OF LAW FOR ANY PERSON,  
UNLESS THEY ARE ACTING UNDER THE DIRECTION  
OF THIS LICENSED PROFESSIONAL ARCHITECT,  
TO ALTER THIS DOCUMENT.

REFER TO GRAPHIC SCALE FOR  
11"x17" DRAWINGS

SITE:

JAK2518B  
JACKSON COUNTY PARK

SITE ADDRESS:

1011 RANDOLPH ST  
JACKSON, MI 49203

SHEET TITLE

SETBACK PLAN

SHEET NUMBER

S-2

# MetroPCS

Michigan Inc.

**28505 SCHOOLCRAFT  
BUILDING 6  
LIVONIA, MI 48150  
TEL: (734) 444-0100**

**CHRISTOPHER WZACNY  
AND ASSOC. INC.**

30150 TELEGRAPH ROAD,  
SUITE 114  
BINGHAM FARMS, MI 48025

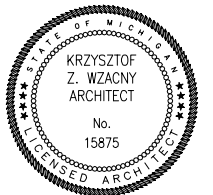
TELEPHONE: (248) 723-8516  
FAX : (248) 723-4810

**CHECKED BY:**

CW

## REVISIONS

C	04JUNE10	CD REV2	NA
B	27MAY09	CD REV1	NA
A	10MAY09	CD PRELIM	NA
REV	DATE	DESCRIPTION	BY



IT IS A VIOLATION OF LAW FOR ANY PERSON,  
UNLESS THEY ARE ACTING UNDER THE DIRECTION  
OF THIS LICENSED PROFESSIONAL ARCHITECT,  
TO ALTER THIS DOCUMENT.

REFER TO GRAPHIC SCALE FOR  
11"x17" DRAWINGS

SITE:

**JAK2518B**  
**JACKSON COUNTY PARK**

SITE ADDRESS:

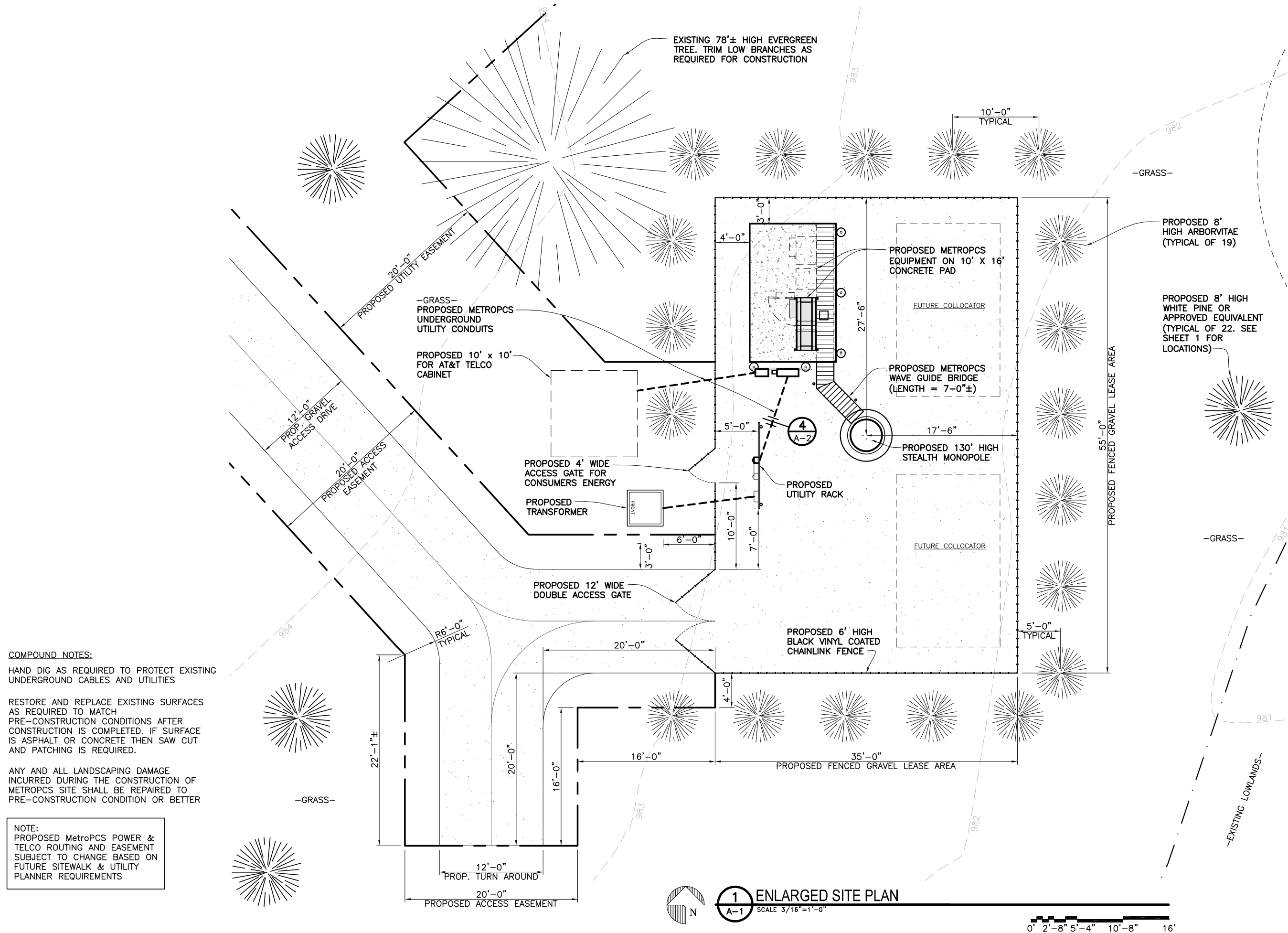
1011 RANDOLPH ST  
JACKSON, MI 49203

SHEET TITLE

## ENLARGED SITE PLAN

SHEET NUMBER

**A-1**



COMPOUND NOTES:

HAND DIG AS REQUIRED TO PROTECT EXISTING  
UNDERGROUND CABLES AND UTILITIES

RESTORE AND REPLACE EXISTING SURFACES AS REQUIRED TO MATCH PRE-CONSTRUCTION CONDITIONS AFTER CONSTRUCTION IS COMPLETED. IF SURFACE IS ASPHALT OR CONCRETE THEN SAW CUT AND PATCHING IS REQUIRED.

ANY AND ALL LANDSCAPING DAMAGE  
INCURRED DURING THE CONSTRUCTION OF  
METROPCS SITE SHALL BE REPAIRED TO  
PRE-CONSTRUCTION CONDITION OR BETTER

NOTE:  
PROPOSED MetroPCS POWER &  
TELCO ROUTING AND EASEMENT  
SUBJECT TO CHANGE BASED ON  
FUTURE SITEWALK & UTILITY  
PLANNER REQUIREMENTS

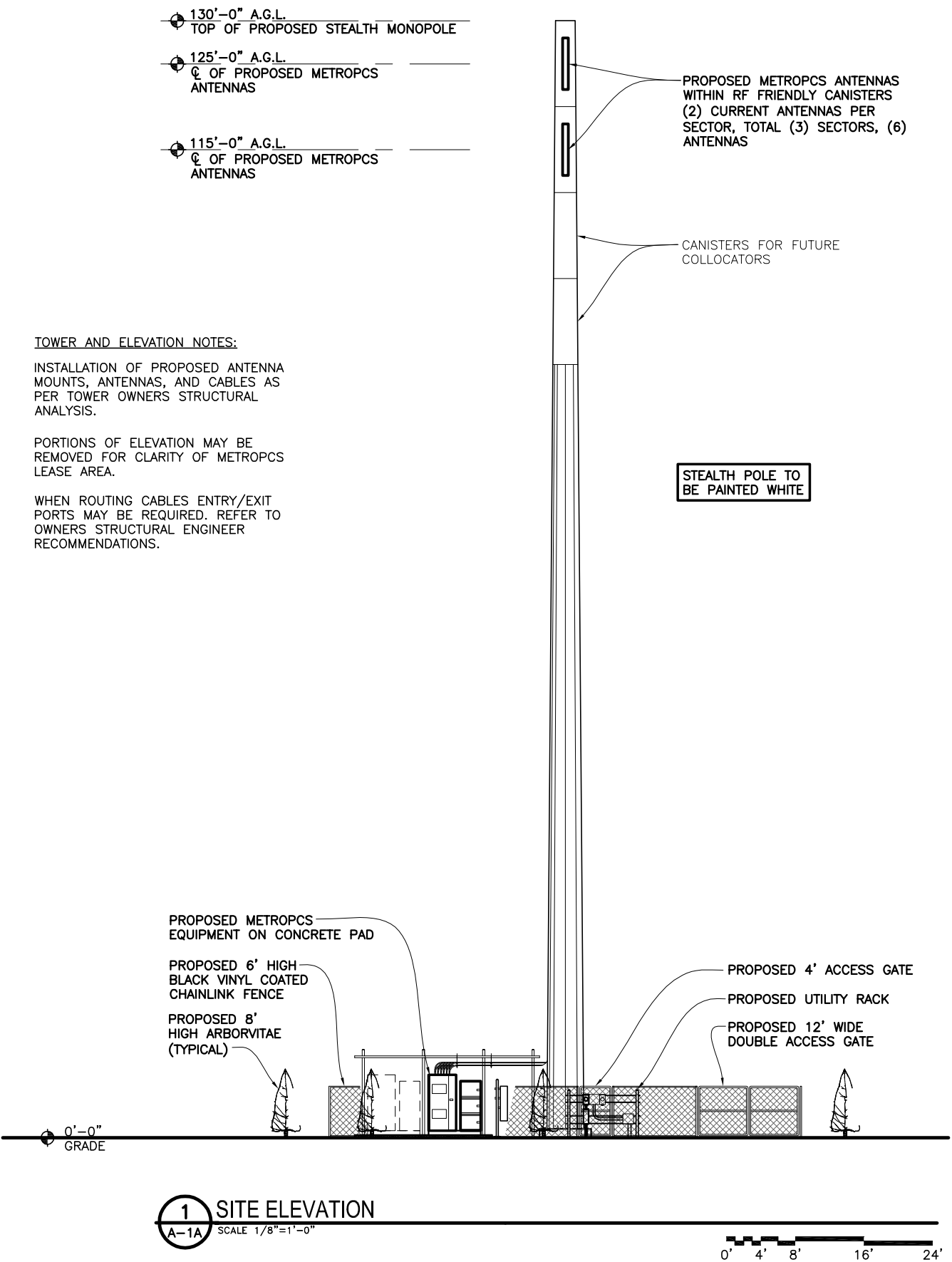
## ENLARGED SITE PLAN

A-1 SCALE 3/16"=1'-0"

0' 2'-8" 5'-4" 10'-8" 16'



COPYRIGHT © 2010 THIS DOCUMENT, INCLUDING DRAWINGS, NOTES AND SPECIFICATIONS, IS THE SOLE PROPERTY OF CWA INC. AND MAY NOT BE REPRODUCED, COPIED OR USED IN ANY WAY EXCEPT FOR THE PURPOSES ASSOCIATED WITH THE CONSTRUCTION OF THIS PROJECT. NO OTHER USE IS PERMITTED WITHOUT WRITTEN CONSENT GIVEN TO THE USER BY CWA INC.



**MetroPCS**  
Michigan Inc.  
28505 SCHOOLCRAFT  
BUILDING 6  
LIVONIA, MI 48150  
TEL: (734) 444-0100

**CHRISTOPHER WZACNY  
AND ASSOC. INC.**

30150 TELEGRAPH ROAD,  
SUITE 114  
BINGHAM FARMS, MI 48025  
TELEPHONE: (248) 723-8516  
FAX : (248) 723-4810

CHECKED BY: CW

REVISIONS			
C	04JUNE10	CD REV2	NA
B	27MAY09	CD REV1	NA
A	10MAY09	CD PRELIM	NA
REV	DATE	DESCRIPTION	BY



IT IS A VIOLATION OF LAW FOR ANY PERSON, UNLESS THEY ARE ACTING UNDER THE DIRECTION OF THIS LICENSED PROFESSIONAL ARCHITECT, TO ALTER THIS DOCUMENT.

REFER TO GRAPHIC SCALE FOR 11"x17" DRAWINGS

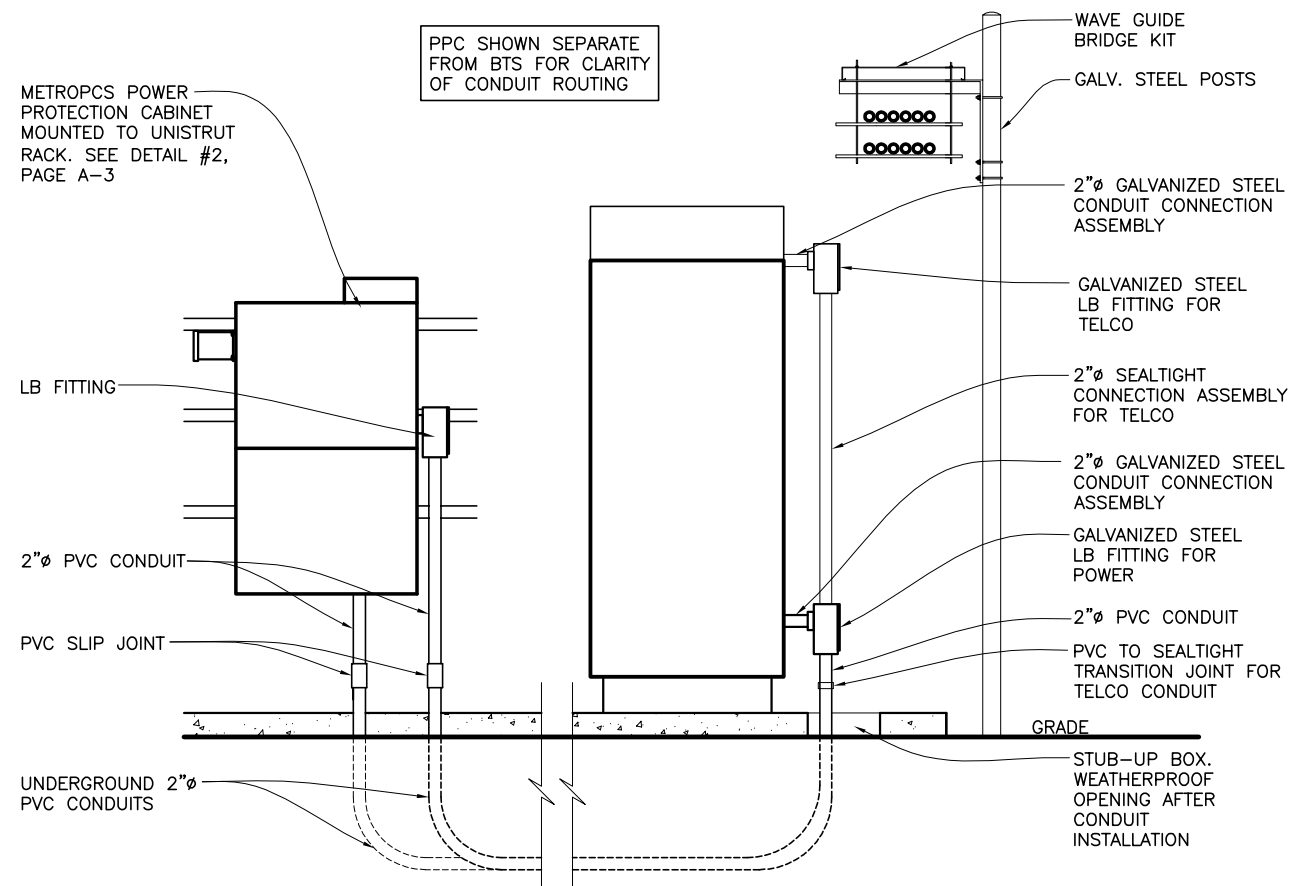
SITE:  
**JAK2518B**  
JACKSON COUNTY PARK

SITE ADDRESS:  
**1011 RANDOLPH ST**  
**JACKSON, MI 49203**

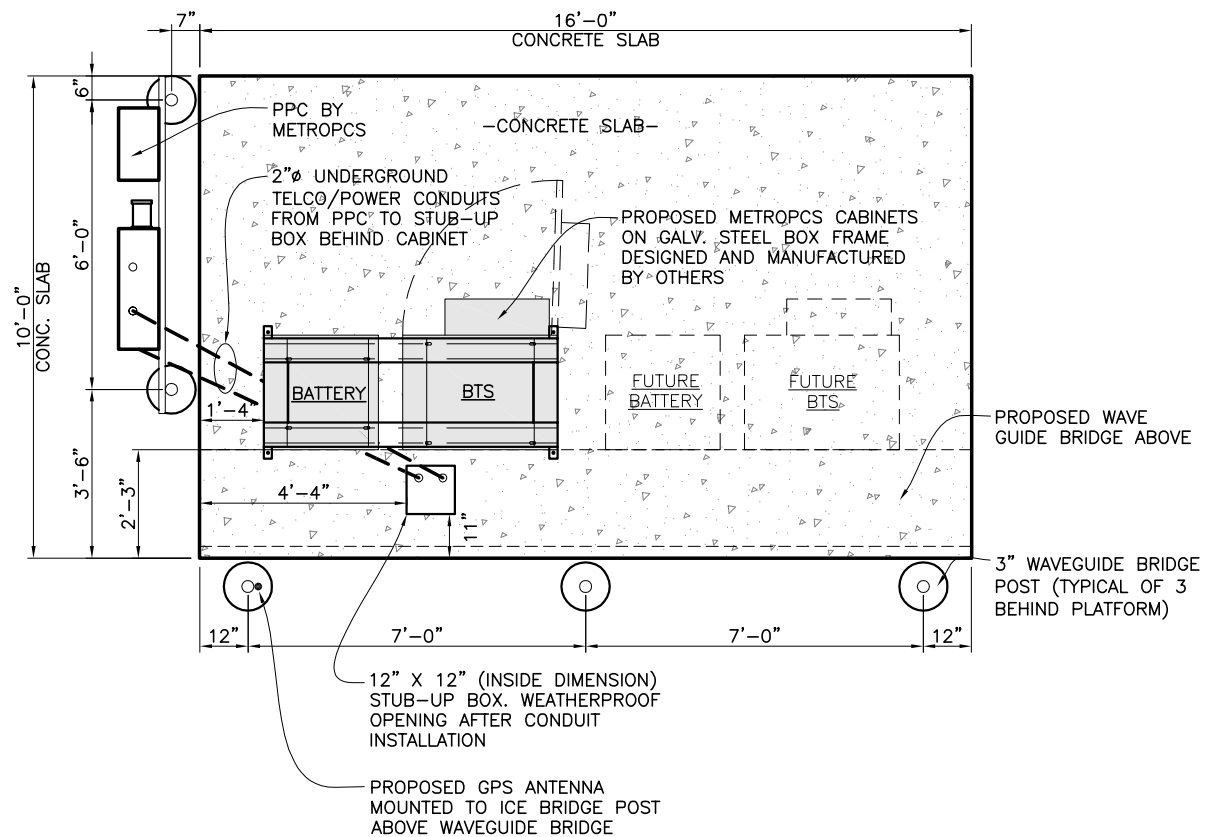
SHEET TITLE  
**SITE ELEVATION**

SHEET NUMBER  
**A-1A**

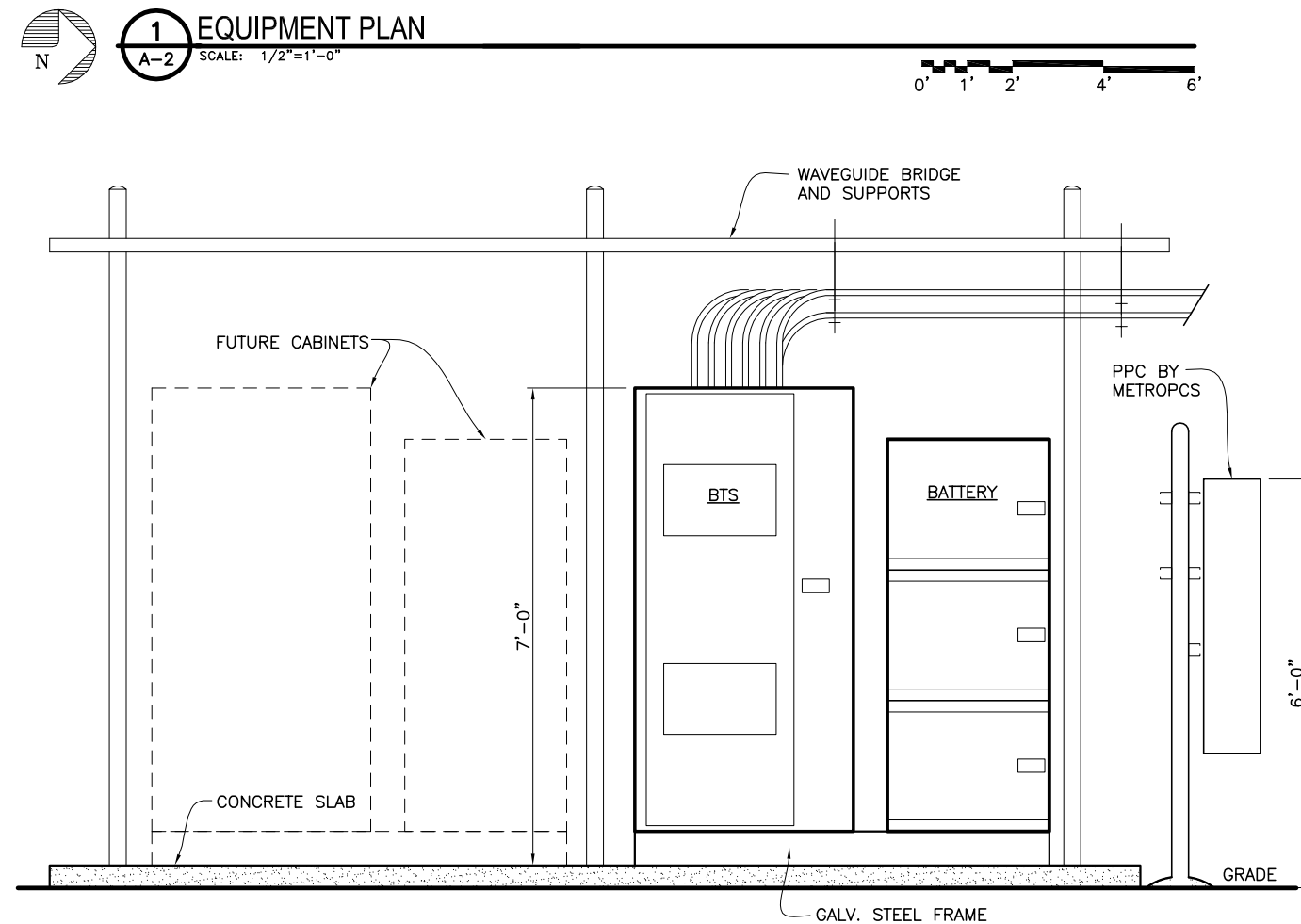
4 UTILITY RACK TO EQUIPMENT  
A-2 SCALE: NTS



**3** SIDE ELEVATION  
A-2 SCALE: 3/4"=1'-0"



# 1 EQUIPMENT PLAN



2 FRONT ELEVATION  
A-2 SCALE: 3/4"=1'-0"

SHEET NUMBER

**A-2**

#4 REINFORCING STEEL CONTINUOUS ALONG PERIMETER OF CONCRETE SLAB AT TOP & BOTTOM (TYPICAL)

3"

1'-0"

8"

4"

3"

8"

4"

6"

6" COMPACTED 21AA GRAVEL

8" CONCRETE SLAB

6x6-1.4 X 1.4 WELDED WIRE FABRIC

3/4" CHAMFER (TYP)

GRADE

UNDISTURBED SOIL

1/2" HILTI C-100 GROUT ANCHOR W/ PLATE WASHER & 4-1/2" EMBED. TO SLAB TYP. OF 4 PER BOX FRAME

METROPCS EQUIPMENT CABINETS

GALV. STEEL BOX FRAME DESIGNED AND MANUFACTURED BY OTHERS

NOTE: REFER TO SITE PLAN

0' 6'' 1' 2' 3'

**A-3**

COPYRIGHT ©2010 THE DOCUMENT INCLUDING DRAWINGS, NOTES AND SPECIFICATIONS, IS THE SOLE PROPERTY OF CWA INC. AND MAY NOT BE REPRODUCED, COPIED OR USED IN ANY WAY EXCEPT FOR THE PURPOSES ASSOCIATED WITH THE CONSTRUCTION OF THIS PROJECT. NO OTHER USE IS PERMITTED WITHOUT WRITTEN CONSENT GIVEN TO THE USER BY CWA INC.

ANTENNA SPECIFICATIONS										
ANTENNA SECTOR	AZIMUTH IN DEGREES	DOWN-TILT			ANTENNA			CABLES		
		E DT	M DT	ADJ	MAKE	MODEL	RAD CENTER	LENGTH	SIZE	QTY.
SECTOR 1	0°	0	0	0	KMW	HB-X-AW-23-33-00T	125'-0"	170'-0"±	1-5/8"	2
SECTOR 1	0°	0	0	0	KMW	HB-X-AW-23-33-00T	115'-0"	160'-0"±	1-5/8"	2
SECTOR 2	120°	0	0	0	KMW	HB-X-AW-23-33-00T	125'-0"	170'-0"±	1-5/8"	2
SECTOR 2	120°	0	0	0	KMW	HB-X-AW-23-33-00T	115'-0"	160'-0"±	1-5/8"	2
SECTOR 3	240°	0	0	0	KMW	HB-X-AW-23-33-00T	125'-0"	170'-0"±	1-5/8"	2
SECTOR 3	240°	0	0	0	KMW	HB-X-AW-23-33-00T	115'-0"	160'-0"±	1-5/8"	2

NOTE: REFER TO LATEST RF CONFIG SHEET PRIOR TO CONSTRUCTION

### COAX CABLE AND ANTENNA NOTES:

- SEE DRAWING A-1 FOR SITE LAYOUT.
- ALL THREADED STRUCTURAL FASTENERS FOR ANTENNA SUPPORT ASSEMBLIES SHALL CONFORM TO ASTM A307 OR ASTM A36. ALL STRUCTURAL FASTENERS FOR STRUCTURAL STEEL FRAMING SHALL CONFORM TO ASTM A325. FASTENERS SHALL BE 5/8" MIN. DIA. BEARING TYPE CONNECTIONS WITH THREADS EXCLUDED FROM THE PLANE. ALL EXPOSED FASTENERS, NUTS, AND WASHERS SHALL BE GALVANIZED UNLESS OTHERWISE NOTED. CONCRETE EXPANSION ANCHORS SHALL BE HILTI KWIK BOLTS UNLESS OTHERWISE NOTED. ALL ANCHORS INTO CONCRETE SHALL BE STAINLESS STEEL.
- THE CONTRACTOR SHALL FURNISH ALL CONNECTION HARDWARE REQUIRED TO SECURE THE CABLES. CONNECTION HARDWARE SHALL BE STAINLESS STEEL.
- NORTH ARROW SHOWN ON PLANS REFERS TO TRUE NORTH. CONTRACTOR SHALL VERIFY NORTH AND NOTIFY CONSULTANT OF ANY DISCREPANCY BEFORE STARTING CONSTRUCTION.
- PROVIDE LOCK WASHERS FOR ALL MECHANICAL CONNECTIONS FOR GROUND CONDUCTORS. USE STAINLESS STEEL HARDWARE THROUGHOUT.

6. THE COAXIAL ANTENNA CABLE INSTALLER SHALL BE RESPONSIBLE FOR PERFORMING AND SUPPLYING WITH THREE (3) TYPEWRITTEN SWEEP TESTS (ANTENNA RETURN LOSS TEST) THIS TEST SHALL BE PERFORMED TO THE SPECIFICATIONS AND PARAMETERS OUTLINED BY THE METROPCS RADIO FREQUENCY THRU ENGINEER THIS TEST SHALL BE PERFORMED PRIOR TO FINAL ACCEPTANCE OF THE SITE.

7. THE COAXIAL ANTENNA CABLE INSTALLER SHALL BE RESPONSIBLE FOR PERFORMING AND SUPPLYING METROPCS WITH THREE TYPEWRITTEN TIME DOMAIN REFLECTOMETER TESTS TO VERIFY CABLE LENGTH AND TO CHECK FOR WATER DAMAGE.

8. ANTENNA CABLE LENGTHS HAVE BEEN DETERMINED BASED ON THESE PLANS, CABLE LENGTHS LISTED ARE APPROXIMATED AND ARE NOT INTENDED TO BE USED FOR FABRICATION DUE TO FIELD CONDITIONS ACTUAL CABLE LENGTHS REQUIRED. CONTRACTOR MUST FIELD VERIFY ANTENNA CABLE LENGTHS PRIOR TO ORDER.

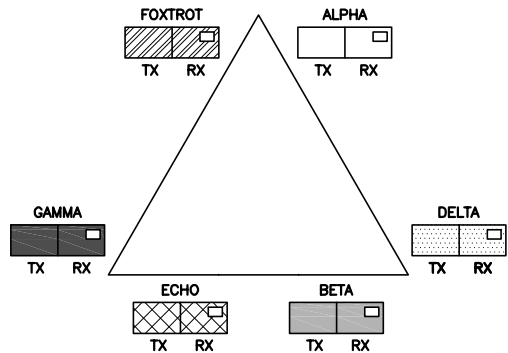
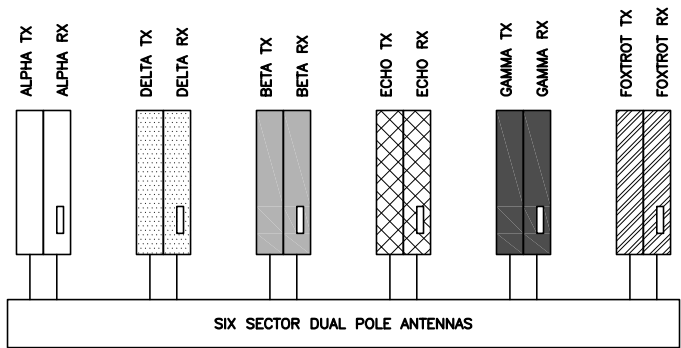
9. ALL MAIN CABLES WILL BE COLOR CODED AT FIVE LOCATIONS.

- ON ANTENNA JUMPER @ ANTENNA.
- ON MAIN COAX BEFORE JUMPER AT ANTENNA LOCATION.
- ON MAIN COAX BEFORE JUMPER AT CABINET LOCATION.
- ON JUMPER AT CABINET LOCATION.
- INTERIOR SIDE OF CABINET.

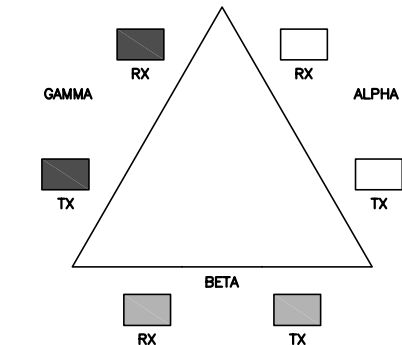
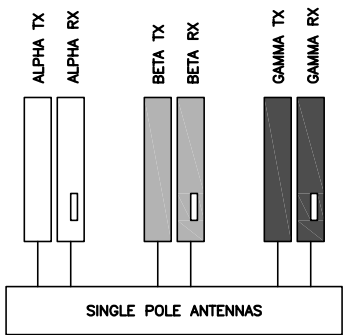
10. ALL MAIN CABLES WILL BE GROUNDED AT.

- TOP OF TOWER
- BOTTOM OF TOWER (PRIOR TO TURNING HORIZONTAL)
- PRIOR TO ENTERING EQUIPMENT CABINET OR SHELTER/BUILDING

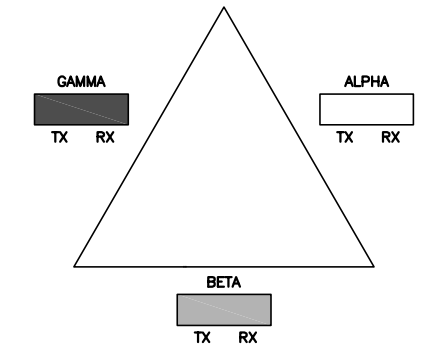
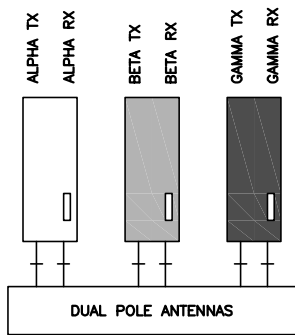
### COAX COLOR CODING



- |          |    |   |                  |    |         |
|----------|----|---|------------------|----|---------|
| 1-RED    | TX | / | 1-WHITE w/RED    | RX | ALPHA   |
| 1-YELLOW | TX | / | 1-WHITE w/YELLOW | RX | DELTA   |
| 1-BLUE   | TX | / | 1-WHITE w/BLUE   | RX | BETA    |
| 1-BROWN  | TX | / | 1-WHITE w/BROWN  | RX | ECHO    |
| 1-GREEN  | TX | / | 1-WHITE w/GREEN  | RX | GAMMA   |
| 1-ORANGE | TX | / | 1-WHITE w/ORANGE | RX | FOXTROT |



- |              |    |   |                 |    |       |
|--------------|----|---|-----------------|----|-------|
| 1-RED TAPE   | TX | / | 1-WHITE w/RED   | RX | ALPHA |
| 1-BLUE TAPE  | TX | / | 1-WHITE w/BLUE  | RX | BETA  |
| 1-GREEN TAPE | TX | / | 1-WHITE w/GREEN | RX | GAMMA |



- |              |    |   |                 |    |       |
|--------------|----|---|-----------------|----|-------|
| 1-RED TAPE   | TX | / | 1-WHITE w/RED   | RX | ALPHA |
| 1-BLUE TAPE  | TX | / | 1-WHITE w/BLUE  | RX | BETA  |
| 1-GREEN TAPE | TX | / | 1-WHITE w/GREEN | RX | GAMMA |

**3** 6 SECTOR DUAL POLE ANTENNAS  
A-4 SCALE: NTS

**2** TWO PER SECTOR VERTICAL ANTENNAS  
A-4 SCALE: NTS

**1** ONE PER SECTOR DUAL POLE ANTENNAS  
A-4 SCALE: NTS

## MetroPCS

Michigan Inc.

28505 SCHOOLCRAFT  
BUILDING 6  
LIVONIA, MI 48150  
TEL: (734) 444-0100

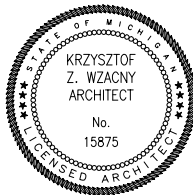
**CHRISTOPHER WZACNY  
AND ASSOC. INC.**

30150 TELEGRAPH ROAD,  
SUITE 114  
BINGHAM FARMS, MI 48025

TELEPHONE: (248) 723-8516  
FAX : (248) 723-4810

CHECKED BY: CW

REVISIONS			
C	04JUNE10	CD REV2	NA
B	27MAY09	CD REV1	NA
A	10MAY09	CD PRELIM	NA
REV	DATE	DESCRIPTION	BY



IT IS A VIOLATION OF LAW FOR ANY PERSON,  
UNLESS THEY ARE ACTING UNDER THE DIRECTION  
OF THIS LICENSED PROFESSIONAL ARCHITECT,  
TO ALTER THIS DOCUMENT.

REFER TO GRAPHIC SCALE FOR  
11"x17" DRAWINGS

SITE:  
**JAK2518B**  
JACKSON COUNTY PARK

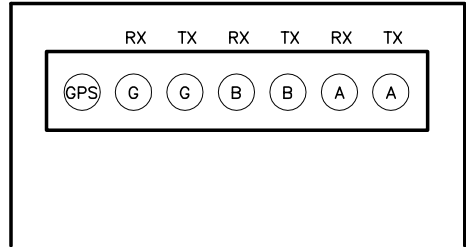
SITE ADDRESS:  
**1011 RANDOLPH ST**  
**JACKSON, MI 49203**

SHEET TITLE  
**ANTENNA  
CONFIGURATION**

SHEET NUMBER

**A-4**

COPYRIGHT ©2010 THE DOCUMENT INCLUDING DRAWINGS, NOTES AND SPECIFICATIONS, IS THE SOLE PROPERTY OF CWA INC. AND MAY NOT BE REPRODUCED, COPIED OR USED IN ANY WAY EXCEPT FOR THE PURPOSES ASSOCIATED WITH THE CONSTRUCTION OF THIS PROJECT. NO OTHER USE IS PERMITTED WITHOUT WRITTEN CONSENT GIVEN TO THE USER BY CWA INC.



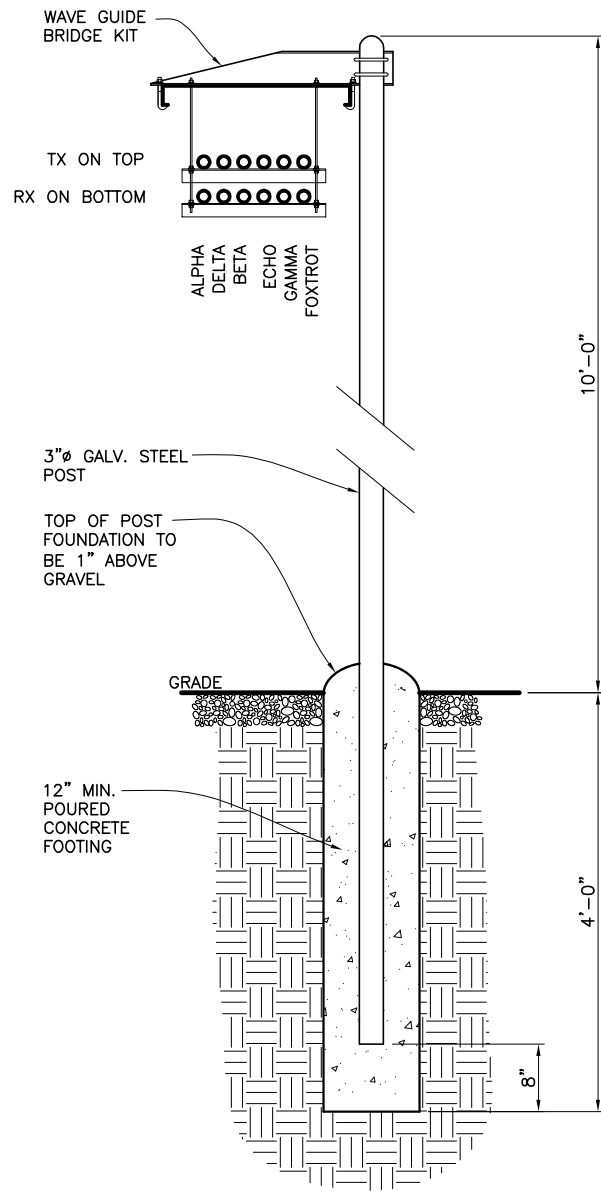
SCHEMATIC CABINET ENTRY PORT AS  
VIEWED FROM BACK OF CABINET

4  
A-5

SCALE: N.T.S.

**COAX CABLE BRIDGE NOTES:**

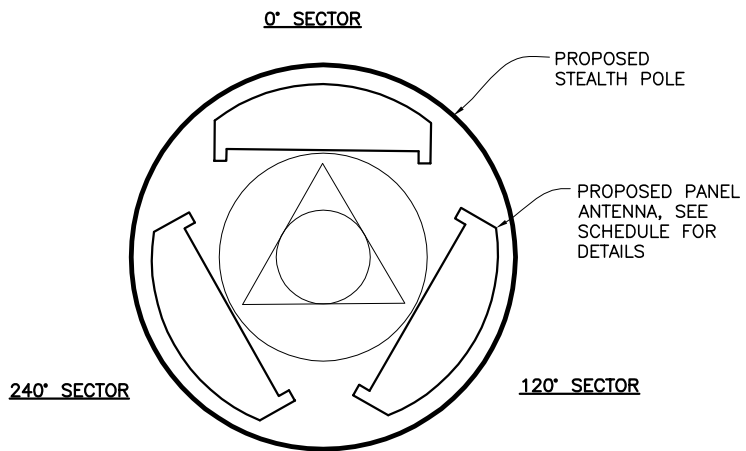
- (1) WHEN USING COMPONENTS AS SHOWN IN STANDARD DETAIL, MAXIMUM ALLOWABLE SPAN BETWEEN SUPPORTS ON A CONTINUOUS SINGLE SECTION OF BRIDGE CHANNEL SHALL BE 9' FOR 10' BRIDGE CHANNEL.
- (2) WHEN USING COMPONENTS FOR SPLICING BRIDGE CHANNEL SECTIONS, THE SPLICE SHOULD BE PROVIDED AT THE SUPPORT, IF POSSIBLE, OR AT A MAXIMUM OF 2 FEET FROM THE SUPPORT.
- (3) WHEN USING COMPONENTS, SUPPORT SHOULD BE PROVIDED AS CLOSE AS POSSIBLE TO THE END OF THE ICE BRIDGE, WITH A MAXIMUM CANTILEVER OF 2' FROM THE SUPPORT AT THE FREE END.
- (4) DEVIATIONS FROM STANDARDS FOR COMPONENT INSTALLATIONS ARE PERMITTED WITH THE RESPECTIVE MANUFACTURER'S APPROVAL.
- (5) CUT BRIDGE CHANNEL SECTIONS SHOULD HAVE RAW EDGES TREATED WITH A MATERIAL TO RESTORE THE CUT EDGES TO THE ORIGINAL CHANNEL, OR EQUIVALENT, FINISH.



3  
A-5

COAX CABLE BRIDGE

SCALE: N.T.S.



1  
A-5

ANTENNA MOUNTING PLAN

SCALE: N.T.S.

**MetroPCS**

Michigan Inc.

28505 SCHOOLCRAFT  
BUILDING 6  
LIVONIA, MI 48150  
TEL: (734) 444-0100

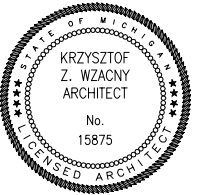
**CHRISTOPHER WZACNY  
AND ASSOC. INC.**

30150 TELEGRAPH ROAD,  
SUITE 114  
BINGHAM FARMS, MI 48025

TELEPHONE: (248) 723-8516  
FAX : (248) 723-4810

CHECKED BY: CW

REVISIONS			
C	04JUNE10	CD REV2	NA
B	27MAY09	CD REV1	NA
A	10MAY09	CD PRELIM	NA
REV	DATE	DESCRIPTION	BY



IT IS A VIOLATION OF LAW FOR ANY PERSON,  
UNLESS THEY ARE ACTING UNDER THE DIRECTION  
OF THIS LICENSED PROFESSIONAL ARCHITECT,  
TO ALTER THIS DOCUMENT.

REFER TO GRAPHIC SCALE FOR  
11"x17" DRAWINGS

SITE:  
**JAK2518B**  
JACKSON COUNTY PARK

SITE ADDRESS:  
**1011 RANDOLPH ST**  
**JACKSON, MI 49203**

SHEET TITLE  
**ANTENNA/COAX**  
**DETAILS**

SHEET NUMBER

**A-5**

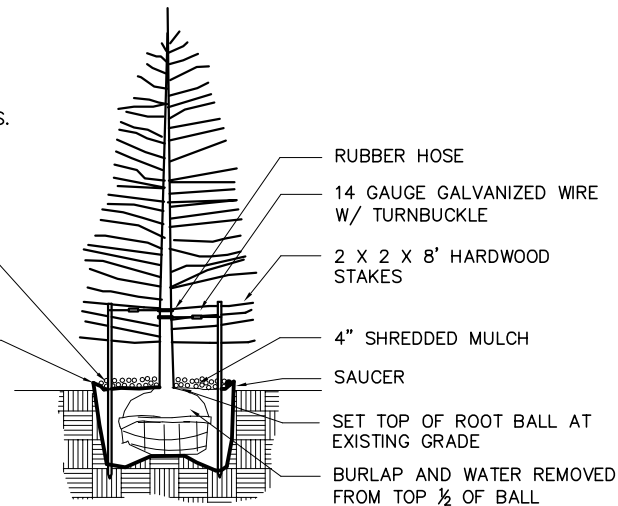
STAKING - MIN. 2  
STAKES/TREE

STAKE TREES WITHIN 24 HRS.  
OF PLANTING

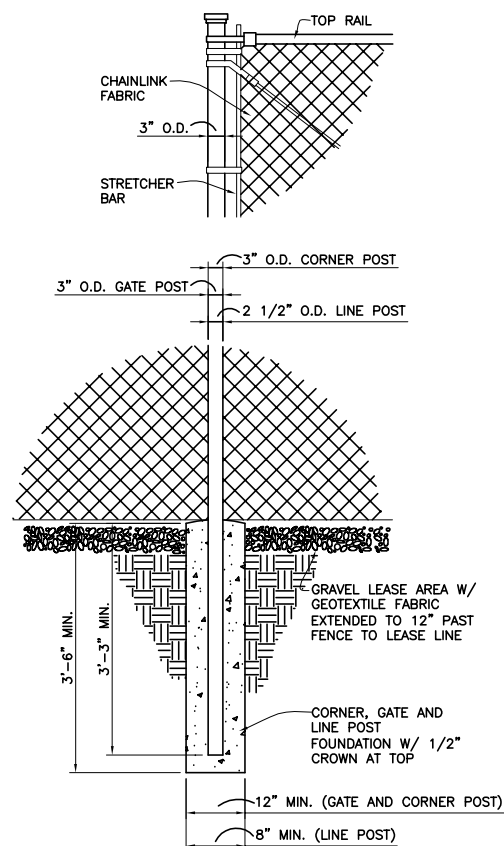
DRIVE STAKES 18" MIN. INTO  
UNDISTURBED SOIL

SPECIFIED PLANTING MIX  
WATER & TAMP TO  
ELIMINATE AIR POCKETS

PIT DIAMETER MIN. 24" —  
LARGER THAN ROOT BALL



A-6 SCALE: N.T.S.



A-6 N.T.S.

1. LANDSCAPE CONTRACTOR SHALL INSPECT SITE TO REVIEW EXISTING CONDITIONS AND PROPOSED WORK. ANY DISCREPANCIES SHALL BE REPORTED TO THE ARCHITECT.

2. CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFICATION OF LOCATIONS OF ON SITE UTILITIES. ANY DAMAGE TO UTILITIES DURING CONSTRUCTION SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.

3. CONTRACTOR SHALL PROVIDE 4" TOPSOIL DEPTH IN ALL PLANTING BEDS AND MAINTAIN GRADES TO ASSURE PROPER DRAINAGE.

4. ALL PLANT MATERIAL SHALL BE PREMIUM GRADE NURSERY STOCK. NO PARK GRADE MATERIAL WILL BE ACCEPTED.

5. CONTRACTOR SHALL GUARANTEE ALL PLANT MATERIAL FOR A PERIOD OF ONE YEAR FROM DATE OF ACCEPTANCE BY OWNER OR OWNER'S REPRESENTATIVE. CONTRACTOR SHALL REPLACE WITHOUT COST TO OWNER, ANY DEAD OR UNACCEPTABLE PLANTS.

6. CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTENANCE (INCLUDING WATERING, WEEDING, AND OTHER OPERATIONS REQUIRED TO KEEP PLANTS IN A THRIVING CONDITION) FOR A PERIOD OF ONE YEAR.

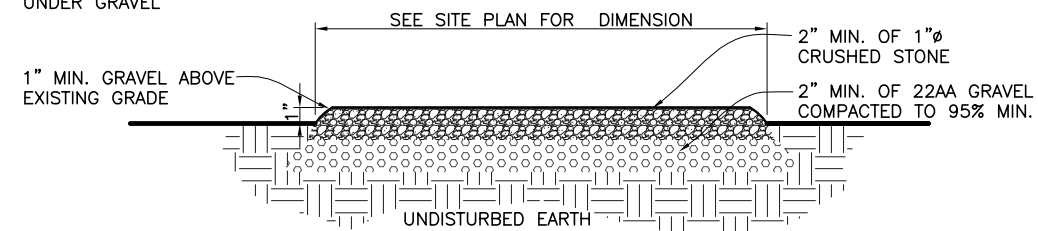
7. WATERING, WEEDING AND PLANT MAINTENANCE SHALL COMMENCE NO LATER THAN 24 HOURS OF INSTALLATION.

8. TREE STAKES AND GUIDE WIRES SHALL BE INSTALLED AND MAINTAINED TO RETAIN PLANT MATERIAL IN PROPER POSITIONS.

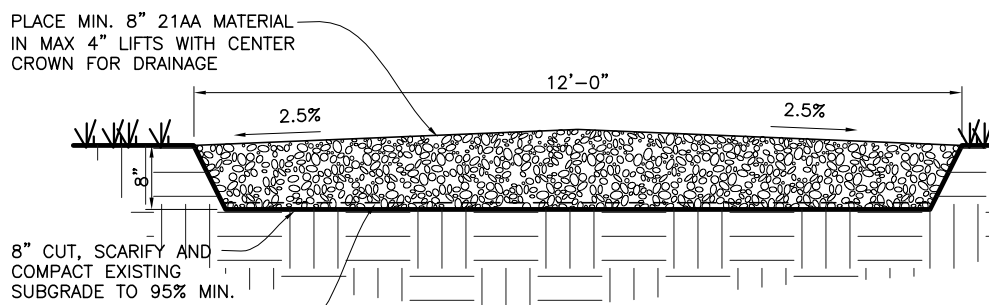
9. ALL TREES TO BE LOCATED MIN. 30' FROM TOWER AND OVERHEAD LINES.

NOTE:  
REMOVE ALL VEGETATION  
INCLUDING ROOTS

NOTE:  
PROVIDE MIRAFI 500X OR  
EQUIVALENT GEOTEXTILE FABRIC  
UNDER GRAVEL



A-6 N.T.S.

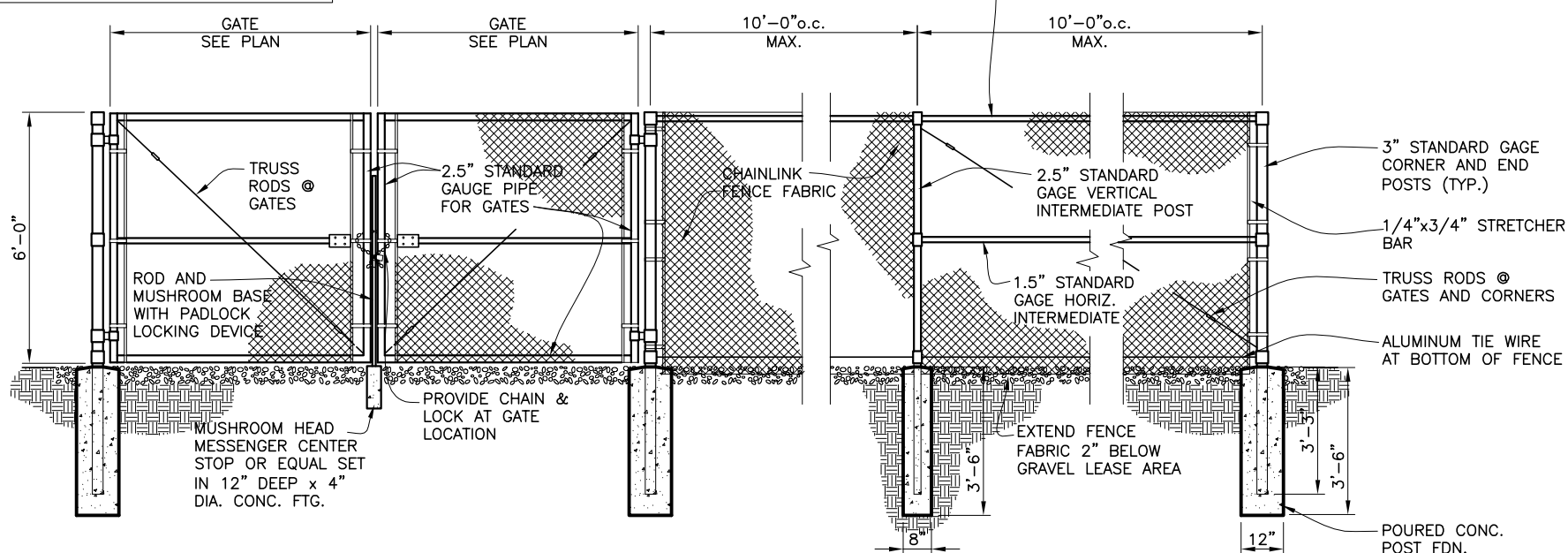


PROVIDE MIRAFI 500X OR \_\_\_\_\_  
EQUIVALENT GEOTEXTILE FABRIC  
UNDER GRAVEL

A-6 N.T.S.

NOTE:  
GATE TO BE HOT DIPPED  
GALV. AFTER FABRICATION  
AND BEFORE VINYL COATING

NOTE:  
FENCE TO BE BLACK  
VINYL COATED



## A-6 N.T.S.

Michigan Inc.

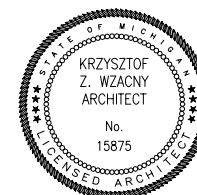
**28505 SCHOOLCRAFT  
BUILDING 6  
LIVONIA, MI 48150  
TEL: (734) 444-0100**

30150 TELEGRAPH ROAD,  
SUITE 114  
BINGHAM FARMS, MI 48025

TELEPHONE: (248) 723-8516  
FAX : (248) 723-4810

**CHECKED BY:**

CW

[illegible]

IT IS A VIOLATION OF LAW FOR ANY PERSON,  
UNLESS THEY ARE ACTING UNDER THE DIRECTION  
OF THIS LICENSED PROFESSIONAL ARCHITECT,  
TO ALTER THIS DOCUMENT.

REFER TO GRAPHIC SCALE FOR  
11"x17" DRAWINGS

SITE:

**JAK2518B**  
JACKSON COUNTY PARK

SITE ADDRESS:

1011 RANDOLPH ST  
JACKSON, MI 49203

## SHEET TITLE

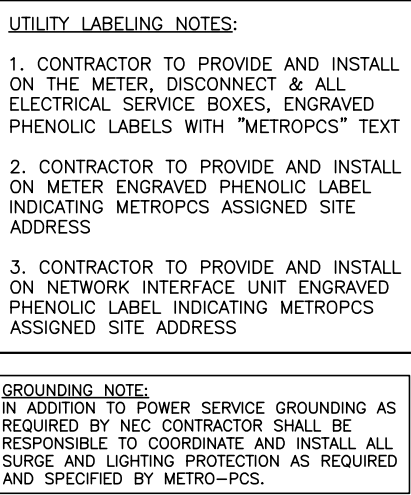
# COMPOUND DETAILS

SHEET NUMBER

A-6

NOTES:

1. CABINET AND CONDUITS FURNISHED AND INSTALLED BY CUSTOMER. 350KCMIL SERVICE CONDUCTORS FURNISHED AND INSTALLED BY LOCAL UTILITY.
2. EQUIPMENT ASSEMBLY DRAWINGS AND RISER DIAGRAMS MUST BE SUBMITTED TO A UTILITY PLANNER FOR ACCEPTANCE PRIOR TO INSTALLATION.
3. CABINET AND CONDUITS SHOWN SHALL CONTAIN ONLY UNMETERED LINE CONDUCTORS. CABINET SHALL BE SEALABLE WITH ACCEPTABLE SEALING HASP.
4. TRANSMISSION TOWER SERVICES WILL UTILIZE A STANDARD 200 AMP SERVICE WITH CONTINUOUS CONDUIT TO THE SOURCE.
5. SUBSTATION CELLULAR SERVICES WILL BE A SINGLE 200 AMP SERVICE OR BUILT TO THIS SPECIFICATION. NO SERVICES SHALL BE TAKEN OUT OF THE SUBSTATION HOUSE SERVICE.
6. ALL CONDUIT WITH NIPPLE ENTRIES TO CABINETS AND METER BOXES MUST BE MADE WITH WEATHERPROOF HUBS, CONNECTORS OR LOCKNUTS LISTED FOR THE APPLICATION. NONMETALLIC BUSHINGS REQUIRED.
7. FOR INACCESSIBLE LOCATIONS CONSULT WITH METER ENGINEERING FOR POSSIBLE ERT METER INSTALLATION.
8. ONLY ONE SERVICE ALLOWED PER LUG. ALL GROUNDING AND BONDING MUST COMPLY WITH NEC 250.



**2 ONE LINE DIAGRAM**  
E-1 SCALE: NTS

# 1 PANEL SCHEDULE

E-1 SCALE: NTS

**E-1**

COPYRIGHT ©2010 THE DOCUMENT INCLUDING DRAWINGS, NOTES AND SPECIFICATIONS, IS THE SOLE PROPERTY OF CWA INC. AND MAY NOT BE REPRODUCED, COPIED OR USED IN ANY WAY EXCEPT FOR THE PURPOSES ASSOCIATED WITH THE CONSTRUCTION OF THIS PROJECT. NO OTHER USE IS PERMITTED WITHOUT WRITTEN CONSENT GIVEN TO THE USER BY CWA INC.

**NOTE:**  
GROUNDING OF EQUIPMENT & TOWER STRUCTURE SHALL CONFORM TO "GROUNDING & LIGHTNING PROTECTION GUIDELINES FOR LUCENT TECHNOLOGIES NETWORK SYSTEM CELL SITES" ISSUE 2, NOVEMBER 1999.

WHERE APPLICABLE BOND ALL STEEL SUPPORT BEAMS TOGETHER, EXOTHERMICALLY WELD CONNECTIONS TO STEEL SUPPORT BEAMS.

BOND TELCO GROUND BAR (TGB) TO GROUND RING. BOND TO EXTERIOR PERIMETER GROUND RING USING #2 AWG SOLID TINNED COPPER CONDUCTOR. EXOTHERMICALLY WELD CONNECTIONS TO ALL CONNECTION POINTS.

BOND FENCE POST TO GROUND RING AS SHOWN USING AN EXOTHERMIC WELD. BOND FENCE GATE TO POST WITH A FLEXIBLE COPPER JUMPER STRAP IF NOT ALREADY PROVIDED. PROVIDE EXOTHERMIC WELD TO BOND STRAP TO GATE AND FENCE POST. PROVIDE LENGTH AS REQUIRED TO MAKE CONNECTION. TREAT WITH A COLD GALVANIZED SPRAY WHERE APPLICABLE.

APPROXIMATE THE LOCATION OF #2 AWG SOLID BARE TINNED GROUND RING. EXACT LOCATION AND NUMBER OF GROUND RODS TO BE DETERMINED ON SITE AND BASED ON "FALL OF POTENTIAL GROUND RESISTANCE METHOD" FOR RESISTANCE <5 OHMS. UNLESS OTHERWISE NOTED, PROVIDE 5/8" x 10'-0" GROUND RODS AT MAX 10'-0" O.C.

PROVIDE 5/8" x 8'-0" LONG COPPER CLAD STEEL GROUND ROD AS SHOWN. INSTALL GROUND ROD TWO (2) FEET MINIMUM AWAY FROM PLATFORM.

CABINET GROUND RING AND EXISTING TOWER GROUNDING RING SHALL BE BONDED TOGETHER IN AT LEAST TWO (2) POINTS USING A #2 AWG SOLID BARE TINNED COPPER CONDUCTOR.

EXISTING TOWER GROUND RING AND GROUND RODS. (TO BE VERIFIED IN FIELD)

PROVIDE #2 SOLID BARE TINNED COPPER CONDUCTOR FROM TGB TO TOWER GROUND RING. TYPICAL OF TWO (2).

THE TOWER EXIT GROUND BUS BAR (TEGB) SHALL BE INSTALLED BELOW THE COAX CABLE GROUND KITS, NEAR THE AREA OF THE TOWER AT THE POINT WHERE THE ANTENNA COAX LINES TRANSITION FROM THE TOWER TO THE WAVEGUIDE BRIDGE. VERIFY EXACT LOCATION OF GROUNDING BAR FOR PROPER CONDUCTOR LENGTH. GROUNDING BAR PROVIDED BY THE ANTENNA CABLE INSTALLER. COORDINATE WITH ANTENNA CABLE INSTALLER FOR SCHEDULE TO MAKE CONNECTION. PROVIDE 3/4" NON-METALLIC SLEEVE WITH SWEEP BEND FOR NEW ANTENNA BASE INSTALLATIONS FOR CONNECTION OF TEGB TO TOWER RING.

GROUND BAR LOCATED IN BASE OF EQUIPMENT WILL BE PROVIDED, FURNISHED AND INSTALLED BY THE VENDOR

ALL BELOW GRADE CONNECTIONS: EXOTHERMIC WELD TYPE, ABOVE GRADE CONNECTIONS: EXOTHERMIC WELD TYPE

GROUND RING SHALL BE LOCATED A MINIMUM OF 42" BELOW GRADE OR 6" MINIMUM BELOW THE FROST LINE, WHICHEVER IS DEEPER.

OBSERVE N.E.C. AND LOCAL UTILITY REQUIREMENTS FOR ELECTRICAL SERVICE GROUNDING.

ALL GROUNDING FOR ANTENNAS SHALL BE CONNECTED SO THAT IT WILL BY-PASS MAIN BUSS BAR.

USE SEPARATE HOLES FOR GROUNDING AT BUSS BAR. NO DOUBLING-UP OF LUGS.

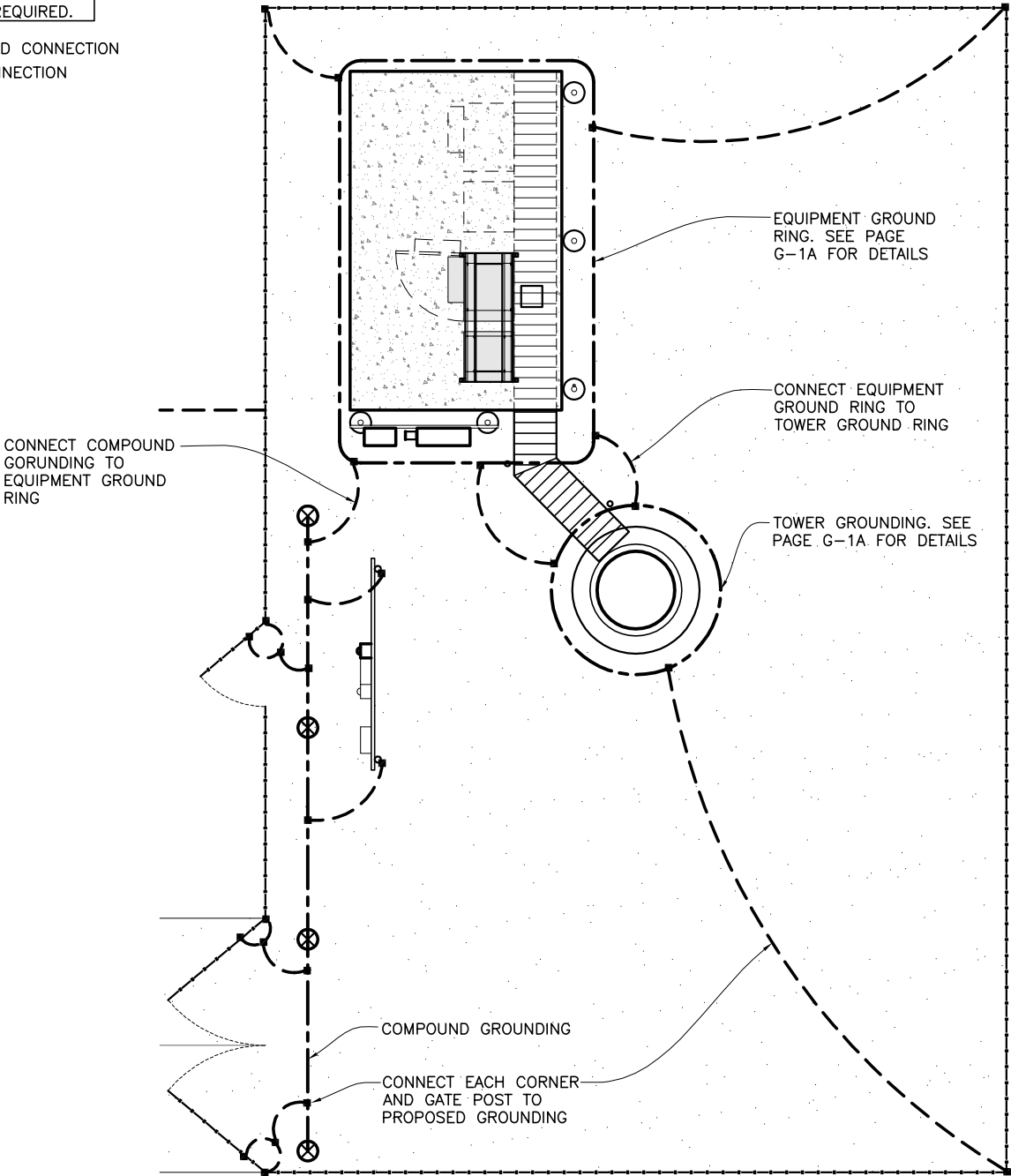
POWER AND TELCO CABINETS SHALL BE GROUNDED (BONDED) TOGETHER.

NO "L AND B" EXOTHERMIC WELDS ALLOWED ON GROUNDING

PROVIDE STAINLESS STEEL CLAM BRASS TAGS ON COAX AT ANTENNAS AND DOGHOUSE.

**NOTES:**  
(1) PLACE GROUND RODS EVERY 10'-0" MAX.  
(2) HAND DIG TO PROTECT EXISTING U.G. POWER & TELCO AS REQUIRED.

■ = EXOTHERMIC WELD CONNECTION  
● = MECHANICAL CONNECTION



**MetroPCS**  
Michigan Inc.  
28505 SCHOOLCRAFT  
BUILDING 6  
LIVONIA, MI 48150  
TEL: (734) 444-0100

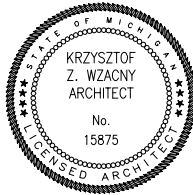
**CHRISTOPHER WZACNY  
AND ASSOC. INC.**

30150 TELEGRAPH ROAD,  
SUITE 114  
BINGHAM FARMS, MI 48025

TELEPHONE: (248) 723-8516  
FAX : (248) 723-4810

CHECKED BY: CW

REVISIONS			
C	04JUNE10	CD REV2	NA
B	27MAY09	CD REV1	NA
A	10MAY09	CD PRELIM	NA
REV	DATE	DESCRIPTION	BY



IT IS A VIOLATION OF LAW FOR ANY PERSON, UNLESS THEY ARE ACTING UNDER THE DIRECTION OF THIS LICENSED PROFESSIONAL ARCHITECT, TO ALTER THIS DOCUMENT.

REFER TO GRAPHIC SCALE FOR  
11"x17" DRAWINGS

SITE:  
**JAK2518B**  
JACKSON COUNTY PARK

SITE ADDRESS:  
**1011 RANDOLPH ST**  
**JACKSON, MI 49203**

SHEET TITLE  
**COMPOUND GROUNDING  
PLAN**

SHEET NUMBER

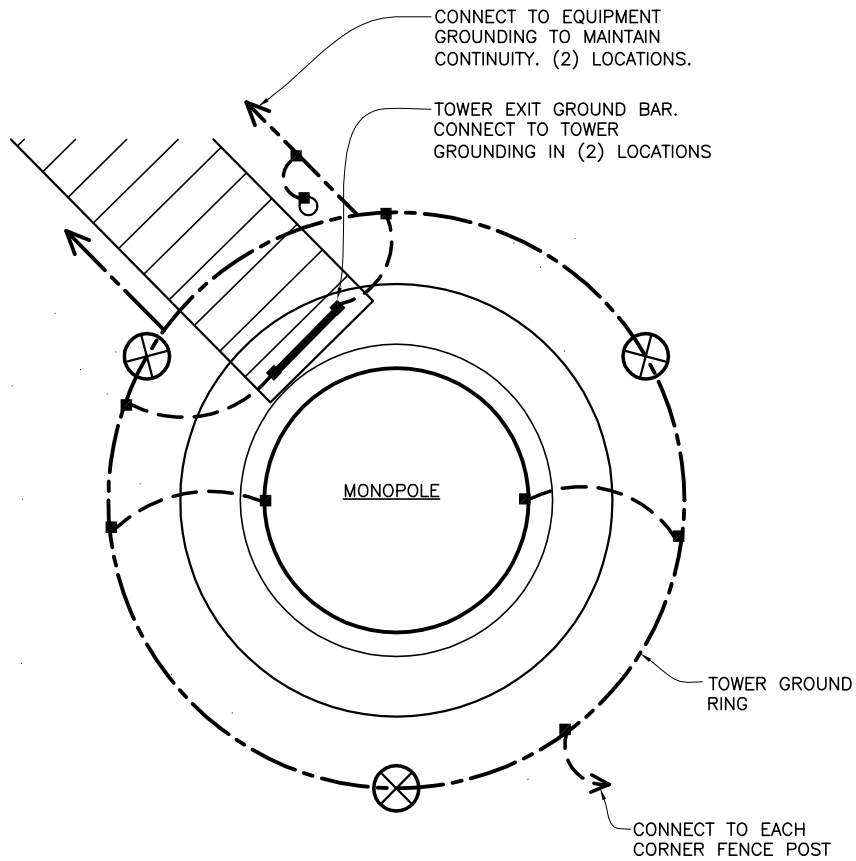
**G-1**



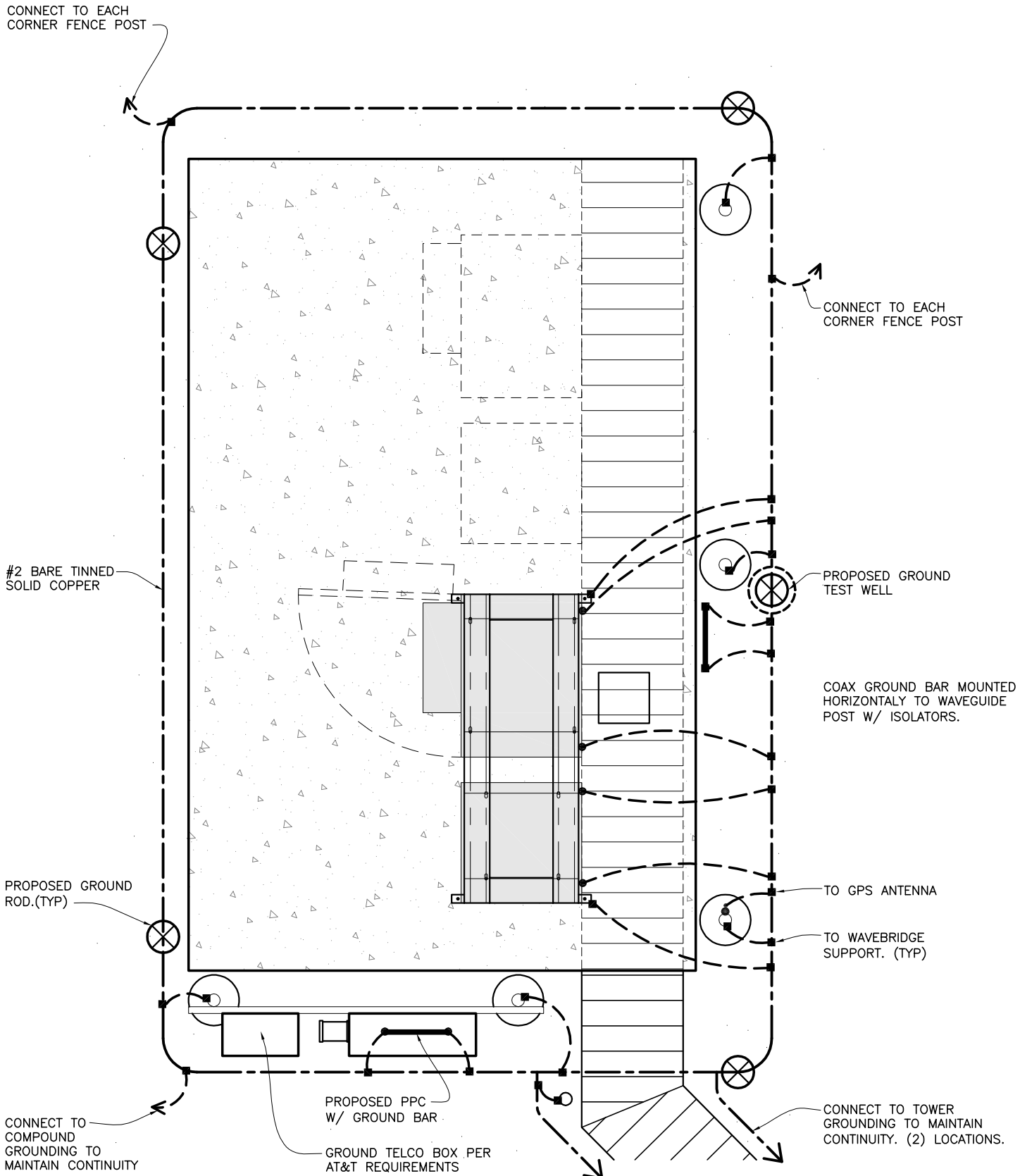
COPYRIGHT © 2010 THE DOCUMENT, INCLUDING DRAWINGS, NOTES AND SPECIFICATIONS, IS THE SOLE PROPERTY OF CWA INC. AND MAY NOT BE REPRODUCED, COPIED OR USED IN ANY WAY EXCEPT FOR THE PURPOSES ASSOCIATED WITH THE CONSTRUCTION OF THIS PROJECT. NO OTHER USE IS PERMITTED WITHOUT WRITTEN CONSENT GIVEN TO THE USER BY CWA INC.

NOTES:  
(1) PLACE GROUND RODS EVERY 10'-0" MAX.  
(2) HAND DIG TO PROTECT EXISTING U.G. POWER & TELCO AS REQUIRED.

■ = EXOTHERMIC WELD CONNECTION  
● = MECHANICAL CONNECTION



2 TOWER GROUNDING PLAN  
G-1A N.T.S.



1 EQUIPMENT GROUNDING PLAN  
G-1A N.T.S.

**MetroPCS**

Michigan Inc.

28505 SCHOOLCRAFT  
BUILDING 6  
LIVONIA, MI 48150  
TEL: (734) 444-0100

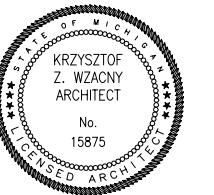
**CHRISTOPHER WZACNY  
AND ASSOC. INC.**

30150 TELEGRAPH ROAD,  
SUITE 114  
BINGHAM FARMS, MI 48025

TELEPHONE: (248) 723-8516  
FAX : (248) 723-4810

CHECKED BY: CW

REVISIONS			
C	04JUNE10	CD REV2	NA
B	27MAY09	CD REV1	NA
A	10MAY09	CD PRELIM	NA
REV	DATE	DESCRIPTION	BY



IT IS A VIOLATION OF LAW FOR ANY PERSON, UNLESS THEY ARE ACTING UNDER THE DIRECTION OF THIS LICENSED PROFESSIONAL ARCHITECT, TO ALTER THIS DOCUMENT.

REFER TO GRAPHIC SCALE FOR  
11"x17" DRAWINGS

SITE:  
**JAK2518B**  
JACKSON COUNTY PARK

SITE ADDRESS:  
**1011 RANDOLPH ST**  
**JACKSON, MI 49203**

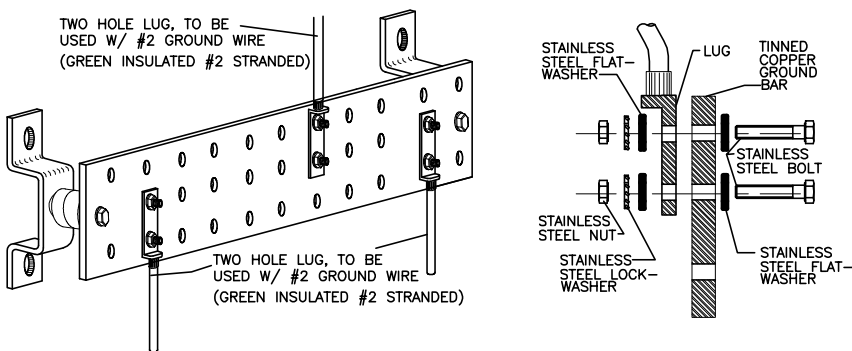
SHEET TITLE  
**EQUIPMENT GROUNDING  
PLAN**

SHEET NUMBER

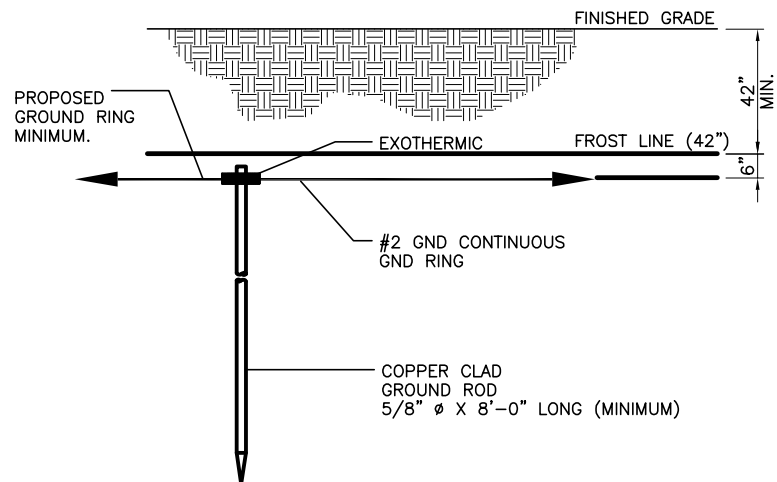
**G-1A**

# 1 GROUNDING SCHEMATIC DIAGRAM

A technical diagram of a 12-hole U/G Ground Ring. The ring is a long, narrow rectangular plate with 12 circular holes spaced evenly along its length. At each end, there is a 'TWO HOLE LUG' for connecting #2 ground wire. The lugs are shown as rectangular plates with two holes each. The diagram includes labels for 'CAD WELD' pointing to the ends of the ring and 'TWO HOLE LUG, TO BE USED W/ #2 GROUND WIRE (#2 SOLID COPPER TINNED) TO U/G GROUND RING' pointing to the lug at the bottom right.



G-3 SCALE: NTS



The diagram illustrates the assembly of a ground test well in two parts. The top part shows a cross-section of the ground with a gravel lease area. A ground test well with a plastic cover is shown, with a note indicating it should be set 1 inch below the top of the gravel lease area. The frost depth is indicated as 3'-6". The bottom part shows a detailed view of the well's interior, including a #2 bare solid tinned ground loop, a #2 AWG solid tinned copper ground ring, an exothermic weld, and a driven copper ground rod (8'-0" long). The frost line is marked at 6" below the ground surface.

3'-6" FROST DEPTH

GRAVEL LEASE AREA

NOTE:  
SET TEST WELL  
COVER 1" BELOW  
TOP OF GRAVEL  
LEASE AREA

GROUND TEST WELL W/  
PLASTIC COVER

#2 BARE SOLID TINNED  
GROUND LOOP

FROST  
LINE

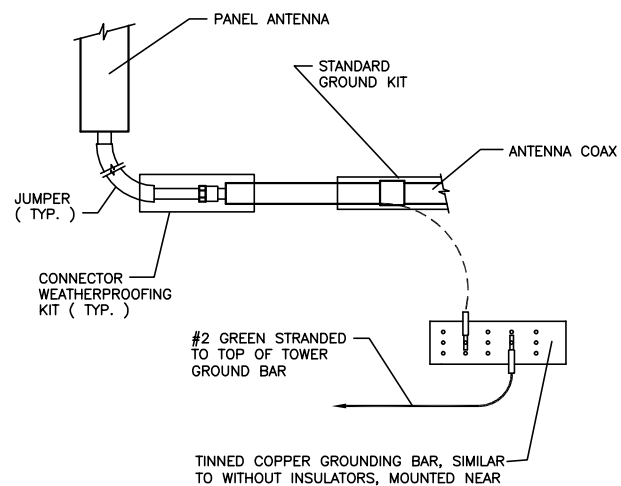
6"

#2 AWG SOLID TINNED  
COPPER GROUND RING

EXOTHERMIC WELD

DRIVEN COPPER GROUND  
ROD (8'-0" LONG)

G-3 SCALE: NTS



G-3 SCALE: NTS

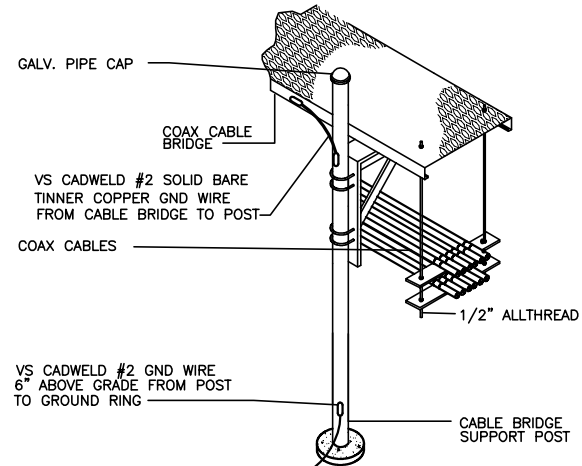
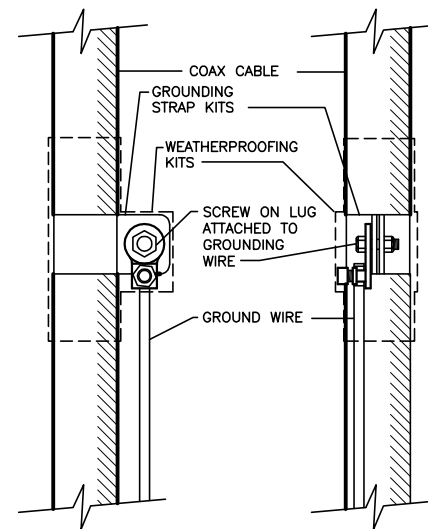


Diagram illustrating the installation of an antenna system, showing the components and steps:

- ANTENNA MAST
- SUPPORT BRACKET
- BASE BRACKET
- U-BOLT
- INSTALL CLAMP TO ATTACHMENT PLATE
- ANTENNA MAST CLAMP
- RF SHEET FOR COAX CABLE DIAMETER (EQU.) MIN. BENDING US 6
- PLATED METALLIC BUSHING
- INSULATING SHEET (SHALL BE USED FOR MECHANICAL PROTECTION)
- G.P.S. ANTENNA
- ATTACHMENT PLATE
- INSTALLATION HARDWARE PER EQUIPMENT MANUFACTURER
- WEATHERPROOFING KIT, VERIFY WITH PROJECT MANAGER
- GROUNDING CLAMP OR CAD WELD TO GPS POST.
- AWG GROUNDING KIT CABLE.
- # 2 SOLID TO GROUND LOOP

G-3 SCALE: NTS



G-3 SCALE: NTS

**G-3**

COPYRIGHT ©2010 THIS DOCUMENT INCLUDING DRAWINGS, NOTES AND SPECIFICATIONS, IS THE SOLE PROPERTY OF CWA INC. AND MAY NOT BE REPRODUCED, COPIED OR USED IN ANY WAY EXCEPT FOR THE PURPOSES ASSOCIATED WITH THE CONSTRUCTION OF THIS PROJECT. NO OTHER USE IS PERMITTED WITHOUT WRITTEN CONSENT GIVEN TO THE USER BY CWA INC.

MetroPCS

Michigan Inc.

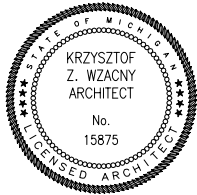
28505 SCHOOLCRAFT  
BUILDING 6  
LIVONIA, MI 48150  
TEL: (734) 444-0100

CHRISTOPHER WZACNY  
AND ASSOC. INC.

30150 TELEGRAPH ROAD,  
SUITE 114  
BINGHAM FARMS, MI 48025  
TELEPHONE: (248) 723-8516  
FAX : (248) 723-4810

CHECKED BY: CW

REVISIONS			
C	04JUNE10	CD REV2	NA
B	27MAY09	CD REV1	NA
A	10MAY09	CD PRELIM	NA
REV	DATE	DESCRIPTION	BY



IT IS A VIOLATION OF LAW FOR ANY PERSON, UNLESS THEY ARE ACTING UNDER THE DIRECTION OF THIS LICENSED PROFESSIONAL ARCHITECT, TO ALTER THIS DOCUMENT.

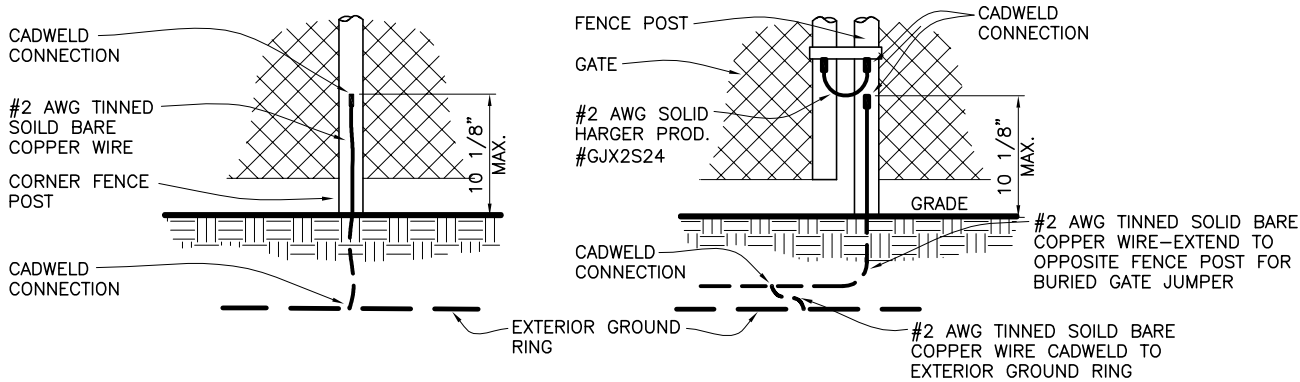
REFER TO GRAPHIC SCALE FOR 11"x17" DRAWINGS

SITE:  
**JAK2518B**  
JACKSON COUNTY PARK

SITE ADDRESS:  
**1011 RANDOLPH ST**  
**JACKSON, MI 49203**

SHEET TITLE  
**GROUNDING DETAILS**

SHEET NUMBER  
**G-4**



**1** FENCE GROUNDING DETAILS  
G-4 SCALE: NTS

COPYRIGHT ©2010 THE DOCUMENT INCLUDING DRAWINGS, NOTES AND SPECIFICATIONS, IS THE SOLE PROPERTY OF CWA INC. AND MAY NOT BE REPRODUCED, COPIED OR USED IN ANY WAY EXCEPT FOR THE PURPOSES ASSOCIATED WITH THE CONSTRUCTION OF THIS PROJECT. NO OTHER USE IS PERMITTED WITHOUT WRITTEN CONSENT GIVEN TO THE USER BY CWA INC.

ARCHITECTURAL GENERAL NOTES		ELECTRICAL GENERAL NOTES		COMPOUND NOTES		<div><div><div>MetroPCS</div><div>Michigan Inc.</div><div>28505 SCHOOLCRAFT BUILDING 6</div><div>LIVONIA, MI 48150</div><div>TEL: (734) 444-0100</div></div></div> <div><div>CHRISTOPHER WZACNY AND ASSOC. INC.</div><div>30150 TELEGRAPH ROAD, SUITE 114 BINGHAM FARMS, MI 48025</div><div>TELEPHONE: (248) 723–8516 FAX : (248) 723–4810</div></div> <div><div>CHECKED BY:</div><div>CW</div></div> <div><div>REVISIONS</div><table><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td>C</td><td>04JUNE10</td><td>CD REV2</td><td>NA</td></tr><tr><td>B</td><td>27MAY09</td><td>CD REV1</td><td>NA</td></tr><tr><td>A</td><td>10MAY09</td><td>CD PRELIM</td><td>NA</td></tr><tr><td>REV</td><td>DATE</td><td>DESCRIPTION</td><td>BY</td></tr></table></div> <div><div>IT IS A VIOLATION OF LAW FOR ANY PERSON, UNLESS THEY ARE ACTING UNDER THE DIRECTION OF THIS LICENSED PROFESSIONAL ARCHITECT, TO ALTER THIS DOCUMENT.</div></div> <div><div>REFER TO GRAPHIC SCALE FOR 11"x17" DRAWINGS</div></div> <div><div>SITE:</div><div>JAK2518B JACKSON COUNTY PARK</div></div> <div><div>SITE ADDRESS:</div><div>1011 RANDOLPH ST JACKSON, MI 49203</div></div> <div><div>SHEET TITLE</div><div>GENERAL NOTES</div></div> <div><div>SHEET NUMBER</div><div>N-1</div></div>																																										C	04JUNE10	CD REV2	NA	B	27MAY09	CD REV1	NA	A	10MAY09	CD PRELIM	NA	REV	DATE	DESCRIPTION	BY
C	04JUNE10	CD REV2	NA																																																												
B	27MAY09	CD REV1	NA																																																												
A	10MAY09	CD PRELIM	NA																																																												
REV	DATE	DESCRIPTION	BY																																																												
1. WORK SHALL COMPLY WITH ALL APPLICABLE CODES, ORDINANCES, AND REGULATIONS. ALL NECESSARY LICENSES, CERTIFICATES, ETC., REQUIRED BY AUTHORITY HAVING JURISDICTION SHALL BE PROCURED AND PAID FOR BY THE CONTRACTOR.		A. GENERAL		1. THE MINIMUM LOWEST FIRST FLOOR ELEVATION SHALL NOT BE LESS THAN 4” ABOVE CROWN OF ROAD OR THE FEDERAL AND/OR COUNTY FLOOD CRITERIA ELEVATION. WHICHEVER IS HIGHER. CONTRACTOR SHALL SUBMIT AN ELEVATION CERTIFICATE (IF REQUIRE BY THE JURISDICTION) UPON COMPLETION OF PROJECT.																																																											
2. THE GENERAL CONTRACTOR AND EACH SUBCONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING DIMENSIONS AND CONDITIONS AT THE JOB SITE WHICH COULD AFFECT THE WORK UNDER THIS CONTRACT. ALL MANUFACTURERS RECOMMENDED SPECIFICATIONS, EXCEPT THOSE SPECIFICATIONS HEREIN, WHERE MOST STRINGENT SHALL BE COMPLIED WITH.		1. EXAMINE THE SITE CONDITIONS VERY CAREFULLY AND THE SCOPE OF PROPOSED WORK TOGETHER WITH THE WORK OF ALL OTHER TRADES AND INCLUDE IN THE BID PRICE ALL COSTS FOR WORK SUCH AS EQUIPMENT AND WIRING MADE NECESSARY TO ACCOMMODATE THE ELECTRICAL SYSTEMS SHOWN AND SYSTEMS OF OTHER TRADES.		2. WORK OUTSIDE OF THE PROPERTY LINE INCLUDED IN THIS SET OF DRAWINGS SHALL BE, BUT NOT LIMITED TO, DRIVEWAYS, SODDING TO ASPHALT LINE AND UTILITY CONNECTIONS.																																																											
3. THE CONTRACTOR SHALL VERIFY THAT NO CONFLICTS EXIST BETWEEN THE LOCATIONS OF ANY AND ALL MECHANICAL, ELECTRICAL, PLUMBING, OR STRUCTURAL ELEMENTS, AND THAT ALL REQUIRED CLEARANCES FOR INSTALLATION AND MAINTENANCE ARE MET. NOTIFY THE CONSULTANT OF ANY CONFLICTS. THE CONSULTANT HAS THE RIGHT TO MAKE MINOR MODIFICATIONS IN THE DESIGN OF THE CONTRACT WITHOUT THE CONTRACTOR GETTING ADDITIONAL COMPENSATION.		2. OBTAIN ALL PERMITS, PAY ASSOCIATED FEES AND SCHEDULE INSPECTION.		3. EXISTING TREES WITHIN CONSTRUCTION FOOTPRINT SHALL BE REMOVED AND PROPERLY DISPOSED OF. CONTRACTOR SHALL PROCURE PERMIT PRIOR TO REMOVAL.																																																											
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR DAILY CLEAN UP OF ALL TRADES AND REMOVE ALL DEBRIS FROM THE CONSTRUCTION SITE. AT THE COMPLETION OF THE PROJECT, THE CONTRACTOR SHALL THOROUGHLY CLEAN THE BUILDING, SITE, AND ANY OTHER SURROUNDING AREAS TO A BETTER THAN NEW CONDITION.		3. PROVIDE ALL LABOR, MATERIAL, EQUIPMENT, INSURANCE, AND SERVICES TO COMPLETE THIS PROJECT IN ACCORDANCE WITH THE CONTRACT DOCUMENTS AND PRESENT IT AS FULLY OPERATIONAL TO THE SATISFACTION OF METRO-PCS & LAND/TOWER OWNER.		4. CONTRACTOR AND SUBCONTRACTORS SHALL VERIFY ALL UTILITY SERVICE CONNECTION LOCATIONS PRIOR TO SUBMITTING BID AND PROCEEDING WITH WORK. IT IS RECOMMENDED THAT THE CONTRACTOR VISIT THE SITE AND VERIFY ALL DIMENSIONS AND NOTES BEFORE SUBMITTING BID AND PROCEEDING WITH WORK.																																																											
5. THE CONTRACTOR IS RESPONSIBLE FOR ADEQUATELY BRACING AND PROTECTING ALL WORK DURING CONSTRUCTION AGAINST DAMAGE, BREAKAGE, COLLAPSE, ETC. ACCORDING TO APPLICABLE CODES, STANDARDS, AND GOOD CONSTRUCTION PRACTICES.		4. PRIOR TO BEGINNING INSTALLATION OR CONSTRUCTION, COORDINATE ALL POWER AND TELCO RELATED WORK WITH THE LOCAL UTILITY COMPANY AS IT MAY APPLY TO THIS SITE. ALL WORK SHALL COMPLY WITH THE RULES AND REGULATIONS OF THE APPLICABLE LOCAL UTILITIES INVOLVED. GENERAL CONTRACTOR IS RESPONSIBLE FOR VERIFICATION.		5. IN ORDER TO AVOID ANY CONFLICTS, CONTRACTOR SHALL COORDINATE ALL HIS PRACTICAL TRADES.																																																											
6. WHERE ONE DETAIL IS SHOWN FOR ONE CONDITION, IT SHALL APPLY FOR ALL LIKE OR SIMILAR CONDITIONS, EVEN THOUGH NOT SPECIFICALLY MARKED ON THE DRAWINGS OR REFERRED TO IN THE SPECIFICATIONS, UNLESS NOTED OTHERWISE.		5. FABRICATION AND INSTALLATION OF THE COMPLETE ELECTRICAL SYSTEM SHALL BE DONE IN A FIRST CLASS WORKMANSHIP PER NECA STANDARD 1–2000 BY QUALIFIED PERSONNEL EXPERIENCED IN SUCH WORK AND SHALL SCHEDULE THE WORK IN AN ORDERLY MANNER SO AS NOT TO IMPEDE PROGRESS OF THE PROJECT.		6. REPLACE/RESTORE ANY EXISTING DAMAGED GEOTEXTILE WEED BARRIER CAUSED BY METROPCS CONSTRUCTION.																																																											
7. WHERE NEW PAVING, CONCRETE SIDEWALKS OR PATHS MEET EXISTING CONSTRUCTION, THE CONTRACTOR SHALL MATCH THE EXISTING PITCH, GRADE, AND ELEVATION SO THE ENTIRE STRUCTURE SHALL HAVE A SMOOTH TRANSITION.		B. BASIC MATERIALS AND METHODS		7. RECOMPACT ANY DISTURBED SUBGRADE CAUSED BY ANY METROPCS EARTH/SUBGRADE INSTALLATION, TO 90%.																																																											
8. THE GENERAL CONTRACTOR SHALL OBTAIN WRITTEN CONFIRMATION OF EXPECTED DATE OF COMPLETION OF THE POWER CONNECTION FROM THE POWER COMPANY.		1. ALL ELECTRICAL WORK SHALL CONFORM TO THE EDITION OF THE NEC ACCEPTED BY LOCAL JURISDICTION AND TO THE APPLICABLE LOCAL CODES AND REGULATIONS.																																																													
9. PLANS PART OF THIS SET ARE COMPLEMENTARY. INFORMATION IS NOT LIMITED TO ONE PLAN. DRAWINGS AND SPECIFICATIONS ARE INSTRUMENTS OF SERVICE AND SHALL REMAIN THE PROPERTY OF THE ARCHITECT, WHETHER THE PROJECT FOR WHICH THEY ARE MADE IS EXECUTED OR NOT. THEY ARE NOT TO BE USED BY THE OWNER ON OTHER PROJECTS OR EXTENSION TO THIS PROJECT EXCEPT BY AGREEMENT IN WRITING AND WITH APPROPRIATE COMPENSATION TO CHRISTOPHER WZACNY AND ASSOC. INC. THESE PLANS WERE PREPARED TO BE SUBMITTED TO GOVERNMENTAL BUILDING AUTHORITIES FOR REVIEW FOR COMPLIANCE WITH APPLICABLE CODES AND IT IS THE SOLE RESPONSIBILITY OF THE OWNER AND/OR CONTRACTOR TO BUILD ACCORDING TO APPLICABLE BUILDING CODES.		2. ARRANGE CONDUIT, WIRING, EQUIPMENT, AND OTHER WORK GENERALLY AS SHOWN, PROVIDING PROPER CLEARANCES AND ACCESS. CAREFULLY EXAMINE ALL CONTRACT DRAWINGS AND FIT THE WORK IN EACH LOCATION WITHOUT SUBSTANTIAL ALTERATION. WHERE DEPARTURES ARE PROPOSED BECAUSE OF FIELD CONDITIONS OR OTHER CAUSES, PREPARE AND SUBMIT DETAILED DRAWINGS FOR ACCEPTANCE.																																																													
10. IF CONTRACTOR OR SUB–CONTRACTOR FIND IT NECESSARY TO DEVIATE FROM ORIGINAL APPROVED PLANS, THEN IT IS THE CONTRACTOR’S AND THE SUB–CONTRACTOR’S RESPONSIBILITY TO PROVIDE THE ARCHITECT WITH 4 COPIES OF THE PROPOSED CHANGES FOR HIS APPROVAL BEFORE PROCEEDING WITH THE WORK. IN ADDITION THE CONTRACTOR AND SUB–CONTRACTORS SHALL BE RESPONSIBLE FOR PROCURING ALL NECESSARY APPROVALS FROM THE BUILDING AUTHORITIES FOR THE PROPOSED CHANGES BEFORE PROCEEDING WITH THE WORK. THE CONTRACTOR AND SUB–CONTRACTORS SHALL BE RESPONSIBLE FOR PROCURING ALL NECESSARY INSPECTIONS AND APPROVALS FROM BUILDING AUTHORITIES DURING THE EXECUTION OF THE WORK.		3. THE CONTRACT DRAWINGS ARE GENERALLY DIAGRAMMATIC AND ALL OFFSETS, BENDS, FITTINGS AND ACCESSORIES ARE NOT NECESSARILY SHOWN. PROVIDE ALL SUCH ITEMS AS MAY BE REQUIRED TO FIT THE WORK TO THE CONDITIONS.																																																													
11. IN EVERY EVENT, THESE CONSTRUCTION DOCUMENTS AND SPECIFICATIONS SHALL BE INTERPRETED TO BE A MINIMUM ACCEPTABLE MEANS OF CONSTRUCTION BUT THIS SHALL NOT RELIEVE THE CONTRACTOR, SUB–CONTRACTOR, AND/OR SUPPLIER/MANUFACTURER FROM PROVIDING AN COMPLETE AND CORRECT JOB WHEN ADDITIONAL ITEMS ARE REQUIRED TO THE MINIMUM SPECIFICATION. IF ANY ITEMS NEED TO EXCEED THESE MINIMUM SPECIFICATIONS TO PROVIDE A COMPLETE, ADEQUATE AND SAFE WORKING CONDITION, THEN IT SHALL BE THE DEEMED AND UNDERSTOOD TO BE INCLUDED IN THE DRAWINGS. FOR EXAMPLE, IF AN ITEM AND/OR PIECE OF EQUIPMENT REQUIRES A LARGER WIRE SIZE (I.E. ELECTRICAL WIRE), STRONGER OR LARGER PIPING, INCREASED QUANTITY (I.E. STRUCTURAL ELEMENTS), REDUCED SPACING, AND/OR INCREASED LENGTH (I.E. BOLT LENGTHS, BAR LENGTHS) THEN IT SHALL BE DEEMED AND UNDERSTOOD TO BE INCLUDED IN THE BID/PROPOSAL. THESE DOCUMENTS ARE MEANT AS A GUIDE AND ALL ITEMS REASONABLY INFERRED SHALL BE DEEMED TO BE INCLUDED.		4. SEAL AROUND CONDUITS AND AROUND CONDUCTORS WITHIN CONDUITS ENTERING THE MODULAR CABINETS WHERE PENETRATION OCCURS WITH A SILICONE SEALANT TO PREVENT MOISTURE PENETRATION INTO BUILDING.																																																													
12. THESE CONTRACT DOCUMENTS AND SPECIFICATIONS SHALL NOT BE CONSTRUCTED TO CREATE A CONTRACTUAL RELATIONSHIP OF ANY KIND BETWEEN THE ARCHITECT AND THE CONTRACTOR.		C. CONDUCTORS AND CONNECTORS																																																													
		1. UNLESS NOTED OTHERWISE, ALL CONDUCTORS SHALL BE COPPER, MINIMUM SIZE #12 AWG, WITH THERMOPLASTIC INSULATION CONFORMING TO THE NEMA WC5 OR CROSS–LINKED POLYETHYLENE INSULATION CONFORMING TO NEMA WC7. (TYPES THHN). INSULATION SHALL BE RATED FOR 90 DEG. CONDUCTORS SHALL BE COLOR CODED IN ACCORDANCE WITH NEC.																																																													
		2. CONDUCTOR LENGTHS SHALL BE CONTINUOUS FROM TERMINATION TO TERMINATION WITHOUT SPLICES. SPLICES ARE NOT ACCEPTABLE. IF SPLICES ARE UNAVOIDABLE, PRIOR APPROVAL FROM THE ENGINEER MUST BE OBTAINED.																																																													
		D. GROUNDING																																																													
		1. ALL SAFETY GROUNDING OF THE SAFETY ELECTRICAL EQUIPMENT SHALL BE CARRIED OUT IN ACCORDANCE WITH THE CURRENT EDITION OF NEC.																																																													
		2. ALL GROUND LUG AND COMPRESSION CONNECTIONS SHALL BE COATED WITH AN ANTI–OXIDANT AGENT, SUCH AS NO–OX, NOALOX, PENETROX OR KOPRSIELD.																																																													
		3. ALL EXTERIOR GROUNDING CONDUCTORS INCLUDING EXTERIOR GROUND RING SHALL BE #2 AWG SOLID BARE TINNED COPPER. MAKE ALL GROUND CONNECTIONS AS SHORT AND DIRECT AS POSSIBLE. AVOID SHARP BENDS. THE RADIUS OF ANY BEND SHALL NOT BE LESS THAN 8” AND THE ANGLE OF ANY BEND SHALL NOT EXCEED 90°. GROUNDING CONDUCTORS SHALL BE ROUTED DOWNWARD TOWARD THE BURIED GROUND RING.																																																													
		4. REPAIR ALL GALVANIZED SURFACES THAT HAVE BEEN DAMAGED BY EXOTHERMIC–WELDING WITH ERICO T–319 GALVANIZING BAR OR EQUAL.																																																													
		5. ALL EXTERNAL GROUND CONNECTIONS SHALL BE EXOTHERMICALLY WELDED. ALL EXOTHERMIC WELDS TO EXTERIOR GROUND RING SHALL BE THE PARALLEL TYPE, EXCEPT FOR THE GROUND RODS WHICH ARE TEE EXOTHERMIC WELDS. REPAIR ALL GALVANIZED SURFACES THAT HAVE BEEN DAMAGED BY EXOTHERMIC WELDING. USE SPRAY GALVANIZER SUCH AS HOLUBLECTROSOL #15–501 OR EQUAL.																																																													
IMPORTANT NOTICE		PROJECT INFORMATION																																																													
THE EXISTING CONDITIONS REPRESENTED HEREIN ARE BASED ON VISUAL OBSERVATIONS AND INFORMATION PROVIDED BY OTHERS. CHRISTOPHER WZACNY & ASSOCIATES INC. CANNOT GUARANTEE THE CORRECTNESS NOR COMPLETENESS OF THE EXISTING CONDITIONS SHOWN AND ASSUMES NO RESPONSIBILITY THEREOF. CONTRACTOR AND THEIR SUB–CONTRACTORS SHALL VISIT THE SITE AND VERIFY ALL EXISTING CONDITIONS AS REQUIRED FOR PROPER EXECUTION OF PROJECT. REPORT ANY CONFLICTS OR DISCREPANCIES TO THE CONSULTANT PRIOR TO CONSTRUCTION.		1. THIS IS AN UNMANNED FACILITY WITH RESTRICTED ACCESS TO EQUIPMENT THAT WILL BE USED FOR THE TRANSMISSION OF RADIO SIGNALS FOR THE PURPOSE OF PROVIDING PUBLIC CELLULAR SERVICE. 2. THIS FACILITY WILL CONSUME NO UNRECOVERABLE ENERGY. 3. NO POTABLE WATER SUPPLY IS TO BE PROVIDED AT THIS LOCATION. 4. NO WASTE WATER WILL BE GENERATED AT THIS LOCATION. 5. NO SOLID WASTE WILL BE GENERATED AT THIS LOCATION. 6. METROPCS MAINTENANCE CREW (TYPICALLY ONE PERSON) WILL MAKE AN AVERAGE OF ONE TRIP PER MONTH AT ONE HOUR PER VISIT.																																																													

**EXHIBIT C**  
**(See Attached)**

---

**MEMORANDUM OF AGREEMENT**

This Memorandum of Agreement is entered into on this \_\_\_\_ day of \_\_\_\_\_, 2010, by and between County of Jackson, a municipal corporation with a mailing address of 1992 Warren Avenue, Jackson, Michigan 449203 (hereinafter referred to as "Lessor"), and MetroPCS Michigan, Inc., a Delaware corporation, with an office at 28505 Schoolcraft, Building 6, Livonia, Michigan 48150 (hereinafter referred to as "Lessee").

1. Lessor and Lessee entered into a **Communications Site Lease Agreement** ["Agreement"] on the \_\_\_\_ day of \_\_\_\_\_, 2010, for the purpose of installing, operating and maintaining a communications facility and other improvements. All of the foregoing is set forth in the Agreement.
2. The term of the Agreement is for five (5) years commencing on the earlier of (a) Lessee begins construction of Lessee's Facilities on the Premises or (b) twelve (12) months from the last date of execution by a party to the Lease Agreement (the "Commencement Date"), with four (4) additional terms ("Renewal Terms") of five (5) years each..
3. The Land which is the subject of the Agreement is described in Exhibit A annexed hereto.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Agreement as of the day and year first above written.

LESSOR:

County of Jackson,  
a municipal corporation

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

LESSEE:

MetroPCS Michigan, Inc.,  
a Delaware corporation

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

Name: Glen. W. Flowers

Title: VP & General Manager

**LESSOR NOTARY BLOCK**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_, Notary Public,  
personally \_\_\_\_\_, appeared

\_\_\_\_\_ personally  
known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are  
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their  
authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s), or the entity upon  
behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

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

(SEAL)

**LESSEE NOTARY BLOCK**

STATE OF MICHIGAN

COUNTY OF WAYNE

On \_\_\_\_\_, before me, Kimberly Harden, Notary Public personally appeared  
Glen W. Flowers, VP and General Manager, MetroPCS Michigan, Inc., personally known to me (or proved to me  
on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument  
and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by  
his/her/their signature(s) on the instrument, the person(s), or the entity upon behalf of which the person(s) acted,  
executed the instrument.

WITNESS my hand and official seal.

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

(SEAL)



**EXHIBIT A**  
**DESCRIPTION OF LAND**

The Premises are described and/or depicted as follows:

Lots 2 to 8 inclusive, Gorham's Addition, according to the recorded plat thereof, as recorded in Liber 3 of Plats, Page 20, Jackson County Records now vacated and commonly known as Cascade County Park.

and otherwise known as:

Brown Street, situated in the City of Jackson, County of Jackson, State of Michigan  
Parcel Number: 3-314800000

RECORDING REQUESTED BY AND WHEN RECORDED MAIL TO: Drafted by: Andrew Mah MetroPCS Michigan, Inc 28505 Schoolcraft Road, Building #6 Livonia, MI 48150 Attn.: Property Management Site # JAK2518B
---

**From:** "TJ GARRETT" <TGARRETT@haleylawfirm.com>  
**To:** "Brandon Ransom" <bransom@co.jackson.mi.us>  
**CC:** "TJ GARRETT" <TGARRETT@haleylawfirm.com>  
**Date:** 7/2/2010 11:49 AM  
**Subject:** MetroPCS lease

Brandon,

I would just like to confirm that MetroPCS has approved the lease with the revision to change the driveway from gravel to asphalt and accepting the wording outlined in paragraph 12 under taxes.

T.J. Garrett  
Paralegal/SiteAcquisition  
Haley Law Firm, PLC  
8065 Grand River Road  
Brighton, MI 48114  
810-772-1275 (mobile)  
810-220-0360 (office)  
810-844-0888 (fax)

STATE OF MICHIGAN  
12TH JUDICIAL DISTRICT COURT

*Tamara J. Bates, Court Administrator*  
312 South Jackson Street Jackson, Michigan 49201  
517-768-6801 Fax 517-788-4262  
**www.d12.com**  
*tbates@co.jackson.mi.us*

---

TO: Randy Treacher, County Administrator

FR: Tamara J. Bates, Court Administrator

SUBJECT: Community Corrections Grant

DATE: June 23, 2010

The District Court is currently seeking approval from the Jackson County Board of Commissioners to apply for a Community Corrections Grant from the State of Michigan. If approved, this will be the second year the District Court has maintained the Community Corrections Grant.

I have attached the current grant application that was completed by Chad Surque, for your review. The District Court intends to operate the program the same as in the past, with contract employees paid solely by the grant at no additional cost to the County. It is our belief that the community will benefit from this program and it is fully funded by the State of Michigan.

Thank you for this opportunity.

# MICHIGAN DEPARTMENT OF CORRECTIONS

*"Expecting Excellence Every Day"*

## Office of Community Corrections

### Community Corrections Plan and Application Fiscal Year 2011

CCAB Name:

Email the application to:  
and

MDOC-OCC@michigan.gov

Send one copy of the application to:

DEPARTMENT OF CORRECTIONS  
Office of Community Corrections  
Grandview Plaza Building, 1st Floor  
P.O. Box 30003  
Lansing, Michigan 48909

Due Date: June 1, 2010

**Note:** Counties with multi-year contracts are required to complete Section 1, *Introduction*, and a new *Comprehensive Plans and Services Program Description Plan* for any program proposed to be changed.

**SECTION I INTRODUCTION****A. General Information**

<b>1. Name of CCAB</b>	Jackson County		
Contact Person	Brandon Baum	Title:	Community Corrections Administrator
Address	312 S. Jackson St.	Phone Number:	517-768-8505
City	Jackson	Fax Number:	517-768-5813
State	MI	E-Mail:	bbaum@co.jackson.mi.us
Zip	49201		
<b>2. Fiscal Agent</b>			
Contact Person	Tammy Bates	Title:	12th District Court Administrator
Address	312 S. Jackson St.	Phone Number:	517-768-6801
City	Jackson	Fax Number:	517-768-4262
State	MI	E-Mail:	tbates@co.jackson.mi.us
Zip			
<b>3. Federal I.D. Number</b>	38-6004845		
<b>4. CCAB Chairperson:</b>	R. Darryl Mazur	Title:	12th District Court Judge
Address	312 S. Jackson St.	Phone Number:	517-768-8551
City	Jackson	Fax Number:	
State	MI	E-Mail:	dmazur@co.jackson.mi.us
Zip			

**5. Type of Community Corrections Board:**

County	<input checked="" type="checkbox"/>
City/County	<input type="checkbox"/>
Regional	<input type="checkbox"/>

**6. Units of Government Represented:**

State, County, City, Township

**7. Date of Submission:**

5/25/2010

**8. Date Application Approved by CCAB:****9. Date Approved by Government Unit:****B. CCAB Membership**

Representing	Name
County Sheriff	Tom Finco
Chief of Police	John Holda
Circuit Court Judge	John McBain
District Court Judge	R. Darryl Mazur
Probate Court Judge	Diane Rappleye
County Commissioner	David Elwell
Service Areas	Vacant
County Prosecutor	Hank Zavislak
Criminal Defense	Brendon Beer
Business Community	Barry Marsh
Communications Media	Vacant
Circuit/District Court Probation Officer	Kathy Arnold / Tammy Barrett
General Public	Judy Reynolds

### C. Summary

1. Please provide in this section a clear understanding of local issues, long and short term goals, local priorities, and strategies to address local issues and the State Community Corrections Board Priorities.

Briefly summarize the key points of the Community Corrections Plan and provide an explanation for the following:

Tip: Excel maintains a 1200 character limit per cell. Once you have entered 1200 characters "wrap text" will not work. Use "Alt Enter" to create a hard return for your text. Additional Cells have been provided for this question in order to avoid the 1200 character limitation.

a. How will the state prison commitment rate be reduced or maintained if low as a result of the implementation of the plan.

The programs used to reduce prison commitments are Residential Treatment and the Intensive Supervision Program. Through the use of residential treatment programs, we continue to divert defendants facing prison sentences. This frees-up bed space that can be used to house the most serious offenders that must be incarcerated for the protection of the community. We have worked with the circuit court bench and probation agents to make this an option for newly sentenced defendants and probation violators. We remain aggressive in screening and placing defendants in the appropriate residential setting. The Intensive Supervision Program offers judges and probation agents with a program that can effectively monitor defendants diverted from prison in conjunction with a structured sentencing order. Intensive Supervision Agents travel to the defendant's residence to perform random PBT's, verify employment, monitor curfew, AA and counseling attendance. This ensures the defendant is abiding by their terms of release, making the community safer and saving prison bed days. As a result of this intensive monitoring, violations are identified and dealt with promptly. This adds to the credibility of the program and helps maintain a safe community. The average length of stay for unsuccessful participants is 11.5 days.

b. How will the use of the jail be improved as a result of the implementation of the plan.

Our plan will free-up jail beds and allow for the incarceration of those that pose a significant threat to our or another community. As a result of our commitment to jail diversion, the Jackson County Jail is currently able to house defendants sentenced to jail in other counties and special MDOC inmates. The residential treatment programs provide substance abusers with an alternative and/or early release from jail. The MRT program allows for defendants to reduce their length of stay provided they are successful in their treatment. The Community Service Program allows defendants to avoid or reduce their jail stay by working within the community and making it a better place to live. The Day Report and Intensive Supervision Program's allow defendants convicted of substance related offenses to live within the community and continue their normal daily activities that include work and treatment. The court and community can be confident the defendant is sober and abiding by their terms of release based upon their rigorous testing schedule.

c. How will community correction funds (including residential services) be used to meet your objectives.

The community correction funds will pay for the above-mentioned programs. Residential Treatment - Pay for the counseling and care of the defendant while receiving services at the facility. MRT - Pay for an employee to assess potential applicants and instruct the class 3 days a week. Intensive Supervision - Pay for employees to make home visits to ensure defendant is curfew compliant, alcohol free and abiding by their terms of release. Community Service and Work Detail- Pays for employees to screen, place and monitor defendants to perform work within the community as opposed to incarceration. Day Report - Pay for employee to administer PBT's and drug tests to defendants that report daily, maintain program files and reports and assist the community service officer. Case Management - Ensure proper identification and placement into rehabilitative programs and monitor progress while in program. Through the use of these programs, we will improve the use of our jail and prison bed space while ensuring the safety of the community.

## SECTION II ANALYSIS & STRATEGIC PLAN

### A. INTRODUCTION AND INSTRUCTIONS FOR STRATEGIC PLAN

**Strategic Issues, Goals, and Priorities** have been established by the Office of Community Corrections in accordance with Public Act 511 and State Board priorities. CCABs will be required to establish **Key Objectives** and **Strategies** based upon OMNI Felony Disposition, JPIS, CCIS and local data that will support these **Goals** and **Priorities**.

Strategic Issues are identified as **Felony Dispositions, Jail Utilization** and **Local Priorities**. Strategies such as "continuum of sanctions/services" and "public education" may be appropriate to support your objectives. For example, to support the objective of reduced prison commitment of probation violators a strategy might be to improve knowledge and understanding by stakeholders of principles of risk and need and the importance of appropriate matching of offenders to programs.

OCC will provide the CCABs with OMNI Felony Disposition and JPIS data. CCABs are to analyze this data along with local CCIS data and develop **Key Objectives** and supporting **Strategies** that will provide for the attainment of **Goals** and **Priorities** established by the State Board and OCC, as well as local objectives and priorities promoted in the comprehensive plan.

**Example:** For the Strategic Issue of Felony Dispositions, consider the stated **Goal** and **Priority** outlined in the application and complete an analysis of your county's prison commitment rate data provided by OCC. Establish objectives related to prison commitment rates. For example:

1. Reduce PV commitment rate to 25%
2. Reduce Straddle rate to 35%
3. This will result in an overall PCR of 22%

Under "**Strategies**," outline in bullet form those steps to be taken, including continuing, new and revised programs, new initiatives, and revised policies or practices, that will support the attainment of the objectives you have specified. Identify if these are "new", "continuation," "modification," or for short term (this fiscal year) or long term implementation. For Example:

1. Develop policy for "structured sentencing" that allows straddle cell offenders and probation violators to serve jail time with jail based programming, followed by Residential Services or intensive supervision with continuation of programming in the community. (New, FY 2011)
2. Initiate a jail and community based Cognitive Behavioral Treatment program that targets higher risk/need straddle cell and probation violators. (New, FY 2011)
3. Improve communication and sharing of information with stakeholders and referral sources so they are more knowledgeable and comfortable with available programs and principles of risk/need. (New, FY 2011)
4. Reduce number of pretrial and misdemeanor offenders in jail so additional straddle cell offenders and probation violators can be housed and treated in the county jail. (Long term)
5. Target Straddles and Probation Violators for Residential Services. (Modification)

**1. Felony Disposition Analysis** (Note: Multi County CCABs are to complete an analysis for each county.)

**Strategic Issue: Felony Dispositions**

Public Act 511 of 1988 stipulates that counties shall develop a community corrections comprehensive plan and provide an explanation of how the county or counties prison commitment rate will be reduced by diverting non-violent offenders, and promote recidivism reduction while public safety is maintained. The Act is intended to encourage the participation in community corrections programs of offenders who would likely be sentenced to imprisonment in a state correctional facility or jail, who would not increase the risk to public safety, have not demonstrated a pattern of violent behavior, and do not have a criminal record that indicates a pattern of violent offenses.

**Goal:** Reduce demand for prison resources and related budgetary requirements.

**Priority:** Reduce prison commitment of offenders who can be safely and effectively sanctioned and treated in the community by following the principles of effective intervention (i.e., risk, need, responsivity).

**a.** Using OMNI Felony Disposition data supplied by OCC for Calendar Year 2008 and 2009 provide an analysis of felony dispositions in your county(s).

Consider such issues as increase/decrease in the total number of felony dispositions, changes in law enforcement, prosecutorial or judicial practices, trends in prison commitment rates, in general and for specific SGL categories, and offender characteristics.

The number of felony dispositions increased by nearly 8% from FY 2008 to 2009. Group 1 offenses saw an overall increase of nearly 16%. This becomes reflective in our Group 1 prison rate increase from 27.7% in 2008 to 35.9% in 2009. Overall Jackson County's prison commitment rate of 23.2% is higher than the statewide average of 18.8%. Our straddle cell percentage in 2008 was 37.5% and 44.8% for 2009. Our prison percentage for SGL NA are better than the State rate and our intermediate percentage is essentially the same. Our straddle and presumptive percentages are higher than the State rate. There is concern with the probation disposition rates among all levels. Some attention will need to be given to these figures to determine if they are accurate. Some important things to factor are the elimination of CJRP funding, reorganization of the Circuit Court Bench and high turnover in the Circuit Court Probation Department. Unfortunately, Jackson has been hit with an unemployment rate greater than that of the State and finding employment is difficult.

**b.** Describe how local policies, practices, and programs are having an impact.

CCIS data reflects many of our Community Corrections Programs are diverting offenders from prison. The following are CCIS statistics for CY 2010 thru March. Community Service has 402 new enrollments with 21% Intermediate and 7.5% Straddle. MRT has 31 new enrollments with 55.5% Intermediate and 21.2% Straddle. Intensive Supervision has 24 new enrollments with 32.3% Intermediate. Over 90% of our residential treatment referrals are Intermediate or Straddle Cell. Overall, our program enrollments are on target. We did have a problem with two of our residential treatment facilities. We requested and were granted permission to discontinue their use and contract with two other treatment programs. This has had an effect on our residential treatment numbers.

**c.** Include information on the "offender target population" that identify offenders suitable for community corrections programs which have been approved by your local unit of government; and how available sanctions and services will be utilized to support your local objectives and priorities.

The CCAB is looking to divert anyone facing a jail/prison sentence that meets local criteria and may benefit from Community Corrections Programming. It is important we divert offenders facing jail/prison sentences while maintaining a safe community. We believe the best way to do that is being able to identify offenders that will benefit from programming and combine that with a structured sentencing order. Through the structured sentencing order and our Community Corrections Programs, the community can be assured the offender is under intensive supervision. We will have prompt knowledge of violations and be able to deal with them immediately. We will continue our mission to spend all of our Residential Treatment and ISP monies to promote rehabilitation and make the community a safer place to live. Offenders sentenced to Community Service or Work Detail will make the community a better place to live.



**Key Objective(s):**

**Notes:** Five objectives are not required - objectives should be measurable and provide sufficient detail to monitor progress.  
Use numbered outline format.

**Example:** Reduce PV commitment rate to 28%.

Objective #	Objective
1	Reduce prison commitment rate to that of the State average or lower.
2	Reduce straddle cell Group 2 prison percentage to 30%.
3	Increase the use of the ISP Program for Straddle and Intermediate offenders.
4	Increase use of Community Corrections Programming for PV offenders.
5	

**Strategies:**

**Notes:** Every objective must have at least one strategy.  
Ensure you provide detail on specific programs promoted as strategies.  
Include all current or modified policies/practices/programs that support reduced prison commitment rates as well as new initiatives using numbered outline format.

**Example:** Promote repeated commitments to residential services for probation violators rather than using incremental sanctions such as jail and prison (Modification, FY 2011).

Strategy #	Strategy
1	Improve upon our ability to identify potential candidates for Community Corrections Programming. Meet with Circuit Court Judges and Probation Officers to explain the benefits of prison diversion programs. This was done with the ISP Program and the number of referrals has increased ever since. Continue to work with our Recovery and Mental Health Courts to increase placement among these speciality court offenders.
2	Continue to promote the use of Community Corrections Programming, specifically Residential Treatment, ISP, Day Report and MRT. Educate new Circuit Court Probation Officers about Community Corrections Programs.
3	Promote the use of the Intensive Supervision Program as part of a structured sentencing order and/or as a follow-up to residential treatment.
4	Current CCIS data reveals Community Corrections Programming, with the exception of Residential Treatment, is seldom used as a sanction for probation violations. It is important we educate the bench and agents as to the benefits of programming in conjunction with a structured sentencing order for probation violators.
5	

**Assessment:**

**Notes:** Using JPIS, OMNI, CCIS and local data as appropriate, briefly explain how you will assess the attainment of your objectives including how frequently you will measure your objectives, e.g., monthly, quarterly, etc.  
Make sure to use the appropriate data in your assessment.  
Additional cells have been provided to answer this question.

**Example:** Example: CCIS will not tell you if you have met a PCR reduction objective; however CCIS will tell you if more of your targeted offender's have been enrolled in programs.

Having almost completed our first year with the grant, the district court has learned a lot. It is important we and the CCAB monitor all reports when they become available. Significant attention will be given to enrollment numbers and the types of offenders being placed into programming. Our goal is to have an overall prison commitment rate equal to or lower than the State average. We will attempt to have quarterly meetings with the Circuit Court Judges and Probation Officers to discuss programming. We will continue to evaluate our programs and personnel to ensure quality and effectiveness. We have suggested some changes for the upcoming year and will have more in the future.

## 2. Jail Utilization Analysis (Note: Multi County CCABs are to complete an analysis for each county.)

a. In CY 2009, how many times did the County declare an official Jail Overcrowding State of Emergency per Public Act 325 of 1982:	None
b. Does your county submit JPIS data?	Yes - Although we have been having technical difficulties for quite sometime.
c. If no, when will the data be submitted and/or what steps have been initiated to resolve any discrepancies?	Attempting to resolve issues with IT Department.
d. Do the quarterly JPIS reports reflect the actual jail utilization?	Unknown due to technical difficulties.
e. What vendor or jail management software is used to report jail utilization?	AEGIS
f. Strategic Issue: Jail Utilization	
Jail resources should be prioritized for use by individuals <u>convicted</u> of crimes against persons and/or offenders who present a higher risk of recidivism. Local comprehensive community corrections plans should reduce the demand for jail beds by diverting non-violent and lower-risk offenders, promote recidivism reduction while maintaining public safety, and reduce jail overcrowding.	
<b>Goal:</b>	Operate local jails at 90% or less of the rated design capacity which can reduce the costs and liabilities for the county.
<b>Priority:</b>	Improve jail utilization and reduce need to board inmates in other facilities, avoid releases under the emergency overcrowding act, maintain jail at or below the rated design capacity.
(1) Provide an analysis of local jail utilization using JPIS data (if available) including the average daily populations; lengths of stay.	
As of the writing of this application, JPIS data is unavailable. The total jail space available to Jackson County is 442. We are currently operating at a utilization percentage of 84%. This low percentage rate has allowed us to board special MDOC inmates and inmates from other counties. Accounting for these boarders, the jail is operating at 98%.	
(2) What policies and practices influence jail population (i.e., bed allocation plans, earned credits, and status of any jail overcrowding task forces) of stakeholders that influence the jail population.	
The Jackson County Jail did not have an official declaration of jail overcrowding for the last fiscal year. Due to the success of our diversion programs, the Jackson County jail has been able to house "special MDOC" inmates and inmates from other counties. The Jackson County Jail continues to offer good time. Offenders are given 1 day credit for every 6 days served provided there are no disciplinary issues. The jail also has a trustee program that accepts felony and misdemeanor offenders. Serving as a jail trustee enables the offender to earn extra jail credit and reduces the length of stay.	

**Key Objective(s):**

**Notes:** Five objectives are not required.  
Refer to the most recent JPIS data while establishing objectives to improve jail utilization - the objectives should be supported by the data.

**Example:** Reduce LOS of sentenced misdemeanants by 10 days.

Objective #	Objective
1	Operate the jail at a 90% or less utilization percentage. Any offenders lodged for another institution will not be included.
2	Reduce length of stay for mentally ill offenders.
3	Reduce length of stay for offenders lodged as a result of substance use.
4	Increase diversion rate among felony probation violators.
5	

**Strategies:**

**Notes:** Every Objective should have at least one strategy.  
Include all current, proposed, or modified policies/practices/programs to improve jail utilization such as sheriff's good time, trustee credits, earned release policies.

**Example:** Grant additional 5 days credit beyond sheriff's good time for trustees (continuation).

Strategy #	Strategy
1	Continue to educate judges and probation officers about the benefits of our Community Correction Programs.
2	Work closely with our Mental Health Court to identify mentally ill offenders and provide quality in-jail treatment to expedite stabilization. Prompt stabilization will result in earlier jail release.
3	Increase the use of Residential Treatment and ISP services.
4	Meet regularly with Circuit Court Judges, Probation Officers and Administrators to discuss Community Correction Programming. Circuit Court Probation has had a lot of turnover in the past year and many agents are just becoming familiar with the services offered.
5	

**Assessment:**

**Notes:** Using JPIS, OMNI, CCIS and local data as appropriate, briefly explain how you will assess the attainment of your objectives including how frequently you will measure your objective, e.g., monthly, quarterly, etc.  
Make sure to use the appropriate data in your assessment.

**Example:** CCIS will not tell you if you have met a PCR reduction objective; however CCIS will tell you if more of your targeted offender's have been enrolled in programs.

When available, we review reports on a monthly basis. Those results will be analyzed and discussed with the Community Correction Board, Judges and Probation Officers. This will allow us to identify problems promptly and recommend possible solutions. If problems persist outside our reduction objectives, we will actively attempt to resolve those issues to better use our jail bed space.

**Current Jail Utilization:**

**Note:** Regional CCABs should list each county and the rated design capacity (RDC) for each facility. Please refer to JPIS data for detailed information

County	Rated Design Capacity	Utilization as percentage of Rated Design Capacity.
Jackson	442	Currently 372 excluding 55 special MDOC and 10 Kalamazoo boarders.

<b>Has the jail operational capacity increased or decreased within the past year? Please describe below:</b>		
The jail operational capacity has not changed within the past year.		

## RIDER C

**MICHIGAN DEPARTMENT OF CORRECTIONS**  
**EXECUTIVE OFFICE BUREAU - OFFICE OF COMMUNITY CORRECTIONS**  
 BUDGET SUMMARY  
 Jackson  
 FY 2011

PROGRAM - ACCOUNT CATEGORY	CCIS PROGRAM CODE	FUNDING SOURCES					
		PLANS & SERVICE FUNDS	DDJRP/CTP	TOTAL MDOC FUNDING	LOCAL RESOURCES	FEE REVENUES	TOTAL FUNDING
<b>Community Service</b>							
Placement	A19	49,000	-	49,000	-	-	49,000
Work Crew	A25	28,100	-	28,100	-	-	28,100
<b>Sub Total</b>		77,100	-	77,100	-	-	77,100
<b>Education</b>							
Educational Services	B00	-	-	-	-	-	-
Cognitive Change	B17	29,826	-	29,826	-	-	29,826
<b>Sub Total</b>		29,826	-	29,826	-	-	29,826
<b>Employment &amp; Training</b>							
Employment & Training Services	C00	-	-	-	-	-	-
<b>Sub Total</b>		-	-	-	-	-	-
<b>Intensive Supervision</b>							
Day Reporting	D04	-	-	-	-	-	-
Electronic Monitoring	D08	-	-	-	-	-	-
Supervision	D23	24,575	-	24,575	-	-	24,575
<b>Sub Total</b>		24,575	-	24,575	-	-	24,575
<b>Mental Health</b>							
Outpatient	E18	-	-	-	-	-	-
Sex Offender Treatment	E19	-	-	-	-	-	-
<b>Sub Total</b>		-	-	-	-	-	-
<b>Pretrial Services</b>							
Screening/Assessment	F22	-	-	-	-	-	-
Supervision	F23	-	-	-	-	-	-
Electronic Monitoring	F24	-	-	-	-	-	-
<b>Sub Total</b>		-	-	-	-	-	-
<b>Substance Abuse</b>							
Testing	G17	7,850	-	7,850	-	-	7,850
Outpatient Treatment	G18	-	-	-	-	-	-
Cognitive Treatment	G19	-	-	-	-	-	-
<b>Sub Total</b>		7,850	-	7,850	-	-	7,850
<b>Case Management</b>							
Screening/Assessment	I22	13,300	-	13,300	-	-	13,300
Jail-Based/Case Management	I23	-	-	-	-	-	-
Community Case Management	I24	-	-	-	-	-	-
<b>Sub Total</b>		13,300	-	13,300	-	-	13,300
<b>Other</b>	Z00	-	-	-	-	-	-
<b>Sub Total</b>		-	-	-	-	-	-
<b>Total Program Funding</b>		152,651	-	152,651	-	-	152,651
<b>CCAB Administration</b>							
Personnel		-	-	-	-	-	-
Contractual Services		51,000	-	51,000	-	-	51,000
Equipment		-	-	-	-	-	-
Supplies		500	-	500	-	-	500
Travel		400	-	400	-	-	400
Training		400	-	400	-	-	400
Board Expenses		500	-	500	-	-	500
Public Education		-	-	-	-	-	-
Other		-	-	-	-	-	-
<b>Sub Total</b>		52,800	-	52,800	-	-	52,800
<b>Totals</b>		205,451	-	205,451	-	-	205,451

## Rider D

**MICHIGAN DEPARTMENT OF CORRECTIONS**  
**OFFICE OF COMMUNITY CORRECTIONS**  
 DDJRP BUDGET SUMMARY  
 Jackson  
 FY 2011

<b>DDJRP</b>						
Assessment & Treatment Services		-	-	-	-	-
In Jail Housing/5 Day Assessment	H20-01	-	-	-	-	-
Residential Services		-	-	-	-	-
<b>Total DDJRP Funding</b>		-	-	-	-	-

CCAB Name:	Jackson
<b>Residential Services: Program Description Plan</b>	
<b>Target Populations:</b>	
List the program target populations. If significant differences exist amongst providers please detail.	
<p>Services are targeted for felony offenders with sentencing guidelines of 0-9 or 0-6 with a probation violation. The defendant must have a history of substance abuse, or been under the influence at the time of the offense. If bed space becomes limited, intermediate and straddle cell offenders will be given priority.</p>	
<b>Eligibility Criteria and Utilization Practices:</b>	
Briefly describe the program eligibility criteria including which risk/need assessments or substance abuse assessments are required, when and by whom are they completed. If significant differences exist amongst providers please detail.	
Any non-violent felony offender that has a substance abuse history. Participants must have a sentencing guideline of 0-9 or 0-6 with a probation violation.	
<b>Describe policies of the program or CCAB that guide lengths of stay.</b>	
The length of stay is governed by the residential treatment facility. Most residential stays are 90 days. Individual facilities possess guidelines governing successful completion standards.	
<b>Describe local processes followed to ensure only eligible offenders are enrolled into the program and that the County stays within the approved bed allocation.</b>	
The manager reviews all referrals to ensure they meet local eligibility criteria. The information is saved on an Excel spreadsheet to monitor placement and spending on a monthly basis.	

# Residential Services: Program Description Plan

Name of Provider	Substance Abuse Treatment								Not Applicable
	License (Mark with "x")			Accreditation (Mark with "x")					
	Residential	Outpatient	Other	JCAHO	AOA	CARF	NCQA	COA	
Harbor Hall	X					X			
K-Pep	X					X			
CPI	X					X			
Glass House	X					X			

## Residential Service Funds

Provider	Residential Service Funds		DDJR/CTP Funds		Totals	
	Proposed ADP	Funding Allocation	Proposed ADP	Funding Allocation	Proposed ADP	Funding Allocation
Harbor Hall	6	104,025.00		-	6	104,025.00
K-Pep	7	121,362.50		-	7	121,362.50
CPI	2	34,675.00		-	2	34,675.00
Glass House	2	34,675.00		-	2	34,675.00
		-		-		-
		-		-		-
		-		-		-
		-		-		-
		-		-		-
		-		-		-
<b>Totals</b>	<b>17</b>	<b>294,737.50</b>		<b>-</b>	<b>17</b>	<b>294,737.50</b>



<b>CCAB Name:</b>	Jackson				
<b>Administration</b>					
<b>Instructions:</b> The following section for Administration applies to administrative costs for services to support <u>all</u> of the programs to be funded under Comprehensive Plans and Services. Pursuant to P.A. 511 the amount awarded for administrative services cannot exceed 30% of the total award amount.					
<b>Funding Source</b>	<b>Comp. Plans &amp; Services</b>	<b>Local/Other</b>	<b>Fee Revenue</b>	<b>Local/Fee Revenue Total</b>	<b>Total</b>
<b>Cost Category</b>					
Personnel		-	-	-	-
Contractual Services	51,000	-	-	-	51,000
Equipment	-	-	-	-	-
Supplies	500	-	-	-	500
Travel	400	-	-	-	400
Training	400	-	-	-	400
Board Expenses	500	-	-	-	500
Public Education	-	-	-	-	-
Other	-	-	-	-	-
<b>Total</b>	52,800	-	-	-	52,800

<b>Fee Revenue:</b>	
Fee's may be assessed or charged to offenders enrolled within any program funded through P.A. 511. Fee's charged to offenders are to be maintained within a special revenue fund that clearly demonstrates all revenues and expenses incurred. Fee revenues must be used to support community corrections activities. Additionally, fee revenues may be carried forward from the fiscal period in which they were originally collected to the following fiscal year.	
Are Fee Revenues maintained and accounted for within an individual Revenue Fund? Yes: <input checked="checked" type="checkbox"/> X No: <input type="checkbox"/>	
<small>Indicate appropriate response with an "x".</small>	
Current Fee Revenue Fund Balance as of 9/30/09: (Balance amount that is derived from all programs that assess offender fee's)	N/A

<b>Administrative Salary &amp; Wages:</b>					
<b>a. Personnel</b> The percentage of salary and wages attributed for each position should correspond to the time that each position contributes to the program. (i.e. If a person spends 75% of their time supporting this program, up to 75% of their salary and wages can be budgeted under this program.)					

<b>Position 1:</b>		<b>Funding Source</b>			
Title:	FTE Equivalent:	CPS	Local/Other	Fee Revenue	Totals
					-
Duties & Responsibilities:					

<b>Position 2:</b>		<b>Funding Source</b>			
Title:	FTE Equivalent:	CPS	Local/Other	Fee Revenue	Totals
					-
Duties & Responsibilities:					

Position 3:		Funding Source			
Title:	FTE Equivalent:	CPS	Local/Other	Fee Revenue	Totals
Duties & Responsibilities:					

Position 4:		Funding Source			
Title:	FTE Equivalent:	CPS	Local/Other	Fee Revenue	Totals
Duties & Responsibilities:					

Position 5:		Funding Source			
Title:	FTE Equivalent:	CPS	Local/Other	Fee Revenue	Totals
Duties & Responsibilities:					

Total Funding for Salary & Wages	CPS	Local/Other	Fee Revenue	Totals

**b. Contractual Services**

Service Provider:	Funding Source			
Community Corrections Manager - Brandon Baum	CPS	Local/Other	Fee Revenue	Totals
	51,000			51,000
Description of Services:	Terms of Reimbursement			
The OCC Manager's main priority is to complete the grant application and ensure funding. Once the grant monies are awarded the OCC Manager ensures the program is in compliance with its established goals. The OCC Manager submits monthly billing requests, communicates with stakeholders, establishes	The manager will be paid \$51,000 per year.			

Service Provider:	Funding Source			
	CPS	Local/Other	Fee Revenue	Totals
Description of Services:	Terms of Reimbursement			

Total Funding for Contractual Services	CPS	Local/Other	Fee Revenue	Totals
	51,000			51,000

<b>c. Equipment</b>	CPS	Local/Other	Fee Revenue	Totals
Description of Costs:				
<b>d. Supplies</b>	CPS	Local/Other	Fee Revenue	Totals
Description of Costs:	500			500
Office and clerical supplies to maintain the office.				
<b>e. Travel</b>	CPS	Local/Other	Fee Revenue	Totals
Description of Costs:	400			400
Travel expenses for continued training opportunities and to visit our new residential treatment facilities.				
<b>f. Training</b>	CPS	Local/Other	Fee Revenue	Totals
Description of Costs:	400			400
For the upcoming fiscal year, we will have a new OCC Manager. A grant writing workshop would be beneficial.				
<b>g. Board Expenses</b>	CPS	Local/Other	Fee Revenue	Totals
Description of Costs:	500			500
All CCAB meetings take place over the lunch hour. Lunch and materials are provided.				
<b>h. Public Education</b>	CPS	Local/Other	Fee Revenue	Totals
Description of Costs:				
<b>i. Other</b>	CPS	Local/Other	Fee Revenue	Totals
Description of Costs:				
<b>j. Training Survey</b>				
Identify three areas of training that you feel would be beneficial to improve program effectiveness.				
MRT Training				
Grant Writing Workshop				



JENNIFER M. GRANHOLM  
GOVERNOR

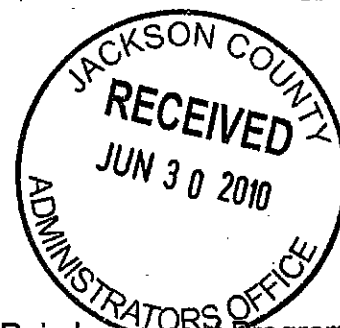
STATE OF MICHIGAN  
DEPARTMENT OF HUMAN SERVICES  
LANSING



ISMAEL AHMED  
DIRECTOR

June 16, 2010

H. Andrew Crisenbery  
Jackson County Friend of the Court  
1697 Lansing Avenue  
Jackson, MI 49202



Dear Mr. Crisenbery:

As identified in your FY2010 Title IV-D Agreement Cooperative Reimbursement Program (CRP) Agreement, the amendment to authorize funding for FY 2011, Jackson County CSFOC 10-38001 is enclosed.

Article I of the amendment adds the required Internal Revenue Service (IRS) language for safeguarding of information to the CRP Agreement. This language is being added to comply with a finding in the 2009 IRS safeguard review of the IV-D program and has been approved by the Program Leadership Group (PLG).

Article II of the amendment increases the Maximum Amount of Agreement and provides the budget for October 1, 2010 through September 30, 2011.


Two copies of the amendment with the attached budget have been provided. Take the actions listed in the attached Michigan Department of Human Services (DHS) Contract Signature Process.

**Return the signed amendments to the Division of Contracts and Rate Setting (DCRS) by July 12, 2010. Before returning, please ensure that a budget is attached to each copy of the amendment. Do not return the agreements to your contract manager.**

After DCRS receives the signed amendments, they will obtain the signature of the Director of DHS or his designee and return a fully signed amendment to you. **The signed amendment will be sent to the address on the FY 2010 contract.**

If you have questions, please contact Teresa DeRoche Jackson County's OCS Contract Manager, at 517 241-6117, or at [derochet@michigan.gov](mailto:derochet@michigan.gov).

Sincerely,

  
Teresa DeRoche, OCS Contract Manager

Enclosures

Michigan Department of Human Services

**CONTRACT SIGNATURE INSTRUCTIONS**

A binding contractual agreement requires the signatures of both the contractor and the Department of Human Services (DHS) Director or designee. Any questions concerning these procedures can be directed to the Division of Contracts and Rate Setting (DCRS) by calling (517) 373-3724.

1. Verify the contract or amendment contains the agreed upon terms. If this is a unit rate contract, verify the contract has the agreed upon rate. If this is an actual cost contract or amendment, verify the budgets have the agreed upon dollar amounts. If a disagreement is noted, **do not sign** the contract and contact the DHS contract administrator with an explanation of the problem. The contract administrator will resolve the issue.
2. Sign both copies of the contract or amendment beneath the contractor name on the last page. If this is an actual cost contract or amendment, be sure to attach the budget(s) before signature. If this is a unit rate contract or amendment, there should be no budget attached. A person authorized to sign for the organization must sign the contracts or amendments.
3. Print the name and title of the person signing the contracts or amendments beneath the signature.
4. Obtain the signature of a witness to the contract/amendment signer's signature. Record signature in the "Witness" section located to the left of the contract/amendment signature. The space provided for a signature binding DHS to the Agreement is for the use of the DHS Director or authorized designee. This space should remain blank.
5. Mail two (2) copies of the contract/amendment with original signatures to:

Michigan Department of Human Services  
Division of Contracts & Rate Settings  
Grand Tower, Suite 1201  
P.O. Box 30037  
Lansing, MI 48909

NOTE: All contractors must be registered on the Michigan Accounting Information Network (MAIN) to receive payment. You may register as a Vendor online at [www.cpexpress.state.mi.us](http://www.cpexpress.state.mi.us) or by calling Vendor Registration at 517-373-4111.

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

**Michigan Department of Human Services – Office of Contracts and Rate Setting  
Child Support – Friend of the Court (CM-F162A) – Actual Cost  
Amendment Cover Sheet**

Contractor Name: <b>County Of Jackson Friend Of The Court</b>		Contract #: <b>CSFOC 10-38001</b>
Contract Administrator Name: <b>Teresa DeRoche</b>		County: <b>Jackson</b>
Phone No.: <b>517-241-6117</b>		
Circuit Court <b>4th Circuit Court</b>		
Complete only if account structure is changing:		
PCA:	Index Code:	AOC:

Contract No:  
County:

CSFOC 10-38001  
Jackson

**AGREEMENT  
between  
STATE OF MICHIGAN  
DEPARTMENT OF HUMAN SERVICES  
and  
THE COUNTY OF JACKSON**

**AMENDMENT #1**

**WHEREAS**, the Department of Human Services (hereinafter referred to as "DHS"), entered into a contractual Agreement effective October 1, 2010, with the County of Jackson, a public organization (hereinafter referred to as "Contractor"), with a mailing address of 1697 Lansing Avenue Jackson Michigan 49202, and the 4th Circuit Court (hereinafter referred to as "Contractor"); for the provision of certain services as set forth therein; and,

**WHEREAS**, it is mutually desirable to DHS and Contractor to amend this Agreement.

**THEREFORE**, in consideration of the promises and mutual covenants hereinabove and hereinafter contained, the parties agree to the following amendment of said Agreement.

**ARTICLE I**

- A. *§ 1 (A)(7)(d), Contractor Duties and Responsibilities, Maintain the following administrative processes: Safeguarding of Information, is hereby amended for the period of October 1, 2010 through the remaining term of the contract, to contain the following language:*

In addition to and or in conjunction with any other safeguarding of information requirements associated with this agreement, in performance of this contract, the contractor agrees to comply with and assume responsibility for compliance by his or her employees with the following IRS requirements:

- (1) All work will be done under the supervision of the contractor or the contractor's employees.
- (2) Any federal tax return or return information made available in any format shall be used only for the purpose of carrying out the provisions of this contract. Information contained in such material will be treated as confidential and will not be divulged or made known in any manner to any person except as may be necessary in the performance of this contract.
- (3) All federal tax return information will be accounted for upon receipt and properly stored before, during, and after processing. In addition, all related output will be given the same level of protection as required for the source material.

(4) The contractor certifies that all IRS data processed during the performance of this contract will be completely purged from all data storage components of his or her computer facility, and no output will be retained by the contractor at the time the work is completed. If immediate purging of all data storage components is not possible, the contractor certifies that any IRS data remaining in any storage component will be safeguarded to prevent unauthorized disclosures.

(5) The contractor will be responsible for the destruction of the spoilage or any intermediate hard copy printouts, and will provide the agency or his or her designee with a statement containing the date of destruction, description of material destroyed, and the method used.

(6) All computer systems processing, storing, or transmitting Federal tax information must meet the requirements defined in IRS Publication 1075. To meet functional and assurance requirements, the security features of the environment must provide for the managerial, operational, and technical controls. All security features must be available and activated to protect against unauthorized use of and access to Federal tax information.

(7) The contractor will maintain a list of employees authorized access. Such list will be provided to the agency and, upon request, to the IRS reviewing office.

(8) The agency will have the right to void the contract if the contractor fails to provide the safeguards described above.

## **ARTICLE II**

- A. *§ II (F) (I), DHS Duties and Responsibilities, Maximum Amount of Agreement*, of said AGREEMENT, is hereby amended, for the period of October 1, 2010 through September 30, 2011, and the cumulative maximum dollar amount, shall be increased by \$2,146,205 to a cumulative total maximum amount of costs to be reimbursed by DHS of four million five hundred fifteen thousand four hundred sixty two dollars and no cents (\$4,515,462).
- B. The amount added by this amendment shall be restricted to expenditures from October 1, 2010 through September 30, 2011. DHS shall reimburse an amount up to the State's share of actual expenditures, as reflected in the attached amended Cooperative Reimbursement Budget, which is hereby made a part of this amendment, and DHS will reimburse as pursuant to *§ III (P), General Provisions, Disputes*, and as pursuant to *§ I (E), Contractor Duties and Responsibilities, Billing Procedure* of the AGREEMENT, which sections are hereby reaffirmed.



This Amendment shall be attached to the Agreement, and is effective October 1, 2010, said Agreement being hereby reaffirmed and made a part hereof.

The Undersigned has the lawful authority to bind the Contractor and Court to the terms set forth in this Agreement.

Dated at \_\_\_\_\_, Michigan

4TH CIRCUIT COURT

this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

By: \_\_\_\_\_  
Chief Circuit Court Judge

Witness: \_\_\_\_\_

Print Name: \_\_\_\_\_

Dated at \_\_\_\_\_, Michigan

THE COUNTY OF JACKSON

Contractor

this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

By: \_\_\_\_\_  
Chair, Board of Commissioners

Witness: \_\_\_\_\_

Print Name: \_\_\_\_\_

Dated at \_\_\_\_\_, Michigan

DEPARTMENT OF HUMAN SERVICES

this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

By: \_\_\_\_\_  
Director or Designee

Witness: \_\_\_\_\_

Contract # CSFOC 10-38001

**BUDGET SUMMARY PAGE**  
**A. CONTRACT DESCRIPTION**

COUNTY:

PROVIDER:

FISCAL YEAR:

Jackson

FOC

FY 2011

CONTRACT NO.:

CSFOC 10-38001

COLUMN I	COLUMN II	COLUMN III
<b>SECTION B. ALLOCATION FACTORS</b>	<b>PROPOSED 2011 IV-D BUDGET</b>	<b>PROVIDER'S TOTAL ELIGIBLE BUDGET</b>
1. FTE POSITIONS (FOC, PA, COM)	39.48	44.00
A. Enforcement (FOC and/or COM)	39.48	44.00
B. Establishment (PA and/or COM)	0.00	N/A
2. % OF TOTAL FTE'S (IV-D Allocation Factor)	89.73%	
A. Enforcement (FOC and/or COM)	89.73%	
B. Establishment (PA and/or COM)	0.00%	
3. CASELOAD % (FOC and COM only)	98.61%	100.00%
<b>SECTION C. BUDGET CATEGORIES</b>	<b>PROPOSED 2011 IV-D BUDGET</b>	<b>PROVIDER'S TOTAL ELIGIBLE BUDGET</b>
1. Personnel	\$2,497,312.00	\$2,840,327.00
2. Data Processing	\$92,377.00	\$102,950.00
3. Other Direct	\$128,034.00	\$142,688.00
4. Central Services	\$585,960.00	\$653,026.00
5. Paternity Testing (PA and COM only)	\$0.00	\$0.00
<b>6. Total Expense</b>	<b>\$3,303,683.00</b>	<b>\$3,738,991.00</b>
7. Service Fees (FOC and COM only)	\$0.00	\$0.00
8. Judgment Fees (FOC and COM only)	\$7,692.00	\$7,800.00
9. Other Income (describe)	\$44,165.00	\$44,788.00
<b>10. Net Expense (Line 6 minus 7-9)</b>	<b>\$3,251,826.00</b>	<b>\$3,686,403.00</b>
11. Federal Incentive (if split re-enter correct amount)		
<b>12. NET BUDGET (Line 10 minus Line 11)</b>	<b>\$3,251,826.00</b>	
13. County Share @ 34% of Line 12	\$1,105,621.00	
14. State Share @ 66% of Line 12	\$2,146,205.00	
15. DRA Incentive Match		
16. Section 905 Supplement		
17. Section 906 Supplement		
18. Section 909 Supplement		
<b>19. TOTAL CONTRACT AMOUNT (Sum Lines 14-18)</b>	<b>\$2,146,205.00</b>	

**JACKSON COUNTY, MICHIGAN  
FRIEND OF THE COURT  
FY 2011 COUNTY LINE ITEM BUDGET**

**EXPENSES**

ACCOUNT DESCRIPTION	FY 2011 AMOUNT	CENTRAL SERVICES	TOTAL
			FY 2011 BUDGET
<b>PERSONNEL EXPENSES:</b>			
WAGES - FULL TIME	\$ 1,860,808		\$ 1,860,808
LONGEVITY/INCENTIVE WAGES	\$ 13,118		\$ 13,118
PART TIME WAGES	\$ 44,272		\$ 44,272
CASUAL EMPLOYEES	\$ 24,996		\$ 24,996
WAGES IN LIEU OF INSURANCE	\$ 33,000		\$ 33,000
FICA	\$ 151,179		\$ 151,179
HEALTH INSURANCE	\$ 414,720		\$ 414,720
LIFE INSURANCE	\$ 9,245		\$ 9,245
RETIREMENT	\$ 182,637		\$ 182,637
WORKERS COMPENSATION	\$ 14,821		\$ 14,821
<b>OTHER DIRECT EXPENSES:</b>			
PRINTING & BINDING	\$ 7,200		\$ 7,200
BANK CHARGES	\$ 1,500		\$ 1,500
POSTAGE	\$ 18,000		\$ 18,000
OFFICE SUPPLIES	\$ 35,000		\$ 35,000
SUPPLIES - PHOTOGRAPHY	\$ 500		\$ 500
PROF SERVICES - PROCESS SERVER	\$ 1,000		\$ 1,000
CONTRACTUAL SERVICES	\$ 16,102		\$ 16,102
CONTRACTUAL - NEA/OTHER	\$ 2,500		\$ 2,500
INTERPRETER FEES	\$ 1,500		\$ 1,500
DUES & SUBSCRIPTIONS	\$ 2,900		\$ 2,900
SERVICE CONTRACTS	\$ 7,000		\$ 7,000
TELEPHONE USAGE	\$ 23,500		\$ 23,500
MILEAGE	\$ 2,500		\$ 2,500
PROFESSIONAL DEVELOPMENT	\$ 3,500		\$ 3,500
RETURN PRISONER	\$ 2,500		\$ 2,500
VEHICLE REPAIR & MAINT	\$ 3,000		\$ 3,000
GASOLINE USAGE	\$ 2,200		\$ 2,200
MAINT OF OFFICE EQUIPMENT	\$ 5,700		\$ 5,700
EMPLOYEE TRAINING	\$ 1,800		\$ 1,800
BWFF EXPENSE	\$ -		\$ -
DEPRECIATION		\$ 3,586	\$ 3,586

ACCOUNT DESCRIPTION	FY 2011 AMOUNT	CENTRAL SERVICES	TOTAL FY 2011 BUDGET
CENTRAL SERVICE EXPENSE:			
CENTRAL SERVICES		\$ 653,026	\$ 653,026
DATA PROCESSING EXPENSE:			
CENTRAL SERVICES - DP		\$ 102,950	\$ 102,950
COMPUTER SERVICES	\$ 8,000		\$ 8,000
COMPUTER MAINTENANCE	\$ 1,500		\$ 1,500
IMAGING MAINTENANCE	\$ -		\$ -
INTERNET SERVICES	\$ -		\$ -
<b>TOTAL EXPENSES</b>	<b>\$ 2,896,198</b>	<b>\$ 759,562</b>	<b>\$ 3,655,760</b>

REVENUES			
ACCOUNT DESCRIPTION	FY 2011 AMOUNT	CENTRAL SERVICES	TOTAL FY 2011 BUDGET
CRP Revenue	\$ 2,124,885		\$ 2,124,885
Support Incentive	\$ 264,574		\$ 264,574
Bench Warrant Enforcement Fund	\$ -		\$ -
Warrant Fees	\$ 34,524		\$ 34,524
Statutory Fees	\$ 175,192		\$ 175,192
Processing Fees	\$ 17,136		\$ 17,136
Copy Charge	\$ 444		\$ 444
Non IV-D Judgement Fees	\$ 44,000		\$ 44,000
IV-D Judgement Fees	\$ 7,800		\$ 7,800
Audit Fees	\$ 100		\$ 100
Drivers License Clearance Fee	\$ 420		\$ 420
Investigation Fee	\$ 6,000		\$ 6,000
Failure to Provide Information Fee	\$ 1,200		\$ 1,200
Central Services		\$ 653,026	\$ 653,026
Central Services - DP		\$ 102,950	\$ 102,950
<b>TOTAL REVENUES</b>	<b>\$ 2,676,275</b>	<b>\$ 755,976</b>	<b>\$ 3,432,251</b>

General Fund	\$ 223,509
--------------	------------

**Michigan Department of Human Services – Office of Contracts and Rate Setting  
Child Support – Friend of the Court (CM-F162A) – Actual Cost  
Amendment Cover Sheet**

Contractor Name: <b>County Of Jackson Friend Of The Court</b>		Contract #: <b>CSFOC 10-38001</b>
Contract Administrator Name: <b>Teresa DeRoche</b>		County: <b>Jackson</b>
Phone No.: <b>517-241-6117</b>		
Circuit Court <b>4th Circuit Court</b>		
Complete only if account structure is changing:		
PCA:	Index Code:	AOC:

Contract No:  
County:

CSFOC 10-38001  
Jackson

**AGREEMENT  
between  
STATE OF MICHIGAN  
DEPARTMENT OF HUMAN SERVICES  
and  
THE COUNTY OF JACKSON**

**AMENDMENT #1**

**WHEREAS**, the Department of Human Services (hereinafter referred to as "DHS"), entered into a contractual Agreement effective October 1, 2010, with the County of Jackson, a public organization (hereinafter referred to as "Contractor"), with a mailing address of 1697 Lansing Avenue Jackson Michigan 49202, and the 4th Circuit Court (hereinafter referred to as "Contractor"); for the provision of certain services as set forth therein; and,

**WHEREAS**, it is mutually desirable to DHS and Contractor to amend this Agreement.

**THEREFORE**, in consideration of the promises and mutual covenants hereinabove and hereinafter contained, the parties agree to the following amendment of said Agreement.

**ARTICLE I**

- A. *§ 1 (A)(7)(d), Contractor Duties and Responsibilities, Maintain the following administrative processes: Safeguarding of Information, is hereby amended for the period of October 1, 2010 through the remaining term of the contract, to contain the following language:*

In addition to and or in conjunction with any other safeguarding of information requirements associated with this agreement, in performance of this contract, the contractor agrees to comply with and assume responsibility for compliance by his or her employees with the following IRS requirements:

- (1) All work will be done under the supervision of the contractor or the contractor's employees.
- (2) Any federal tax return or return information made available in any format shall be used only for the purpose of carrying out the provisions of this contract. Information contained in such material will be treated as confidential and will not be divulged or made known in any manner to any person except as may be necessary in the performance of this contract.
- (3) All federal tax return information will be accounted for upon receipt and properly stored before, during, and after processing. In addition, all related output will be given the same level of protection as required for the source material.

(4) The contractor certifies that all IRS data processed during the performance of this contract will be completely purged from all data storage components of his or her computer facility, and no output will be retained by the contractor at the time the work is completed. If immediate purging of all data storage components is not possible, the contractor certifies that any IRS data remaining in any storage component will be safeguarded to prevent unauthorized disclosures.

(5) The contractor will be responsible for the destruction of the spoilage or any intermediate hard copy printouts, and will provide the agency or his or her designee with a statement containing the date of destruction, description of material destroyed, and the method used.

(6) All computer systems processing, storing, or transmitting Federal tax information must meet the requirements defined in IRS Publication 1075. To meet functional and assurance requirements, the security features of the environment must provide for the managerial, operational, and technical controls. All security features must be available and activated to protect against unauthorized use of and access to Federal tax information.

(7) The contractor will maintain a list of employees authorized access. Such list will be provided to the agency and, upon request, to the IRS reviewing office.

(8) The agency will have the right to void the contract if the contractor fails to provide the safeguards described above.

## **ARTICLE II**

- A. *§ II (F) (I), DHS Duties and Responsibilities, Maximum Amount of Agreement*, of said AGREEMENT, is hereby amended, for the period of October 1, 2010 through September 30, 2011, and the cumulative maximum dollar amount, shall be increased by \$2,146,205 to a cumulative total maximum amount of costs to be reimbursed by DHS of four million five hundred fifteen thousand four hundred sixty two dollars and no cents (\$4,515,462).
- B. The amount added by this amendment shall be restricted to expenditures from October 1, 2010 through September 30, 2011. DHS shall reimburse an amount up to the State's share of actual expenditures, as reflected in the attached amended Cooperative Reimbursement Budget, which is hereby made a part of this amendment, and DHS will reimburse as pursuant to *§ III (P), General Provisions, Disputes*, and as pursuant to *§ I (E), Contractor Duties and Responsibilities, Billing Procedure* of the AGREEMENT, which sections are hereby reaffirmed.

This Amendment shall be attached to the Agreement, and is effective October 1, 2010, said Agreement being hereby reaffirmed and made a part hereof.

The Undersigned has the lawful authority to bind the Contractor and Court to the terms set forth in this Agreement.

Dated at Jackson, Michigan

4TH CIRCUIT COURT

this 30<sup>th</sup> day of June, 2010

By: [Signature]

Chief Circuit Court Judge

Witness: \_\_\_\_\_

Print Name: \_\_\_\_\_

Dated at \_\_\_\_\_, Michigan

THE COUNTY OF JACKSON

Contractor

this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

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

Chair, Board of Commissioners

Witness: \_\_\_\_\_

Print Name: \_\_\_\_\_

Dated at \_\_\_\_\_, Michigan

DEPARTMENT OF HUMAN SERVICES

this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

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

Director or Designee

Witness: \_\_\_\_\_

Contract # CSFOC 10-38001



**BUDGET SUMMARY PAGE**  
**A. CONTRACT DESCRIPTION**

COUNTY:  
 PROVIDER:  
 FISCAL YEAR:

Jackson
FOC
FY 2011

CONTRACT NO.:  
 CSFOC 10-38001

COLUMN I	COLUMN II	COLUMN III
SECTION B. ALLOCATION FACTORS	PROPOSED 2011 IV-D BUDGET	PROVIDER'S TOTAL ELIGIBLE BUDGET
1. FTE POSITIONS (FOC, PA, COM)	39.48	44.00
A. Enforcement (FOC and/or COM)	39.48	44.00
B. Establishment (PA and/or COM)	0.00	N/A
2. % OF TOTAL FTE'S (IV-D Allocation Factor)	89.73%	
A. Enforcement (FOC and/or COM)	89.73%	
B. Establishment (PA and/or COM)	0.00%	
3. CASELOAD % (FOC and COM only)	98.61%	100.00%
SECTION C. BUDGET CATEGORIES	PROPOSED 2011 IV-D BUDGET	PROVIDER'S TOTAL ELIGIBLE BUDGET
1. Personnel	\$2,497,312.00	\$2,840,327.00
2. Data Processing	\$92,377.00	\$102,950.00
3. Other Direct	\$128,034.00	\$142,688.00
4. Central Services	\$585,960.00	\$653,026.00
5. Paternity Testing (PA and COM only)	\$0.00	\$0.00
6. Total Expense	\$3,303,683.00	\$3,738,991.00
7. Service Fees (FOC and COM only)	\$0.00	\$0.00
8. Judgment Fees (FOC and COM only)	\$7,692.00	\$7,800.00
9. Other Income (describe)	\$44,165.00	\$44,788.00
10. Net Expense (Line 6 minus 7-9)	\$3,251,826.00	\$3,686,403.00
11. Federal Incentive (if split re-enter correct amount)		
12. NET BUDGET (Line 10 minus Line 11)	\$3,251,826.00	
13. County Share @ 34% of Line 12	\$1,105,621.00	
14. State Share @ 66% of Line 12	\$2,146,205.00	
15. DRA Incentive Match		
16. Section 905 Supplement		
17. Section 906 Supplement		
18. Section 909 Supplement		
19. TOTAL CONTRACT AMOUNT (Sum Lines 14-18)	\$2,146,205.00	

**JACKSON COUNTY, MICHIGAN**  
**FRIEND OF THE COURT**  
**FY 2011 COUNTY LINE ITEM BUDGET**

**EXPENSES**

ACCOUNT DESCRIPTION	FY 2011 AMOUNT	CENTRAL SERVICES	TOTAL FY 2011 BUDGET
<b>PERSONNEL EXPENSES:</b>			
WAGES - FULL TIME	\$ 1,860,808		\$ 1,860,808
LONGEVITY/INCENTIVE WAGES	\$ 13,118		\$ 13,118
PART TIME WAGES	\$ 44,272		\$ 44,272
CASUAL EMPLOYEES	\$ 24,996		\$ 24,996
WAGES IN LIEU OF INSURANCE	\$ 33,000		\$ 33,000
FICA	\$ 151,179		\$ 151,179
HEALTH INSURANCE	\$ 414,720		\$ 414,720
LIFE INSURANCE	\$ 9,245		\$ 9,245
RETIREMENT	\$ 182,637		\$ 182,637
WORKERS COMPENSATION	\$ 14,821		\$ 14,821
<b>OTHER DIRECT EXPENSES:</b>			
PRINTING & BINDING	\$ 7,200		\$ 7,200
BANK CHARGES	\$ 1,500		\$ 1,500
POSTAGE	\$ 18,000		\$ 18,000
OFFICE SUPPLIES	\$ 35,000		\$ 35,000
SUPPLIES - PHOTOGRAPHY	\$ 500		\$ 500
PROF SERVICES - PROCESS SERVER	\$ 1,000		\$ 1,000
CONTRACTUAL SERVICES	\$ 16,102		\$ 16,102
CONTRACTUAL - NEA/OTHER	\$ 2,500		\$ 2,500
INTERPRETER FEES	\$ 1,500		\$ 1,500
DUES & SUBSCRIPTIONS	\$ 2,900		\$ 2,900
SERVICE CONTRACTS	\$ 7,000		\$ 7,000
TELEPHONE USAGE	\$ 23,500		\$ 23,500
MILEAGE	\$ 2,500		\$ 2,500
PROFESSIONAL DEVELOPMENT	\$ 3,500		\$ 3,500
RETURN PRISONER	\$ 2,500		\$ 2,500
VEHICLE REPAIR & MAINT	\$ 3,000		\$ 3,000
GASOLINE USAGE	\$ 2,200		\$ 2,200
MAINT OF OFFICE EQUIPMENT	\$ 5,700		\$ 5,700
EMPLOYEE TRAINING	\$ 1,800		\$ 1,800
BWEP EXPENSE	\$ -		\$ -
DEPRECIATION	\$ -	\$ 3,586	\$ 3,586

ACCOUNT DESCRIPTION	FY 2011 AMOUNT	CENTRAL SERVICES	TOTAL FY 2011 BUDGET
CENTRAL SERVICE EXPENSE:			
CENTRAL SERVICES		\$ 653,026	\$ 653,026
DATA PROCESSING EXPENSE:			
CENTRAL SERVICES - DP		\$ 102,950	\$ 102,950
COMPUTER SERVICES	\$ 8,000		\$ 8,000
COMPUTER MAINTENANCE	\$ 1,500		\$ 1,500
IMAGING MAINTENANCE	\$ -		\$ -
INTERNET SERVICES	\$ -		\$ -
<b>TOTAL EXPENSES</b>	<b>\$ 2,896,198</b>	<b>\$ 759,562</b>	<b>\$ 3,655,760</b>

REVENUES			
ACCOUNT DESCRIPTION	FY 2011 AMOUNT	CENTRAL SERVICES	TOTAL FY 2011 BUDGET
CRP Revenue	\$ 2,124,885		\$ 2,124,885
Support Incentive	\$ 264,574		\$ 264,574
Bench Warrant Enforcement Fund	\$ -		\$ -
Warrant Fees	\$ 34,524		\$ 34,524
Statutory Fees	\$ 175,192		\$ 175,192
Processing Fees	\$ 17,136		\$ 17,136
Copy Charge	\$ 444		\$ 444
Non IV-D Judgement Fees	\$ 44,000		\$ 44,000
IV-D Judgement Fees	\$ 7,800		\$ 7,800
Audit Fees	\$ 100		\$ 100
Drivers License Clearance Fee	\$ 420		\$ 420
Investigation Fee	\$ 6,000		\$ 6,000
Failure to Provide Information Fee	\$ 1,200		\$ 1,200
Central Services		\$ 653,026	\$ 653,026
Central Services - DP		\$ 102,950	\$ 102,950
<b>TOTAL REVENUES</b>	<b>\$ 2,676,275</b>	<b>\$ 755,976</b>	<b>\$ 3,432,251</b>
General Fund	\$ 223,509		

**RESOLUTION NO. (07-10.25)**  
**ASSIGNING A PORTION OF THE COUNTY'S RECOVERY ZONE**  
**ECONOMIC DEVELOPMENT BOND ALLOCATION**  
**TO THE CHARTER TOWNSHIP OF BLACKMAN**

Minutes of a regular meeting of the County Board of Commissioners of the County of Jackson, State of Michigan, held in said County on the \_\_\_\_ day of July, 2010.

PRESENT: Commissioners \_\_\_\_\_

\_\_\_\_\_

ABSENT: Commissioners \_\_\_\_\_

The following preamble and resolution were offered by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_:

**WHEREAS**, the federal government has enacted the American Recovery and Reinvestment Act of 2009, Public Law 111-5, 123 Stat. 115 ("PL 111-5"), which allows for the issuance of Recovery Zone Economic Development Bonds to pay the costs of public infrastructure facilities and capital expenditures paid with respect to property in a recovery zone at advantageous net interest costs; and

**WHEREAS**, pursuant to PL 111-5 the County of Jackson (the "County") has been allocated the sum of \$11,459,000 in Recovery Zone Economic Development Bond capacity; and

**WHEREAS**, in accordance with PL 111-5 the County may assign a portion of such allocation to other municipal entities located within the County; and

**WHEREAS**, this Board has designated the County as a recovery zone in conformity with PL 111-5; and

**WHEREAS**, this Board previously assigned an amount of \$7,400,000 of the County's Recovery Zone Economic Development Bond allocation to Jackson Public Schools for the issuance of Recovery Zone Economic Development Bonds by the school district, leaving the County with \$4,059,000 of remaining Recovery Zone Economic Development Bond allocation; and

**WHEREAS**, the Charter Township of Blackman, County of Jackson, Michigan (the "Township") has requested that the County assign a portion of the County's Recovery Zone Economic Development Bond allocation to the Township so that the Township may issue bonds to pay all or part of the costs of acquiring an approximately 28-acre parcel of land for Township public purposes (the "Project").

***NOW, THEREFORE, BE IT RESOLVED THAT:***

1. The Township be and is hereby assigned an amount of Three Million Five Hundred Thousand Dollars (\$3,500,000) of the County's Recovery Zone Economic Development Bond allocation so that the Township may issue Recovery Zone Economic Development Bonds for purposes of paying all or part of the costs of the Project.

2. All resolutions and parts of resolutions insofar as the same conflict with the provisions of this resolution be and the same hereby are rescinded.

AYES: Commissioners \_\_\_\_\_  
\_\_\_\_\_

NAYS: Commissioners \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Amanda L. Riska, Clerk  
County of Jackson

I 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, Michigan, at a regular meeting held on July 20, 2010, and 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 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 L. Riska, Clerk  
County of Jackson



*Jackson County*  
*Resolution (07-10.23) Honoring Michael Hoover*

**WHEREAS, Michael Hoover** has contributed much to the community over the past years by being a very caring individual who has participated in multiple community activities to improve the lives of the citizens of Jackson County; and

**WHEREAS, Michael Hoover** has provided ongoing leadership at Westwind Church, where he is the lead usher and leader of the “What’s Love Got to do With It?” group for church members of all ages, as well as served on the Jackson County Substance Abuse Coalition to lessen the grip of addiction on members of the community; and

**WHEREAS, Michael Hoover** has been involved for 15 years with the Tough Love program, serving on the Michigan Association of Community Health Boards for Children’s Mental Health Issues. And has served as a champion for the J-Town Club, a social setting for mentally challenged individuals in the local community and supports the Mind Changers group advocating for mental health parity and fighting against stigma and discrimination directed at those with mental health issues; and

**WHEREAS, Michael Hoover** has used his hobby of rock collecting to reach out to others, through his hosting of an annual Roxpo fundraiser at his home where members from the Michigan Gem and Mineral Society of which he serves as Liaison Officer of Publicity and Conflict sell items and donate the proceeds to J-Town Club; and through his geology instruction for the area Boy Scouts Council; and

**WHEREAS, Michael Hoover** has been selected as the recipient of the Jackson County Senior Citizen of the Year Award for 2010, to be recognized for his outstanding record of volunteer leadership in the Jackson community; and

**WHEREAS, this ‘Volunteer Award’,** sponsored by the Michigan Department of Community Health, Office of Services to the Aging, Michigan Commission on Services to the Aging, the Jackson County Fair, the Jackson County Board of Commissioners and the Jackson County Department on Aging recognizes this outstanding volunteer in the community.

**NOW, THEREFORE, WE ARE RECOGNIZING MICHAEL HOOVER AS ONE OF THE IMPORTANT VOLUNTEERS WHO CONTRIBUTES THEIR TALENTS TO GOVERNMENT, CHURCHES, GROUPS AND INDIVIDUALS. THE JACKSON COUNTY BOARD OF COMMISSIONERS, THE JACKSON COUNTY FAIR AND THE JACKSON COUNTY DEPARTMENT ON AGING EXTEND THEIR APPRECIATION AND RECOGNITION TO MICHAEL HOOVER FOR HIS UNSELFISH LEADERSHIP TO THE PEOPLE IN THE JACKSON COMMUNITY.**

---

**James E. Shotwell, Jr., Chairman**  
**Jackson County Board of Commissioners**  
*July 20, 2010*



*Jackson County*  
*Resolution (07-10.24) Honoring Clay Carroll*

**WHEREAS, Clay Carroll** has contributed to the community for the past few years by volunteering his time, energy, mental prowess and supportive attitude to improve the quality of life for many Jackson County seniors; and

**WHEREAS, Clay Carroll** has sought to increase seniors' knowledge of Medicare and Medicaid options, including original Medicare, Medicare advantage plans, private supplemental health insurance policies, and Medicare Part D plans; and

**WHEREAS, Clay Carroll** has assisted eligible seniors with comparison of their medical coverage-related options and guided them through enrollment in them, thereby realizing thousands of dollars in cost savings, as well as time savings; and

**WHEREAS, Clay Carroll** has ensured seniors receive tax credits and refunds to which they are entitled by processing income tax-related forms through the annual AARP Tax Program; and

**WHEREAS, Clay Carroll** has helped keep seniors living securely and independently in their own homes by making minor safety-related household repairs and improvements as part of the Household and Outdoor Maintenance Especially for Seniors (HOMES) program; and

**WHEREAS, Clay Carroll** has been selected as the recipient of the Jackson County Senior Citizen of the Year Award for 2010, to be recognized for his outstanding record of volunteer service in the Jackson community; and

**WHEREAS**, this 'Volunteer Award', sponsored by the Michigan Department of Community Health, Office of Services to the Aging, Michigan Commission on Services to the Aging, the Jackson County Fair, the Jackson County Board of Commissioners and the Jackson County Department on Aging recognizes this outstanding volunteer in the community.

**NOW, THEREFORE, WE ARE RECOGNIZING CLAY CARROLL AS ONE OF THE IMPORTANT VOLUNTEERS WHO CONTRIBUTES THEIR TALENTS TO GOVERNMENT, GROUPS AND INDIVIDUALS. THE JACKSON COUNTY BOARD OF COMMISSIONERS, THE JACKSON COUNTY FAIR AND THE JACKSON COUNTY DEPARTMENT ON AGING EXTEND THEIR APPRECIATION AND RECOGNITION TO CLAY CARROLL FOR HIS UNSELFISH SERVICE TO THE PEOPLE IN THE JACKSON COMMUNITY.**

---

**James E. Shotwell, Jr., Chairman**  
**Jackson County Board of Commissioners**  
**July 20, 2010**

# **Jackson County Health Department**

## **Accreditation 2010 Plan of Organization**

- Part 1 – Legal Responsibilities
- Part 2 – Local Health Department (LHD) Organization
- Part 3 – Mission, Vision, and Values
- Part 4 – Local Planning and Collaboration Initiatives
- Part 5 – Service Delivery
- Part 6 – Reporting and Evaluation
- Part 7 – Health Officer and Medical Director
- Part 8 – LHD Plan of Organization Approval Form



## **Part 1 – Legal Responsibilities**

- A. Outline or list State and Local Statutory Authority for your LHD.

### **SEE ATTACHMENT A – Local Public Health Laws**

- B. Brief description of the Governing Entity Relationship with the LHD.

**The local governing entity is a twelve member elected County Board of Commissioners who meet monthly and act as the policy making, authoritative body. The Human Services Committee, a five member appointed Standing Committee of the Board, meet monthly and act as the Board of Health for the Health Department. This committee works in conjunction with the County Administrator to coordinate all human services in the County and to ensure adequate and full administration and implementation of Board policy affecting the health department and various County departments. The Health Officer reports to the County Administrator.**

**The Health Officer meets regularly with the County Administrator and reports monthly to the Human Services Committee regarding governance in response to state and local laws, and related rules and regulations. The Health Officer keeps the Human Services Committee abreast of all health department required services and legal mandates within the Public Health Code. The full Board of Commissioners is responsible for approval of the health department's budget and fee schedule, approves the Plan of Organization and appoints the health officer. The County Commissioners and the Health Officer utilize the County Administrator as their liaison for most communications but may contact each other directly.**

- C. Brief description of the manner in which your LHD defends and indemnifies employees for civil liability sustained in the performance of official duties except for wanton and willful misconduct (include the name of the carrier).

**As stated in MCL 333.2228 (2) “The director or an employee or representative of the department is not personally liable for damages sustained in the performance of departmental functions, except for wanton and willful misconduct.”**

**Jackson County Health Department (JCHD) also carries personal liability insurance with the Michigan Municipal Risk Management Authority (MMRMA).**

### **SEE ATTACHMENT B**

- D. Briefly describe, if applicable, Delegation of Food Service Sanitation Program responsibilities. Include name and contracted entity(ies).

**NOT APPLICABLE**

## **Part 2 – LHD Organization**

- A. Organizational chart contains official positions (titles) and lines of authority and displays names of Directors and higher level managers.

**SEE ATTACHMENT C – Organizational Chart**

- B. Documentation of board approval of Local Health Department Plan of Organization.

**SEE ATTACHMENT D – LHD Plan of Organization Approval Form**

- C. List annual LHD total operating budget amount and total number of FTEs for public health services. Include documentation indicating local governing entity approval of budget.

**SEE ATTACHMENT E – FY 2009-2010 Budget and Approval**

**SEE ATTACHMENT F - FY 2010-2011 Budget and Approval**

- D. Briefly describe information technology capacity needed to access and distribute up-to-date public health information.

**Jackson County has an internal Information Technology Department that supports hardware. JCHD also has contracts with different vendors that support the software programs utilized. Continuity of operations at the Jackson County Health Department provides backup methods for retrieving and sending public health information.**

**The list below includes software routes to Access PHI:**

- 1. MCIR – Immunizations and lead information**
- 2. MDSS – Communicable Disease information**
- 3. Etrax – Early On information**
- 4. MMWR – Medical articles and recommendations**
- 5. CDC website – Medical topics and recommendations**
- 6. CD Manual – Communicable Disease specific information**
- 7. NextGen/JCMR/Netwerkes.com – Billing information**
- 8. IssueTrakker – Environmental Health complaints and Communicable Disease Foodborne complaints**
- 9. MIHAN – Health Alerting System, including LHD documentation**
- 10. EPI-X – Epidemiological Alerting System**
- 11. GroupWise – Used to receive alerts**
- 12. MI-WIC – WIC online statewide data entry system**

**\* This list is not all-inclusive.**

**The list below includes technology used to Distribute PHI:**

- 1. Internet – Ability to broadcast information for the community to retrieve**
- 2. Intranet/GroupWise – Ability to broadcast information to health department and all county employees**
- 3. Video Conferencing - Ability to distance conference face to face**
- 4. Satellite Dish – Ability to receive satellites**
- 5. 800MHz radios – Ability to receive OPHP information and communicate with county-wide emergency planners**
- 6. Amateur Radio (including Packet & JNOS) – Ability to share information through radio waves**
- 7. Cell phone – ability to share information via phone**
- 8. LAN lines– ability to share information via phone**
- 9. Broadcast Fax (including groups for physicians, restaurants, media, schools...) – Ability to send information to multiple groups**
- 10. Webcast - Ability to receive webcasts**
- 11. Telephone paging system – ability to share information throughout the building via phone**

**\* This list is not all-inclusive.**

## **Part 3 – Mission, Vision, and Values**

- A. Contains a clear, formally written, publicized statement of the local health department's mission (may include the LHD's Vision, Values, Goals, Objectives).

**Jackson County Health Department Mission Statement: To continually endeavor to prevent disease, prolong life, and promote the public health.**

**The JCHD Mission Statement is publicized in our Annual Report, on our Website, and in our Service Brochure.**

**SEE ATTACHMENT G – Service Brochure**

**SEE ATTACHMENT H – Jackson Board of Commissioners Strategic Priorities**

## **Part 4 – Local Planning and Collaborative Initiatives**

A. Outline or list LHD – specific priorities.

**SEE ATTACHMENT I – County Strategic Plan**

**SEE ATTACHMENT J - Community Health Action Plan**

B. Outline or list the LHD activities to plan or pursue priority projects with available resources.

**SEE ATTACHMENT K – Health Improvement Organization Strategies**

C. Outline or list community partnerships and collaborative efforts.

- **Michigan Purchasers Health Alliance Grant**
- **Community Health Assessment Committee – (to assess local health care and behavioral health needs)**
- **Human Services Coordinating Alliance – multi-purpose collaborative body to assess and address county-wide human services needs**
- **Fetal Infant Mortality Review/Child Death Review Team**
- **Prenatal Care Task Force**
- **Complete Streets Coalition / Walkable Communities Task Force**
- **Jackson Tobacco Reduction Coalition**
- **Coordinated School Health Council – Coordinated effort involving eight components to improve student health resulting in prevention of disease and reduced health related risk behaviors.**
- **Teen Pregnancy Prevention Initiative**
- **Senior Health Promotion (collaboration between Jackson Department of Aging and JCHD)**
- **Faith Community Nursing: Provide resources and support to Parish Nurses**
- **Health Care for All: Health care for the uninsured residents of Jackson County**
- **Jackson Northwest Kiwanis: Diaper bag project**
- **Jackson County Prescription Discount Program**
- **Inter Agency Coordinating Council (ICC): Early On grant and program**
- **Household Hazardous Waste Collection Day / Recycling Jackson**
- **Jackson County Substance Abuse Prevention Coalition**
- **State of MI Methamphetamine Task Force**
- **Sex Education Advisory Committees: Jackson Public Schools, Northwest Community Schools, Springport Schools, and da Vinci Institute.**
- **United Way of Jackson Community Solutions Team On Health**
- **Local Emergency Planning Team (county-wide)**
- **Health Improvement Organization Coordinating Council**
- **Community Immunization Forum**
- **MDCH/WIC Breastfeeding, Outreach, and Nutrition Education Workgroups**
- **Great Start Readiness Advisory Council**
- **Great Start Collaborative Jackson County**
- **Jackson Community College Special Advisory Committee**
- **Community Action Agency Health Advisory Committee**
- **Jackson County Strategic Planning Team**
- **Health Community Task Force**
- **Jackson County Implementation Team**

**\*This list is not all-inclusive.**

## **Part 5 – Service Delivery**

A. Outline or list the LHD's location (including addresses), services, and hours of operation.

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

**General Business Hours:**  
Monday through Friday  
8:00 a.m. – 5:00 p.m.  
Clinic and evening hours vary

**Jackson County Animal Shelter**  
3370 Spring Arbor Rd  
Jackson, Michigan 49203

**Animal Shelter General Business Hours:**  
Monday through Friday  
8:00 a.m. – 5:00 p.m.  
**Kennel Hours:**  
Monday through Friday 10:00 a.m. 4:30 p.m.  
Saturday 10:00 a.m. – 1:00 p.m.

**SEE ATTACHMENT G – Service Brochure**

## **Part 6 – Reporting and Evaluation**

A. Briefly describe the LHD's efforts to evaluate its activities.

**JCHD participates in an accreditation process administered by MDCH every three years to assure and enhance the quality of local public health in Michigan. This process evaluates all of our programs to assure we meet minimum program requirements and allows for continual quality improvement through corrective plans of action.**

**All grant funded programs must meet the guidelines specified in regards to program objectives, evaluation, and reporting procedures, in order to receive funding.**

**The Environmental Health Food Program utilizes the MDA's self-assessment tool, and has routine food team meetings to ensure consistency and to discuss MPR's. The Environmental Health On-Site Water and Sewage Programs holds quarterly staff meetings to review work, and the DNRE assesses the program.**

**The Car Seat Program reports activities and numbers to United Way (a grantor) through quarterly reports and to Region 2 Planning Commission (a grantor) through monthly reports. Pre and Post evaluation of Car Seat installation and child restraint is utilized for each client.**

**Evaluation of marketing activities, including Medicaid Outreach, consists of utilizing an annual marketing plan and budget. Reports are sent to MDCH and the JCHD marketing committee on a quarterly basis. All marketing activities are tracked in a database and include date, event, location, and materials distributed.**

**Clients receive Customer Satisfaction Surveys to complete and return in the lobby survey box or by mail, postage paid. Survey responses are entered into a database, and the JCHD Internal Organizational Planning Team reviews the Customer Satisfaction Survey results quarterly and annually, and directs activities for improvement in designated areas.**

**\*This list is not all-inclusive.**

B. Outline or list the LHD's mechanism to report on its activities to the community and its governing entity.

- **Department Head Meeting**
- **Human Services Committee**
- **Board of Commissioners**
- **Human Services Coordinating Alliance**
- **Website/Public Health Updates/Annual Report**
- **Press Releases**
- **Fax Blasts**
- **Monthly collaborative meetings (See Section 4.C.)**

## **Part 7 – Health Officer and Medical Director**

- A. Procedure for Appointment of a Health Officer and Medical Director.

**All candidates will be required to meet the requirements for the Health Officer and Medical Director positions as specified in the Public Health Code, and will have resumes submitted to MDCH for review and approval prior to final appointment of the Board of Commissioners.**

- B. Health Officer – MDCH Approval – Letter, memo, other.

**SEE ATTACHMENT L – Health Officer Approval Letter**

**SEE ATTACHMENT M - Health Officer Contract**

- C. Medical Director - MDCH Approval – Letter, memo, other.

**SEE ATTACHMENT N – Medical Director Approval Letter**

**SEE ATTACHMENT O – Medical Director Licenses**

**SEE ATTACHMENT P - Medical Director Contract**



## **Part 8 – LHD Plan of Organization Approval Form**

**SEE ATTACHMENT D – LHD Plan of Organization Approval Form**

## MCL § 333.17015 – Informed Consent

Sec. 904 - LPHO

OAG, 1987-1988, No 6501 – Reimbursement of local department for required and allowable services

MCL § 289.3105 – Enforcement, Delegation to local health department

Specifically: MCL §§ 324.3103 powers and duties and 324.3106 (establishment of pollution standards)

Part 22 - Groundwater Quality rules (on-site wastewater treatment)  
Part 117 - Septage Waste Services  
Specifically: MCL §§ 324.11701 - 324.11720

**Land Division Act (PA 288 of 1967)**

MCL § 560.105(g) - Preliminary Plat Approvals  
MCL § 560.109a - Parcels less than 1 acre  
MCL § 560.118 - Health Department Approval

**Condominium Act (PA 59 of 1978 as amended)**

MCL § 559.171a - Approval of Condominiums not served by public sewer and water

**Safe Drinking Water Act (PA 399 of 1976 as amended)**

MCL § 325.1016 - Public Water Supplies  
Agreements with Local health departments to administer

This document may serve as a survey of appropriate laws, but may not be considered exhaustive or as a limit to responsibilities required by law.

**Jackson County Sanitary Code (1992)**

**Jackson County Ordinance No. 10 - Septage Waste Disposal Ordinance**

**Soil Erosion:**

Soil Erosion and Sedimentation Control Ordinance No. 14  
Part 91 of P.A. 451 of 1994

**Animal Shelter:**

Animal Control and Protection Ordinance No. 1  
P.A. 287 of 1960

## MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY

### COVERAGE OVERVIEW

**Member:** County of Jackson **Member No:** 146

**Date of Original Membership:** January 01, 1998

**Overview Dates:** January 01, 2010 to January 01, 2011

**Member Representative:** Randall Treacher **Telephone #:** (517) 788-4333

**Regional Risk Manager:** Ibex Insurance Agency **Telephone #:** (248) 538-0470

#### A. Introduction

The Michigan Municipal Risk Management Authority (hereinafter "MMRMA") is created by authority granted by the laws of the State of Michigan to provide risk financing and risk management services to eligible Michigan local governments. MMRMA is a separate legal and administrative entity as permitted by Michigan laws. **County of Jackson** (hereinafter "Member") is eligible to be a Member of MMRMA. **County of Jackson** agrees to be a Member of MMRMA and to avail itself of the benefits of membership.

**County of Jackson** is aware of and agrees that it will be bound by all of the provisions of the Joint Powers Agreement, Coverage Documents, MMRMA rules, regulations, and administrative procedures.

This Coverage Overview summarizes certain obligations of MMRMA and the Member. Except for specific coverage limits, attached addenda, and the Member's Self Insured Retention (SIR) and deductibles contained in this Coverage Overview, the provisions of the Joint Powers Agreement, Coverage Documents, reinsurance agreements, MMRMA rules, regulations, and administrative procedures shall prevail in any dispute. The Member agrees that any dispute between the Member and MMRMA will be resolved in the manner stated in the Joint Powers Agreement and MMRMA rules.

#### B. Member Obligation - Deductibles and Self Insured Retentions

**County of Jackson** is responsible to pay all costs, including damages, indemnification, and allocated loss adjustment expenses for each occurrence that is within the Member's Self Insured Retention (hereinafter the "SIR"). **County of Jackson's** SIR and deductibles are as follows:

**Table I**

**Member Deductibles and Self Insured Retentions**

COVERAGE	DEDUCTIBLE	SELF INSURED RETENTION
Liability	None	\$100,000
Vehicle Physical Damage	\$1,000 / Vehicle	\$15,000 / Vehicle \$30,000 / Occurrence
Property and Crime	\$1,000 / Occurrence	10% of the remaining up to \$100,000 of loss
Sewage System Overflow	N/A	N/A

The Member must satisfy all deductibles before any payments are made from the Member's SIR or by MMRMA.

The **County of Jackson** is afforded all coverages provided by MMRMA, except as listed below:

1. Sewage System Overflow
- 2.
- 3.
- 4.

All costs including damages and allocated loss adjustment expenses are on an occurrence basis and must be paid first from the Member's SIR. The Member's SIR and deductibles must be satisfied fully before MMRMA will be responsible for any payments. The most MMRMA will pay is the difference between the Member's SIR and the Limits of Coverage stated in the Coverage Overview.

**County of Jackson** agrees to maintain, at all times, on account with MMRMA, sufficient funds to pay its SIR obligations. The Member agrees to abide by all MMRMA rules, regulations, and administrative procedures pertaining to the Member's SIR.

**C. MMRMA Obligations - Payments and Limits of Coverage**

After the Member's SIR and deductibles have been satisfied, MMRMA will be responsible for paying all remaining costs, including damages, indemnification, and allocated loss adjustment expenses to the Limits of Coverage stated in Table II. The Limits of Coverage include the Member's SIR payments.

The most MMRMA will pay, under any circumstances, which includes payments from the Member's SIR, per occurrence, is shown in the Limits of Coverage column in Table II. The Limits of Coverage includes allocated loss adjustment expenses.

**TABLE II**  
**Limits of Coverage**

<b>Liability and Motor Vehicle Physical Damage</b>	<b>Limits of Coverage Per Occurrence</b>		<b>Annual Aggregate</b>	
	<b>Member</b>	<b>All Members</b>	<b>Member</b>	<b>All Members</b>
1 Liability	15,000,000	N/A	N/A	N/A
2 Judicial Tenure	100,000	N/A	N/A	N/A
3 Sewage Systems Overflows	0	N/A	0	N/A
4 Volunteer Medical Payments	25,000	N/A	N/A	N/A
5 First Aid	2,000	N/A	N/A	N/A
6 Vehicle Physical Damage	1,500,000	N/A	N/A	N/A
7 Uninsured/Underinsured Motorist Coverage (per person)	100,000	N/A	N/A	N/A
Uninsured/Underinsured Motorist Coverage	250,000	N/A	N/A	N/A
	Per Statute	N/A	N/A	N/A
8 Michigan No-Fault	5,000,000	N/A	N/A	5,000,000
9 Terrorism				

<b>Property and Crime</b>	<b>Limits of Coverage Per Occurrence</b>		<b>Annual Aggregate</b>	
	<b>Member</b>	<b>All Members</b>	<b>Member</b>	<b>All Members</b>
1 Buildings and Personal Property	143,976,096	300,000,000	N/A	N/A
2 Personal Property in Transit	1,000,000	N/A	N/A	N/A
3 Unreported Property	5,000,000	N/A	N/A	N/A
4 Member's Newly Acquired or Constructed Property	5,000,000	N/A	N/A	N/A
5 Fine Arts	1,000,000	N/A	N/A	N/A
6 Debris Removal (25% of insured direct loss plus)	25,000	N/A	N/A	N/A
7 Money and Securities	1,000,000	N/A	N/A	N/A
8 Accounts Receivable	1,000,000	N/A	N/A	N/A
9 Fire Protection Vehicles, Emergency Vehicles, and Mobile Equipment (Per Unit)	0	10,000,000	N/A	N/A
10 Fire and Emergency Vehicle Rental (12 week limit)	0	N/A	N/A	N/A
11 Structures Other Than a Building	5,000,000	N/A	N/A	N/A
12 Storm or Sanitary Sewer Back-Up	1,000,000	N/A	N/A	N/A
13 Marine Property	250,000	N/A	N/A	N/A
14 Other Covered Property	10,000	N/A	N/A	N/A
15 Income and Extra Expense	1,000,000	N/A	N/A	N/A
16 Blanket Employee Fidelity	1,000,000	N/A	N/A	N/A
17 Earthquake	5,000,000	N/A	5,000,000	100,000,000
18 Flood	5,000,000	N/A	5,000,000	100,000,000
19 Terrorism	50,000,000	50,000,000	N/A	N/A

**D. Contribution for MMRMA Participation**

County of Jackson

Period: January 01, 2010 to January 01, 2011

Coverages per Member Coverage Overview:	\$	582,083
Stop Loss Coverage:	\$	0
Member Loss Fund Deposit:	\$	50,000
<u>TOTAL ANNUAL CONTRIBUTIONS:</u>	\$	632,083

**E. List of Addenda**

1. Sewer Exclusion
2. Limited Liability Coverage for Terrorism
3. Limited Property Coverage for Terrorism

Accepted by:

County of Jackson

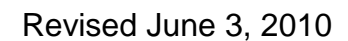
MMRMA

Randall W. Treoche  
Member Representative

  
MMRMA Representative

04 Feb. 2010  
Date

1-28-10  
Date





LOCAL HEALTH DEPARTMENT (LHD)  
PLAN OF ORGANIZATION

**APPROVAL FORM**

**This approval form is to be signed by the health officer and the chairperson of either the board of commissioners or board of health. In the case of a city health department, the mayor or city council president shall sign. Completion of this form is required and submitted to MDCH with the LHD Plan of Organization.**

I have reviewed the Plan of Organization for Jackson County Health Department.  
(insert local health department name)

The Plan and related documentation accurately reflect the organization of services and programs for the area served by the local health department. We affirm this Plan, as submitted, fulfills all the requirements set forth in the LHD Plan of Organization Guide.

Health Officer Name: Ted Westmeier

Health Officer Signature: \_\_\_\_\_

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

Board Chairperson Name: James Shotwell, Jr.

Board Name: Jackson County Board of Commissioners

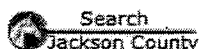
Chairperson Signature: \_\_\_\_\_

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

Comments:

JACKSON COUNTY Jackson County Health Department Summary of Orgkeys for Budget To Actual Comparisons 2009-2010					Updated 6/30/10- RRP 1:00PM				
APPROVED BUDGET FOR FYE 9/30/10 (As of 6/30/10)					<div>RRP</div>				
		BUDGETED	YTD	YTD	BUDGETED	YTD	YTD	PER BUDGET SUBMITTED	
Orgkey	Description	Revenues	ACTUAL Revenues	% Rev	Expenditures	ACTUAL Expenditures	% Exp	Full Time FTE's	Part Time FTE's
HEALTH DEPARTMENT:									
221100	Administration	\$610,138			\$543,954			3.500	0.000
221160	Health Education	\$76,541			\$160,165			2.400	0.000
221175	Emergency Preparedness (Bioterror)	\$351,858			\$317,894			1.100	0.500
221180	Emergency Preparedness Phase III	\$322,129			\$321,829			N/A	N/A
221200	Environmental Health	\$723,160			\$603,076			8.000	0.000
221300	General Nursing (Communicable Disease)	\$49,735			\$214,265			1.600	0.600
221301	MSS/ISS (MIHP)	\$376,500			\$371,726			2.000	1.850
221310	Immunizations	\$317,966			\$304,809			2.000	1.250
221312	Early On	\$153,505			\$151,512			0.800	0.250
221313	Sexually Transmitted Diseases (STD)	\$78,163			\$158,753			1.600	1.000
221320	Infant Mortality Review & Prevention	\$61,660			\$67,096			0.050	1.000
221341	Childrens Special Health Care Services	\$142,544			\$97,169			1.050	1.100
221417	Hearing & Vision	\$54,735			\$107,247			0.250	2.000
221451	Medicaid Outreach & Advocacy	\$100,046			\$150,416			1.600	0.940
221460	Women, Infants & Children (WIC)	\$797,700			\$592,149			6.900	1.280
221575	Soil Erosion	\$35,385			\$54,923			0.750	0.000
221612	Early On Stimulus	\$83,242			\$85,742			0.750	0.000
221616	AIDS Counseling & Testing	\$24,768			\$39,272			0.300	0.500
221630	Tobacco Reduction Coalition	\$20,000			\$17,809			0.250	0.000
221634	Immunization Action Plan	\$71,001			\$83,051			1.100	0.000
221635	Car Seat Program	\$59,966			\$67,868			0.000	0.500
221655	Teen Pregnancy Prevention	\$38,900			\$38,917			0.750	0.000
	Rounding or Special Orgkey Adjustments								
	GRAND TOTAL OF ALL PROGRAMS	\$4,549,642	\$0		\$4,549,642	\$0		36.750	12.770
ANIMAL SHELTER:									
101430	ANIMAL SHELTER:	\$85,200			\$230,453			2.25	1.5

jackson|county



GO

[COUNTY INFORMATION](#) | [LAW ENFORCEMENT](#) | [COUNTY COURTS](#) | [RECREATION](#) | [DEPARTMENTS](#) | [AGENCIES](#)
[VIDEOS](#) | [MISSION/VISION](#) | [STRUCTURE](#) | [STRATEGIC PLAN](#) | [ORDINANCES](#) | [OFFICIALS](#) | [FORMS](#) | [NOTICES](#) | [LOCATE US](#)

**Jackson County Board of Commissioners Meetings Minutes  
July 21, 2009 - Regular Meeting  
Jackson County Commissioners Chambers: 7:00 p.m.**

- Official Greeting
- County Commissioners
- 2008 Audit Report
- Meeting Agendas
- Meeting Minutes
- County Tax Sale
- County Job Openings
- County Directory
- Site Index

### Special County Searches

#### Search Deeds Online

FREE access to search the Register of Deeds records.

#### CALL TO ORDER:

Chairman Shotwell called the July 21, 2009 meeting of the Jackson County Board of Commissioners to order at 7:01 p.m.

**INVOCATION:** by Commissioner Jonathan Williams

**PLEDGE OF ALLEGIANCE:** by Chairman Steve Shotwell

#### ROLL CALL: County Clerk Amanda Riska

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

#### APPROVAL OF AGENDA:

*Moved by Mahoney, supported by Way for Approval of the Agenda.* Motion carried unanimously.

#### AWARDS & RECOGNITIONS

None

#### COMMUNICATIONS/PETITIONS

None

#### SPECIAL ORDERS/PUBLIC HEARINGS

None

#### PUBLIC COMMENT

No public comment.

#### SPECIAL MEETINGS OF STANDING COMMITTEES

##### A. Public Hearing to Adopt the 2010 General Fund Budget

Jim Spink requested that the Board not eliminate conservation district funding.

Nancy Pauly requested that the Board not eliminate conservation district funding.

Nancy Seydell requested that the Board not eliminate conservation district funding.

Sharon Parker requested that the Board not eliminate conservation district funding.

Phil Moilanen spoke on behalf of JTA stating that they appreciate the continued funding.

Kathy Kulchinski requested that the Board not eliminate conservation district funding.

Joe Jones asked the Board what the \$100,000 contribution to the Enterprise Group was used for.

##### B. Resolution (07-09.17) Jackson County 2010 General Appropriations Act

Comments to the public were made by the Commissioners explaining the reasoning for the budget cuts and the prioritization of them.

*Moved by Mahoney, supported by Elwell to Adopt Resolution (07-09.17) Jackson County 2010 General Appropriations Act.* Roll Call: (12). Motion carried unanimously.

##### C. Resolution (07-09.18) to Establish the 2010 Budget for the General Fund and for Special Revenue, Enterprise, Capital Project, and Internal Services Funds for the County of Jackson

*Moved by Videto, supported by Mahoney to Adopt Resolution (07-09.18) to Establish the 2010 Budget for the General Fund and for Special Revenue, Enterprise, Capital Project, and Internal Services Funds for the County of Jackson.* Roll Call: (12). Motion carried unanimously.

**D. County of Jackson, Michigan 2008 Comprehensive Annual Financial Report for the Fiscal year Ended December 31, 2008**

Dave Fisher from Rehmann Robson presented the report and answered questions from the commissioners.

*Moved by Mahoney, supported by Herl to receive report.* Motion carried unanimously.

**PUBLIC COMMENTS**

Pamela McCrum spoke regarding RSVP, and asked that the County reconsider an appropriation to RSVP.

Kenny Price requested that the Board not eliminate conservation district funding.

Sandra Marsh spoke regarding her concern about County health cuts for retirees.

**SPECIAL MEETINGS OF STANDING COMMITTEES**

None

**MINUTES**

Minutes of the 6/16/09 Regular Meeting of the Jackson County Board of Commissioners

*Moved by Mahoney, supported by Elwell to Approve the Minutes of the 5/19/09 Regular Meeting of the Jackson County Board of Commissioners.* Motion carried unanimously.

**CONSENT AGENDA**

Com. Elwell corrected Resolution (06-09.13) by changing Senator Richardson to Richardville and deleting Senator Shauer's name.

*Moved by Videto, supported by Elwell to Approve the Minutes of the 6/16/09 Regular Meeting of the Jackson County Board of Commissioners.* Motion carried unanimously.

A. County Affairs – None

B. County Agencies – None

**C. Human Services**

1. Department on Aging Grant Application List 2010-2012

2. Resolution (07-09.15) Honoring Mary Thompson - Department on Aging Volunteer of the Year - Leadership

3. Resolution (07-09.16) Honoring Jeanette Otto - Department on Aging Volunteer of the Year - Service

4. Region 2 Area on Aging FY 2010-2012 Multi-Year Implementation Plan for Older Americans Act

5. Health Department FY 2008 Annual Report

6. Personnel Change Request

**D. Personnel & Finance****7. Budget Adjustments**

- a. Department on Aging
- b. Friend of the Court
- c. Health Department

E. Claims – 6/1/09 – 6/30/09

**STANDING COMMITTEES**

A. County Affairs - Commissioner Dave Lutchka

None

B. County Agencies - Commissioner Gail W. Mahoney

None

C. Human Services - Commissioner Mike Way

None

**D. Personnel and Finance - Commissioner James Videto**  
None

**UNFINISHED BUSINESS**  
None

**NEW BUSINESS**  
**A. New/Revised Policies**  
Some discussion held.

1. New Fiscal Policy 1170 - Annual Audit  
*Moved by Elwell, supported by Herl to Adopt New Policy 1170 and Revised Policy 2030.* Roll Call: (12) Yeas. Motion carried unanimously.

2. Revised Purchasing Policy 2030 - Professional Services  
*Moved by Mahoney, supported by Lutchka to Approve Revised Purchasing Policy 2030 - Professional Services.* Motion carried unanimously.

**PUBLIC COMMENTS**

Jim Spink spoke stated that he appreciated the Board and was committed to keeping the Board informed. He encouraged the Board to be involved in agriculture programs in Jackson.

**COMMISSIONER COMMENTS**

Cmr. Mahoney encouraged other commissioners to get involved in the conservation district, and apologized for her not being involved as much as possible.

Cmr. Videto thanked Staff and pledged to look at conservation district funding.

Cmr. Lutchka encouraged commissioners to come to the fair.

Cmr. Smith stated that she would like to see the Enterprise Group come to the full board meeting.

Cmr. Herl commended Staff for being in such a good position with the budget. He invited everyone to the Fair and pledged to look at conservation district funding.

Cmr. Poleski expressed his appreciation to Staff and cooperation together.

**CLOSED SESSION:**  
None

**ADJOURNMENT**

Chairman Shotwell adjourned the July 21, 2009 meeting of the Jackson County Board of Commissioners at 8:21 p.m.

<< Go to the Top Of the Page >>

James E. Shotwell - Chairman, Jackson County Board of Commissioners  
Amanda L. Riska - County Clerk  
Respectfully submitted by Carrienne VanDusseldorp - Chief Deputy County Clerk

Copyright ) 2006 by Jackson County All Rights Reserved

Jackson County • 120 West Michigan, Jackson, MI 49201

**JACKSON COUNTY**  
**Jackson County Health Department**  
**Summary of Orgkeys for Budget To Actual Comparisons 2010-2011**

Updated 6/30/10- RRP  
 1:00PM



**APPROVED BUDGET FOR FYE 9/30/11**

Orgkey	Description	BUDGETED	YTD	YTD	BUDGETED	YTD	YTD	PER BUDGET SUBMITTED	
		Revenues	ACTUAL	%	Expenditures	ACTUAL	%	Full Time	Part Time
			Revenues	Rev		Expenditures	Exp	FTE's	FTE's
<b>HEALTH DEPARTMENT:</b>									
221100	Administration	\$874,062			\$765,016			3.500	0.000
221160	Health Education	\$55,122			\$190,721			2.400	0.000
221175	Emergency Preparedness (Bioterror)	\$158,929			\$141,641			1.100	0.500
221200	Environmental Health	\$723,160			\$583,162			8.000	0.000
221300	General Nursing	\$49,735			\$210,524			1.700	0.600
221301	MSS/ISS (MIHP)	\$410,000			\$326,434			2.250	1.750
221310	Immunizations	\$329,966			\$341,688			2.100	1.250
221312	Early On	\$143,000			\$145,125			0.700	0.250
221313	Sexually Transmitted Diseases (STD)	\$77,963			\$157,596			1.600	1.000
221320	Infant Mortality Review & Prevention	\$61,660			\$65,810			0.050	1.100
221341	Childrens Special Health Care Services	\$140,758			\$121,319			1.050	1.100
221417	Hearing & Vision	\$54,735			\$98,416			0.250	2.000
221451	Medicaid Outreach & Advocacy	\$111,645			\$156,507			1.600	0.945
221460	Women, Infants & Children (WIC)	\$762,105			\$577,242			5.900	1.980
221575	Soil Erosion	\$35,385			\$52,623			0.750	0.000
221612	Early On Stimulus	\$83,242			\$87,120			0.600	0.000
221616	AIDS Counseling & Testing	\$18,318			\$37,434			0.100	0.500
221630	Tobacco Reduction Coalition	\$20,000			\$18,820			0.250	0.000
221634	Immunization Action Plan	\$71,701			\$83,465			1.100	0.000
221635	Car Seat Program	\$44,900			\$65,090			0.000	0.500
221655	Teen Pregnancy Prevention	\$50,000			\$50,633			0.750	0.000
	Rounding or Special Orgkey Adjustments								
	<b>GRAND TOTAL OF ALL PROGRAMS</b>	<b>\$4,276,386</b>	<b>\$0</b>		<b>\$4,276,386</b>	<b>\$0</b>		<b>35.750</b>	<b>13.475</b>
<b>ANIMAL SHELTER:</b>									
101430	ANIMAL SHELTER:	\$165,185			\$310,458			2.25	1.5

**REPLACE BLANK SHEET**  
**WITH APPROVED**  
**BOARD OF COMMISSIONERS**  
**MEETING MINUTES OF JUNE 15, 2010**



## Community Services

### Emergency Preparedness 768-1633

- Information, training, and planning provided to schools, businesses, and community
- Speaker and educational resources available

### Health Education 768-1660

- Wide variety of health education resource materials available (pamphlets, videos, etc.)
- Speakers available, offering a variety of health related topics

### Jackson Tobacco Reduction Coalition 768-2131

- Tobacco reduction through education, prevention, and advocacy
- Resources and speakers
- Quit kits / Cessation tips
- Tobacco-free worksite policy development

### Teen Pregnancy Prevention Services 768-2150

- Community resource for puberty education, teen sexuality, and pregnancy prevention
- Presentations, information, and resources
- Coordinate Teen Pregnancy Prevention Initiative



### Office Location

1715 Lansing Avenue, Suite 221  
Jackson, MI 49202  
Telephone (517) 788-4420  
Toll Free (888) 781-4420  
Fax (517) 788-4373

### General Hours

Monday through Friday  
8:00 a.m. - 5:00 p.m.

Clinic and evening hours vary

### Visit our website:

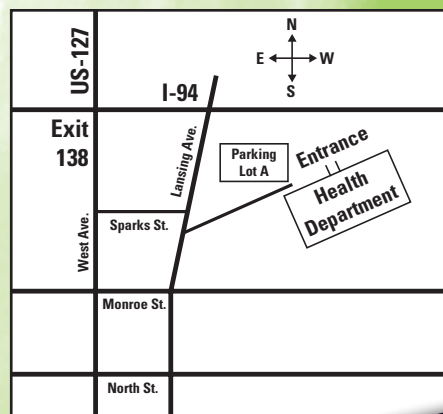
[www.co.jackson.mi.us/hd](http://www.co.jackson.mi.us/hd)

Tell us how we are doing...

Complete our Customer Satisfaction  
Survey on our website.

For information on additional  
programs in Jackson County,  
call 211 or (866) 561-2511.

The Jackson County Health Department will not deny participation in its programs based on race, sex, religion, national origin, age, or disability. State and federal eligibility requirements apply for certain programs.



# Jackson County Health Department



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

*Creating Healthy Communities*





## Individual and Family Services

### Car Seat Program 768-2181

- Low-cost car seats for all income levels
- Certified Child Passenger Safety Technicians
- Car seat installation education
- Free car seat checks
- Presentations and educational materials
- Call for appointment

### Children's Special Health Care Services 788-4422

- Services for children with chronic health conditions / disabilities and their families
- Call for appointment

### Communicable Disease 768-1662

- Information, testing, treatment, and follow-up for cases and contacts
- Monitoring and reporting of diseases

### Early On 768-1625

- Services for any child from birth to three with special medical, physical, or developmental needs
- Free evaluation and service coordination
- All income levels

### Health Insurance Programs 768-1637

- Healthy Kids Medicaid: Health insurance for children and pregnant women
- MICHild: Health insurance for children
- MOMS-Maternal Outpatient Medical Services: Coverage for pregnant women awaiting insurance approval; Must apply at health department
- Application assistance for Plan First (Family Planning Services)
- Application assistance and referrals to community resources
- Call for appointment
- Free prescription discount card available, no income restrictions
- Call for appointment

### Hearing and Vision Screening 788-4395

- Free testing in schools and community clinics
- Call for community clinic hours

### HIV/AIDS Counseling and Testing 788-4477

- Free confidential counseling and testing
- Rapid HIV testing available
- Call for appointment

### Immunizations 788-4468

- Immunizations and TB Testing
- Seasonal flu and pneumonia shot clinics
- Community education / speakers
- Call for current hours and fees

### Maternal Infant Health Program 768-2114

- Nursing, social work, nutrition counseling, childbirth preparation, and safe sleep education for pregnant women and infants
- Childbirth and parenting classes
- Referrals to other programs and services
- Transportation assistance

### Sexually Transmitted Disease Clinic 788-4477

- Information, testing, treatment, and follow-up for cases and contacts
- Most services free
- Free pregnancy and rapid HIV testing

### Tuberculosis (TB) Clinic 768-1664

- Physician care and drug treatment follow-up for TB cases and contacts
- Call for appointment

### WIC (Women, Infants, and Children) Supplemental Food Program 788-4484

- Healthy foods to eligible pregnant, postpartum, and breastfeeding women, infants, and children under age five
- Must meet income guidelines
- Lead screening available
- Call for appointment

## Environmental Services

### Environmental Health Programs 788-4433

#### Food Service

- Consultation / Inspection
- ServSafe certification for managers
- Education / Food safety classes
- Foodborne illness investigations
- Complaint investigations

#### Septic Systems

- Consultation / Education
- Permits / Inspections
- Site evaluations

#### Soil Erosion Permits

- Plan review
- Site consultation
- Permits / Inspections

#### Well Water Program

- Consultations / Education
- Permits / Inspections
- Site evaluations

#### Other Services

- Nuisance complaint investigations and enforcement
- Public swimming pool inspections
- Campground inspections
- Department of Human Services inspections
- Radon test kits
- Household hazardous waste collection events

#### Animal Shelter 788-4464

- Located at 3370 Spring Arbor Rd.
- Animal adoption and other services
- For animal control issues, call 911

## Jackson County Board of Commissioners

*James E. Shotwell, Jr., Chairman*

*Earl J. Poleski, Vice-Chairman*

*Phillip S. Duckham III*

*David K. Elwell*

*Clifford E. Herl*

*Jeffrey D. Kruse*

*David F. Lutchka*

*Gail W. Mahoney*

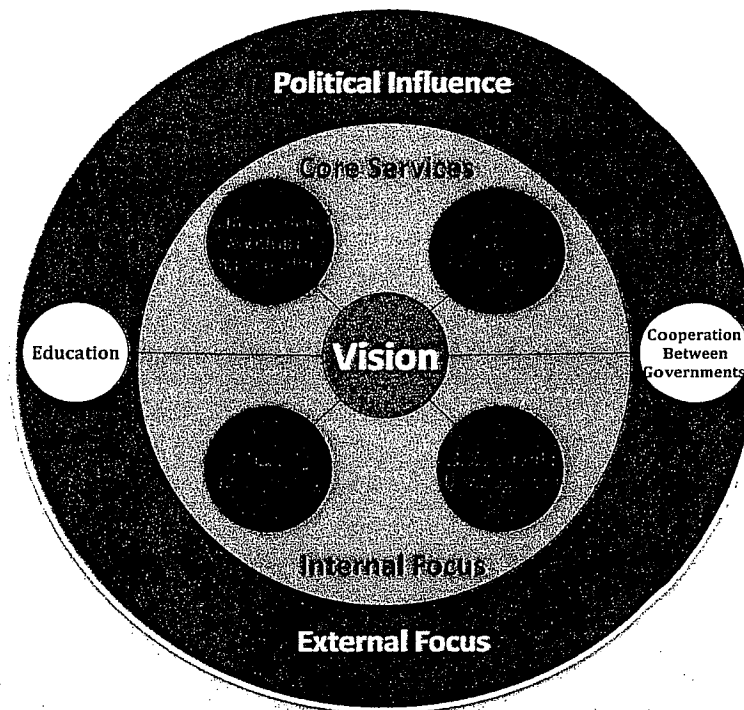
*Patricia A. Smith*

*James C. Videto*

*Michael J. Way*

*Jonathon T. Williams*

## Jackson Board of Commissioners Strategic Priorities



### Organizational Goals

Improved Work  
Environment

### Core Values

Integrity

Leadership

Collaboration

Responsiveness

Accountability

# A Community Vision for Jackson County

**Safe Community** – Jackson County is a partnership of self-sustaining people with shared values where residents peacefully coexist and participate in all aspects of life. Citizens know how to access a wide variety of services when needed. Jackson is a safe community where public safety presence is felt but not needed – a great place to live, work, and play.

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

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

**Recreational & Cultural Opportunities** – 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.

**Cooperation Between Governments** – Jackson County provides effective and economical services for all citizens by working cooperatively and collaboratively with other units of government.

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

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



# What are we doing?

## Safe Community

### Three-Tiered Focus

- Communication & Education
- Prevention & Enforcement
- Community Empowerment

### Accomplishments

- ✓ Increased funding to safe community agencies while decreasing overall county budget

## Economic Development

### Strategies

- Facilitate a community economic strategic planning process
- Streamline permitting and licensing process and requirements

### Accomplishments

- ✓ Completion of Economic Development Strategic Plan
- ✓ Target Market Analysis

## Healthy Community

### Strategies

- Facilitate a countywide taskforce to develop a long-term plan for improving overall health of Jackson residents

### Accomplishments

- ✓ Development of Health Improvement Organization
- ✓ Community Action Plan created by HIO Coordinating Council
- ✓ Targeting physical activity, nutrition, tobacco, and depression

## Recreational & Cultural Opportunities

### Strategies

- Measure community perception of Jackson County
- Build on identified community strengths using a community coaching approach
- Launch community relationship renewal campaign

### Accomplishments

- ✓ Participated in National Citizen Survey
- ✓ Creation of Community Calendar hosted by the Jackson County Convention & Visitors Bureau  
<http://www.visitjacksonmi.com/thingstodo/calendar-of-events.php>

## Cooperation Between Governments

### Strategies

- Re-energize the Intergovernmental Committee
- Inventory cooperative arrangements
- Develop communication tools to increase collaboration

### Accomplishments

- ✓ Combined information technology services with other units of governments through service license agreements
- ✓ Cooperative purchasing agreements with City and townships.
- ✓ Roll out of Gov-QA website

## Education

### Strategies

- Encourage county employees and residents to mentor
- Facilitate cooperation between education systems
- Bring together all education stakeholders

### Accomplishments

- ✓ Creation of county-wide education team with representation all levels of education
- ✓ Adoption of count-wide math focus
- ✓ Implementation of a math summit for teachers

## Improved Work Environment

### Strategies

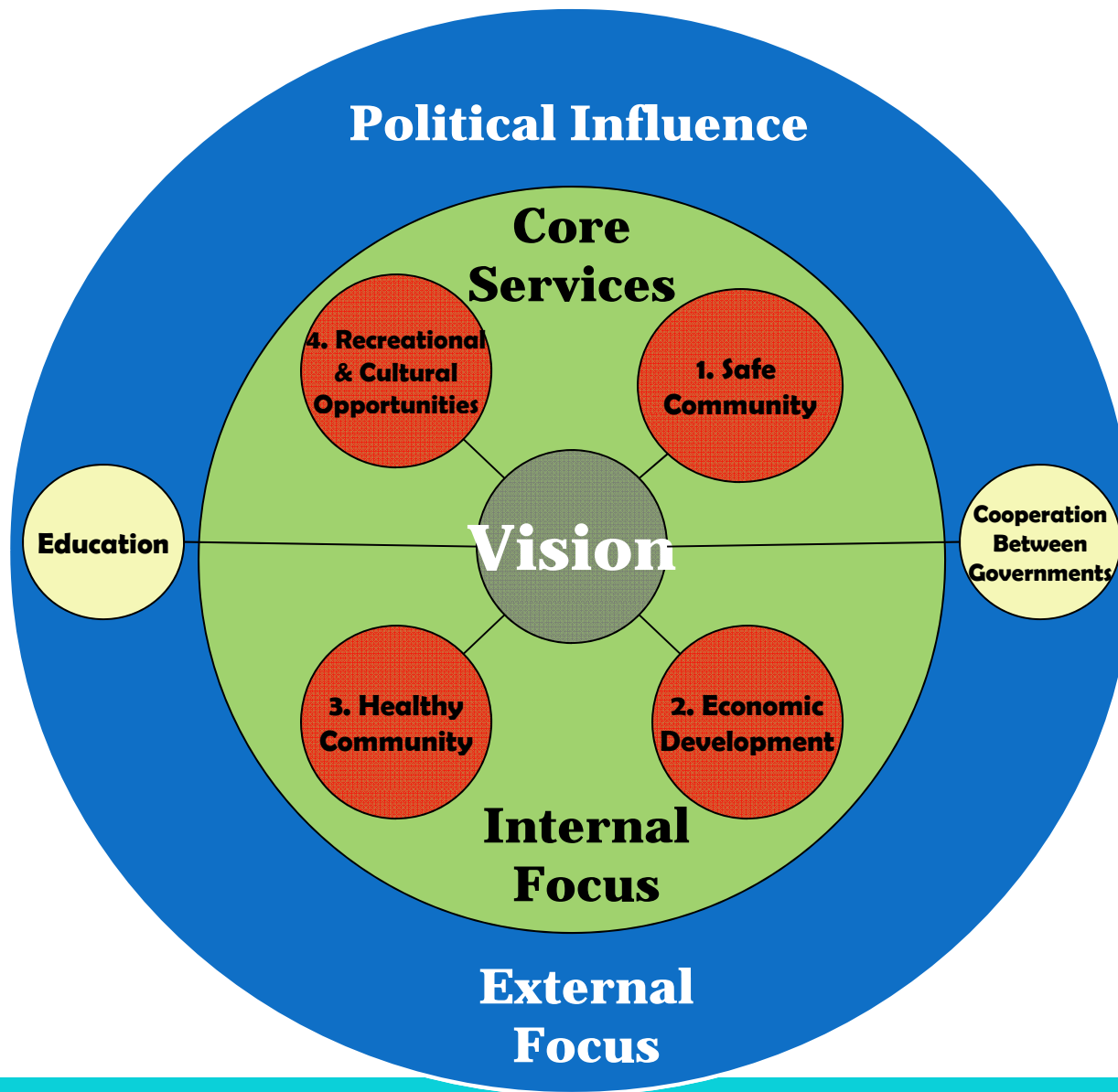
- ✓ Create a user-friendly environment for the public
- ✓ Develop and enhance department heads and elected official's management abilities
- ✓ Increase employee health through a wellness plan

### Accomplishments

- ✓ Organizational Survey conducted to measure employee satisfaction and work environment
- ✓ Three-day instruction for department heads and elected officials to learn about employee engagement



# Jackson Board of Commissioners Strategic Priorities



## Organizational Goals

Improved Work Environment

## Core Values

Integrity  
Leadership  
Collaboration  
Responsiveness  
Accountability

# Healthy Community

26

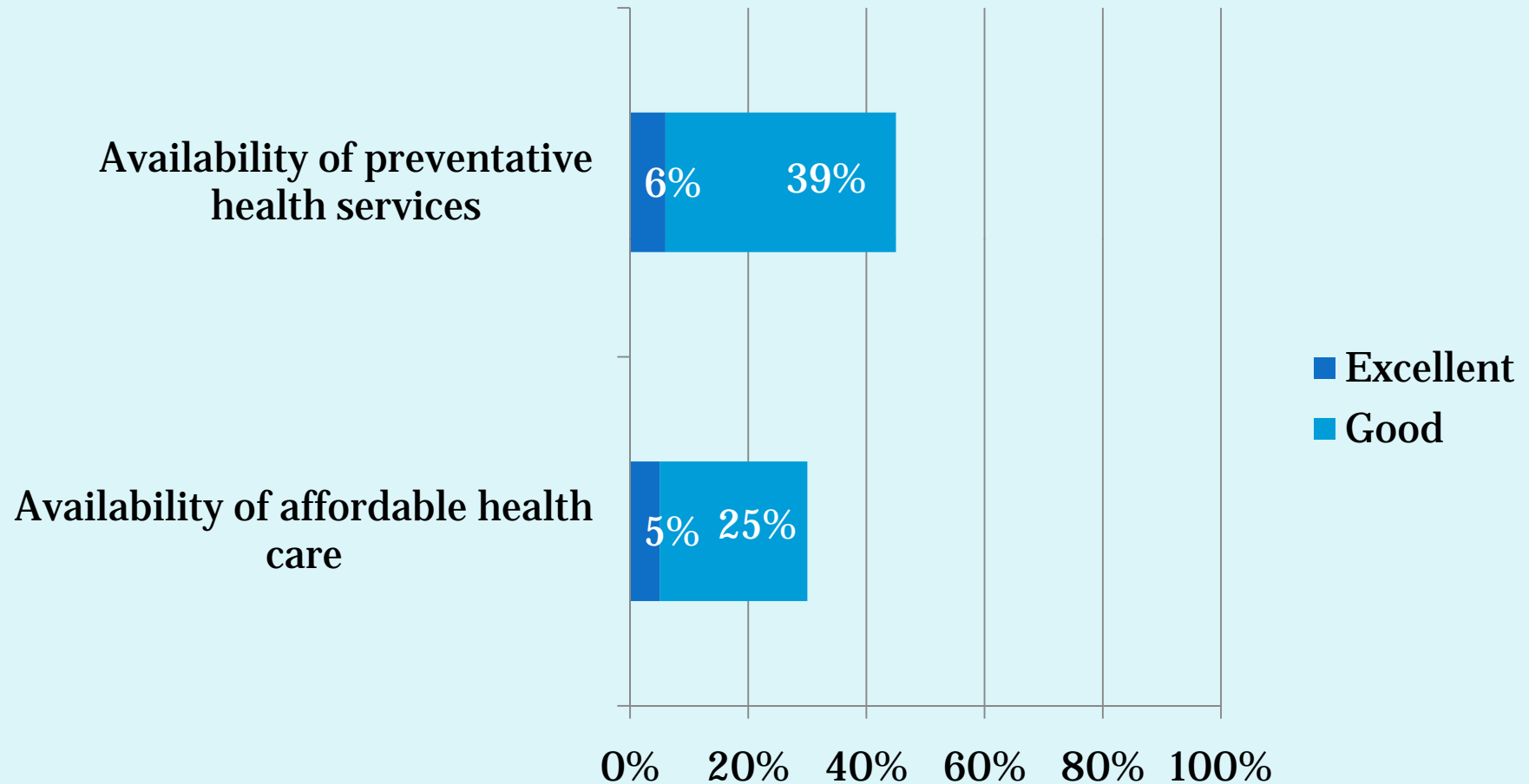
## **CORE SERVICE PRIORITY NUMBER 3**

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

# ...affordable & accessible healthcare



27



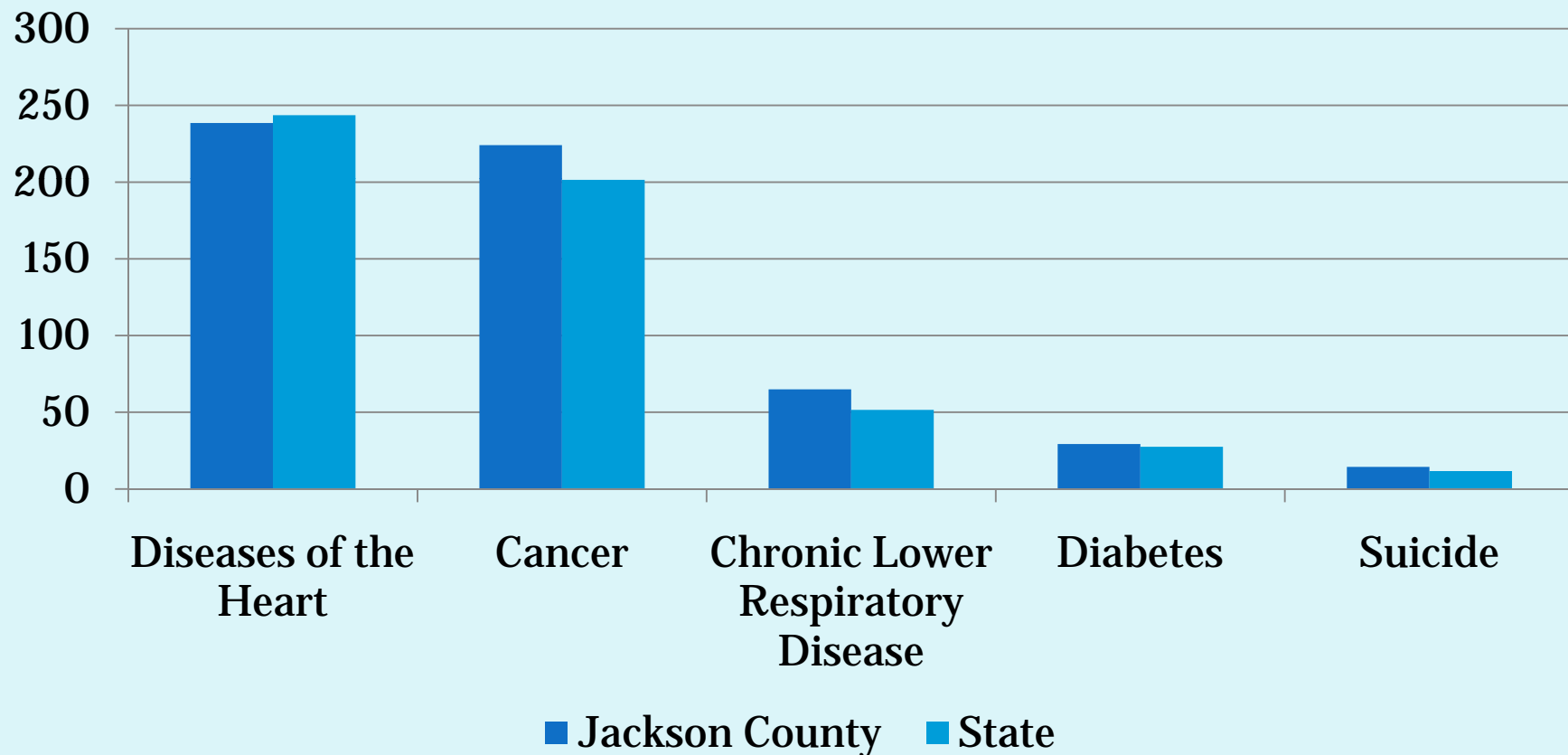
Source: National Citizen Survey

# ...commitment to wellness

28



## Vital Statistics



# Progress Made – Healthy Community



29

Major Strategy	Progress
Facilitate a countywide taskforce to develop a long-term, comprehensive plan for improving the overall health of Jackson County residents.	<ul style="list-style-type: none"><li>•Health Improvement Organization (HIO) council was developed, which includes over 30 organizations and 100 individuals.</li><li>•HIO Coordinating Council is in the final stages of completing a community action plan. Goals and strategies address 1) Physical Activity, 2) Nutrition, 3) Tobacco, and 4) Depression.</li><li>•Five ad-hoc groups meeting to establish timelines and resources needed.<ol style="list-style-type: none"><li>1. Reduce obesity rates</li><li>2. Increase awareness of healthy lifestyle</li><li>3. Reducing smoking and exposure to smoking</li><li>4. Increase capacity to address mental health</li><li>5. Support other community wide priorities</li></ol></li></ul>



## Strategic Outcomes (BHAG)



Metric	2008	2013 Target
Percent of respondents rating the availability of affordable quality health care in Jackson County excellent or good.	30%	33%
Percent of respondents rating the availability of paths and walking trails excellent or good.	55%	58%
Percent of respondents with positive perception of opportunities for healthy lifestyle with regard to physical activity in Jackson County.	84%	86%
Percent of respondents with positive perception of opportunities for healthy lifestyle with regard to fruits and vegetables in Jackson County.	82%	84%
Smoking rate	27%	24%
Percent of respondents who are overweight or obese.	70%	67%
Teenage Pregnancy Rate	66.7	64
Percent of Jackson County 7 <sup>th</sup> graders at or above the 85 <sup>th</sup> percentile in BMI.	33.8%	32%

# COMMUNITY HEALTH ACTION PLAN

Health Improvement Organization  
Coordinating Council  
March 18, 2010

# Process of Development

- ▣ Priority/Goals/Objectives
- ▣ Best Practice/Review of Evidence
- ▣ Existing Programs/Assets
- ▣ Focus group feedback
- ▣ Workgroup planning
  - Media
  - Access/Infrastructure
  - Advocacy
  - Social Services

# Strategy Map

- ▣ Adapted from MAPP framework (Mobilizing for Action through Planning and Partnerships)
- ▣ Improve the alignment and execution of our strategies to yield better public health outcomes
- ▣ Maps strategies against cause & effect assumptions across different perspectives

Perspectives  
in Current  
Practice for  
Public Health

Community Health Status

Community Implementation

Community Process & Learning

Community Assets

Assumed cause & effect

```
graph TD; A[Perspectives in Current Practice for Public Health] -- "Assumed cause & effect" --> B[Community Assets]; B --> C[Community Process & Learning]; C --> D[Community Implementation]; D --> E[Community Health Status];
```

The diagram illustrates a conceptual model of public health practice. It features five main components arranged in a diagonal sequence from bottom-left to top-right: 'Community Assets', 'Community Process & Learning', 'Community Implementation', and 'Community Health Status'. A fifth component, 'Perspectives in Current Practice for Public Health', is positioned at the top-left. A thin blue arrow points from 'Perspectives...' down to 'Community Assets', with the text 'Assumed cause & effect' written along its path. Three large, thick blue arrows connect the components in a sequential flow: from 'Community Assets' to 'Community Process & Learning', from 'Community Process & Learning' to 'Community Implementation', and from 'Community Implementation' to 'Community Health Status'.

# Goal 1: Improve people's knowledge, attitudes, and beliefs related to emotional health, active living, nutrition, and smoke-free lifestyles



# Goal 2: Reduce the obesity rate amongst Jackson County residents



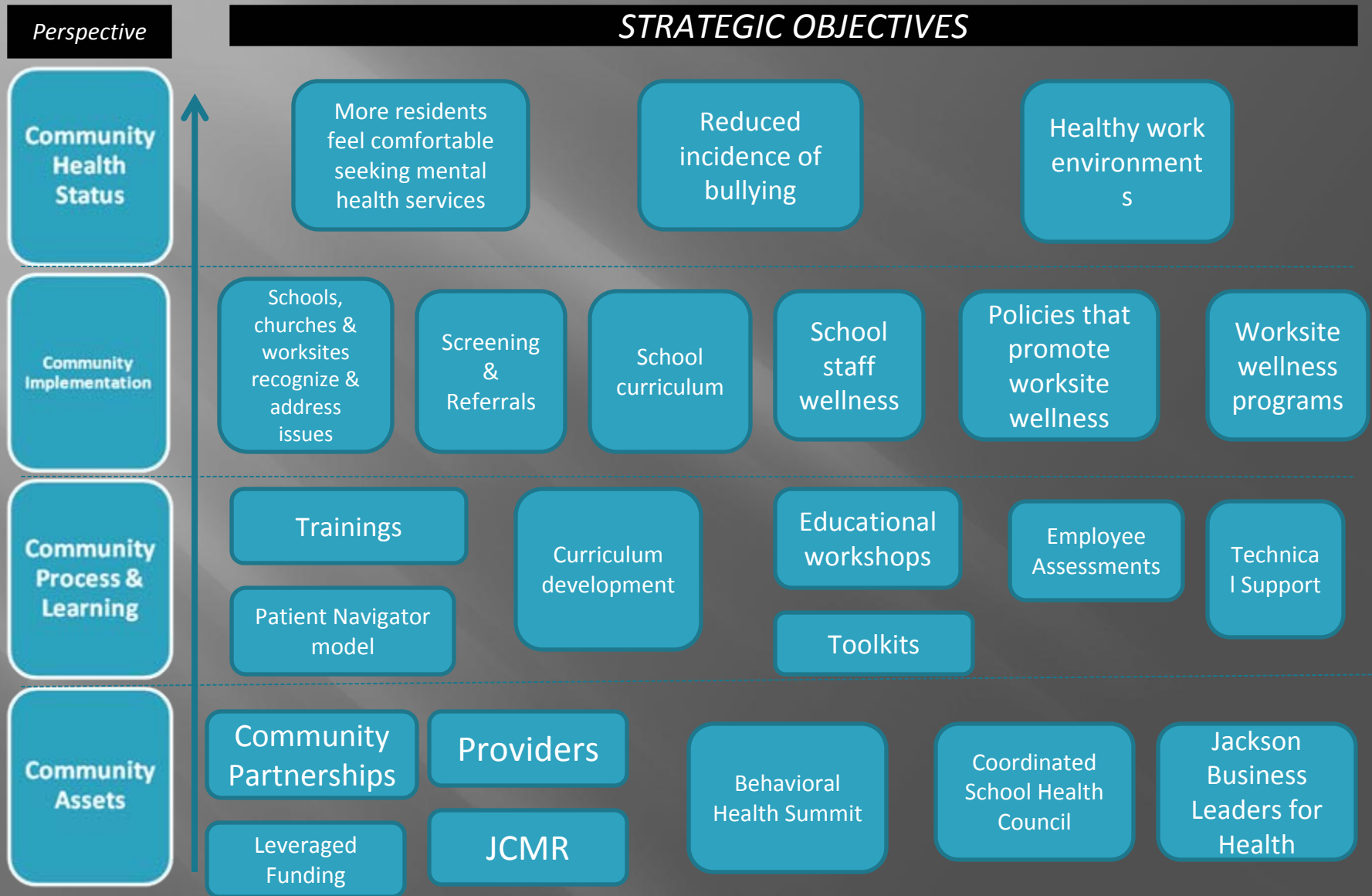


# Goal 3: Reduce the number of smokers and those exposed to secondhand smoke in Jackson County





# Goal 4: Improve the capacity/ability for Jackson residents to address mental health issues



# Next Steps/Timeline

- ▣ April-June '10
  - Reporting to HIO Board Committee, UW Community Solutions, HSC/County Commissioners
- ▣ June-July'10
  - Public Release/Media
- ▣ July –December '10
  - 1<sup>st</sup> Year Action Items
  - Partnerships/"Handshakes"
  - Capacity Building/Training/Development
  - Collaborative Funding Opportunities
- ▣ November '10-February '11
  - Assessment/Baseline evaluation

# Next Steps/Timeline

- ▣ Jan-March '11
  - 2<sup>nd</sup> Year Action Items
  - Social Marketing Kick-Off
  - Program Implementation

# Public Release

- ▣ Media Workgroup
- ▣ June/July Timeline
- ▣ Co-Sponsored Release of HIO CC Plan
  - United Way Community Solutions Team
  - Allegiance Health/HIO Board
  - Jackson County Strategic Planning/Healthy Communities

# 1<sup>st</sup> Year CAP Budget

## Action Item Implementation

- ▣ Infrastructure/coordination staff time
- ▣ Assessment costs(including data analysis)
- ▣ Training costs, educational materials, curriculum, events, food, reports
- ▣ Project-based staff time/expertise
- ▣ Partner staff time

# Announcements

- ▣ Minority Health Month
- ▣ Survey for Smoke-free Michigan
  - <http://www.surveymonkey.com/s/6DDM8FK>
- ▣ Focus Groups
- ▣ Others

Goal 1: Improve the knowledge, attitudes and beliefs the residents of Jackson County related to emotional health, physical activity/active living, nutrition, and smoke-free lifestyles.				Measures of Success: 1) % of residents having positive responses to survey questions regarding topics of goal; 2) # of residents that receive activity and nutrition guideline information; 3) # of agencies that improve competency in facilitating health promotion programs; 4) # of residents that are exposed to social marketing campaign and advertisements of healthy eating and exercise venues			
Objectives, By December 2013	Baseline/Source	Strategies	Activities/Tactics	Data/Evaluation	Year 1 Action Items	Resources	Key Partners
1.1 – Establish baseline and increase by at least 10% the number of Jackson residents who understand the guidelines for recommended physical activity and nutrition	Need to collect	A. Social Marketing Campaign addressing physical activity, nutrition and mental health access/recommendations (including anti-stigma) and tobacco free lifestyle	Public release of HIO CC plan	# participate in release event	Develop and produce report, promote and host kick-off event	HIO CC staff and partner time; \$\$ for promotion; \$\$ for event	Allegiance Health, JCHD, United Way, All HIO CC member organizations; Retail organizations that market health-related products/services
1.2 – Increase to 60% the proportion of Jackson adults who have a positive perception of Jackson residents’ access to opportunities for active living			Consumer-directed norming messages around health and connection to resources (including mental health anti-stigma);	Pre- and post-survey data- knowledge and awareness	Develop campaign branding; complete pre-assessment	\$ for marketing/web design expertise; HIO CC staff and partner time	
			Create publicity/visibility around existing events and opportunities for healthy living (including parks and low cost options) through the use of maps, signage, menu labels, newsletters, websites, etc.; publicize ways to access mental health programs	# of campaign materials in circulation in community	Create HIO website with links; inventory of existing events and activities to promote		
1.3 – Increase to 55% the proportion of Jackson adults who have a positive perception of Jackson residents’ access to opportunities for healthy eating	45%, 2008 CHA	Community-wide competition with recognition and rewards for healthy activities	Participation in community competition	Complete competition design, solicit commitment from local business partners; research other communities signage			
1.4 – Establish baseline and increase by at least 10% the number of Jackson residents who recognize the symptoms of mental distress and identify healthy coping mechanisms in response	Need to collect	Neighborhood-based/Work of Mouth education (natural helpers)	# of helpers trained, # materials delivered	Identify potential partners/ natural helpers’ (ie barbers); create training format/content			
		Endorse certain activities, locations, restaurants, vendors, food outlets as healthy “friendly”	# of food outlets with HIO-CC endorsements	Develop criteria for "healthy" items/activities; Identify restaurant partners			
1.5 – Establish baseline and increase by 10% the proportion of Jackson adults who recognize the harmful effects of smoking and secondhand smoke.	Need to collect	Incorporate physical and mental health messages into existing communication pieces ie. Newsletters (including schools), newspapers, etc.	# of campaign materials in circulation in community	Identify existing communications for piggybacking	Non-profit support network; MSU extension, JCHD, CAA, LifeWays		
		B. Provide training to area organizations on healthy fundraisers and implementing healthy lifestyle support and self-management programs, including parenting, stress-management, tobacco, walking clubs, cooking classes, etc.	Evidence-based trainings based on different topics (ie PATH, Kaiser Tobacco Support, MH First Aid), target employers,School, Church, WIC, Child Care, Parenting Programs groups, etc.	Capacity and competency of community agencies to facilitate health promotion programs independently; # of organizations that receive training;		Identify trainings (using existing curricula wherever possible) Get PATH master training	Training \$\$; curriculum costs
		Create a corresponding Speaker's Bureau	# of agencies that host health promotion events	Identify community resources for speaking events		HIO CC staff and partner time	

Objectives, By December 2013	Baseline/Sourc e	Strategies	Activities/Tactics	Data/Evaluation	Year 1 Action Items	Resources	Key Partners
Goal 2: Reduce the obesity rate amongst Jackson County residents to be at or lower than the state average.				Measures of Success: 1) % of residents who are overweight and obese; 2) # of residents that report getting adequate amounts of physical activity on a weekly basis; 3) # of residents who reporting eating adequate amounts of produce on a weekly basis; 4) # of worksites that adopt pro-healthy choices policies; 5) # of students that use non-motorized transportation to get to and from school; 6) # of adults that use non-motorized transportation for recreation, errands, and work; 7) # of residents that receive a physician referral for prevention/lifestyle management services			
Objectives (by December 2013)	Baseline/Sourc e	Strategies	Activities/Tactics	Data/Evaluation	Year 1 Action Items	Resources	Key Partners
2.1 – Increase to 43% the proportion of Jackson residents who meet federal recommendations for physical activity	33%, 2008 CHA	A. Advocate favorable non-motorized transportation policies (e.g. Complete Streets, trail connectedness, etc.) with Commissioners, developers and transportation authorities	Assessments of worksite and school walk-ability to include issues of safety, maintenance and access	Completed assessment results	Assessment and further exploration of HIA concept	HIO CC staff and partner time	Fitness Council; Walkable Communities Taskforce; County Commisioners; City Engineer; Jackson Community Planning Committee (Jackson Community Comprehensive Plan)
			Develop non-motorized transportation planning tools	County zoning/land use plans that designate trail connections, bike lanes, traffic stops, street lights, etc.; Improvements made to sidewalks, trails, parks, etc.	Research tools		
			Advocate with legislators and department heads to implement (ie via Complete streets ordinance)		Policy training for local stakeholders	Training \$\$	
		B. Policies to open school facilities to the public after hours (gyms, tracks, etc.)	Assess current school policies and develop advocacy materials; Meet with key stakeholders; Prepare recommendations to share with school leaders	# of Jackson County’s public schools that institute policies that allow public access to recreational facilities during non-school hours; # of school facility users	Catalog exisitng policies, identify templates/best practices	\$\$ for school assembling	Coordinated School Health Teams; JPS Facilities Director
		C. Design and implement Safe Routes to schools and the use of walking school bus in all districts	Advocate changes needed from assessment; Establish and advertise Safe-Routes	# of Safe Routes to schools; # of students that walk/bike to school	Identify Schools that do not currently participate and initiate meetings	\$\$ for meetings	Fitness Council, Walkable Communities Taskforce; Coordinated School Health Teams; JPS; ISD
		D. Build, strengthen and maintain social networks (ie buddy systems, walking/biking groups) that provide supportive relationships for physical activity behavior change	Compile list of resources; Provide workshops that teach social networking skills (agencies and resident trainings); Create system of sustainability and opportunities for groups to interface (increase capacity by advertising/marketing)	# of residents reporting participation in a social network; # of social networks supported by HIO-CC members	Identify existing networks, identify training that can benefit and expand impact	\$\$ for training?	Service Clubs; CAA; Big Brothers Big Sisters; Many community agencies, cycling clubs, etc.; Rotary Club; Chamber of Commerce and Fitness Council; Worksite Wellness programs
		E. Pursue trail connectedness- connected bike lanes and trails for cross-community routes (especially to schools) and increase number of multi-use trails	Develop connectedness plans; Work with advocacy group to implement	# of trails that get connected; # of trails that become multi-use	Assessment and further exploration of HIA concept	\$\$ for assessment	Fitness Council; Walkable Communities Taskforce; MI Airline Trail; Trails & Greenways Alliance; Senator Schauer; County-City Parks & Recreation Plan; Road Commissioners
		F. Provide tools and competency training to support consistent screening and effective referrals for patients and families in need of services for prevention/lifestyle management	Integrate protocols/workflow for screening, referral and treatment for sedentary behavior/physical activity into Jackson Community Medical Records	# of referrals made using tools; # of training participants	EMR revisions;	HIT staff time	Integrated Care Management, Allegiance Medical Staff
			Provide trainings on use of these tools *Refer to AMA Healthier Lifestyles, Exercise is Medicine, Motivational Interviewing				



Objectives, By December 2013	Baseline/Source	Strategies	Activities/Tactics	Data/Evaluation	Year 1 Action Items	Resources	Key Partners
2.2 – Increase to 21% the proportion of Jackson residents who meet federal recommendations for fruit and vegetable intake (at least 5 servings per day)	16%, 2008 CHA	A1. Expand retail offerings of fresh produce through grocery stores and convenience stores in areas of need	Identify criteria to qualify quality produce;	# of vendors offering affordable, fresh foods	Develop criteria for "healthy" items/activities	Nutritionist staff time, convening local retail partners	Dietitians, Retail partners, Community Action Agency
			Work with stores to develop strategies to make produce more affordable and appealing;		Identify retail partners		
			Advocate use of PA 231		Local advocacy training	\$\$ for policy training	
		A2. Expand food pantry offerings of fresh produce throughout the community	Identify criteria to qualify quality produce;	Volume of available produce	Develop criteria, Identify pantry partners	Nutritionist staff time, convening local pantry partners	Salvation Army and other food pantries, United Way Income Solutions Team
			Work with pantries to solicit more produce;				
			Provide education to consumers on preperation of produce	# of consumers receiving education	Develop educational matierals	\$\$ for materials	
		B1. Advocate land usage policies/oversight system to support farmers' markets	Participate in policy advocacy training; Research model policies; Develop advocacy materials; Meet with local farmers;	Documented advocacy work favoring land use policies	Policy training for local stakeholders	\$\$ for policy training	Jackson Community Development Department; Jackson County Land Bank; Region 2 Planning Commission, MiFMA (Michigan Farmers' Market Assoc.), Kuhl's Farmers Market; Adams Farmer Market
			Make HIO recommendations that advocate for the development of supportive policies to relevant policy makers		Research policies	HIO CC staff and partner time	
		B2. Advocate land usage policies, create oversight system to support community gardens	Participate in policy advocacy training; Research model policies;	# of community gardens in operation	Policy training for local stakeholders;	\$\$ for policy training	Together We Can Make a Difference CG Group; Partnership Park Neighborhood Assoc.; Seed Starting @ Schools; Community Development Department; City of Jackson
			Develop partnership with community garden network; Make HIO recommendations that advocate for the development of supportive policies to relevant policy makers		Expand community tools to support gardening program	\$\$ for tools	
		C. Increase healthful options on local restaurant menus	Develop educational materials for use in restaurants; Conduct menu/restaurants assessments; Assist with revisions as needed	# of restaurants recognized for offering healthy menu options	Identify crieter; establish restaurant partnerships	HIO staff and partner time	Dietitians, Retail partners, Chamber of Commerce; JCHD Environmental Health
		D. Provide tools and competency training to support consistent screening and effective referrals for patients and families in need of services for prevention/lifestyle management	Integrate protocols/workflow for screening, referral and treatment for obesity/nutrition into Jackson Community Medical Records	# of patients with reported data in EMR; # of patients that utilize referrals	Identify additional tools; EMR revisions: By June 2011; Training and implementation: Jun 2011 - ongoing	HIOCC staff and partner time, HIT staff time	JCMR/ICM; Allegiance Medical Staff; Center for Family Health; JCMS
			Provide trainings on use of these tools *Refer to AMA Healthier Lifestyles, Exercise is Medicine, Diet Readiness Assessments, Motivational Interviewing;	# of referrals made using tools; # of training participants			

Objectives, By December 2013	Baseline/Sourc e	Strategies	Activities/Tactics	Data/Evaluation	Year 1 Action Items	Resources	Key Partners
2.3 –Increase by at least 10% the number of students that meet nutrition and physical activity guidelines in targeted pilot schools	57% HS, 60% MS, meet physical activity guidelines, MIPHY 27% HS, 37% MS, meet F/V guidelines, MIPHY	A. Advocate for state-wide minimum standards for physical education and nutrition curriculum in all grade levels	Participate in policy advocacy trainings; Develop local advocacy materials; Meet with key stakeholders; Develop Plan B if necessary	Documented advocacy work toward healthy living curriculum; # of schools using healthy curriculum	Policy training	\$\$ for policy training; HIO CC staff and partner time	Coordinated School Health
		B. Assist local school districts in institution of community-wide policies for nutritional content of school offerings	Participate in policy advocacy trainings; Research model policies/ recommendations; Meet with key stakeholders; Follow-up to provide training to schools on implementation	# of schools using healthy standards; # of schools with policies regarding nutritional content of school offerings	Policy training; Identify templates for policies/protocols; Provide education	HIO CC staff and partner time	Coordinated School Health, School Superintendents, FSEP, ISD
		C. Integration of healthy lifestyle curriculum on nutrition and physical activity into existing lesson plans (piloted in select schools)	Identify pilot schools; research/develop curricula; Provide training to teachers as needed	# of revised curriculums in use; # of educators trained	Research curriculum; identify pilot schools/classrooms	HIO CC staff and partner time; \$\$ for meetings	CSHC/JPS/ISD
		D. School staff wellness programs to support staff in modeling healthy nutrition and physical activity behaviors on school grounds (piloted in select schools)	Conduct assessment of existing wellness programs; Develop education/training materials; Provide training	# of school staff participants in wellness programs	Network with existing program staff; assess current program focus	HIO CC staff and partner time; \$\$ for meetings	Coordinated School Health Teams; MESSA
2.4 - Increase to 25% the proportion of employees in Jackson who report participation in worksite wellness initiatives	17%, 2008 CHA	A. Work with employers to implement worksite health promotion programs (e.g. “It’s Your Life”)	Develop assessment and toolkit (gold standard) for employers to use (esp small businesses)	# of employers that offer worksite wellness programs	Gather resources: Apr 2010 - Oct 2010; Implementation: Oct 2010 - ongoing	Staff time to develop assessment and toolkits	Jackson Business Leaders for Health; Chamber of Commerce, JAMA
		B. Promote policies/provide education on policies that support active lifestyles i.e. bike racks, flex time, changing rooms, etc.	Research successeful policies in use at other worksites; Host workshops/educational sessions to worksites	# of employers that adopt health-friendly policies	Research policies	HIO CC staff and partner time; \$\$ for meetings/worksh ops	
Goal 3: Reduce the numbers of smokers and those exposed to secondhand smoke in Jackson County.				Measures of Success: 1) # of residents who report smoking cigarettes within past 3 months; 2) # of area businesses who are compliant with smoke-free policies; 3) # of schools that provide comprehensive smoking prevention programs; 4) # of residents that receive smoking cessation advice from providers			
Objectives (by December 2013)	Baseline/Sourc e	Strategies	Activities/Tactics	Data/Evaluation	Year 1 Action Items	Resources	Team Members Responsible
3.1 -Decrease to 15% the number of h.s. students that report having smoked cigarettes in the past 30 days in targeted pilot schools	18%, MIPHY	A. Support implementation of Most Teens Don’t Campaign in school settings	Continue with ongoing campaign activities; Integrate with social marketing campaign; Expand in to more schools	# of schools using MTD campaign; # of student participants	Integrate messages with development of media campaign	\$\$ for media materials	MTD committee, ISD
		B. Integration of healthy lifestyle curriculum on tobacco prevention into existing lesson plans (piloted in select schools)	Identify pilot schools; research/develop curricula; Provide training to teachers as needed	# of revised curriculums in use; # of educators trained	Research curriculum; identify pilot schools/classrooms	HIO CC staff time; \$\$ for meetings	CSHC, JPS/ISD
		C. School staff wellness programs to support staff on modeling healthy tobacco-free behaviors in school grounds (piloted in select schools)	Conduct assessment of existing wellness programs; Develop education/training materials; Provide training	# of school staff participating in wellness programs	Network with existing program staff; assess current program focus	HIO CC staff time; \$\$ for meetings	CSHC, JPS, MESSA
3.2 – Establish baseline and increase by at least 3 the number of schools equipped to deliver teen-appropriate tobacco interventions, including but not limited to referrals for students seeking help or students that are caught smoking	Need to collect	A. Build local capacity for teen-specific tobacco interventions and advocate for local screening and referral system (that schools can use)	Research models used in other localities; Design a relevant intervention; ; Provide training to designated individuals	# of staff that receive training; # of students that complete intervention;	Research other models; Design pilot	HIO CC staff time	CSHC, SAPC, Tobacco Reducation Coalition, Allegiance Tobacco Treatment , Center for Family Health, School-Based Health Centers
			Advocate implementation of referrals with service providers and in local schools	# of schools using screening/referral systems; # of referred students;	Identify key stakeholders and convene	\$\$ for meetings	
		B. Integrate protocols for tobacco interventions for at-risk students	Research successful protocols in use at other localities; Develop protocols for use in Jackson;	# of schools with revised drug control policies; # of student smokers; # of students filtered through smoking cessation program	Identify protocols	HIO CC staff time	
			Advocate endorsement with school boards		Present to school boards	HIO CC staff and partner time	

Objectives, By December 2013	Baseline/Source	Strategies	Activities/Tactics	Data/Evaluation	Year 1 Action Items	Resources	Key Partners
3.3 – 100% of Jackson County’s tobacco vendors will receive compliance education to prevent the sale of tobacco products to minors	Need to collect?	A. Educate tobacco vendors on compliance with laws and consequences	SAPC has process. List of local vendors; educational materials and guidelines for vendor education Meet with tobacco vendors to implement educational tools	# of tobacco vendors that receive compliance education	Assess current status of SAPC education, create/duplicate materials	HIO CC staff and partner time  \$\$ for materials	SAPC, Tobacco Reduction Coalition
		B. Monitor trained vendors for ongoing compliance	Establish calendar of audits; Conduct vendor audits; Compile data and report findings		Assess current status of SAPC checks, train additional auditors?	HIO CC staff and partner time, \$\$ for training	
3.4 – Increase to 70% the number of smokers who report receiving advice from their provider to quit	61%, 2008 CHA	A. Provide tools and competency training to support consistent screening and effective referrals for patients and families in need of services for prevention/lifestyle management	Integrate protocols/workflow for screening, referral and treatment for smoking into Jackson Community Medical Records	# of patients with reported data in EMR	EMR revisions: By June 2011	HIT staff time	JCMR/ICM; Allegiance Medical Staff, Center for Family Health, JCMS
			Identify training tools for use in provider education	# of referrals made using tools; # of training participants	Training & Implementation: June 2011 - ongoing	HIO CC staff and partner time \$\$ for training	
			Train providers on treating tobacco dependence				
3.5 – Establish baseline and reduce by 25% the proportion of residents who report environmental exposure to secondhand smoke	Need to collect	A. Provide support for businesses to become compliant with new anti-smoking legislation	Get accurate account of businesses to be monitored; Acquire educational materials; Conduct workshops/informational sessions to business owners; Monitor compliance in restaurants and bars through JCHD; Report findings to authorities	# of compliant venues; # of businesses with written policies	Education/distribution	\$\$ for materials, workshops	Jackson Tobacco Reduction Coalition, SAPC, Jackson Business Leaders for Health, SCHRMA, Chamber, JAMA
			Work with businesses to develop internal policies; Discuss protections for employees who report violations			HIO CC staff and partner time	
		B. Publically recognize smoke-free establishments	Develop recognition tools to coincide with social marketing campaign; Provide advertisement materials to compliant businesses	# of establishments endorsed by HIO-CC as smoke-free	See media campaign	See media campaign	
			Host local events to promote patronage of newly smoke-free establishments	# of events; # of participants in events	Promote/host 2 events	\$\$ for event promotion	Jackson Housing Commission, Parks and Rec.
		C. Advocate with establishments not regulated by law to become smoke-free (target parks, 24-7 policies for schools, and housing projects)	Participate in policy advocacy training; Develop advocacy and educational materials; Meet with business leaders and their customers to discuss	# of establishments that receive smoking prevention education; # of establishments that become smoke-free	Policy training	\$\$ for policy training	

Objectives, By December 2013	Baseline/Sourc e	Strategies	Activities/Tactics	Data/Evaluation	Year 1 Action Items	Resources	Key Partners
Goal 4: Improve the capacity/ability for Jackson residents to address mental health issues including stress, depression and other psychologically based illnesses.				Measures of Success: 1) # of residents who participate in mental health programs through work or school; 2) # of residents who are screened for mental health disorders; 3) # of worksites that adopt policies that promote mental health			
Objectives	Baseline/Sourc e	Strategies	Activities/Tactics	Data/Evaluation	Year 1 Action Items	Resources	Key Partners
4.1 - Increase to 60% the number of Jackson residents who would definitelyseek help for a mental health problem	52%, 2008 CHA	A. Provide training/toolkits to schools, churches, and worksites on ways to recognize and address mental health issues (Topics to include: time management, stress management, communication skills, etc.) - Focus on identification and referral	Develop trainings and toolkits; Present materials at school and church group meetings	# of school staff and clergy that participate in training	Toolkit development	HIC CC staff and partner time for R&D; materials cost for hard copies	Jackson Business Leaders for Health; FCN; Coordinated School Health; School Based Health Centers; Behavioral Health Summit; Other faith networks; Aware Shelter, Marriage Matters
		B. Provide tools and competency training to support consistent screening and effective referrals for patients and families in need of services for prevention/lifestyle management	Integrate protocols/workflow for screening, referral and treatment for depression/stress into Jackson Community Medical Records	# of patients with reported data in EMR	EMR revisions: By June 2011	HIT staff time	JCMR/ICM; Allegiance Medical Staff; CFH; Behavioral Health Summit workgroup; JCMS
			Adopt Patient Navigator model for primary care depression management (pilot first)	# of patients referred to care manager system	Develop local model with Dr. Klinkman; create structure with case managers and complete training	Staff tune for development/oversight for fidelity of implementation	Behavioral Health Summit workgroup; Allegiance; Lifeways; Recovery Technologies; CFH; Dr. Klinkman
			Provide trainings on use of these tools: Decide on training protocol for Allegiance providers; Host multiple training sessions	# of referrals made using tools; # of training participants	Decide on training protocol for Allegiance providers; Host multiple training sessions	\$\$ for training	Allegiance Medical Staff/providers, Lifeways, CFH; other mental health providers
4.2 –Establish baseline and reduce by 10% the proportion of students in targeted pilot schools who report being bullied at school	MIPHY- will be collected	A. Integrate healthy lifestyle curriculum into existing lesson plans and train educators to deliver (in limited number of pilot schools)	Develop/identify integrated curriculum samples; Provide training to teachers as needed	# of revised curriculums in use; # of educators trained	Research curriculum; identify pilot schools/classrooms	HIO CC staff time; \$\$ for meetings	ISD, Coordinated School Health, MSU extension
		B. School staff wellness programs to support staff in modeling healthy behaviors in school grounds (piloted in select schools)	Develop education/training materials; Provide training	# of school staff participants in wellness programs	Network with existing program staff; assess current program focus	HIO CC staff time; \$\$ for meetings	JPS, MESSA
4.3 – Establish baseline and increase by 25 the number of employers whose worksites adopt practices and policies that support an environment of healthy communication and interaction in the workplace	Need to collect	A. Worksite policies that promote healthy living (e.g. allowing stress relief breaks, workplace meditation, lunch time walking clubs, etc.)	Research existing successful policies; Hold workshops; Get feedback from employer stakeholders; Develop tools; Provide ongoing support to implement	# of worksites that adopt wellness policies	Hold educational workshop; Toolkit development	\$\$ for workshop; HIO CC and partner staff time	Jackson Business Leaders for Health, Chamber of Commerce, JAMA, Behavioral Health Summit
Goal 5: Support existing community-wide action plans to address teen pregnancy prevention, infant mortality and substance abuse				Measures of Success: IMR, Teen pregnancy rate, Alcohol and other drug use (CHA, MIPHY)			
Goal 6: Improve the community capacity to secure federal, state and foundational funding to leverage existing resources toward health improvement				Measures of Success: # of successful community grants, grant \$\$ funded			

**Jackson County**  
**COUNTY ADMINISTRATOR / CONTROLLER'S OFFICE**

Jackson County Tower Building, 6th Floor  
120 W. Michigan Avenue, Jackson, Michigan 49201  
Phone: (517) 788-4335 Fax: (517) 780-4755

C. J. Taraskiewicz  
Administrator/Controller

Randall W. Treacher  
Deputy Administrator

April 19, 2000

David R. Johnson, M.D., M.P.H.  
Deputy Director for Public Health and  
Chief Medical Executive  
Community Public Health Administration  
3423 N. Martin Luther King Jr. Blvd.  
P.O. Box 30195  
Lansing, MI 48909

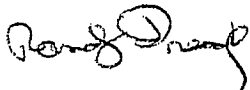
Dear Dr. <sup>Dave</sup>Johnson:

I am extremely pleased to inform you that at their meeting of last evening, the Jackson County Board of Commissioners approved hiring Ted Westmeier as the new Jackson County Health Officer. Ted's tentative report-to-work date is May 15, 2000.

Since Ted was previously approved as a Health Officer in Livingston County, I have not enclosed his resume and am acting under the assumption that you already have the necessary information on him.

If you require any documentation or information from Jackson County other than this notification, please do not hesitate to give me a call at (517) 768-6624.

Very truly yours,



Randall W. Treacher  
Deputy Administrator

RWT/ar

cc Dottie-Kay Bowersox, Acting Health Officer, JCHD  
Robert Scranton, Dept. of Public Health

**DIRECTOR/HEALTH OFFICER SERVICES AGREEMENT**

**THIS AGREEMENT**, made and entered into this 22<sup>ND</sup> day of OCTOBER, 2007, by and between the **COUNTY OF JACKSON**, a municipal corporation and political subdivision of the State of Michigan (hereinafter referred to as "Jackson") and the **COUNTY OF LIVINGSTON**, a municipal corporation and political subdivision of the State of Michigan (hereinafter referred to as "Livingston").

**WITNESSETH:**

**WHEREAS**, Jackson requires director/health officer services for the Jackson County Health Department (hereinafter referred to as the "JCHD"); and

**WHEREAS**, Jackson has requested Livingston to provide the services of the Livingston County Department of Public Health (hereinafter referred to as "LCDPH") Director/Health Officer to provide JCHD with the director/health officer services it requires; and

**WHEREAS**, pursuant to Sections 2419 and 2435(c) of the Michigan Public Health Code [MCL 333.2419 and MCLA 333.2435(c)], Jackson and Livingston agree that, subject to the approval of the Michigan Department of Community Health (hereinafter referred to as the "MDCH"), the LCDPH shall provide the JCHD with the above-stated services.

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

**I. SERVICES TO BE PERFORMED BY LCDPH'S DIRECTOR/HEALTH OFFICER.**

The LCDPH's Director/Health officer shall provide the JCHD with the director/health officer services it requires. When acting in the capacity of Director/Health Officer for JCHD the LCDPH's Director/Health Officer shall perform the following functions/duties:

- A. Act as the administrative officer of the JCHD.
- B. Take such actions and make determinations necessary or appropriate to carry out JCHD's required or delegated functions under the Michigan Public Health Code (Act 368 of 1978) and to protect public health and prevent diseases.

**II. COMPENSATION.** Jackson shall reimburse Livingston for fifty percent (50%) of all personnel costs for the LCDPH's Director/Health Officer, which as of October 1, 2007 shall be as set forth in the attached Exhibit A. Jackson shall pay Livingston its share of such personnel costs in monthly payments which initially, based on the costs set forth in the attached Exhibit A, shall be FIVE THOUSAND FOUR HUNDRED TWENTY AND 58/100 DOLLARS (\$5,420.58) per month. It is expressly understood and agreed that Jackson's payments to Livingston shall be adjusted as changes occur in the personnel costs set forth in Exhibit A, with Jackson always responsible for fifty percent (50%) of the

actual Director/Health Officer personnel costs incurred by Livingston. Livingston shall notify Jackson in writing as such changes in costs occur.

In addition to the personnel costs Jackson shall reimburse the LCDPH's Director/Health Officer for miles he travels to and from JCHD facilities as well as miles he travels within Jackson in the performance of his duties under this Agreement. The mileage reimbursement rate shall be the same as Jackson pays Jackson officers and employees for miles they travel on behalf of the County.

**III. RESPONSIBILITY FOR MATERIALS, SUPPLIES AND FACILITIES AND SUPPORTING PERSONNEL.** Jackson shall provide all necessary materials, supplies, facilities and supporting personnel for the performance of the services required under this Agreement.

**IV. PATIENT RECORDS AND COMPLIANCE WITH HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996.** JCHD shall have sole and exclusive right to the retention of all records pertaining to its patients and services rendered pursuant to this Agreement. The LCDPH's Director/Health Officer shall have the right to access to any JCHD records including patient records required for the performance of services to be provided pursuant to this Agreement. In receiving such access, the LCDPH's Director/Health Officer shall comply with all applicable requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191, as amended, and its rules and regulations promulgated pursuant thereto, 45 CFR Parts 160 and 164, as amended. Access shall be limited to the minimum necessary to provide the applicable services. Breach of this section shall be a material breach of this Agreement.

**V. NONDISCRIMINATION.** Jackson and Livingston, as required by law, shall not discriminate against a person to be served or an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, political affiliation or beliefs.

Jackson and Livingston shall adhere to all applicable Federal, State and local laws, ordinances, rules and regulations prohibiting discrimination, including, but not limited to, the Elliott-Larsen Civil Rights Act, 1976 PA 453 amended; the Persons with Disabilities Civil Rights Act, 1976 PA 220 as amended; Section 504 of the Federal Rehabilitation Act of 1973 as amended, P.L. 93-112, 87 Stat 355 as amended, the Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat 327 (42 USCA §12101 et seq), as amended, and regulations promulgated thereunder. Breach of this section shall be regarded as a material breach of this Agreement.

**VI. STATUS OF EMPLOYEES.** It is expressly understood and agreed that the employees, servants and agents of either of the parties to this Agreement shall not be deemed to be and shall not hold themselves out as the employees, servants or agents of the other party. Each of the parties to this Agreement shall be responsible for withholding and payment of all income and social security taxes to the proper Federal, State and local governments for their employees. The employees of each of the parties shall not be

entitled to any fringe benefits otherwise provided by the other party to its employees, such as, but not limited to, health and accident insurance, life insurance, paid vacation leave, paid sick leave and longevity. Each of the parties shall carry workers' compensation insurance and unemployment compensation coverage for its employees, as required by law.

**VII. INSURANCE.** During the term of this Agreement Livingston shall maintain liability insurance covering the LCDPH's Director/Health Officer and Livingston when he is acting in his capacity as LCDPH's Director/Health Officer and Jackson shall maintain liability insurance covering the LCDPH's Director/Health Officer when he is acting in his capacity as JCHD's Director/Health Officer. Jackson shall add Livingston as an Additional Insured on Jackson's liability insurance to the extent Livingston incurs liability arising out of LCDPH's Director/Health Officer acting in the capacity of JCHD's Director/Health Officer.

**VIII. TRAVEL.** When traveling to and from Jackson from and to Livingston in performance of his responsibilities under this Agreement LCDPH's Director/Health Officer shall be deemed to be acting in the course of his Livingston employment. In the event death, bodily injury, personal injury or property damage arises from such travel to the extent not covered by the vehicle's liability insurance coverage Livingston and Jackson shall share equally in damages, lawsuits, costs and expenses arising therefrom. Nothing herein shall be deemed to be a waiver of governmental immunity provided to Livingston, Jackson and LCDPH's Director/Health Officer by statute or court decisions.

**IX. WAIVERS.** No failure or delay on the part of either of the parties to this Agreement in exercising any right, power or privilege hereunder shall operate as a waiver thereof nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other rights, power or privilege.

**X. MODIFICATION OF AGREEMENT.** Modifications, amendments or waivers of any provision of this Agreement may be made only by the written mutual consent of the parties hereto.

**XI. AGREEMENT DURATION AND TERMINATION.** This Agreement shall become effective on the 1<sup>st</sup> day of October, 2007, and shall continue until terminated by either Livingston or Jackson on sixty (60) days prior written notice to the other County.

**XII. DISREGARDING TITLES.** The titles of the sections set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.

**XIII. COMPLETE AGREEMENT.** This Agreement, the attached Exhibit A, and any additional or supplementary documents incorporated herein by specific reference contains all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof, shall have any validity or bind either of the parties hereto.



**XIV. INVALID PROVISIONS.** If any clause or provision of this Agreement is rendered invalid or unenforceable because of any State or Federal statute or regulation or ruling by any tribunal of competent jurisdiction, that clause or provision shall be null and void, and any such invalidity or unenforceability shall not affect the validity or enforceability of the remainder of this Agreement. Where the deletion of the invalid or unenforceable clause or provision would result in the illegality and/or unenforceability of this Agreement, this Agreement shall be considered to have terminated as of the date in which the provision was rendered invalid or unenforceable.

**XV. CERTIFICATION OF AUTHORITY TO SIGN AGREEMENT.** The persons signing this Agreement on behalf of the parties hereto certify by their signatures that they are duly authorized to sign this Agreement on behalf of said parties and that this Agreement has been authorized by said parties.

**IN WITNESS WHEREOF,** the authorized representatives of the parties hereto have fully signed this instrument on the day and year first above written.

**WITNESSED BY:**

TED WESTMEIER

10-16-07  
Date

By:

**COUNTY OF JACKSON**

[Signature]  
James E. Shotwell, Jr., Chairman  
County Board of Commissioners

[Signature]

10-22-07  
Date

By:

**COUNTY OF LIVINGSTON**

[Signature]  
William C. Rogers, Chairman  
County Board of Commissioners

APPROVED AS TO FORM  
FOR COUNTY OF LIVINGSTON  
COHL, STOKER, TOSKEY & McGLINCHEY, P.C.

By:

Robert D. Townsend

Robert D. Townsend



JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF COMMUNITY HEALTH  
LANSING

JANET OLSZEWSKI  
DIRECTOR

November 29, 2005

Ted Westmeier, R.S., M.P.H.  
Health Officer  
Livingston County Health Department  
2300 East Grand River, Suite #102  
Howell, Michigan 48843-7578

Dear Mr. Westmeier:

Thank you for the notification of your selection of Donald W. Lawrenchuk, M.D., M.P.H. as your new medical director.

Our review of his credentials, state licensure, and his tenure in Michigan's public health system all support our approval of his appointment as a fully qualified Medical Director for Livingston County Health Department in accordance with Administrative Rule R 325.13002.

To complete our Local Health Services files we would appreciate your forwarding a copy of the official local governing entity resolution approving Dr. Lawrenchuk's selection as well as a copy of any applicable contract or service agreement executed as a requirement of Dr. Lawrenchuk's employment as Medical Director for the county.

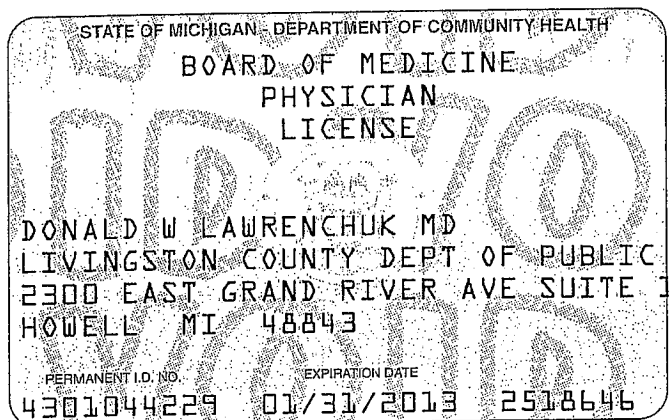
We look forward to working with your entire administrative team as we strive for a healthier Michigan.

Sincerely,

Jean Chabut  
Deputy Director for Public Health

JC/ke

M430104 008 R -001  
CUT OUT FOR WALLET CARD

**COMPLAINT INFORMATION:**

The issuance of this license should not be construed as a waiver, dismissal or acquiescence to any complaints or violations pending against the licensee, its agents or employees.

**WALL CERTIFICATE INFORMATION:**

If the box is checked, you may purchase a State of Michigan Official Wall Certificate. Please visit <http://tbsddp.com/certificates> or call

1-800-875-3676

**FUTURE CONTACTS:**

You should direct all inquiries regarding this license or address changes to the:

DEPARTMENT OF COMMUNITY HEALTH

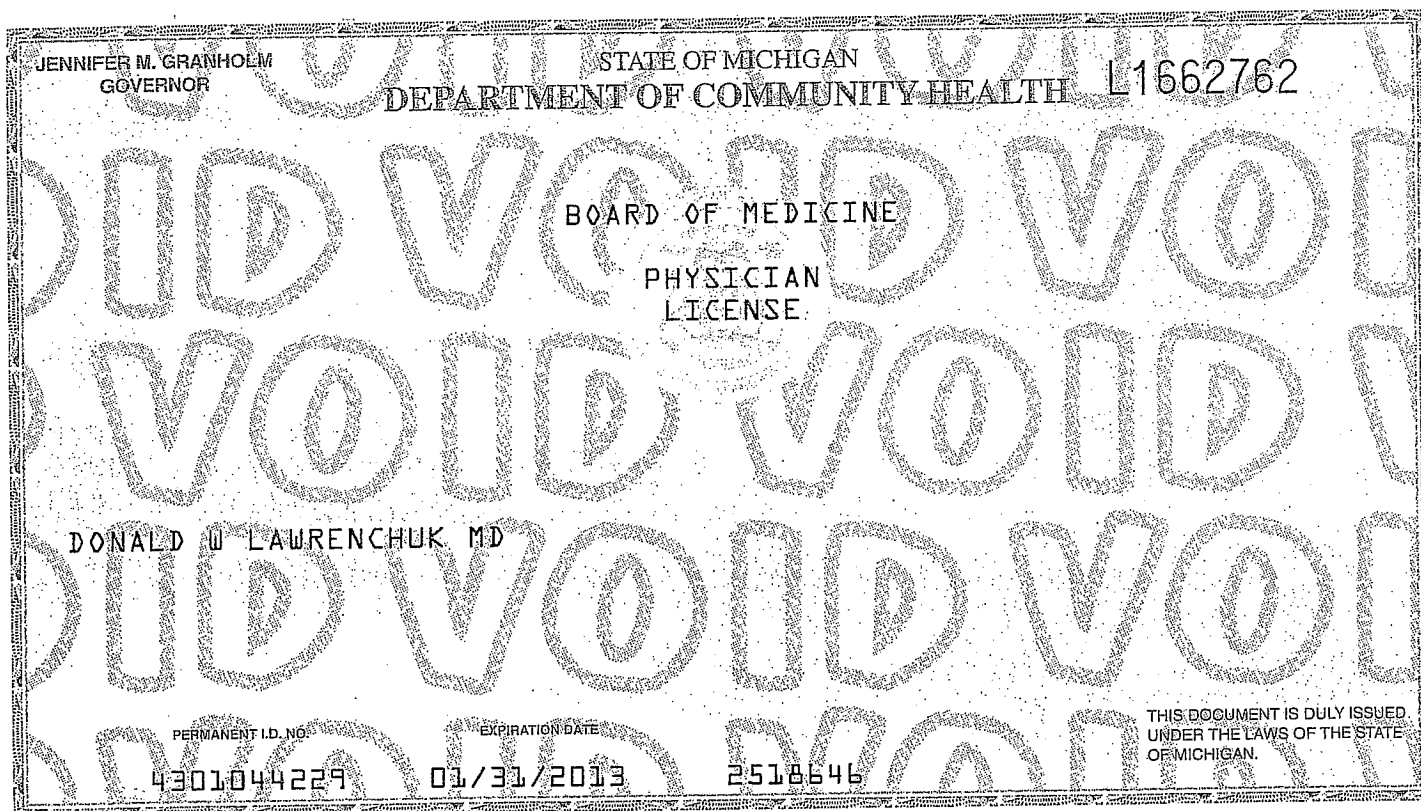
BOARD OF  
MEDICINE

YOUR LICENSE MUST BE DISPLAYED IN A PROMINENT PLACE.

REVERSE SIDE OF LICENSE CONTAINS IMPORTANT INFORMATION.

P.O. BOX 30670

LANSING MI 48909-8170



M530104 003 DC-001  
CUT OUT FOR WALLET CARD

STATE OF MICHIGAN - DEPARTMENT OF COMMUNITY HEALTH

BOARD OF PHARMACY

DRUG CONTROL LICENSE

DONALD W LAWRENCHUK MD  
LIVINGSTON COUNTY DEPT OF PUBLIC  
2300 EAST GRAND RIVER AVE SUITE #  
HOWELL MI 48843

PERMANENT I.D. NO. 4301044229 EXPIRATION DATE 01/31/2013 2518305

**COMPLAINT INFORMATION:**

The issuance of this license should not be construed as a waiver, dismissal or acquiescence to any complaints or violations pending against the licensee, its agents or employees.

**WALL CERTIFICATE INFORMATION:**

If the box is checked, you may purchase a State of Michigan Official Wall Certificate. Please visit <http://tbsddp.com/certificates> or call

(NOT ELIGIBLE) ☐

**FUTURE CONTACTS:**

You should direct all inquiries regarding this license or address changes to the:

DEPARTMENT OF COMMUNITY HEALTH

BOARD OF  
MEDICINE

YOUR LICENSE MUST BE DISPLAYED IN A PROMINENT PLACE.

REVERSE SIDE OF LICENSE CONTAINS IMPORTANT INFORMATION.

P.O. BOX 30670

LANSING MI 48909-8170

JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF COMMUNITY HEALTH L1663503

BOARD OF PHARMACY  
DRUG CONTROL LICENSE

\*THIS LICENSE VALID ONLY IF PROFESSIONAL LICENSE IS ACTIVE

VALID ONLY AT LOCATION BELOW

DONALD W LAWRENCHUK MD  
LIVINGSTON COUNTY DEPT OF PUBLIC HEALTH  
2300 EAST GRAND RIVER AVE SUITE #102  
HOWELL MI 48843

PERMANENT I.D. NO. 4301044229 EXPIRATION DATE 01/31/2013 2518305

THIS DOCUMENT IS DULY ISSUED  
UNDER THE LAWS OF THE STATE  
OF MICHIGAN.

M530104

007

CS-001

CUT OUT FOR WALLET CARD

STATE OF MICHIGAN - DEPARTMENT OF COMMUNITY HEALTH

BOARD OF PHARMACY  
CONTROLLED SUBSTANCE LICENSE

DONALD W LAWRECHUK MD  
LIVINGSTON COUNTY DEPT OF PUBLIC  
2300 EAST GRAND RIVER AVENUE SUIT  
HOWELL MI 48843

PERMANENT I.D. NO.

EXPIRATION DATE

4301044229 01/31/2013 2517955

**COMPLAINT INFORMATION:**

The issuance of this license should not be construed as a waiver, dismissal or acquiescence to any complaints or violations pending against the licensee, its agents or employees.

**WALL CERTIFICATE INFORMATION:**

If the box is checked, you may purchase a State of Michigan Official Wall Certificate. Please visit <http://tbsddp.com/certificates> or call

(NOT ELIGIBLE) ☐

**FUTURE CONTACTS:**

You should direct all inquiries regarding this license or address changes to the:

DEPARTMENT OF COMMUNITY HEALTH

BOARD OF  
MEDICINE

YOUR LICENSE MUST BE DISPLAYED IN A PROMINENT PLACE.

REVERSE SIDE OF LICENSE CONTAINS IMPORTANT INFORMATION.

P.O. BOX 30670

LANSING MI 48909-8170

JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF COMMUNITY HEALTH

L1663681

BOARD OF PHARMACY  
CONTROLLED SUBSTANCE LICENSE

\*THIS LICENSE VALID ONLY IF PROFESSIONAL LICENSE IS ACTIVE

DONALD W LAWRECHUK MD

PERMANENT I.D. NO.

EXPIRATION DATE

4301044229 01/31/2013

2517955

THIS DOCUMENT IS DULY ISSUED  
UNDER THE LAWS OF THE STATE  
OF MICHIGAN.

## MEDICAL DIRECTOR SERVICES AGREEMENT

**THIS AGREEMENT**, made and entered into this 18th day of September, 2007, by and between the **COUNTY OF JACKSON**, a municipal corporation and political subdivision of the State of Michigan (hereinafter referred to as "Jackson") and the **COUNTY OF LIVINGSTON**, a municipal corporation and political subdivision of the State of Michigan (hereinafter referred to as "Livingston").

### WITNESSETH:

**WHEREAS**, Jackson requires medical director services for the Jackson County Health Department (hereinafter referred to as the "JCHD"); and

**WHEREAS**, Jackson has requested Livingston to provide the services of the Livingston County Department of Public Health (hereinafter referred to as "LCDPH") **Medical Director** to provide JCHD with the medical director services it requires; and

**WHEREAS**, pursuant to Sections 2419 and 2435(c) of the Michigan Public Health Code [MCL 333.2419 and MCLA 333.2435(c)], Jackson and Livingston agree that, subject to the approval of the Michigan Department of Community Health (hereinafter referred to as the "MDCH"), the LCDPH shall provide the JCHD with the above-stated services.

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

**I. SERVICES TO BE PERFORMED BY LCDPH'S MEDICAL DIRECTOR.** The LCDPH's Medical Director shall provide the JCHD with the medical director services it requires. When acting in the capacity of Medical Director for JCHD the LCDPH's Medical Director shall perform the following functions/duties:

- A. Act as the Medical Director of the JCHD.
- B. Take such actions and make determinations necessary or appropriate for a Medical Director to carry out JCHD's required or delegated functions under the Michigan Public Health Code (Act 368 of 1978) and to protect public health and prevent diseases.

**II. COMPENSATION.** Jackson shall reimburse Livingston for a portion of the personnel costs for the LCDPH's Medical Director. Jackson shall pay Livingston its share of such personnel costs in monthly payments of FIVE THOUSAND AND NO/100 DOLLARS (\$5,000.00).

In addition to the personnel costs Jackson shall reimburse the LCDPH's Medical Director for miles he travels to and from JCHD facilities as well as miles he travels within Jackson in the performance of his duties under this Agreement. The mileage reimbursement rate shall be the same as Jackson pays Jackson officers and employees for miles they travel on behalf of the County.

**III. RESPONSIBILITY FOR MATERIALS, SUPPLIES AND FACILITIES AND SUPPORTING PERSONNEL.** Jackson shall provide all necessary materials, supplies, facilities and supporting personnel for the performance of the services required under this Agreement.

**IV. PATIENT RECORDS AND COMPLIANCE WITH HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996.** JCHD shall have sole and exclusive right to the retention of all records pertaining to its patients and services rendered pursuant to this Agreement. The LCDPH's Medical Director shall have the right to access to any JCHD records including patient records required for the performance of services to be provided pursuant to this Agreement. In receiving such access, the LCDPH's Medical Director shall comply with all applicable requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191, as amended, and its rules and regulations promulgated pursuant thereto, 45 CFR Parts 160 and 164, as amended. Access shall be limited to the minimum necessary to provide the applicable services. Breach of this section shall be a material breach of this Agreement.

**V. NONDISCRIMINATION.** Jackson and Livingston, as required by law, shall not discriminate against a person to be served or an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, political affiliation or beliefs.

Jackson and Livingston shall adhere to all applicable Federal, State and local laws, ordinances, rules and regulations prohibiting discrimination, including, but not limited to, the Elliott-Larsen Civil Rights Act, 1976 PA 453 amended; the Persons with Disabilities Civil Rights Act, 1976 PA 220 as amended; Section 504 of the Federal Rehabilitation Act of 1973 as amended, P.L. 93-112, 87 Stat 355 as amended, the Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat 327 (42 USCA §12101 et seq), as amended, and regulations promulgated thereunder. Breach of this section shall be regarded as a material breach of this Agreement.

**VI. STATUS OF EMPLOYEES.** It is expressly understood and agreed that the employees, servants and agents of either of the parties to this Agreement shall not be deemed to be and shall not hold themselves out as the employees, servants or agents of the other party. Each of the parties to this Agreement shall be responsible for withholding and payment of all income and social security taxes to the proper Federal, State and local

governments for their employees. The employees of each of the parties shall not be entitled to any fringe benefits otherwise provided by the other party to its employees, such as, but not limited to, health and accident insurance, life insurance, paid vacation leave, paid sick leave and longevity. Each of the parties shall carry workers' compensation insurance and unemployment compensation coverage for its employees, as required by law.

**VII. INSURANCE.** During the term of this Agreement Livingston shall maintain liability insurance covering the LCDPH's Medical Director and Livingston when he is acting in his capacity as LCDPH's Medical Director and Jackson shall maintain liability insurance covering the LCDPH's Medical Director when he is acting in his capacity as JCHD's Medical Director. Jackson shall add Livingston as an Additional Insured on Jackson's liability insurance to the extent Livingston incurs liability arising out of LCDPH's Medical Director acting in the capacity of JCHD's Medical Director.

**VIII. TRAVEL.** When traveling to and from Jackson from and to Livingston in performance of his responsibilities under this Agreement LCDPH's Medical Director shall be deemed to be acting in the course of his Livingston employment. In the event death, bodily injury, personal injury or property damage arises from such travel to the extent not covered by the vehicle's liability insurance coverage Livingston and Jackson shall share equally in damages, lawsuits, costs and expenses arising therefrom. Nothing herein shall be deemed to be a waiver of governmental immunity provided to Livingston, Jackson and LCDPH's Medical Director by statute or court decisions.

**IX. WAIVERS.** No failure or delay on the part of either of the parties to this Agreement in exercising any right, power or privilege hereunder shall operate as a waiver thereof nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other rights, power or privilege.

**X. MODIFICATION OF AGREEMENT.** Modifications, amendments or waivers of any provision of this Agreement may be made only by the written mutual consent of the parties hereto.

**XI. AGREEMENT DURATION.** This Agreement shall become effective on the 1<sup>st</sup> day of August, 2007, and shall continue until terminated by either party on sixty (60) days prior written notice to the other party.

**XII. DISREGARDING TITLES.** The titles of the sections set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.

**XIII. COMPLETE AGREEMENT.** This Agreement and any additional or supplementary documents incorporated herein by specific reference contains all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or



otherwise, regarding the subject matter of this Agreement or any part thereof, shall have any validity or bind either of the parties hereto.

**XIV. INVALID PROVISIONS.** If any clause or provision of this Agreement is rendered invalid or unenforceable because of any State or Federal statute or regulation or ruling by any tribunal of competent jurisdiction, that clause or provision shall be null and void, and any such invalidity or unenforceability shall not affect the validity or enforceability of the remainder of this Agreement. Where the deletion of the invalid or unenforceable clause or provision would result in the illegality and/or unenforceability of this Agreement, this Agreement shall be considered to have terminated as of the date in which the provision was rendered invalid or unenforceable.

**XV. CERTIFICATION OF AUTHORITY TO SIGN AGREEMENT.** The persons signing this Agreement on behalf of the parties hereto certify by their signatures that they are duly authorized to sign this Agreement on behalf of said parties and that this Agreement has been authorized by said parties.

**IN WITNESS WHEREOF,** the authorized representatives of the parties hereto have fully signed this instrument on the day and year first above written.

**WITNESSED BY:**

Sue Elwens

9-19-07  
Date

By:

**COUNTY OF JACKSON**

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

[Signature]

10.4.07  
Date

By:

**COUNTY OF LIVINGSTON**

William C. Rogers  
Chairman  
County Board of Commissioners

APPROVED AS TO FORM  
FOR COUNTY OF LIVINGSTON  
COHL, STOKER, TOSKEY & McGLINCHEY, P.C.

By: Robert D. Townsend  
Robert D. Townsend

**COUNTY OF JACKSON  
BOARD OF COMMISSIONERS**

At a \_\_\_\_\_ meeting of the Board of Commissioners of the County of Jackson held in Jackson, Michigan, on \_\_\_\_\_, 2010 at \_\_\_\_:\_\_\_\_.m., Eastern Daylight Savings Time, there were

PRESENT: \_\_\_\_\_  
\_\_\_\_\_

ABSENT: \_\_\_\_\_

The preamble and resolution was offered by Commissioner \_\_\_\_\_ and seconded by Commissioner \_\_\_\_\_.

**RESOLUTION (07-10.27) AUTHORIZING REFUNDING OF THE  
JACKSON COUNTY BUILDING AUTHORITY  
BUILDING AUTHORITY BONDS, SERIES 2002 AND  
APPROVING THE UNDERTAKING TO PROVIDE CONTINUING DISCLOSURE**

**WHEREAS**, pursuant to the provisions of Act No. 31, Public Acts of Michigan, 1948, first extra session, as amended, ("Act 31") the Jackson County Building Authority (the "Authority") and the County of Jackson (the "County"), have entered into a Lease Contract dated as of August 1, 2002 (the "Contract") (as listed in Appendix A); and

**WHEREAS**, pursuant to the Contract, the Building Authority has issued a series of its bonds which remain outstanding as listed in Appendix B (the "Bonds") to defray the cost of constructing, furnishing and equipping a criminal justice facility and renovating the Jackson County Jail; and

**WHEREAS**, Section 24 of the Contract reads as follows:

"24. Refunding and Advance Refunding. In the event it appears advantageous in the opinion of the Authority to issue bonds to refund any series of bonds issued by the Authority pursuant to this Lease (including advance refunding bonds), the County consents to such refunding as long as:

(1) In the case of any refunding bonds and the first issue of advance refunding bonds, there is a net overall saving to the County in its remaining payments to the Authority of at least 5% or \$25,000, whichever is less."

**WHEREAS**, the Bonds remain outstanding the aggregate principal amount of \$10,075,000, mature in various principal amounts in various years and bear interest at various rates per annum which rates of interest are higher than those now prevailing which when refunded in part will generate savings in excess of \$25,000; and

**WHEREAS**, Act 31 and Act No. 34, Public Acts of Michigan, 2001, as amended, ("Act 34") authorize the Authority to refund all or any part of its indebtedness; and

**WHEREAS**, the Authority plans to authorize the issuance of not to exceed \$10,500,000 in building authority refunding bonds (the "Refunding Bonds"); and

**WHEREAS**, in order to provide for the Refunding Bonds and to comply with federal securities regulations, it is necessary to approve the undertaking to provide continuing disclosure.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF JACKSON** as follows:

1. After any refunding bonds are issued, the Authority shall report to the County on the new debt service schedule and the savings in total principal and interest and attach a new debt service schedule to the Contract.

2. This Board of Commissioners for and on behalf of the County of Jackson, hereby covenants and agrees, for the benefit of the beneficial owners of the Refunding Bonds to be issued by the Jackson County Building Authority, to enter into a written undertaking (the "Undertaking") required by Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule") to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be substantially in the form attached to the official statement for the bonds. The Undertaking shall be enforceable by the beneficial owners of the Refunding Bonds or by the Underwriter on behalf of such beneficial owners (provided that the Underwriter's right to enforce the provisions of the Undertaking shall be limited to a right to obtain specific enforcement of the County's obligations hereunder and under the Undertaking), and any failure by the County to comply with the provisions of the Undertaking shall not be deemed a default with respect to the Refunding Bonds.

The County Treasurer, County Administrator, County Clerk or other officer of the County charged with the responsibility for issuing the Refunding Bonds, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the County's Undertaking.

3. The Chief Administrative Officer of the County, if necessary, is authorized to execute any and all documents required for approval of any such refundings by the State of Michigan or any agency thereof and to provide any necessary documentation and to pay the related fee.

4. All resolutions and parts of resolutions insofar as they may be in conflict herewith are hereby rescinded.

A vote on the foregoing resolution was taken and was as follows:

YES: \_\_\_\_\_

\_\_\_\_\_

NO: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

The resolution was declared adopted.

STATE OF MICHIGAN)  
                                  ) ss  
COUNTY OF JACKSON)

**CERTIFICATION**

The undersigned, being the duly qualified and acting Clerk of the County of Jackson, hereby certifies that (1) the foregoing is a true and complete copy of a resolution duly adopted by the Board of Commissioners of the County at a \_\_\_\_\_ meeting held on \_\_\_\_\_, 2010, at which meeting a quorum was present and remained throughout, (2) that an original thereof is on file in the records of the County, (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended), and (4) minutes of such meeting were kept and will be or have been made available as required thereby.

\_\_\_\_\_  
Jackson County Clerk

**APPENDIX A**

Jackson County Building Authority - \$12,750,000 Building  
Authority Bonds, Series 2002 - FULL FAITH AND CREDIT GENERAL  
OBLIGATION LEASE CONTRACT MADE AS OF AUGUST 1, 2002.

las.r1-jac50

**APPENDIX B**

**JACKSON COUNTY BUILDING AUTHORITY,  
BUILDING AUTHORITY BONDS, SERIES 2002  
(Remaining Original Debt Service)**

<u>Date</u>	<u>Principal</u>
9/1/11	\$ 450,000
9/1/12	500,000
9/1/13	625,000
9/1/14	675,000
9/1/15	800,000
9/1/16	875,000
9/1/17	925,000
9/1/18	950,000
9/1/19	975,000
9/1/20	1,025,000
9/1/21	1,100,000
9/1/22	1,175,000
TOTAL	<u>\$10,075,000</u>

las.r1-jac50

**COUNTY OF JACKSON  
DEPARTMENT OF HUMAN RESOURCES**

**120 West Michigan Avenue  
Jackson, Michigan 49201**

**Telephone (517) 788-4340  
FAX (517) 788-4404**

**To:** Randy Treacher  
County Administrator/Controller

**Date:** June 25, 2010

**From:** Joni Johnson

**Re:** Parks Director

As you requested I have reviewed the Parks Director job description which has been revised to incorporate the additional responsibilities involved with the addition of the City Parks department. After reviewing the point factors for the current position and taking into account the addition of the City Parks it is my recommendation to increase the position one grade level, to a grade level 18. I believe this would accurately reflect the additional responsibilities while keeping the position in proper alignment with other positions within the County.

As a result of this change Brandon Ransom's salary will increase from \$70,574 to \$75,849.



# Jackson County

## ADMINISTRATOR/CONTROLLER

Randall W. Treacher, Administrator/Controller

Adam J. Brown, Deputy Administrator

**TO:** Personnel & Finance Committee  
Board of County Commissioners

**FROM:** Adam J. Brown  
Deputy Administrator

**SUBJECT:** Transfer of Half FTE from MSU Extension to Airport

**DATE:** June 25, 2010

### **Motion Requested**

The (Personnel & Finance Committee or Board of County Commissioners) approves the transfer of .5 FTE from MSU Extension (Org. Key 101257) to the Airport (Org. Key 295100) with the necessary budget transfers.

### **I. Background**

- A. The Airport reduced staff by .5 FTE in 2009 by replacing a vacated full-time position with a half-time position. To create the half-time position the Airport shared a full-time employee with MSU Extension.
- B. The Airport has operated for nearly two years now with 3.5 full-time equivalent (FTE) employees.

### **II. Current Situation**

- A. Two of the 3.5 employees are on the Airport premise doing maintenance, which leaves the airport manager and the 20-hour employee to staff the office. Because of meetings, the sharing of the employee with another county department, and other scheduling conflicts the office is not able to be open during all normal business hours.
- B. The Airport Manager, in consultation with the MSU Extension Director, has requested that the employee currently being split between two county departments be transferred completely to the Airport, for the purpose of having the office staffed full-time.
- C. The MSU Extension Director has agreed to the reduction of the county-funded half-time employee in her office.



### III. Analysis

- A. **Service Level** – The transfer of this employee will allow the Airport office to be staffed at all times during normal business hours. MSU Extension has said that they can maintain their current service level without the half-time position.
- B. **Financial** – The proposed transfer of the position will have no net financial impact, since the employee in question is already full-time and receiving benefits. MSU Extension has requested a small increase in casual wages of \$1,000 for the remainder of 2010 and \$2,000 for 2011. This will be funded through a transfer from contractual wages to casual wages in MSU Extensions' budget. This is possible because of the departure of a cost-shared MSU Extension position that will be vacated and replaced this year.

The total amount transferred from MSU Extension to the Airport in 2010 will be \$11,748. The total funds transferred for 2011 will be \$23,495. The attached budget transfer forms summarize all of the transactions which include increasing the transfer out from the General Fund and increasing the transfer in to the Airport Fund.

- C. **Strategic** – The Airport is the top rated department in the Economic Development Strategy, ranked just below the Enterprise Group appropriation. MSU is also ranked in the Economic Development Strategy, but is much farther down the list. Because the Board has ranked the Airport higher than MSU Extension it is fair to say that this recommendation is consistent with the Board's strategic plan. This recommendation carries greater weight because it has been initiated and agreed to by the two involved department heads.
- D. **Timing** – The transition will occur immediately following action by the Board of County Commissioners. Office hours at the Airport will improve immediately.

### IV. Recommendation

The County Administrator/Controller recommends that the (Personnel & Finance Committee or Board of County Commissioners) approves the transfer of .5 FTE from MSU Extension (Org. Key 101257) to the Airport (Org. Key 295100) with the necessary budget transfers.

#### Attachments:

Budget Transfer 2010  
Budget Transfer 2011

**COUNTY OF JACKSON**  
**BUDGET ADJUSTMENT- 1/2 time position 101257 to 295100**  
**EXPENSE**  
**2010**

LINE ITEM					CURRENT BUDGET	INCREASE	DECREASE	AMENDED BUDGET
FUND	DEPT.	ACCOUNT	ACCOUNT DESCRIPTION					
101	257	704	000	WAGES-FULL TIME	75,248		7,067	68,181
101	257	705	000	CASUAL WAGES	-	1,000		1,000
101	257	715	000	FICA	5,894		541	5,353
101	257	716	000	HEALTH INSURANCE	32,400		3,240	29,160
101	257	717	000	LIFE INSURANCE	538		54	484
101	257	718	000	PENSION	8,532		793	7,739
101	257	719	000	WORKER COMP	578		53	525
101	257	802	000	CONTRACTUAL SERVICES	174,732		1,000	173,732
101	982	965	110	TRANSFER OUT-AIRPORT	200,147	11,694		211,841
								-
								-
295	100	704	000	WAGES-FULL TIME	153,703	7,067		160,770
295	100	715	000	FICA	12,562	541		13,103
295	100	716	000	HEALTH INSURANCE	45,360	3,240		48,600
295	100	717	000	LIFE INSURANCE	752	54		806
295	100	718	000	PENSION	18,188	793		18,981
295	100	719	000	WORKER COMP	1,232	53		1,285
295	981	695	101	TRANSFER IN-GENERAL FUND	200,147		11,694	188,453
								-
								-
					930,013	24,442	24,442	930,013

REASONING:
<b>TO ADJUST BUDGET FOR MOVING 1/2 POSITION IN 101257 TO 295100.</b>

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

**COUNTY OF JACKSON**  
**BUDGET ADJUSTMENT- 1/2 time position 101257 to 295100**  
**EXPENSE**  
**2011**

LINE ITEM					CURRENT BUDGET	INCREASE	DECREASE	AMENDED BUDGET
FUND	DEPT.	ACCOUNT	ACCOUNT DESCRIPTION					
101	257	704	000	WAGES-FULL TIME	76,004		14,134	61,870
101	257	705	000	CASUAL WAGES	500	2,000		2,500
101	257	715	000	FICA	5,913		1,081	4,832
101	257	716	000	HEALTH INSURANCE	32,400		6,480	25,920
101	257	717	000	LIFE INSURANCE	538		108	430
101	257	718	000	PENSION	5,304		1,586	3,718
101	257	719	000	WORKER COMP	580		106	474
101	257	802	000	CONTRACTUAL SERVICES	179,974		2,000	177,974
101	982	965	110	TRANSFER OUT-AIRPORT	188,094	23,495		211,589
								-
								-
295	100	704	000	WAGES-FULL TIME	155,367	14,134		169,501
295	100	715	000	FICA	12,690	1,081		13,771
295	100	716	000	HEALTH INSURANCE	45,360	6,480		51,840
295	100	717	000	LIFE INSURANCE	752	108		860
295	100	718	000	PENSION	19,654	1,586		21,240
295	100	719	000	WORKER COMP	1,244	106		1,350
295	981	695	101	TRANSFER IN-GENERAL FUND	188,094		23,495	164,599
								-
								-
					912,468	48,990	48,990	912,468

REASONING:
<b>TO ADJUST BUDGET FOR MOVING 1/2 POSITION IN 101257 TO 295100.</b>

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

COUNTY OF JACKSON  
DEPARTMENT OF HUMAN RESOURCES

120 West Michigan Avenue  
Jackson, Michigan 49201

Telephone (517) 788-4340  
FAX (517) 788-4404

To: Randy Treacher

Date: July 7, 2010

From:  Joni Johnson

Re: Retirement System By-Law Amendment 2010-1

Per your request the attached Retirement System By-Law Amendment 2010-1 has been drafted by our attorney. The purpose of the Amendment is to clearly define how to treat a re-employed Retirant when they are eligible to participate in the MERS Uniform Defined Contribution Program, with regards to their previous participation in the Jackson County Defined Benefit Plan.

**AMENDMENT NUMBER 2010-1 TO THE  
JACKSON COUNTY EMPLOYEES' RETIREMENT SYSTEM BYLAWS**

---

Amendment Number 2010-1 to the Jackson County Employees' Retirement System Bylaws (the "Plan") is made this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

Section 10(2) of the Plan is amended in its entirety, effective as of the date first set forth above, to read as follows:

2. If a Retirant is re-employed by the County and becomes eligible to participate in the MERS Uniform Defined Contribution Program sponsored by Jackson County (the "Defined Contribution Plan"), any Retirement Allowance being paid to the re-employed Retirant under the Retirement System shall be suspended as of the date of such eligibility. Upon a re-employed Retirant's subsequent termination of employment with the County, or if earlier, loss of eligibility to participate in the Defined Contribution Plan, such Retirement Allowance shall resume in the original monthly amount, and it shall not be adjusted to reflect the missed payments following re-employment with the County.

Executed on the date first written above.

Jackson County

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

Its:\_\_\_\_\_

**COUNTY OF JACKSON  
FUND 402-BUDGET ADJUSTMENT  
REVENUE  
2009**

[illegible][illegible]

DEPT HEAD

DATE \_\_\_\_\_

COMMITTEE DATE

BUDGET DIR \_\_\_\_\_

DATE \_\_\_\_\_

ADMIN \_\_\_\_\_ DATE \_\_\_\_\_

BOARD OF COMM \_\_\_\_\_ DATE \_\_\_\_\_

**COUNTY OF JACKSON  
FUND 402-BUDGET ADJUSTMENT  
EXPENSE  
2009**

[illegible][illegible]

DEPT HEAD \_\_\_\_\_

DATE \_\_\_\_\_

COMMITTEE \_\_\_\_\_ DATE \_\_\_\_\_

BUDGET DIR \_\_\_\_\_

DATE \_\_\_\_\_

ADMIN \_\_\_\_\_ DATE \_\_\_\_\_

BOARD OF COMM \_\_\_\_\_ DATE \_\_\_\_\_

6/30/10

To: Ted Westmeier  
Health Officer, JCHD

#### Budget Adjustment Request (JULY, 2010)

It is my recommendation that the Health Department request budget adjustments of \$53,335 in July, 2010 in order to reflect changes in revenues and expenses with state & community grant funded programs. No additional county allocation funding is being requested.

#### CHANGES IN GRANT FUNDS:

For Orgkey 221160, JCHD expects to receive a reduction of \$22,450 in tobacco tax funding, based on a history of declining payments from this source and also based on preliminary estimates from the Michigan Dept of Treasury.

For Orgkey 221301, JCHD expects to receive additional Medicaid Cost-Based revenues of \$24,000, based on the recently completed MCBR report to the state.

For Orgkey 221612, JCHD expects to receive additional funding of \$30,000 from the Jackson County Intermediate School District (federal stimulus program).

In several other orgkeys JCHD has received some additional revenues, not previously included in the budget projections.

#### ADDITIONAL EXPENSE APPROVALS REQUEST:

Additional expenses will be incurred in various orgkeys, offsetting the additional grant funds cited above. Some orgkeys need additional expense authorizations to offset the remainder of the additional grant funds being received. For several other orgkeys, we are just proposing to move expense authorizations from one line item to other line items.

By separate e-mail attachment, I will send an Excel file with a summary of the proposed adjustments to revenues & expenditures. Upon your approval, I will also forward to Gerard the paper copies of complete detail schedules for all of the requested changes in the various orgkey & object codes of the affected revenues & expenses.

Please let me know if you would like any further information to submit to the Personnel & Finance Committee or to the Administrator's Office.

Rex R. Pierce  
JCHD Financial Services Manager



Prepared 6/30/10- RRP		SUMMARY OF BUDGET ADJUSTMENTS (YE 9/30/10)		
		Health Department		
Expenditure Accounts	Current Budget	Increases	Decreases	Amended Budget
221100 - ADMINISTRATION	\$543,954	\$700	\$10,700	\$533,954
221160 - HEALTH EDUCATION	\$160,165	\$300	\$300	\$160,165
221175 - EMERGENCY PREPAREDNESS	\$317,894	\$13,800	\$13,800	\$317,894
221180 - EMERGENCY PREPAREDNESS PHASE III	\$321,829	\$1,000	\$1,000	\$321,829
221200 - ENVIRONMENTAL HEALTH	\$603,076	\$12,950	\$0	\$616,026
221300 - GENERAL NURSING	\$214,265	\$0	\$0	\$214,265
221301 - MSS/ISS (MIHP)	\$371,726	\$14,200	\$20,000	\$365,926
221310 - IMMUNIZATIONS	\$304,809	\$6,300	\$6,300	\$304,809
221312 - EARLY ON	\$151,512	\$8,000	\$8,000	\$151,512
221313 - SEXUALLY TRANSMITTED DISEASES (STD)	\$158,753	\$8,200	\$8,200	\$158,753
221320 - INFANT MORTALITY & PREVENTION	\$67,096	\$6,000	\$0	\$73,096
221341 - CHILDRENS SPECIAL HEALTH CARE SERVICES	\$97,169	\$14,300	\$0	\$111,469
221417 - HEARING & VISION	\$107,247	\$13,000	\$13,000	\$107,247
221451 - MEDICAID OUTREACH & ADVOCACY	\$150,416	\$17,485	\$2,600	\$165,301
221460 - WOMEN, INFANTS, CHILDREN (WIC)	\$592,149	\$10,000	\$10,000	\$592,149
221575 - SOIL EROSION	\$54,923	\$0	\$0	\$54,923
221612 - EARLY ON STIMULUS	\$85,742	\$30,000	\$0	\$115,742
221616 - AIDS COUNSELING & TESTING	\$39,272	\$3,800	\$13,800	\$29,272
221630 - TOBACCO REDUCTION COALITION	\$17,809	\$0	\$0	\$17,809
221634 - IMMUNIZATION ACTION PLAN	\$83,051	\$0	\$0	\$83,051
221635 - CAR SEAT PROGRAM	\$67,868	\$0	\$0	\$67,868
221655 - TEEN PREGNANCY PREVENTION	\$38,917	\$1,000	\$0	\$39,917
BALANCE TO COUNTY BUDGET				
<b>Total</b>	<b>\$4,549,642</b>	<b>\$161,035</b>	<b>\$107,700</b>	<b>\$4,602,977</b>

**Increase in Expenditures by** **\$53,335**

**Prepared 6/30/10- RRP**

**SUMMARY OF BUDGET ADJUSTMENTS (YE 9/30/10)**  
**Health Department**

Revenue Accounts	Current Budget	Increases	Decreases	Amended Budget
221100 - ADMINISTRATION	\$610,138	\$0	\$0	\$610,138
221160 - HEALTH EDUCATION	\$76,541	\$0	\$22,450	\$54,091
221175 - EMERGENCY PREPAREDNESS	\$351,858	\$5,972	\$0	\$357,830
221180 - EMERGENCY PREPAREDNESS- PHASE III	\$322,129	\$0	\$0	\$322,129
221200 - ENVIRONMENTAL HEALTH	\$723,160	\$0	\$0	\$723,160
221300 - GENERAL NURSING	\$49,735	\$4,538	\$0	\$54,273
221301 - MSS/ISS (MIHP)	\$376,500	\$24,000	\$0	\$400,500
221310 - IMMUNIZATIONS	\$317,966	\$19,037	\$15,000	\$322,003
221312 - EARLY ON	\$153,505	\$0	\$0	\$153,505
221313 - SEXUALLY TRANSMITTED DISEASES (STD)	\$78,163	\$4,238	\$0	\$82,401
221320 - INFANT MORTALITY & PREVENTION	\$61,660	\$2,000	\$0	\$63,660
221341 - CHILDRENS SPECIAL HEALTH CARE SERVICES	\$142,544	\$0	\$0	\$142,544
221417 - HEARING & VISION	\$54,735	\$0	\$0	\$54,735
221451 - MEDICAID OUTREACH & ADVOCACY	\$100,046	\$0	\$0	\$100,046
221460 - WOMEN, INFANTS, CHILDREN (WIC)	\$797,700	\$0	\$0	\$797,700
221575 - SOIL EROSION	\$35,385	\$0	\$0	\$35,385
221612 - EARLY ON STIMULUS	\$83,242	\$30,000	\$0	\$113,242
221616 - AIDS COUNSELING & TESTING	\$24,768	\$0	\$0	\$24,768
221630 - TOBACCO REDUCTION COALITION	\$20,000	\$0	\$0	\$20,000
221634 - IMMUNIZATION ACTION PLAN	\$71,001	\$0	\$0	\$71,001
221635 - CAR SEAT PROGRAM	\$59,966	\$0	\$0	\$59,966
221655 - TEEN PREGNANCY PREVENTION	\$38,900	\$1,000	\$0	\$39,900
BALANCE TO COUNTY BUDGET				
Total	\$4,549,642	\$90,785	\$37,450	\$4,602,977

**Increase in Revenues by** **\$53,335**



# *Jackson County*

## *Resolution*

### RESOLUTION (07-10.26) SUPPORTING THE ADOPTION OF SENATE BILL 449 AS WRITTEN BY THE HOUSE OF REPRESENTATIVES

**WHEREAS**, the police departments throughout the state of Michigan depend, in part, upon part-time law enforcement officers for protection of the citizens and community, and

**WHEREAS**, the Michigan Commission on Law Enforcement Standards (MCOLES) adopted an administrative rule mandating that police officers must work a minimum of 520 hours to remain certified, and

**WHEREAS**, the opposition to this 520 hour rule has been overwhelming, widespread, and near unanimous, and

**WHEREAS**, the current law (with no hourly standard) has worked for more than 45 years, and the proposed 520 hour rule is being implemented with no legitimate stated and valid purpose, and

**WHEREAS**, an organized movement of Police Chiefs has successfully lobbied for legislation to set the minimum hour standard at 120 hours, as described in Senate Bill 449, and

**WHEREAS**, the 120 hour compromise is equal to the **only other hourly certification standard** in the nation, being the State of Idaho, and

**WHEREAS**, Senate Bill 449 passed on June 25, 2009 on a bi-partisan and unanimous vote of **34 to 0**, and

**WHEREAS**, Senate Bill 449 has languished in the House Judiciary Committee since June 25, 2009, without being sent to the floor for a vote, and

**WHEREAS**, failure of the House to pass Senate Bill 449, as written, will cause an unfunded mandate when County Sheriff's have to fill the void of local departments cutting officers, the loss of local control, as well as the loss of more police officers from our streets.

***NOW THEREFORE, BE IT RESOLVED***, that the Jackson County Board of Commissioners hereby calls upon the House of Representatives to swiftly pass Senate Bill 449, as written.

***BE IT FURTHER RESOLVED***, that this resolution be sent by the Jackson County Clerk, once adopted, to the Speaker of the House, as well as to the 82 other county boards of commissioners, requesting that they adopt said resolution and send it to the Speaker of the House.

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, to adopt this resolution.

Yeas:\_\_\_\_\_ Nays:\_\_\_\_\_ Abstain:\_\_\_\_\_ Absent:\_\_\_\_\_

Resolution adopted by the Jackson County Board of Commissioners at a regular meeting held on **July 20, 2010**.

---

**James E. Shotwell, Jr., Chairman  
Jackson County Board of Commissioners  
July 20, 2010**

Commissioner Board Appointments – July 2010

<u>BOARD</u>	<u>NEW TERM EXPIRES</u>	<u>CURRENT MEMBER</u>	<u>APPLICANTS</u>	<u>COMMITTEE RECOMMENDED APPOINTMENTS</u>
<u>Community Corrections Advisory Board (CCAB)</u>				
1) One Public Member – from service area	Indefinite	Vacant	Tony Lewis	Tony Lewis
1) One Public Member – criminal defense attorney	Indefinite	Vacant	David Lady	David Lady
1) One Public Member – business community representative	Indefinite	Vacant	Barry Marsh	Barry Marsh

Please Type or Print  
With Black BallpointPlease Type or Print  
With Black Ballpoint

# COUNTY OF JACKSON

## REQUEST FOR BOARD OR COMMISSION APPOINTMENT

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

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

NAME: MARSH BARRY O.  
Last First Middle Initial

HOME ADDRESS: 3035 Ocean Beach Clark Lake MI 49234  
Street City Zip Code

TELEPHONE: (517) 528-9863 (w) (517) 592-2000 ext. 236 (w)  
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. Community Corrections 2. \_\_\_\_\_ 3. \_\_\_\_\_

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

Activity/Organization:	Length of Service	Position(s) Held:
<u>COLUMBIA TWP</u>	<u>1 1/2 year</u>	<u>CLERK</u>
<u>MI. BUSINESS &amp; PROFESSIONAL ASSOC.</u>	<u>2 years</u>	<u>MEMBER</u>
<u>JACKSON AREA HOME EDUCATORS</u>	<u>6 years</u>	<u>MEMBER</u>

### Employment:

Current Employer:	Position:	Dates of Employment:
<u>COLUMBIA TWP</u>	<u>CLERK</u>	<u>11/20/08 - 4 yr term</u>
<u>BARBARRY'S GENERAL STORE</u>	<u>CLARK LAKE, MI</u>	<u>2003 - To Date</u>

**Education:** COLUMBIA SCHOOLS, JACKSON COMM. COLLEGE

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

To serve the community & bring some community experience with me. Interested in this program and want to learn more.

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

Barry O Marsh  
 Signature

3/18/10  
 Date

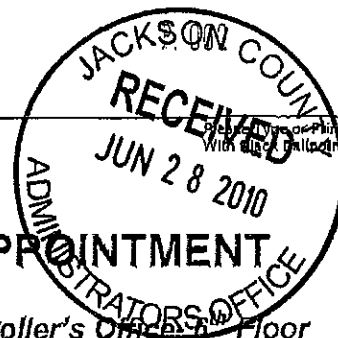
JUN/28/2010/MON 09:49 AM Jackson Co ADMIN

FAX No. 1 517 780 4755

Please Type or Print  
With Black Ballpoint

# COUNTY OF JACKSON

## REQUEST FOR BOARD OR COMMISSION APPOINTMENT



Mail or personally deliver to: County of Jackson Administrator/Controller's Office, 5th Floor  
120 West Michigan Avenue, Jackson, MI 49201  
(517) 788-4335 fax (517) 780-4755

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

NAME: Lady David R  
Last First Middle Initial

HOME ADDRESS: 7480 Shottsilk Jackson 49201  
Street City Zip Code

TELEPHONE: 517-783-3500 dladylaw@yahoo.com  
Home, Work, Cell, or Business (include Area Code) E-mail Address

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

Community Corrections  
1. Advisory Board 2. \_\_\_\_\_ 3. \_\_\_\_\_

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

Activity/Organization:	Length of Service	Position(s) Held:
<u>Rotary Club of Jackson</u>	<u>6 yrs</u>	
_____	_____	_____
_____	_____	_____

### Employment:

Self-Duncan Lady & Duncan Att'y 10/09-present  
Current Employer: Position: Dates of Employment:

### Education:

BA- Alma College (1973) JD Wayne State Law School (1976)

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

my 30 yrs as a prosecutor and five years as a criminal defense  
att'y gives me a depth/breadth of knowledge

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

[Signature]  
Signature

6/28/10  
Date

Please Type or Print  
With Black Ballpoint

Please Type or Print  
With Black Ballpoint



## COUNTY OF JACKSON REQUEST FOR BOARD OR COMMISSION APPOINTMENT

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

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

NAME: Lewis Tony M  
Last First Middle Initial  
HOME ADDRESS: 222 Damon Jackson 49203  
Street City Zip Code  
TELEPHONE: 517-780-7120 : Work lewist3@michigan.gov  
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. Community Corrections Advisory Board 2. \_\_\_\_\_ 3. \_\_\_\_\_

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

Activity / Organization:	Length of Service	Position (s) Held:
<u>LifeWays</u>	<u>Active</u>	<u>Board Member</u>
<u>Jackson County Leadership Academy</u>	<u>Active</u>	<u>Alumni</u>
_____	_____	_____

**Employment:**

<u>State of Michigan DHS</u>	<u>Family Independence Specialist</u>	<u>05/05/1986 - Present</u>
Current Employer:	Position:	Dates of Employment:

**Education:**

Jackson Community College -

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

As a Service provider for DHS and 15 years with the Michigan Department of Corrections - I feel I can be a asset to the Advisory Board

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

24 + Years working with both Cultural and Sub-Cultural Populations

Tony M. Lewis

Signature:

July 1, 2010

Date:

Submit

Reset