

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
Steve Thelen, Fair Manager
Dave Welihan, Veterans Affairs Officer
Ted Westmeier, Health Officer

County Commission Agenda **September 15, 2009**

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
September 15, 2009
7:00 p.m.
County Commission Chambers

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

1. **CALL TO ORDER** – *Chairman Steve Shotwell*
2. **INVOCATION** – *by Commissioner Mike Way*
3. **PLEDGE OF ALLEGIANCE** – *by Chairman Steve Shotwell*
4. **ROLL CALL** – *County Clerk Amanda Riska*
5. **APPROVAL OF AGENDA**
6. **AWARDS & RECOGNITIONS** – None.
7. **COMMUNICATIONS/PETITIONS** – None.
8. **SPECIAL ORDERS/PUBLIC HEARINGS** – None.
9. **PUBLIC COMMENTS**
10. **SPECIAL MEETINGS OF STANDING COMMITTEES**
 - A. **Personnel & Finance**
 1. **Intergovernmental Agreement Between County and City Regarding Asbestos Survey and Demolition of Structures**

Attachments:
*To be provided at the meeting
11. **MINUTES** - Minutes of the 8/18/09 Regular Meeting of the Jackson County Board of Commissioners

Attachments:
*8/18/09 Regular Meeting Minutes

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

A. County Affairs

1. **Parks – Resolution (09-09.22) Michigan Natural Resources Trust Fund Development Project Agreement – Sparks County Park Urban Fishing Project – Project Number TF-08-085**

Attachments:

- *Resolution (09-09.22)
- *Memo from Parks Director dated 8-31-09

2. **Road Commission – Adoption of Universal Credited Service for Road Commission Employees**

Attachments:

- *Memo from Road Commission Director of Finance dated 3-27-09 and attachments

B. County Agencies

3. **Youth Center Annual Report-2008**

Attachments:

- *Youth Center Annual Report-2008

4. **Friend of the Court – CRP FY 2008/2009 Contract Amendment**

Attachments:

- *CRP FY 2008/2009 Contract Amendment

5. **Friend of the Court – CRP FY 2009/2010 Contract**

Attachments:

- *CRP FY 2009/2010 Contract

6. **Prosecutor's Office – Title IV Contract Services Between Prosecuting Attorney and DHS**

Attachments:

- *Title IV Contract Services Between Prosecuting Attorney and DHS

C. Human Services

- 1st Reading** 7. **Proposed Body Art Fee Schedule**

Attachments:

- *Proposed Body Art Fee Schedule
- *MDCH Body Art Information

D. Personnel & Finance

8. Create New Fund for Parks Cascades Project

Attachments:

*Memo from Parks Director dated 8-27-09

9. Budget Adjustments

a. Facilities

- Chamber Project Carryover from 2008
- Wage Adjustment Resulting from Staff Reclassification

b. Health Department

- FY0809 Budget Adjustment
- FY0910 Budget Adjustment

Attachments:

*Memo from Director-Fleet & Facilities Operations dated 8-6-09

*Fleet-Facilities Budget Adjustment

*Budget Adjustment Narrative FY0809

*FY0809 Budget Adjustment

*Budget Adjustment Narrative FY0910

*FY0910 Budget Adjustment

9. Claims – 8/1/09 – 8/31/09

13. 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*

1. Intergovernmental Agreement Between County and City Regarding Asbestos Survey and Demolition of Structures

Attachments:

*To be provided at the meeting

14. **UNFINISHED BUSINESS** – None.

15. **NEW BUSINESS**

A. **Revised Personnel Policy 3070 – Performance Evaluations**

Attachments:

*Policy 3070

16. **PUBLIC COMMENTS**

17. **COMMISSIONER COMMENTS**

18. **CLOSED SESSION**

A. **Discussion of Union Contract Negotiation Parameters**

Attachments: None.

19. **ADJOURNMENT**

MINUTES
JACKSON COUNTY BOARD OF COMMISSIONERS BOARD MEETING
August 18, 2009
7:00 p.m.
County Commission Chambers

1. **CALL TO ORDER** – Chairman Shotwell called the August 18, 2009 meeting of the Jackson County Board of Commissioners to order at 7:01 p.m.
2. **INVOCATION** – *by Commissioner Gail Mahoney*
3. **PLEDGE OF ALLEGIANCE** – *by Chairman Steve Shotwell*
4. **ROLL CALL** – *County Clerk Amanda Riska*

(12) Present. Commissioner Herl, Lutchka, Kruse, Duckham, Poleski, Videto, Mahoney, Williams, Smith, Way, Elwell and Shotwell.
5. **APPROVAL OF AGENDA**

Moved by Mahoney, supported by Duckham for Approval of the Agenda. Motion carried unanimously.
6. **AWARDS & RECOGNITIONS** – None.
7. **COMMUNICATIONS/PETITIONS** – None.
8. **SPECIAL ORDERS/PUBLIC HEARINGS**
 - A. **Public Hearing – Revision to the Parks Ordinance**

No public comment.
9. **PUBLIC COMMENTS**

Ron Markowski introduced Sandy Place, the new Administrator for the Jackson County Medical Care Facility.

Nancy Smith stated that she was opposed to the comments Commissioner Duckham made at the Health Care rally, and read a letter written by Terri Mount.

Patricia Rayl requested a public apology from Commissioner Duckham for his conduct.

Mike Raczkowski stated that society needs to discuss the issues that were raised by Commissioner Duckham.
10. **SPECIAL MEETINGS OF STANDING COMMITTEES** – None.

11. **MINUTES** - Minutes of the 7/21/09 Regular Meeting of the Jackson County Board of Commissioners

Moved by Mahoney, supported by Way to Approve the Minutes of the 7/21/09 Regular Meeting of the Jackson County Board of Commissioners. Motion carried unanimously.

12. **CONSENT AGENDA**

Cmr. Poleski asked that item 12. D. 11. Fair Fund Deficit Elimination Plan be removed from the Consent Agenda. Item was moved to 13. D. 1. under Personnel and Finance.

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

A. **County Affairs**

1. **Resolution (08-09.19) Authorizing the County Board of Commissioners Chair, James E. Shotwell, Jr., to Sign MDOT Contract #2009-0639 (Federal Project #B-26-0051-2508) for Land Acquisition/Easement Costs of Parcels**
2. **Contract with Mead & Hunt for Phase II and III for Woodville Road Property Acquisition Services**
3. **Request to Add Monaghan, P.C. to County List of Approved Attorneys for the Reynolds Field Land Acquisition Project Only**
4. **Parks Ordinance Revision - Regulation of Weapons in Jackson County Parks**
5. **Road Commission Annual Financial Report 12/31/08**

B. **County Agencies**

6. **Resolution (08-09.20) Designating the County of Jackson as a Recovery Zone**
7. **Resolution (08-09.21) Granting Limited Waiver of Exemption of Property Taxes from Capture by Proposed Grass Lake Charter Township Downtown Development Authority**

C. **Human Services**

8. **DHS Board of Directors Resolution Requesting the Board of Commissioners to Adopt an Early Retirement Option for Jackson County Medical Care Facility Non-Union Employees**

D. **Personnel & Finance**

9. **Department on Aging - Request to Eliminate a Grade 10 Activity Specialist Position and Replace it with a Grade 9 Enrichment Specialist Position**

10. **Jackson County 2008 Audit – Response to Auditor’s Comments and Recommendations**

11. ~~Fair – Fund Deficit Elimination Plan~~

12. **Budget Adjustments**

- a. **Fair Fund**
- b. **Float Adjustment 2009 Wages**
- c. **PROPS Program Funds 101/292**
- d. **Road Patrol Grant**
- e. **Facilities-Fund 245**
- f. **Child Care Administrative Reimbursement Cost Allocation**
- g. **Health Department**

13. **Claims – 7/1/09 – 7/31/09**

13. **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**

1. **Fair - Fund Deficit Elimination Plan**

Some discussion was held, and the Administrator/Controller answered questions regarding the plan.

Moved by Videto, supported by Lutchka to support the Fund Deficit Elimination Plan for the Fair. Roll Call: (12) Yeas. Motion carried unanimously.

14. **UNFINISHED BUSINESS – None.**

15. **NEW BUSINESS – None.**

16. **PUBLIC COMMENTS**

No public comment.

17. **COMMISSIONER COMMENTS**

Cmr. Duckham responded to those that showed up, stating that he will more carefully express his viewpoints in the future.

Cmr. Herl thanked the Commissioners that helped at the Fair. He said that there is a lot to do to bring the Fair into good financial condition.

Cmr. Videto asked to disregard the e-mail picture from the Fair.

Cmr. Lutchka asked for any comments or suggestions about the Fair to be sent to him.

Cmr. Shotwell thanked the Human Services Board for the new director and also thanked John Ganton Jr. for his investment in the community.

18. **CLOSED SESSION** – None.

19. **ADJOURNMENT**

Chairman Shotwell adjourned the August 18, 2009 meeting of the Jackson County Board of Commissioners at 7:28 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

Resolution (09-09.22)
Michigan Natural Resources Trust Fund Development Project Agreement –
Sparks County Park Urban Fishing Project – Project Number TF08-085

Upon motion made by _____, seconded by _____, the following Resolution was adopted:

RESOLVED, that the County of Jackson, Michigan, does hereby accept the terms of the Agreement as received from the Michigan Department of Natural resources, and that the County of Jackson does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide one hundred forty thousand (\$140,000.00) dollars to match the grant authorized by the DEPARTMENT.
2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times.
3. To construct the project and provide such funds, services, and materials as may be necessary to satisfy the terms of said Agreement.
4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution.

The following aye votes were recorded: _____

The following nay votes were recorded: _____

STATE OF MICHIGAN)
) SS
COUNTY OF JACKSON)

I, Amanda Riska, Clerk of the County of Jackson, Michigan, do hereby certify that the above is as true and correct copy of the Resolution relative to the Agreement with the Michigan Department of Natural Resources, which Resolution was adopted by the Jackson County Board of Commissioners at a meeting held on September 15, 2009.

_____ Signature

_____ Title

_____ Date

JACKSON COUNTY PARKS

Memorandum

To: Randy Treacher, County Administrator
From: Brandon Ransom, Parks Director
Date: August 27, 2009
Re: Item #1 for September, 2009 County Affairs

MNRTF Grant Award

The Michigan Natural Resources Trust Fund Board has awarded a grant in the amount of \$360,000 for the Cascades Urban Fishery Project. Total Project cost is estimated at \$500,000. I have attached a resolution that will act as formal acceptance of the grant pursuant to standard operating procedure for the MNRTF grants.

Attachment: Draft Resolution

Chuck Walker

From: Chuck Walker [chuckw@jcrc-roads.org]
Sent: Friday, March 27, 2009 5:04 PM
To: 'Kelli Collier'
Subject: Universal Credited Service...

Kelli;

As per our conversation, the Jackson County Road Commission is hereby requesting a Supplemental Valuation to determine the cost of adding the Road Commission employees to purchase Universal Credited Service according to Section 4, Subsection 4 of the Retirement System Bylaws.

Thank You;

Charles R. Walker
Dir. of Finance / Clerk

9/1/2009

Supplemental Actuarial Report
Jackson County Employees Retirement System
Road Commission

Subject: Universal Credited Service Purchases

Submitted to: Kelli Collier, Pension Coordinator
Jackson County Employees Retirement System

Submitted by: Rodwan Consulting Company – Sandra W. Rodwan

Date: May 28, 2009

Background

This Supplemental Actuarial Report is furnished pursuant to the request of the Road Commission. The change under consideration is to allow Road Commission members of the Retirement System to purchase up to 4 years of Universal Credited Service in accordance with Section 4, Subsection 4 of the Retirement System Ordinance.

Fiscal Impact

Section 4, Subsection 4, Paragraph b. of the Retirement System Ordinance provides that the member shall be required to pay the entire cost to purchase the Universal Credited Service. The cost is determined by a formula defined in the Ordinance: the Member's annual rate of compensation at the time the Member commences the purchase of the credited service multiplied by a Multiplier Factor applicable for the Member's group, multiplied by the number of months or years of Credited Service to be purchased.

The Multiplier applicable for the current groups eligible to purchase Universal Credited Service appears to be similar to the total Normal Cost contribution rate for the groups computed for funding purposes in the annual actuarial valuations of the Retirement System. On this basis, the Multiplier for the Road Commission members would be 12.9%, which is the total Normal Cost contribution rate computed for the Road Commission in the most recent annual actuarial valuation of the Retirement System.

Use of the Normal Cost rate results in a contribution which is close to the full actuarial cost of the service, but it can be somewhat less than the full actuarial cost for any given member. The reason for this is that the Normal Cost rate is computed for the entire group, and may not represent the Normal Cost for the individual member given the member's actual age and service characteristics. Also, the Normal Cost is based on assumptions concerning the average experience of the whole group. For example, members purchasing service may be more likely to retire at earliest eligibility and less likely to terminate service before retirement. However, although a Multiplier similar to the Normal Cost may produce a purchase cost somewhat less than the full actuarial cost, the difference is not likely to be significant for the Road Commission. We would not expect a material increase in employer-financed liabilities or computed contribution rate as a result of Universal Credited Service purchases by members of the Road Commission.

Residential & Field Driveway Permits

| <u>PERMIT #</u> | <u>NAME</u> | <u>TOWNSHIP</u> |
|-----------------|--------------------|-----------------|
| 09-034 | Stephanie Donnelly | 10 |
| 09-040 | Milo Fisher | 09 |
| 09-042 | Brian Knapp | 18 |

Director of Finance / Clerk Report.

Director of Finance / Clerk Walker updated the board on weekly activity.

On a motion made by Commission Jester, seconded by Commissioner Philipps and unanimously carried, it was moved to approve to amend the 2009 Budget, a zero dollar change (line items only).

On a motion made by Commission Philipps, seconded by Commissioner Rand and unanimously carried, it was moved to approve the purchase plan of Universal Credited Service as part of the Jackson County Employee's Retirement System. The employee purchase rate to be 12.9 % (determined by independent actuary); Subject to Jackson County Board of Commissioners approval.

Director of Finance / Clerk Walker presented correspondence received from the Mirror Lake Association Board concerning Vicary Road.

Director of Operations

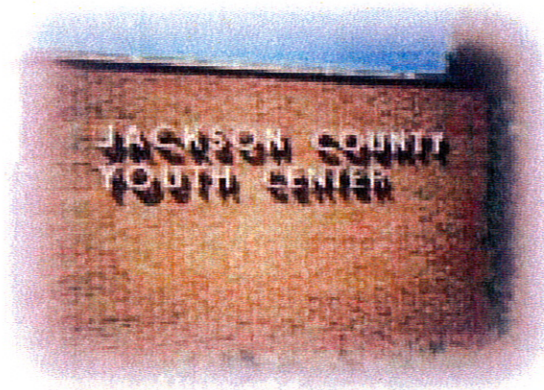
Director of Operations Smith updated the board on weekly activity, edgeline and centerline painting, cold patch, overband and seal coating in Grass Lake and the City of Jackson.

Commissioner Philipps questioned the different phases of the E. Michigan Avenue Project.

Director of Permits / Safety & Traffic Services Report

Director of Permits / Safety & Traffic Services Roden updated the board on safety. Mr. Roden reviewed commercial permits including a request for commercial driveway permit on Case Road. Mr. Roden reviewed sever speed limit and sign requests and informed the Board that Jackson County Road Commission had completed two insurance safety inspections.

2008 ANNUAL JACKSON COUNTY YOUTH CENTER REPORT



**Jackson County Youth Center
930 Fleming Ave.
Jackson, MI 49202
517.788.4460**

MARCH 2008

2008 Annual Detention Report



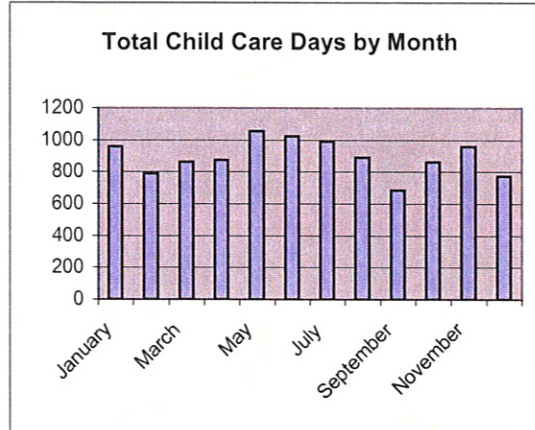
**Jackson County Youth Center
930 Fleming Ave.
Jackson, Michigan 49202
517.788.4460
www.co.jackson.mi.us/Agencies**

March 2008

Jackson County Youth Center 2008 Detention Statistics

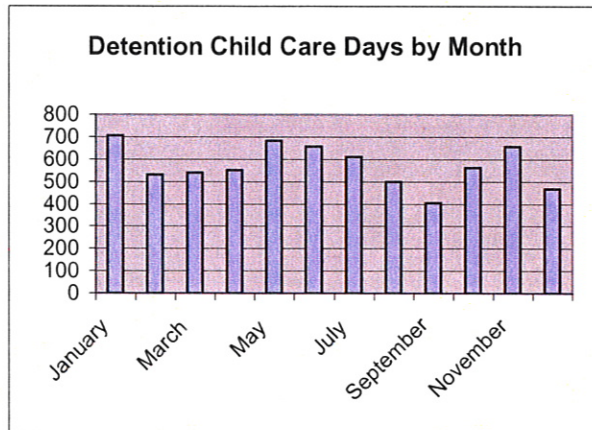
Child Care Days:

| <u>Month</u> | <u>Monthly Total</u> | <u>Detention</u> | <u>Treatment</u> |
|--------------|----------------------|------------------|------------------|
| January | 960 | 705 | 255 |
| February | 788 | 531 | 257 |
| March | 861 | 540 | 321 |
| April | 875 | 550 | 325 |
| May | 1055 | 683 | 372 |
| June | 1023 | 656 | 367 |
| July | 992 | 612 | 380 |
| August | 888 | 500 | 388 |
| September | 684 | 405 | 279 |
| October | 860 | 562 | 298 |
| November | 957 | 657 | 300 |
| December | 772 | 468 | 304 |
| Total: | 10715 | 6869 | 3846 |

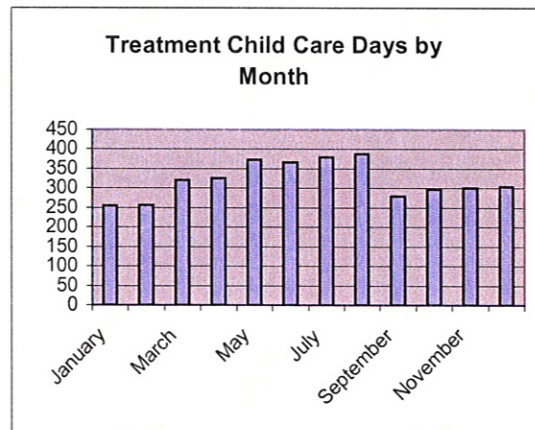


Totals-Monthly Capacity: 1116

numbers in red are months we are at or over capacity



Detention-Monthly Capacity: 744



Treatment-Monthly Capacity: 372

Total number of days youth are lodged in a program (ie. 10 residents lodged for 10 days equals 100 child care days).

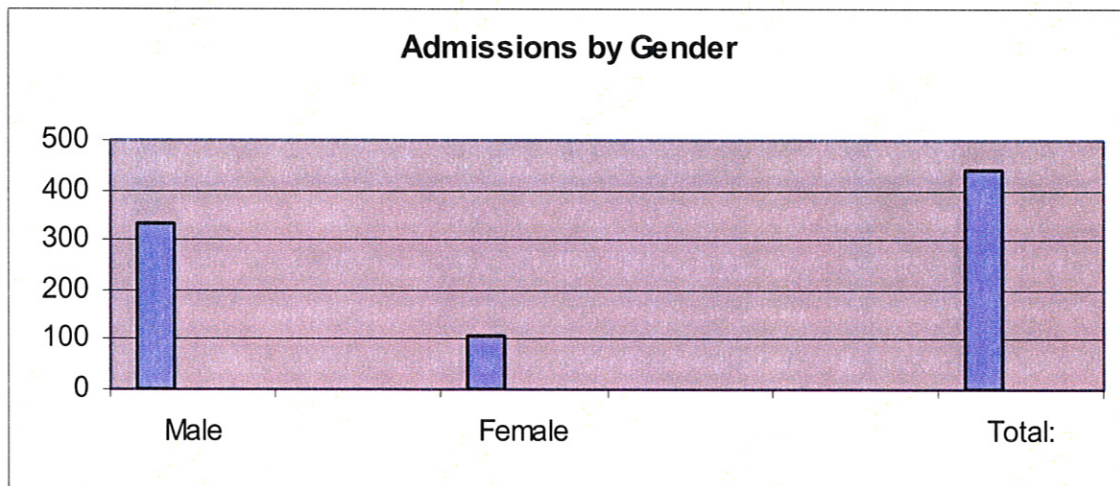
Average Daily Population

| Building | Males | Females | Detention | Treatment | Out of County |
|----------|-------|---------|-----------|-----------|---------------|
| 29.3 | 25 | 4.3 | 18.8 | 10.5 | 0.3 |
| | | | ALOS: 16 | 212.2 | 9.3 |

Jackson County Youth Center 2008 Detention Statistics Gender

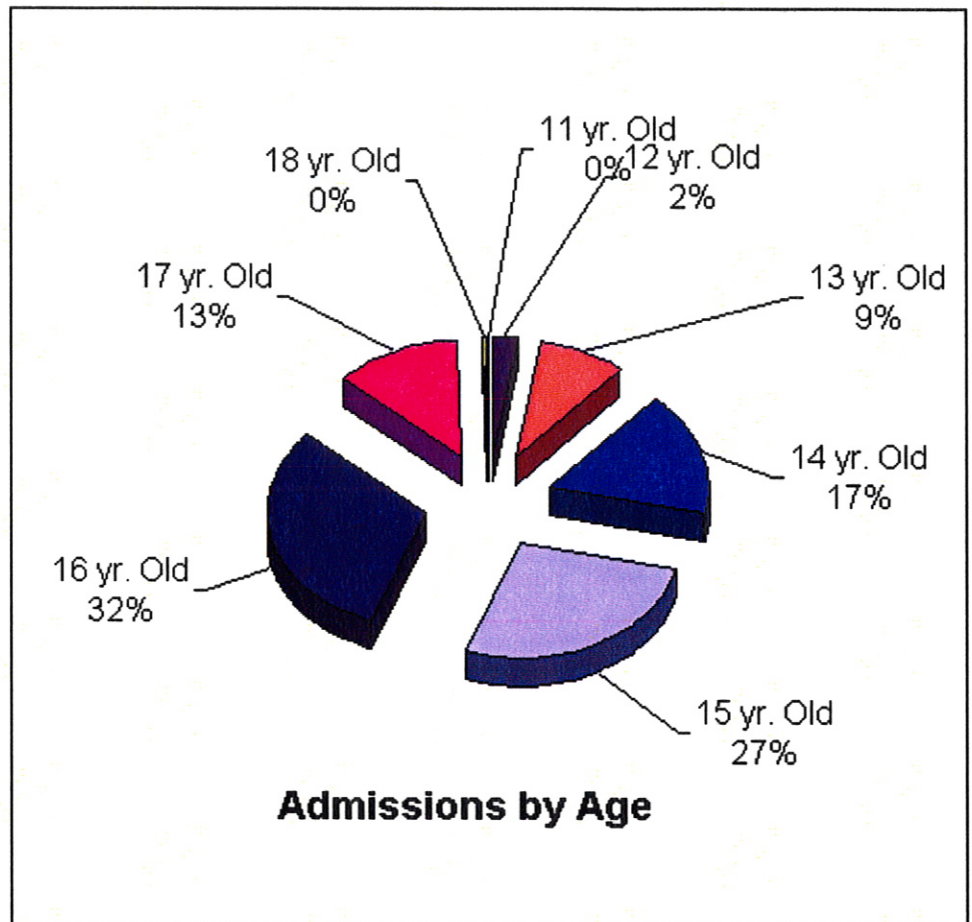
| <u>Gender</u> | <u>Number</u> | <u>Percentage</u> |
|---------------|---------------|-------------------|
| Male | 336 | 76% |
| Female | 105 | 24% |

Total: 441



Jackson County Youth Center 2008 Detention Statistics Age

| <u>Age</u> | <u>Number</u> |
|--------------|---------------|
| 08 yr. Old | 0 |
| 09 yr. Old | 0 |
| 10 yr. Old | 0 |
| 11 yr. Old | 0 |
| 12 yr. Old | 11 |
| 13 yr. Old | 39 |
| 14 yr. Old | 76 |
| 15 yr. Old | 119 |
| 16 yr. Old | 138 |
| 17 yr. Old | 57 |
| 18 yr. Old | 2 |
| 19 yr. Old | 0 |
| Total | 442 |



Note:

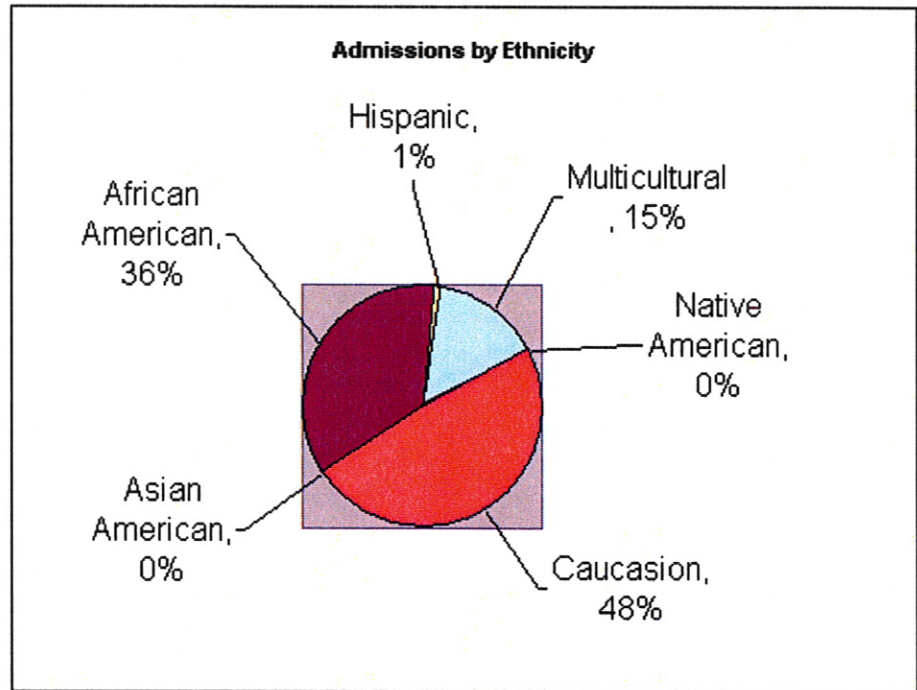
In 2008, 71% of our admissions were 15-17 year olds
In 2002, 63% of our admissions were 15-17 year olds

Jackson County Youth Center

2008 Detention Statistics

Ethnicity

| <u>Ethnicity</u> | <u>%</u> | <u>#</u> |
|-------------------------|----------|------------|
| Asian | 0% | 0 |
| American | | |
| African | 36% | 160 |
| American | | |
| Hispanic | 1% | 4 |
| Multicultural | 15% | 65 |
| Native | 0% | 0 |
| American | | |
| European | 48% | 212 |
| American | | |
| Total Admissions | | 441 |



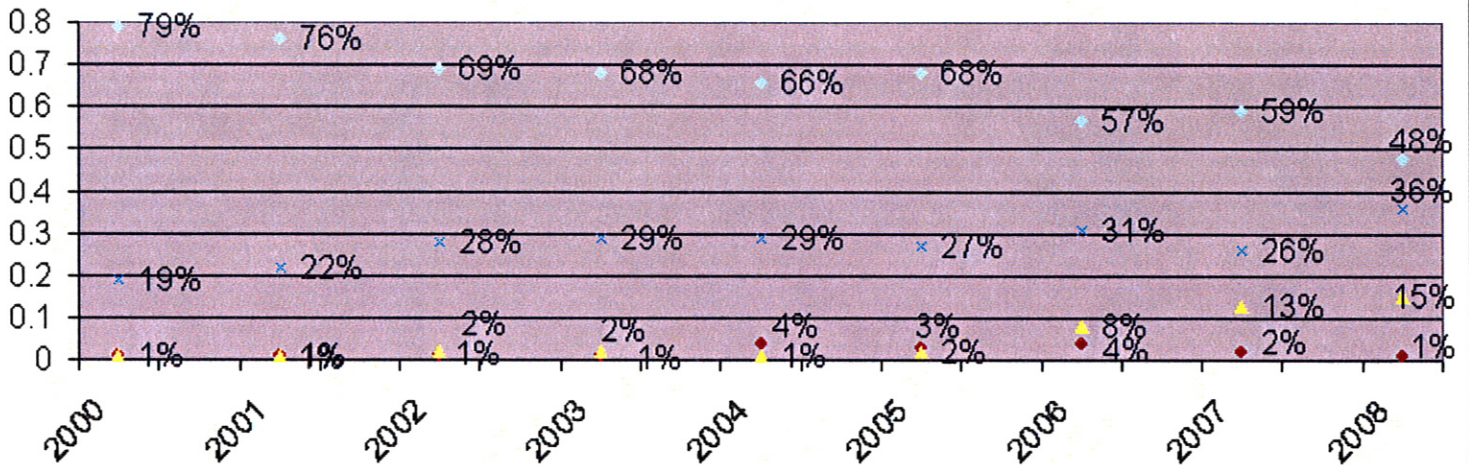
| | City of Jackson | County of Jackson | Center Staff |
|----------|------------------------|--------------------------|---------------------|
| Asian | | | |
| American | 1% | 0% | 0% |
| African | | | |
| American | 20% | 8% | 38% |
| Hispanic | 4% | 2% | 0% |
| Other | 1% | 1% | 0% |
| European | 74% | 88% | 62% |
| American | | | |

Jackson County Youth Center 2008 Detention Admission Statistics

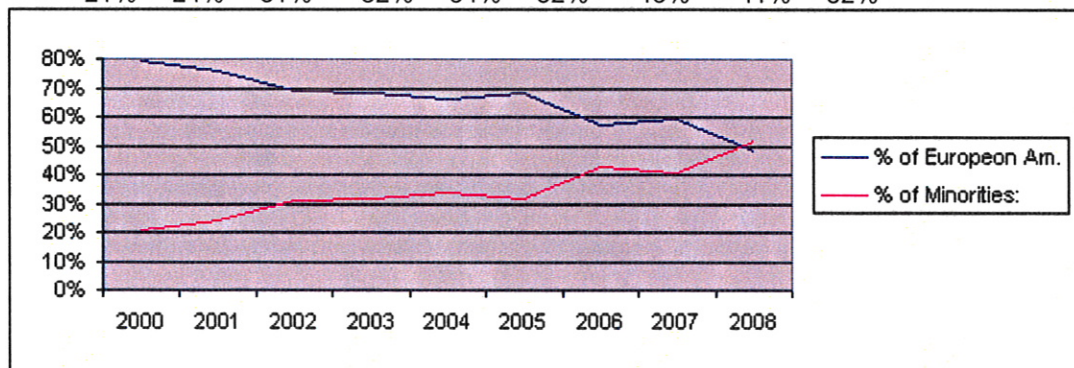
Nine Year Ethnicity Trend

| | 2000 | 2001 | 2002 | 2003 | 2004 | 2005 | 2006 | 2007 |
|------------------|------|------|------|------|------|------|------|------|
| African American | 19% | 22% | 28% | 29% | 29% | 27% | 31% | 26% |
| Hispanic | 1% | 1% | 1% | 1% | 4% | 3% | 4% | 2% |
| European Am | 79% | 76% | 69% | 68% | 66% | 68% | 57% | 59% |
| Multicultural | 1% | 1% | 2% | 2% | 1% | 2% | 8% | 13% |

Nine Year Ethnicity Trend



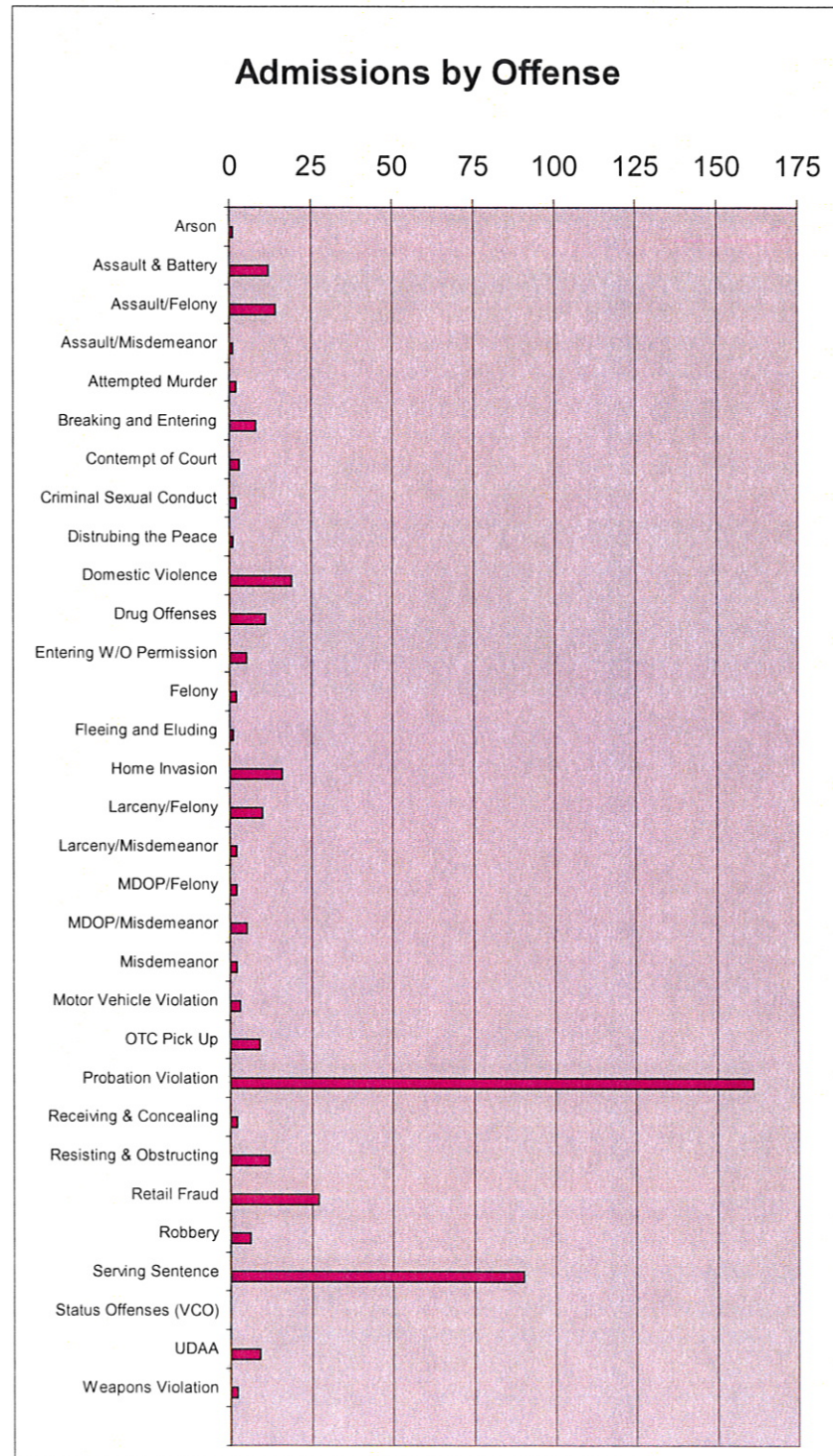
| | 2000 | 2001 | 2002 | 2003 | 2004 | 2005 | 2006 | 2007 | 2008 |
|-----------------|------|------|------|------|------|------|------|------|------|
| of European Am. | 79% | 76% | 69% | 68% | 66% | 68% | 57% | 59% | 48% |
| of Minorities: | 21% | 24% | 31% | 32% | 34% | 32% | 43% | 41% | 52% |



Jackson County Youth Center
2008 Detention Statistics
Admissions by Offense

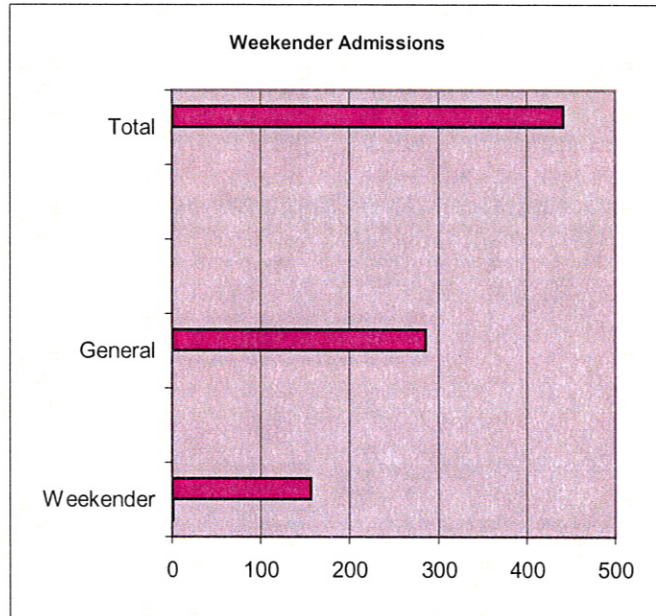
| <u>Offense</u> | <u>Number</u> |
|-------------------------|---------------|
| Arson | 1 |
| Assault & Battery | 12 |
| Assault/Felony | 14 |
| Assault/Misdemeanor | 1 |
| Attempted Murder | 2 |
| Breaking and Entering | 8 |
| Contempt of Court | 3 |
| Criminal Sexual Conduct | 2 |
| Distrubing the Peace | 1 |
| Domestic Violence | 19 |
| Drug Offenses | 11 |
| Entering W/O Permission | 5 |
| Felony | 2 |
| Fleeing and Eluding | 1 |
| Home Invasion | 16 |
| Larceny/Felony | 10 |
| Larceny/Misdemeanor | 2 |
| MDOP/Felony | 2 |
| MDOP/Misdemeanor | 5 |
| Misdemeanor | 2 |
| Motor Vehicle Violation | 3 |
| OTC Pick Up | 9 |
| Probation Violation | 161 |
| Receiving & Concealing | 2 |
| Resisting & Obstructing | 12 |
| Retail Fraud | 27 |
| Robbery | 6 |
| Serving Sentence | 90 |
| Status Offenses (VCO) | 0 |
| UDAA | 9 |
| Weapons Violation | 2 |

Total: 440

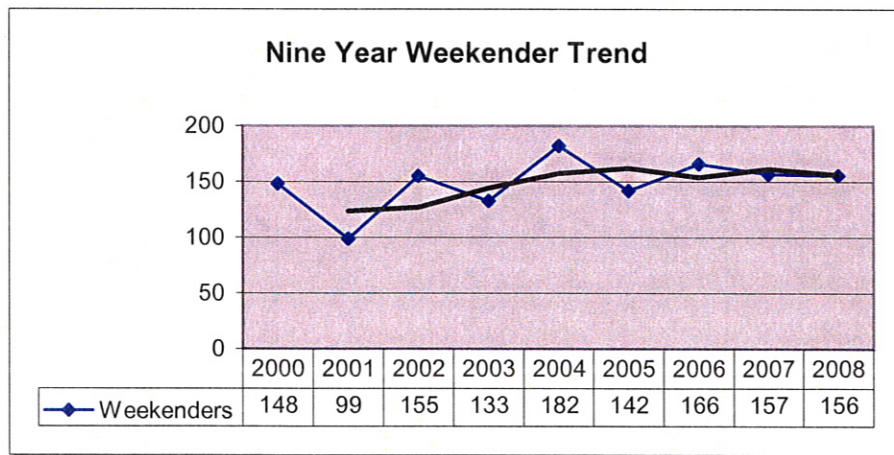


Jackson County Youth Center 2008 Detention Statistics Weekender Program

| <u>Population</u> | <u>Number</u> |
|--------------------------|---------------|
| Weekender | 156 |
| General Population | 285 |
| Total Admissions | 441 |
| Percentage of Population | 35% |



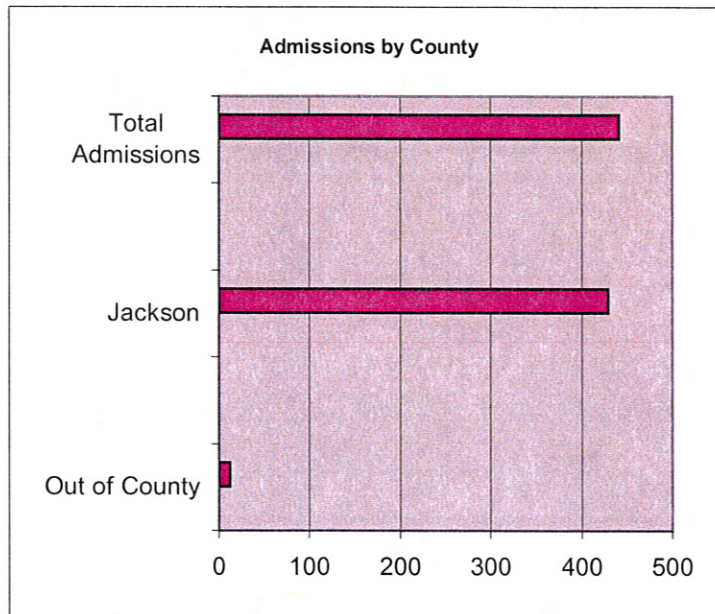
| | 2000 | 2001 | 2002 | 2003 | 2004 | 2005 | 2006 | 2007 | 2008 |
|------------|------|------|------|------|------|------|------|------|------|
| Weekenders | 148 | 99 | 155 | 133 | 182 | 142 | 166 | 157 | 156 |



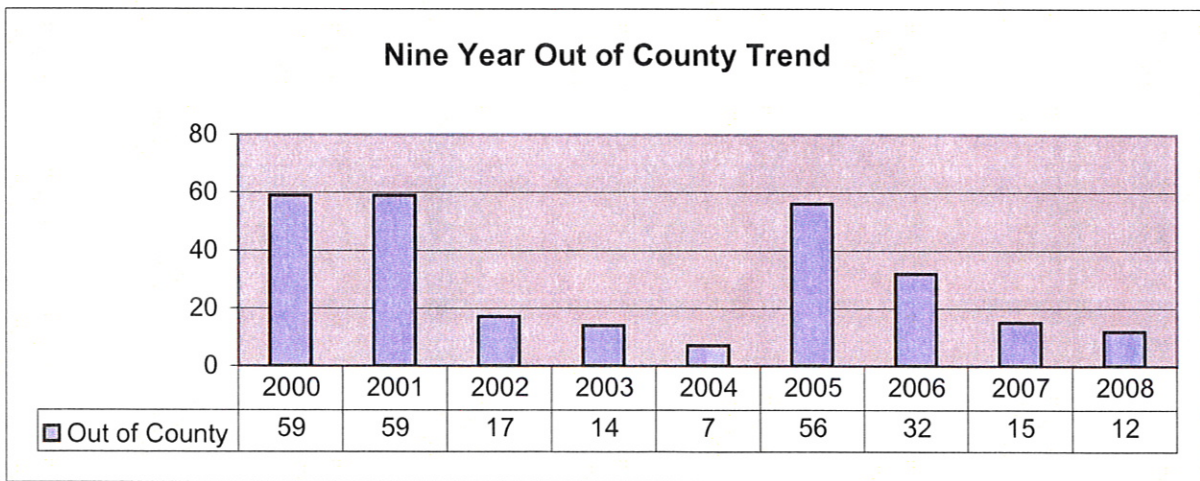
Note: Actual % of Weekenders among Jackson County admissions is 36%.

Jackson County Youth Center 2008 Detention Statistics Out of County Admissions

| <u>County</u> | <u>Number</u> |
|------------------|---------------|
| Out of County | 12 |
| Jackson | 429 |
| Total Admissions | 441 |



| | 2000 | 2001 | 2002 | 2003 | 2004 | 2005 | 2006 | 2007 | 2008 |
|---------------|------|------|------|------|------|------|------|------|------|
| Out of County | 59 | 59 | 17 | 14 | 7 | 56 | 32 | 15 | 12 |



2008 Annual Residential Report



**Jackson County Youth Center
930 Fleming Ave.
Jackson, Michigan 49202
517.788.4460
www.co.jackson.mi.us/Agencies**

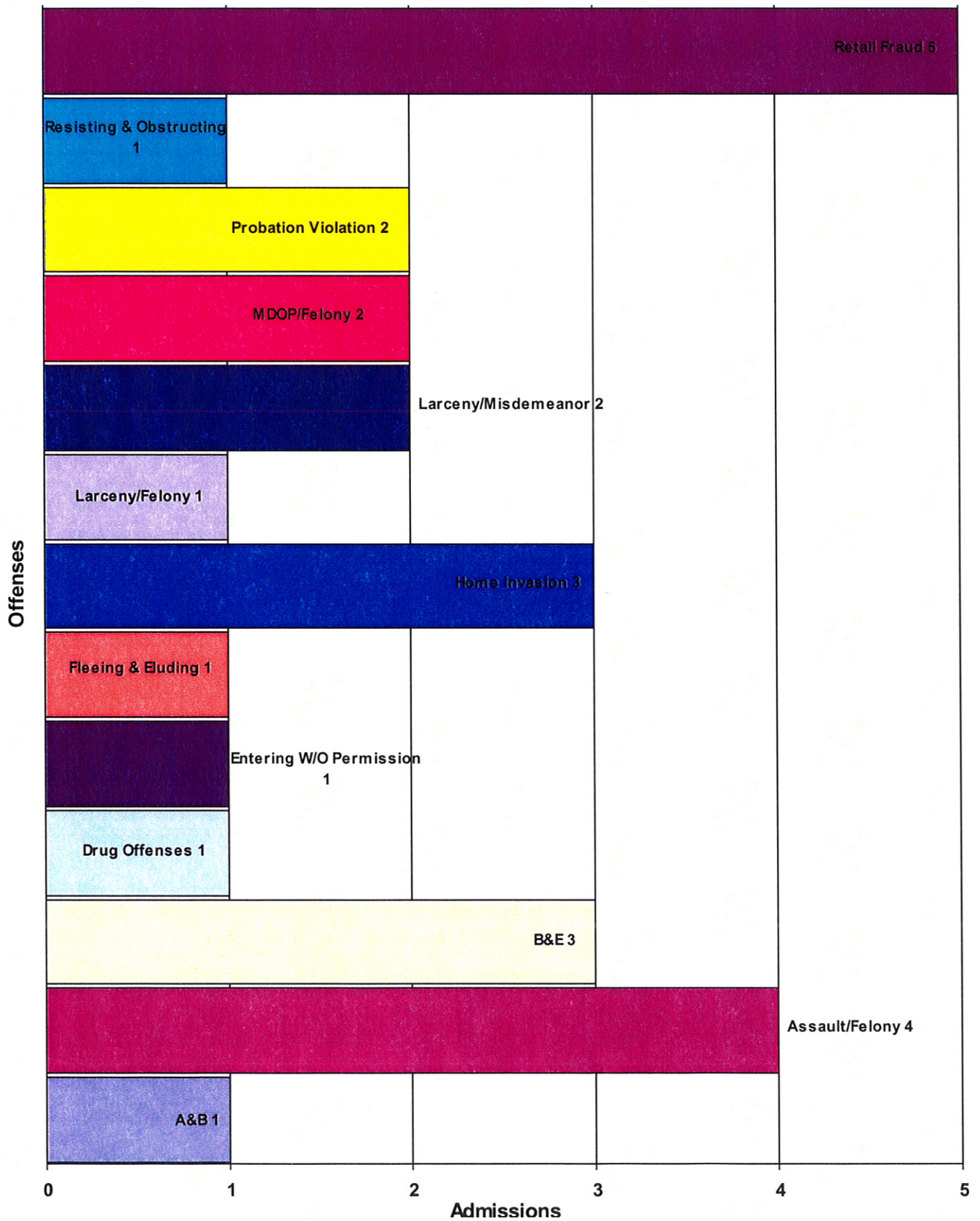
March 2008

YEAR-END STATISTICS FOR 2008

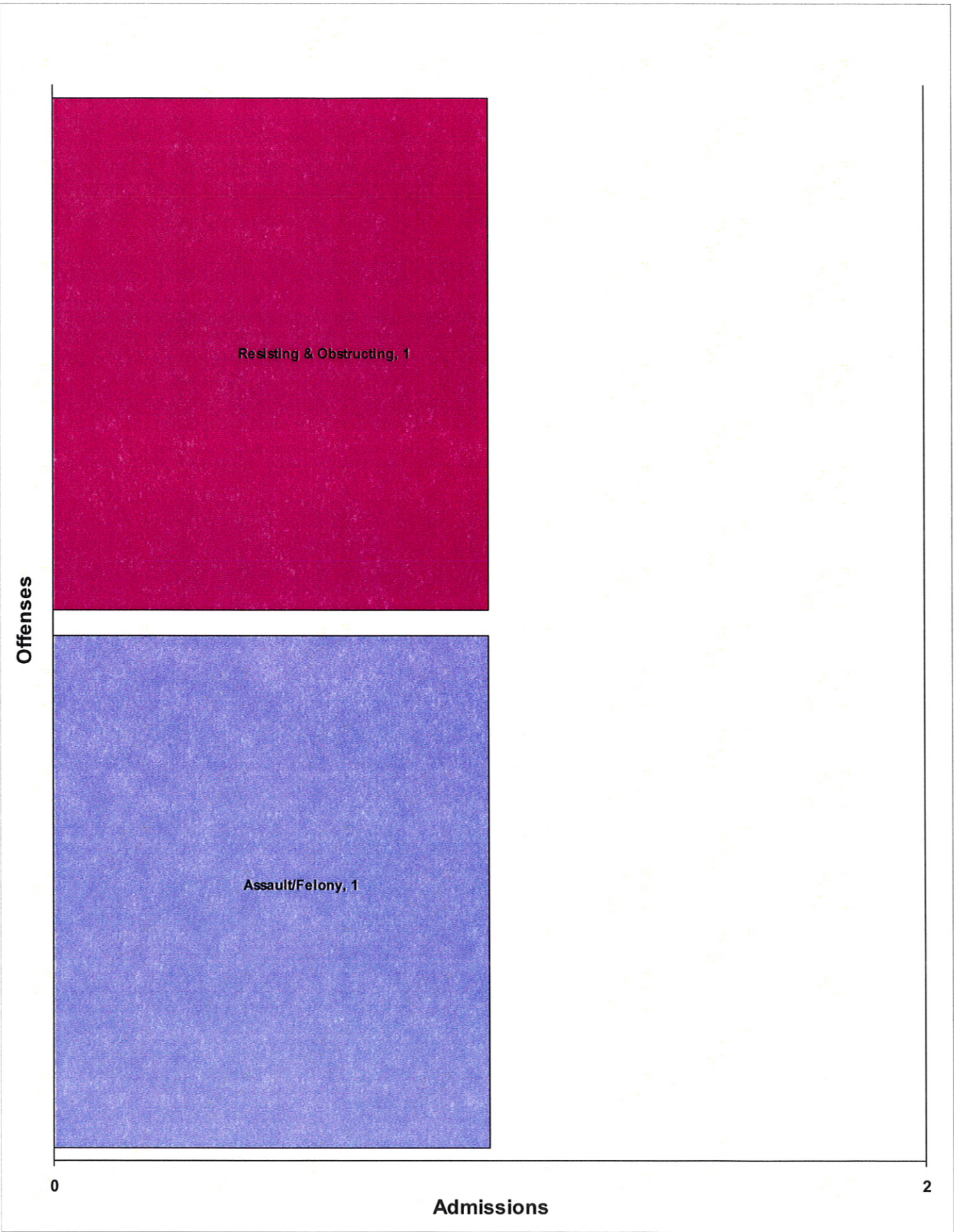
RTP MONTHLY AVERAGE POPULATION

| Month | RTP | Boys | Girls |
|------------------|-------------|------------|------------|
| <i>January</i> | 8.2 | 8.2 | 0 |
| <i>February</i> | 8.9 | 8.2 | 0.6 |
| <i>March</i> | 10.4 | 9.4 | 1.0 |
| <i>April</i> | 10.8 | 9.8 | 1.1 |
| <i>May</i> | 12.0 | 10.0 | 2.0 |
| <i>June</i> | 12.2 | 10.2 | 2.0 |
| <i>July</i> | 12.3 | 10.3 | 2.0 |
| <i>August</i> | 12.5 | 10.5 | 2.0 |
| <i>September</i> | 9.3 | 7.3 | 2.0 |
| <i>October</i> | 9.6 | 7.6 | 2.0 |
| <i>November</i> | 10.0 | 8.0 | 2.0 |
| <i>December</i> | 9.8 | 7.8 | 2.0 |
| Average | 10.5 | 8.9 | 1.6 |

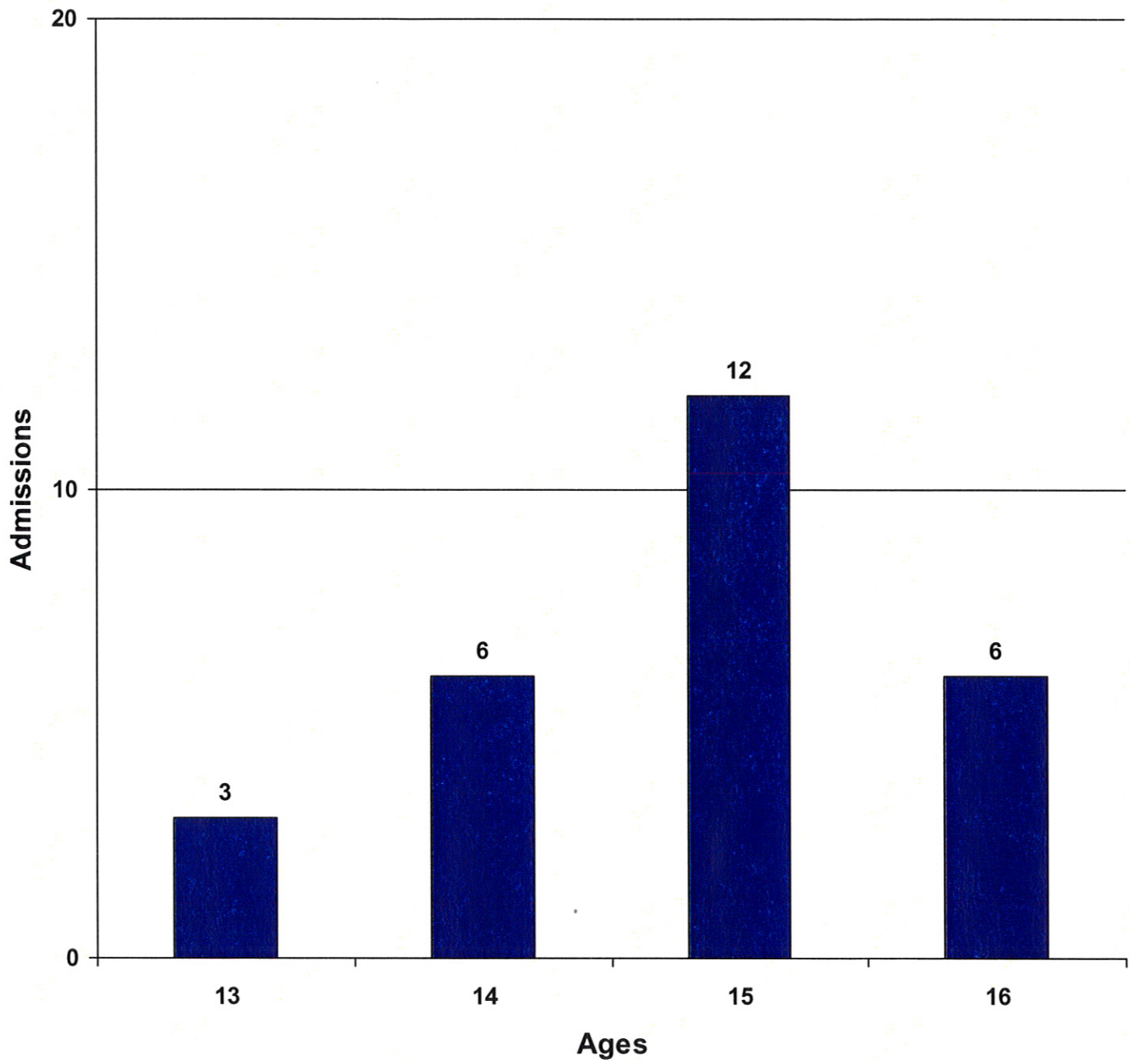
2008 RTP Admissions by Offense



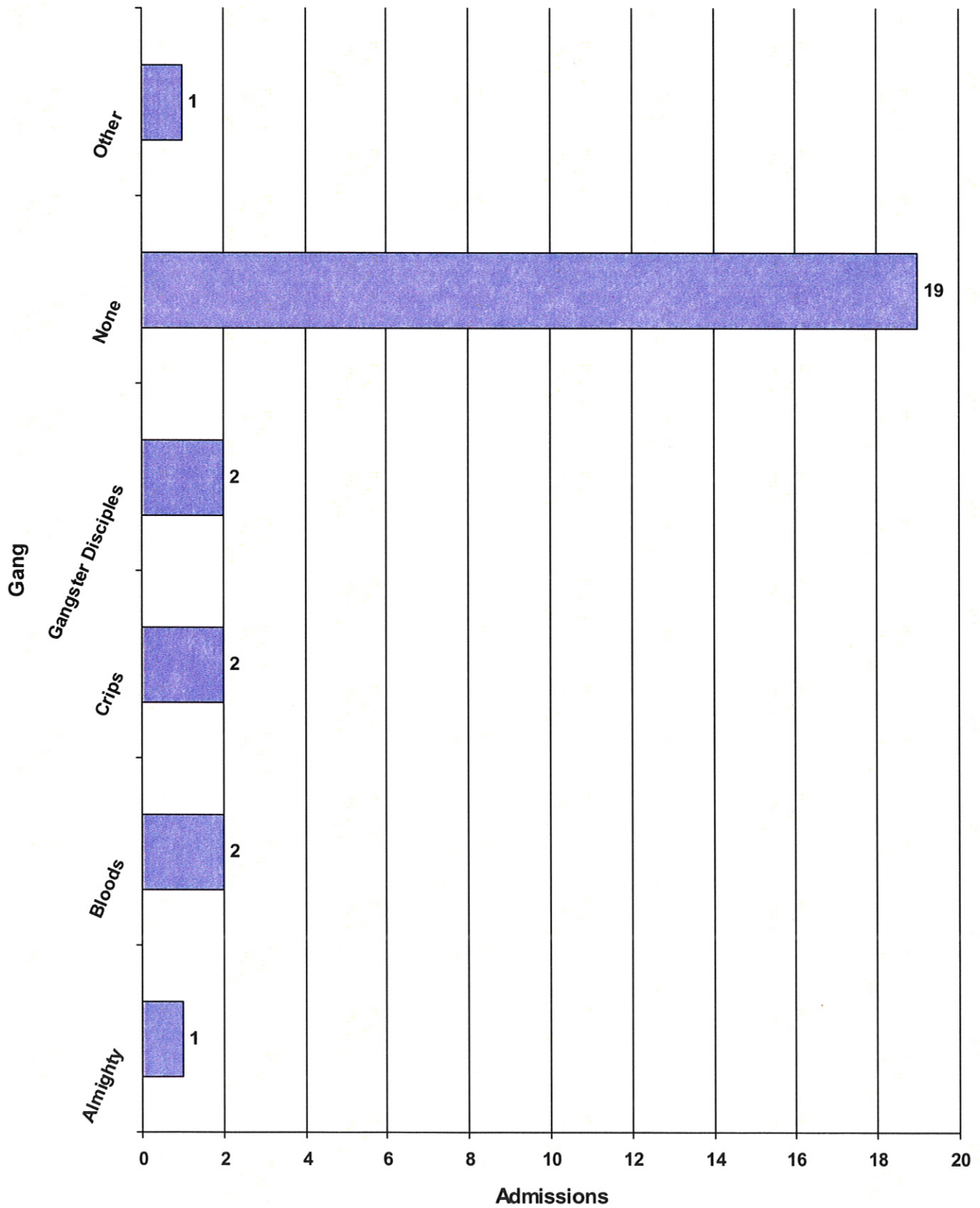
2008 Initial Charge of Admissions For Probation Violations



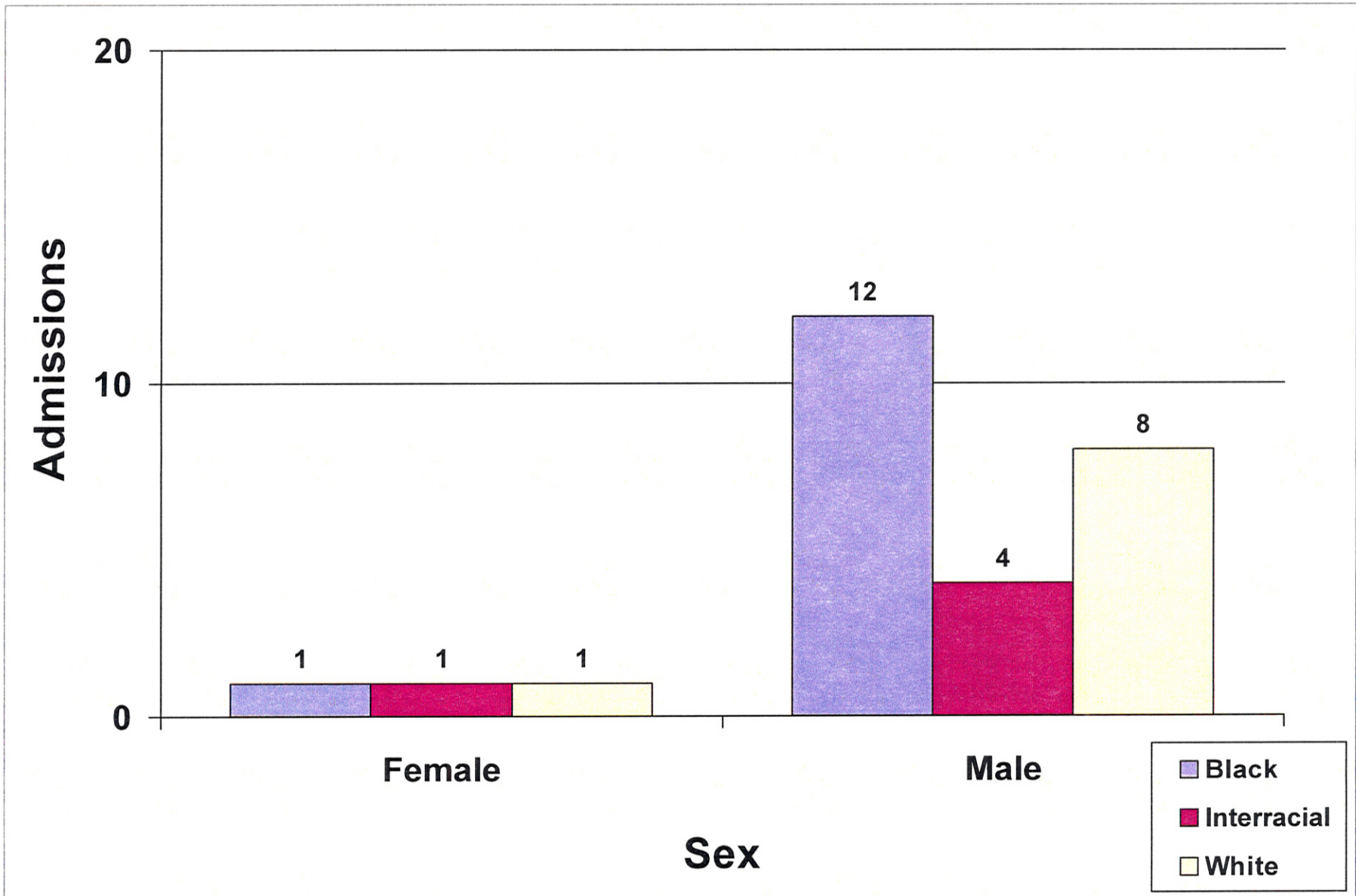
2008 RTP Admissions by Age



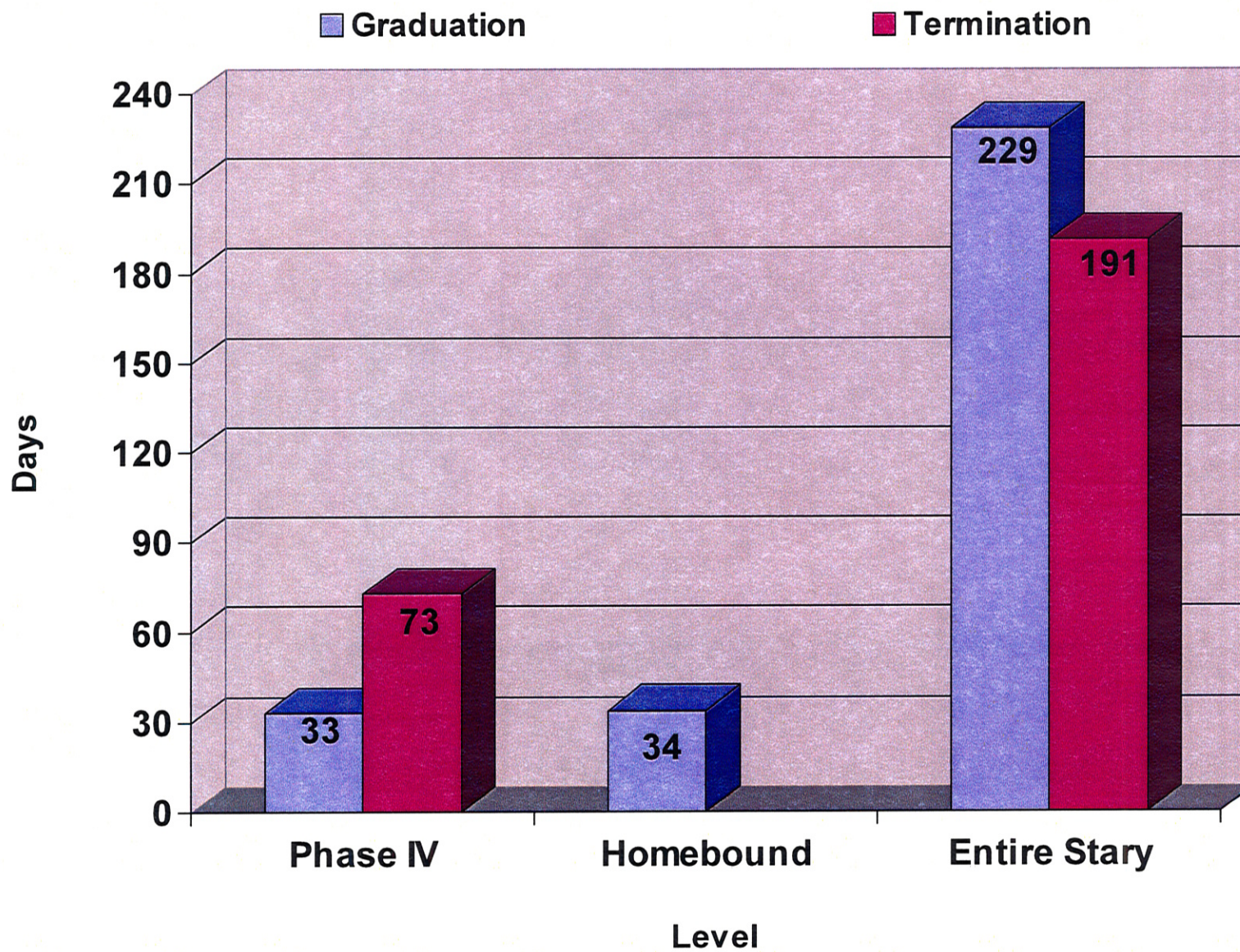
2008 RTP Admissions by Gang



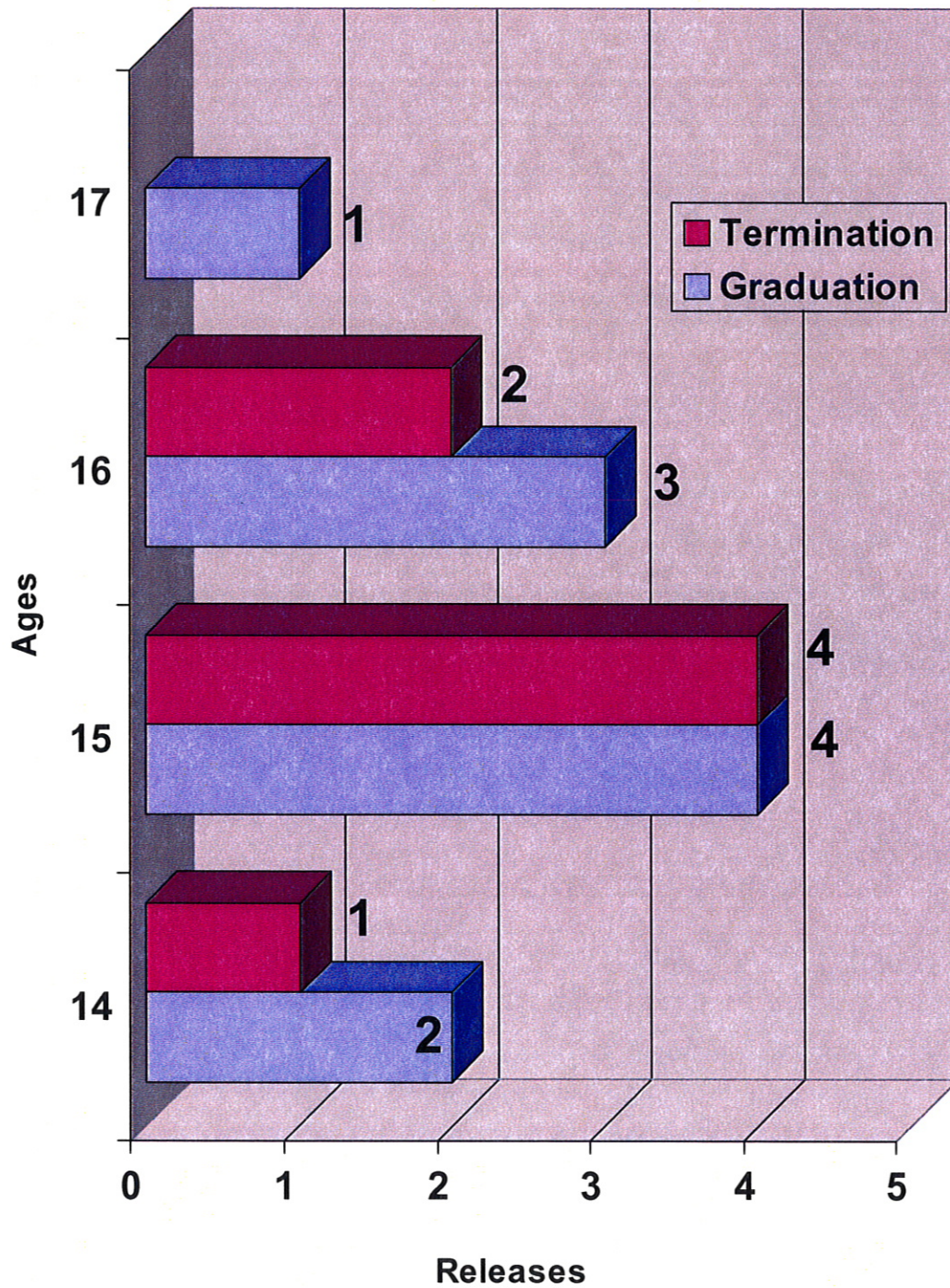
2008 ADMISSIONS by GENDER and ETHNICITY



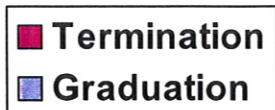
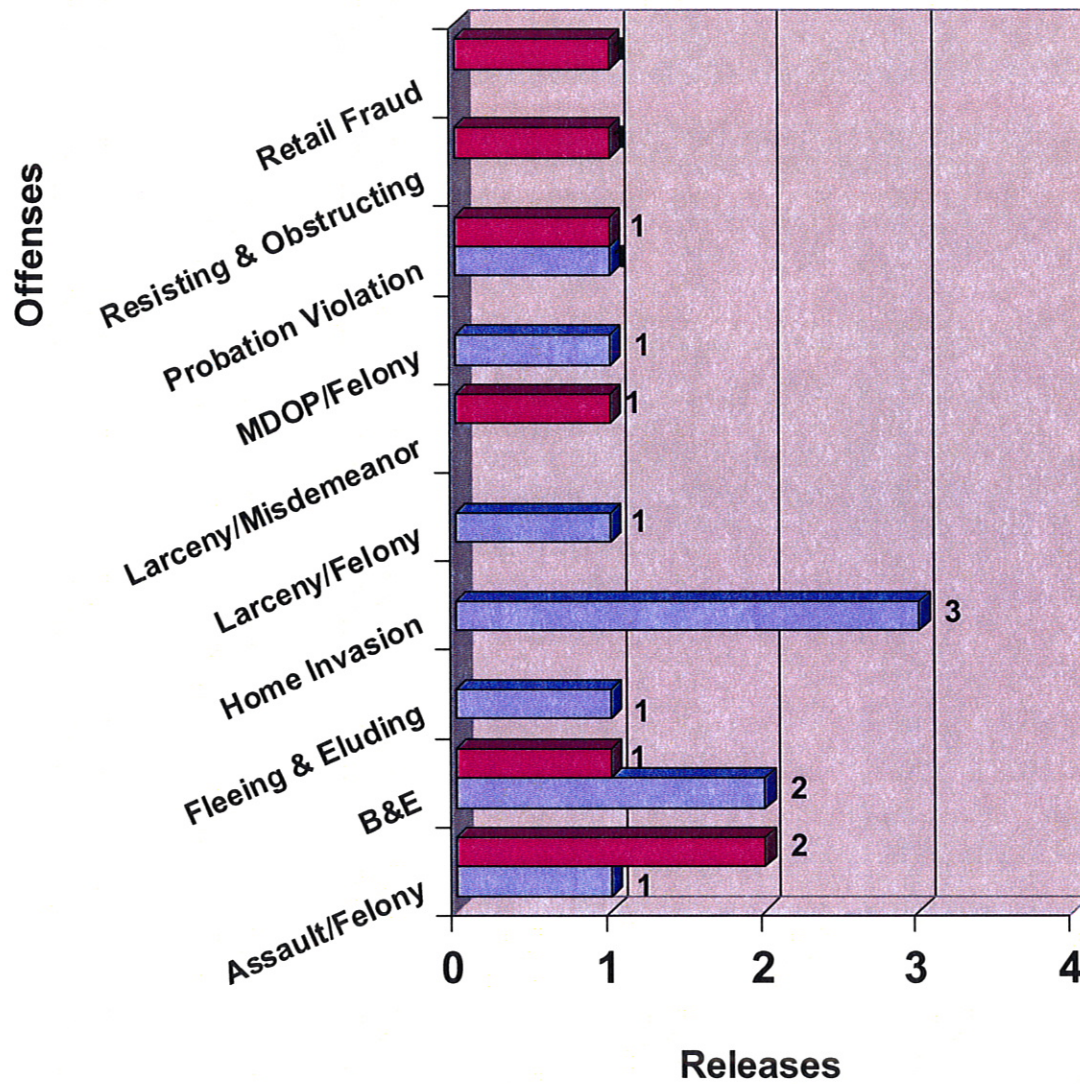
Average Length of Stay for Phase IV Through Entire Stay



RTP Releases Breakdown by Age Report 2008



RTP Releases Breakdown by Offense Report 2008



**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: Jackson County Friend of the Court | | Contract #: CS/FOC-09-38001 |
| Contract Administrator Name: Teresa DeRoche | | County: Jackson |
| Phone No.: 517-241-6117 | | |
| Circuit Court 4th. | | |
| Complete only if account structure is changing: | | |
| PCA: | Index Code: | AOC: |

*******FOC Agenda Item #2 Attachment*******

Contract No:
County:

CS/FOC-09-38001
Jackson

**AGREEMENT
between
STATE OF MICHIGAN
DEPARTMENT OF HUMAN SERVICES
and
THE COUNTY OF Jackson**

AMENDMENT #2

WHEREAS, the Department of Human Services (hereinafter referred to as "DHS"), entered into a contractual Agreement effective October 1, 2008, with the County of Jackson, a public organization (hereinafter referred to as "Contractor"), with a mailing address of 1697 Lansing Avenue, Jackson, MI 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. *§ II (F) (I), DHS Duties and Responsibilities, Maximum Amount of Agreement*, of said AGREEMENT, is hereby amended, for the period of October 1, 2008 through September 30, 2009, and the cumulative maximum dollar amount, shall be increased by \$51,937.00 to a cumulative total maximum amount of costs to be reimbursed by DHS of Two Million, Two Hundred Eighty-Seven Thousand, Eight Hundred Twenty-Nine AND NO/100 Dollars (\$2,287,829.00).
- B. The amount added by this amendment shall be restricted to expenditures from October 1, 2008 through September 30, 2009. DHS shall reimburse an amount up to the State's share of actual expenditures and SECT. 905 Supplement and the SECT. 906 Supplement, 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 (F), Contractor Duties and Responsibilities, Billing Procedure* of the AGREEMENT, which sections are hereby reaffirmed.

Michigan Department of Human Services
FISCAL YEAR (FY) 2009
TITLE IV-D COOPERATIVE REIMBURSEMENT AMENDMENT APPLICATION and WORKSHEETS

SECTION IV
REVISED BUDGET SUMMARY

SECTION A. CONTRACT DESCRIPTION

COUNTY JACKSON CONTRACT NO. CS/FOC 09-38001

PROVIDER: _____ FOC X PA _____ AG _____ COMB _____

X Amendment
____ Line Item Transfer

| COLUMN I | COLUMN II | COLUMN III | COLUMN IV | COLUMN V |
|--|--------------------------------|--------------------------------------|--------------------------------|-----------------------------------|
| SECTION B. ALLOCATION FACTORS | CURRENT 2009 IV-D BUDGET | ADJUSTMENT TO 2009 IV-D BUDGET | REVISED 2009 IV-D BUDGET | TOTAL PROVIDER EXPENDITURES |
| 1. FTE POSITIONS (FOC,PA,COMB) | 41.55 | (0.53) | 41.02 | 44.50 |
| A. Enforcement (FOC &/OR COMB) | 41.55 | (0.53) | 41.02 | 44.50 |
| B. Establishment (PA &/OR COMB) | | | | |
| 2. % OF TOTAL FTE'S (IV-D Allocation Factor) | 93.37% | -1.19% | 92.18% | |
| A. Enforcement (FOC &/OR COMB) | 93.37% | -1.19% | 92.18% | |
| B. Establishment (PA &/OR COMB) | | | | |
| 3. CASELOAD % (FOC, Comb) | 98.54% | | 98.54% | 100% |
| SECTION C. BUDGET CATEGORIES | CURRENT 2009 IV-D BUDGET | ADJUSTMENT TO IV-D BUDGET | REVISED 2009 IV-D BUDGET | TOTAL PROVIDER EXPENDITURES |
| 1. Personnel | \$ 2,456,998 | \$ (23,559) | \$ 2,433,439 | \$ 2,708,842 |
| 2. Data Processing | \$ 46,315 | \$ 8,006 | \$ 54,321 | \$ 58,930 |
| 3. Other Direct | \$ 166,178 | \$ (6,727) | \$ 159,451 | \$ 172,979 |
| 4. Central Services | \$ 751,771 | \$ 100,853 | \$ 852,624 | \$ 924,955 |
| 5. Paternity Testing (PA/COMB Only) | \$ - | | \$ - | \$ - |
| 6. TOTAL Expense | \$ 3,421,262 | \$ 78,573 | \$ 3,499,835 | \$ 3,865,706 |
| 7. Service Fees (FOC & COMB Only) | \$ - | \$ - | \$ - | \$ - |
| 8. Judgment Fees (FOC & COMB) | \$ 7,024 | \$ - | \$ 7,024 | \$ 7,128 |
| 9. Other Income (Describe) | \$ 54,238 | \$ (120) | \$ 54,118 | \$ 55,571 |
| 10. NET EXPENSE (Line 6 minus Line 7-9) | \$ 3,360,000 | \$ 78,693 | \$ 3,438,693 | \$ 3,803,007 |
| 11. Incentive | \$ - | \$ - | \$ - | |
| 12. NET BUDGET (Line 10 minus Line 11) | \$ 3,360,000 | \$ 78,693 | \$ 3,438,693 | |
| 13. State Share @ 66% of Line 12 | \$ 2,217,600 | \$ 51,937 | \$ 2,269,537 | |
| 14. County Share @ 34% of Line 12 | \$ 1,142,400 | \$ 26,756 | \$ 1,169,156 | |
| 15. State Share same as Line 13 | \$ 2,217,600 | \$ 51,937 | \$ 2,269,537 | |
| 16. DRA Incentive Match | \$ - | \$ - | \$ - | |
| 17. SECT. 905 Supplement | \$ 10,599 | \$ - | \$ 10,599 | |
| 18. SECT. 906 Supplement | \$ 7,693 | \$ - | \$ 7,693 | |
| 19. TOTAL CONTRACT AMOUNT (Sum Lines 15-18) | \$ 2,235,892 | \$ 51,937 | \$ 2,287,829 | |

**Michigan Department of Human Services – Division of Contracts and Rate Setting
Child Support – Friend of the Court - FOC Contract (CM-F162) - Actual Cost
Cover Sheet**

| | | |
|--|---|--|
| Contractor Name: Jackson County Friend of the Court | | Contract #: CSFOC-10-38001 |
| Total Contract Amount: \$ 2,369,257.00 | | Net Budget Amount: \$ 3,589,783.00 |
| Total Contract Amount – (spelled out) Two million, three hundred sixty-nine thousand, two hundred fifty-seven | | |
| CS-138#: NJVENDOR | Commodity Code: FTR-1002 | |
| County Name(s): Jackson | Circuit Court Name: 4th | |
| Fed. I.D. #: 38-6004845 | Legal Mail Code: 062 | Payment Mail Code: E00 |
| Contractor Address: Address: 1697 Lansing Avenue | | City/State/Zip: Jackson MI 49202 |
| Contractor FY begin date (day/month): 1 day of month January month of year | | |
| Org. Type: <input type="checkbox"/> Private, Non-profit <input type="checkbox"/> Private, Proprietary <input checked="" type="checkbox"/> Public <input type="checkbox"/> University | | |
| Audit Status: <input type="checkbox"/> Vendor <input type="checkbox"/> No Federal Funds <input checked="" type="checkbox"/> Sub-recipient If checked, record CFDA numbers(s) below 93.563 | | Faith Based: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Contractor is a State employee: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | Contractor is a State retired employee: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Award Status: <input type="checkbox"/> Bid | <input checked="" type="checkbox"/> Sole Source <input type="checkbox"/> Fair Market Rate | |
| Payment Type: <input checked="" type="checkbox"/> Actual Cost <input type="checkbox"/> Unit Rate <input type="checkbox"/> Fair Market Rate | | |
| Index Code: 50700 | PCA and percentage: 83202/100% | AOC: 6155 |
| Contract Administrator: Teresa DeRoche | | Phone Number: 5172416117 |

The contract administrator by submission of this document assures no changes have been made to the contract General Provisions as stated in Article III of standard DHS contract format.

*****FOC Agenda Item #3 Attachment*****

**Michigan Department of Human Services
FISCAL YEAR (FY) 2009**

ATTACHMENT E

TITLE IV-D COOPERATIVE REIMBURSEMENT PROGRAM APPLICATION and WORKSHEETS

SECTION A.

CONTRACT DESCRIPTION

Attachment E

COUNTY: JACKSON

CONTRACT NO:CS/ FOC-10-38001

PROVIDER: _____

FOC X PA _____ AG _____ COMB _____

FISCAL YEAR: 2010

| COLUMN I | COLUMN II | COLUMN III |
|--|--------------------|------------------------|
| SECTION B. | PROPOSED | PROVIDER'S |
| ALLOCATION FACTORS | 2010 | TOTAL |
| | IV-D BUDGET | ELIGIBLE BUDGET |
| 1. FTE POSITIONS (FOC,PA,COMB) | 41.66 | 45.25 |
| A. Enforcement (FOC &/OR COMB) | 41.66 | 45.25 |
| B. Establishment (PA &/OR COMB) | | |
| 2. % OF TOTAL FTE'S (IV-D Allocation Factor) | 92.07% | |
| A. Enforcement (FOC &/OR COMB) | 92.07% | |
| B. Establishment (PA &/OR COMB) | | |
| 3. CASELOAD % (FOC, Comb) | 98.59% | 100% |
| SECTION C. | PROPOSED | PROVIDER'S |
| BUDGET CATEGORIES | 2010 | TOTAL |
| | IV-D BUDGET | ELIGIBLE BUDGET |
| 1. Personnel | \$ 2,551,938 | \$ 2,832,252 |
| 2. Data Processing | \$ 60,118 | \$ 65,296 |
| 3. Other Direct | \$ 143,879 | \$ 156,271 |
| 4. Central Services | \$ 889,917 | \$ 966,566 |
| 5. Paternity Testing (PA/COMB Only) | \$ - | \$ - |
| 6. Total Expense | \$ 3,645,852 | \$ 4,020,385 |
| 7. Service Fees (FOC & COMB Only) | \$ - | \$ - |
| 8. Judgment Fees (FOC & COMB) | \$ 7,027 | \$ 7,128 |
| 9. Other Income (describe) | \$ 49,042 | \$ 50,675 |
| 10. Net Expense (Line 6 minus 7-9) | \$ 3,589,783 | \$ 3,962,582 |
| 11. Incentive | | |
| 12. NET BUDGET | \$ 3,589,783 | |
| 13. State Share @ 66% if Line 12 | \$ 2,369,257 | |
| 14. County Share @ 34% of Line 12 | \$ 1,220,526 | |
| 15. State Share same as Line 13 | \$ 2,369,257 | |
| 16. DRA Incentive Match | | |
| 17. Section 905 Supplement | | |
| 18. Section 906 Supplement | | |
| 19. Section 909 Supplement | | |
| 20. TOTAL CONTRACT AMOUNT (Sum | | |
| Lines 15-19) | \$ 2,369,257 | |

| | |
|------------------------|--------------|
| Contract No: | CSPA10-38002 |
| Total Contract Amount: | \$208,560.00 |
| Net Budget Amount: | \$316,000.00 |
| County: | Jackson |
| Method of Payment: | Actual Cost |

AGREEMENT

between

| | |
|---|----------------------------------|
| Michigan Department of Human Services & The County of Jackson (hereinafter referred to as "DHS"), | referred to as the "Contractor") |
| 235 South Grand Avenue | 1697 Lansing Avenue |
| P.O. Box 30037 | Jackson, MI 49202 |
| Lansing, Michigan 48909 | |

This Agreement, effective October 1, 2009 through September 30, 2012 is by and between the DHS, the County of Jackson, a public organization and the Prosecuting Attorney (together, referred to as the "Contractor"). This Agreement shall be amended each fiscal year period beginning October 1, 2010 and through September 30, 2012, to authorize funding for subsequent fiscal year periods covered by this Agreement.

I. CONTRACTOR DUTIES AND RESPONSIBILITIES

The Contractor shall establish paternity and obtain child support court orders or enforce child support orders for all actions over which it has jurisdiction. The Contractor shall comply with all requirements of the following (hereinafter referred to as ("Title IV- Standards")) that relate to establishing paternity or obtaining and enforcing support orders (and any amendments to the following): U.S. code Title 42, Chapter 7, subchapter IV, Part D, all applicable Federal regulations at 45 CFR Part 300 to 399, 45 CFR Part 92, 45 CFR Part 95, statutes court rules, the Prosecuting Attorney Handbook, the Prosecuting Attorney Letters, the Michigan Department of Human Services Office of Child Support (hereinafter referred to as OCS) IV-D combined Manual and the Michigan IV-D Action Transmittals and any DHS issued policies and procedures. The Contractor agrees to use the automated Michigan Child Support Enforcement System (hereinafter referred to as MiCSESSystem).

A. Establishment Services

The Contractor shall:

1. Make IV-D services available to all eligible persons.

2. Make all reasonable efforts to establish paternity and secure orders as needed for the establishment of court ordered child support for children born in or out of wedlock, as provided by law.
3. Initiate locating action when necessary.
4. Allow DHS, and its identified agents, access to all IV-D case records for the purpose of annual Title IV-D Self-Assessment case readings, including but not limited to:
 - a. Central system case records;
 - b. Paper case records; and
 - c. MiCSES System and PAAM IV-D electronic case records.

B. Report

The Contractor shall prepare, complete and submit the following report (in the cycle indicated) to the unit named.

1. **Form:** DHS-286 - Title IV-D Cooperative Reimbursement Expenditure Report, including the following supporting documentation;
Personal Expense Report.
Cycle: Due by the thirtieth (30th) day after month of service
To: Michigan Department of Human Services
Contract Manager, Office of Child Support
2. **Form:** OCS Tax Data Confidentiality Questionnaire
Cycle: Due annually by April 30th
To: Michigan Department of Human Services
Contract Manager, Office of Child Support
3. **Form:** Criminal Background Check Plan
Cycle: Due annually by July 30
To: Michigan Department of Human Services
Contract Manager, Office of Child Support

C. Client Grievance System

The Contractor shall have a written office grievance system which provides the opportunity to seek relief for those who believe they have not received services required by the IV-D program, or believe the services they have received are not in accordance with IV-D regulations. Information about the grievance system shall be provided to clients or DHS upon request.

D. Billing Method

The Contractor, as a sub-recipient of Federal Financial Assistance, agrees to abide by applicable provisions of the Cost Principles for State and Local Governments issued by the Federal Office of Management and Budget (OMB) Circular No. A-87. This Circular provides cost principles to be used in determining the availability of Federal Financial Assistance for Child Support activities under U. S. Code Title 42, Chapter 7, Subchapter IV, Part D.

1. The Actual Cost Reimbursement Method shall be used to claim reimbursement under this Agreement. The Contractor certifies that the Title IV-D Program Budget Summary for the current fiscal year period that is attached and made part of this Agreement has been prepared in accordance with the Budget Completion Instructions provided by DHS. Title IV-D Program Budget Summaries subsequently submitted and approved for each fiscal year covered under this Agreement shall be attached and made part of this Agreement. The Title-IV-D Program Budget Summary for the current fiscal year details the amount and object of expenditures for which the Contractor shall use funds paid under this Agreement. The Contractor is authorized to expend funds only for those resources indicated in the Title IV-D Program Budget Summary for the current fiscal year that are allowable, properly allocated and reasonable as defined in the Budget Completion Instructions. Only actual costs may be billed to DHS. The Contractor shall follow and adhere to the Budget.
 - a. However, expenditures up to a five (5)% increase or \$3,000, whichever is less, above the direct cost line item budget categories are permissible provided the sum of all expenditures does not exceed the total amount of the Agreement.
2. The Contractor must submit a budget revision request and obtain prior written approval from DHS to increase any line item by more than five (5)% or \$3,000, whichever is less, or decrease line items in the budget. The increase or decrease of line items in the budget must stay within the originally approved fiscal year budget total. Budget revision requests must be submitted in accordance with Michigan IV-D Action Transmittal 2008-027 or its successors.
 - a. The written request for DHS' approval must contain sufficient information to allow DHS to identify which budget line items are to be increased, which line items are to be decreased; the reason for the change and the programmatic impact of the budget changes. If the budget changes stay within the originally approved budget total, the request shall be submitted as a line item transfer. A request that

increases the originally approved budget shall be submitted as an amendment as described under Section II.F. of this Agreement.

- b. A line item transfer will not be accepted earlier than six (6) months after the Agreement effective date. The due-date to submit a line item transfer request and/or amendment to DHS is ninety (90) days prior to the end date of the Agreement.
 - c. The DHS Office of Child Support is authorized to approve line item transfers. DHS shall provide an initial response to line item transfer requests within thirty (30) days of receipt.
- 3. Actual costs include the cost of fringe benefits provided for contract employees billed under this Agreement. The fringe benefits billed must be proportional to the time the employees are engaged in IV-D reimbursable activities. Further, those fringe benefits shall be no greater than fringe benefits provided to similar Non-IV-D employees. Fringe benefits may include longevity, vacation, personal leave, holiday, sick leave, medical, dental, optical, life insurance, disability insurance, retirement, social security, workers compensation, and unemployment insurance.
 - 4. If any staff funded in part or whole by IV-D funds do not work full-time on IV-D matters, detailed time-records in the form of personal activity reports (PAR) for such employees are required to document the amount of time spent on reimbursable activities.

E. Billing Procedure

The Contractor shall submit monthly to DHS, a DHS 286 "Title IV-D Cooperative Reimbursement Expenditure Report" detailing program-related expenditures. The DHS-286 shall be submitted to DHS within thirty (30) days from the end of the monthly billing period. For the month of September, DHS-286 reports shall be submitted as reasonably directed by DHS to meet fiscal year-end closing deadlines. At its discretion, DHS may not make payment to the Contractor for billings submitted more than sixty (60) days after the end of a billing period.

F. Sub-recipient Relationship

This Agreement constitutes a sub-recipient relationship with DHS. The Contractor is required to comply with all Federal regulations that relate to the accounting and auditing of the Federal award used to fund this Agreement. This includes, but is not limited to, compliance with OMB Circular A-133.

Regulations applicable to funding sources are included in the Catalog of Federal Domestic Assistance (CFDA). The Federal Program Title, CFDA number and Federal Financial Participation (FFP) rate DHS will use for this agreement are:

| Federal Program Title | CFDA# | FFP% |
|----------------------------------|--------|------|
| Title IV-D DHS-286 Reimbursement | 93.563 | 100% |
| Title IV-D Incentive Payment | 93.563 | 100% |

Note: The Federal Program "TITLE IV-D, DHS-286 Reimbursement" refers to the DHS reimbursement of amounts billed to DHS on the DHS-286. DHS reimburses 66% of the amounts billed. The entire amount reimbursed is federal funding, therefore, the above table uses 100%. The Federal Program "TITLE IV-D, Incentive Payment" is 100% federal funding.

DHS may change the CFDA number and will implement any changes made by the Federal Government to the CFDA number and/or FFP rate during the course of this Agreement. CFDA numbers and FFP rates for this Agreement shall be posted quarterly on the DHS website. The Contractor is required to check the website to obtain up to date information regarding the CFDA numbers.

The Contractor shall consult the following website address to obtain CFDA numbers, payments, and other audit information:

http://www.michigan.gov/dhs/0,16_07,7-124-5455_719_9_8380---,00.html

DHS agrees to participate in audit costs related to the audit as described in other sections of this Agreement.

G. Reporting Requirements

The Contractor must immediately report to the DHS Office of Monitoring and Internal Control accounting irregularities including noncompliance with Agreement provisions.

If the Contractor is required per OMB Circular A-133 to have a Single Audit performed, the Contractor must submit the Reporting Package and an Audit Transmittal Letter to the DHS Office of Monitoring and Internal Control at the address that follows and in accordance with the time frame established in the Circular.

Reporting Package includes:

1. Financial statements and schedule of expenditures of Federal awards
2. Summary schedule of prior audit findings
3. Auditor's report(s)

4. Corrective Action Plan if applicable

H. Audit Transmittal Letter

The Contractor is responsible to identify in the Audit Transmittal Letter all organizations it operates that administer DHS sub-recipient programs and the different names the Contractor may use to enter into an Agreement with DHS. The Contractor is responsible for proper completion and submission of the Audit Transmittal Letter. This letter, to be accurately processed by DHS, must include the following information:

1. The Contractor's name as reported in the DHS Agreement(s).
2. The Contractor's Federal Identification Number(s) as reported in the DHS Agreement(s).
3. The Contractor's fiscal year end.
4. Identify other name(s) and other Federal Identification Number(s) used by the Contractor.

If a Single Audit is not required per OMB Circular A-133, the Contractor must still submit an Audit Transmittal Letter stating why a Single Audit was not required and the Contractor's fiscal year to which the letter pertains. The Audit Transmittal Letter should include items stated in the section, "Audit Transmittal Letter," described above. The letter may be mailed to the address below or faxed to (517) 373-8771.

Mailing address for all information:

Michigan Department of Human Services
Office of Monitoring and Internal Control
Grand Tower, Suite 1112
P.O. Box 30037
Lansing, MI 48909
Attention: William Addison, CPA

If the Contractor is a sub-recipient of DHS, but asserts it is not required to have a Single Audit performed, the Contractor shall submit an Audit Transmittal Letter to the DHS Office of Monitoring and Internal Control stating the reason the Single Audit is not required. Failure by the Contractor to submit the Audit Transmittal Letter shall result in invoking the same sanctions on the Contractor as failure to submit the Single Audit Report.

I. Audit Cost

Cost of the Single Audit can only be charged to this Agreement if there is a provision within this Agreement that allows payment for the Single Audit cost. No

audit cost may be charged to this Agreement if the Contractor is not required to have a Single Audit.

No audit costs may be charged to DHS when audits required by this Agreement have not been performed or have not been performed in accordance with OMB Circular A-133 requirements. Late submission (as defined in Circular A-133) of the Single Audit Report and/or Audit Transmittal Letter is considered noncompliance with this section and may be grounds to impose sanctions.

J. Sanctions

DHS may impose sanctions if the Contractor fails to adhere to any of the audit requirements in this Agreement including the Audit Transmittal Letter in this Agreement. In cases of continued inability or unwillingness on the part of the Contractor to comply with audit requirements, DHS may impose sanctions such as:

1. Withholding a percentage of Federal awards until the audit is completed satisfactorily.
2. Withholding or disallowing overhead costs.
3. Suspending Federal awards until the audit is conducted.
4. Terminating the Federal award.
5. Recouping all Federal payments made to the Contractor under this or any other agreements between DHS and The Contractor.

K. Fiscal Requirements

The Contractor shall install and maintain an accounting system to identify and support all expenditures billed to DHS under this Agreement. The accounting system must record all income and expenses for the Contractor's total program of which services provided under this Agreement are a part. The accounting system, as a minimum, shall consist of a chart of accounts, cash receipts journal, cash disbursements journal, and general ledger. All expenditures and income must be supported by vouchers and receipts that detail the reason for the transaction.

The Contractor shall maintain, within the accounting system, salary and fringe benefits accounts that break out positions, hospitalization, retirement, workers' compensation and other fringe benefits. The Contractor shall establish and maintain payroll records for all employees.

L. Criminal Background Check

As a condition of this Agreement, the Contractor certifies that, prior to hiring, the Contractor shall conduct or cause to be conducted:

1. For each applicant for employment, who works directly with clients under this Agreement, or who has access to client information, either an Internet Criminal History Access Tool (ICHAT) check, or an alternative background check approved in writing by OCS that would be more in depth or comprehensive than that provided by ICHT. Information about ICHAT can be found at <http://apps.michigan.gov/ichat>. OCS will consider a written request from the Contractor for approval to use an alternative criminal background checks methodology. Requests must be submitted and approved prior to implementation and must include detailed description of the method and rationale for why it meets or exceeds the end product provided by ICHAT.
2. For each applicant for employment, who works directly with children under this Agreement, a Central Registry (CR) check.

The Contractor further certifies that the plan, that was required to be submitted to DHS/OCS no later than September 30, 2009, which describes a process and timeline for completion of the ICHAT and CR background checks for all existing employees, subcontractors, subcontractor employees, or volunteers, shall be implemented as required. The Contractor shall report the progress related to each task outlined in the plan no later than July 30 of each contract year, until such time as the Contractor provides notification in its report that the plan has been fully implemented.

II. DHS DUTIES AND RESPONSIBILITIES

A. Program Administration

DHS, as a recipient of Federal Financial Assistance, shall administer the Title IV-D program in Michigan, and shall maintain the approved Title IV-D State Plan consistent with Federal requirements. DHS shall also distribute program regulations, forms and instructions to the Contractor through the IV-D Program Prosecuting Attorney Handbook, the Prosecuting Attorney Letter Series, the OCS IV-D Combined Manual, the Michigan IV-D Action Transmittals, and the Mi-Support Website.

B. Payment

1. DHS will provide timely processing of all claims for expenditure reimbursement in accordance with State regulations implementing § 2, Public Act 279 of 1984. DHS shall complete its processing of payments to the Contractor within forty-five (45) calendar days after receipt of the Contractor's monthly DHS-286. Payments shall be made in accordance with each fiscal year budget attached to and made part of this Agreement.

Processing and payment may be delayed to the next available cycle for any DHS-286 submitted after the due date.

2. DHS reserves the right to defer or disallow payment of any claim submitted by the Contractor for failure to document and provide any required paper or electronic records, statistics, or reports, to DHS as required by this Agreement or as are required by applicable State statutes or Federal regulations, provided that such requests are within the capacity of the Contractor to obtain. DHS must provide the Contractor with thirty (30) days notice of such an action as well as the Contractor's right to appeal that decision.

C. Program Compliance Monitoring and Evaluation

1. DHS shall monitor and evaluate Contractor performance for compliance with Title IV-D standards, all Contractor duties and responsibilities as identified in § 1 of this Agreement, *Contractor Duties and Responsibilities*, and all other terms set forth in this Agreement. DHS shall provide access to all Federal reporting. DHS agrees to provide the Contractor with quarterly performance data no later than thirty (30) business days after the close of each quarter.
2. DHS shall conduct an annual self-assessment review to evaluate its IV-D program to determine if Federal requirements are being met and to provide an annual report to the Secretary of the Department of Health and Human Services on the findings; and,
3. DHS' agents will comply with the Contractor's information technology acceptable use policies and guidelines for the county computer system and protect the confidentiality of the case records.

D. Administrative Lien and Levy of Financial Assets

For the purpose of Administration Lien and Levy of Financial Assets, the DHS Central Enforcement Unit shall abide by the Central Financial Institution Data Match (FIDM) Business Rules developed by the State Court Administrative Office and DHS.

E. Incentive Payments to the Contractor

DHS shall distribute Federal incentive payments to the Contractor in accordance with Federal regulations implementing Public Law 105-200, 45 CFR Part 305 and applicable Office of Child Support, DHS procedures.

F. Maximum Amount of Agreement

1. The total maximum amount DHS agrees to pay the Contractor for services performed during the fiscal period of October 1, 2009 through September 30, 2010 as defined by the terms of the Agreement is two hundred eight thousand, five hundred sixty and 00/100 dollars (\$208,560.00) which is 66% of the net budget identified in the Title IV-D Program Budget Summaries.
2. A Title IV-D Program Budget for each subsequent fiscal year covered by this Agreement shall be submitted to the OCS Contract Manager for review and approval by the deadline provided by DHS. In no event shall DHS make payment to the Contractor for billings submitted for payment within a fiscal year prior to receipt and approval of the budget for that fiscal year.

The contractor shall submit a budget for each of the following periods:

Fiscal Year

October 1, 2009 through September 30, 2010

October 1, 2010 through September 30, 2011

October 1, 2011 through September 30, 2012

3. If review of the Contractor's financial records indicates costs are projected to exceed an approved fiscal year's budget, the Contractor is required to submit an Amendment request for that fiscal year period. The due date for submission of this request is ninety (90) days prior to the end date of the fiscal year period. DHS shall provide an initial response to budget amendments within thirty (30) days of receipt.

Obligations incurred prior to or after the period covered by this Agreement shall be excluded from the Contractor's monthly invoices.

G. Additional Funding

DHS shall notify the Contractor of additional funding availability associated with this Agreement through a Notice of Funds Available (NFA), DHS-256. The NFA shall be signed by DHS and incorporated by reference into this Agreement unless the Contractor sends written notice of disagreement with the terms specified in the NFA within fourteen (14) days of its receipt. DHS hereby agrees to pay the Contractor an amount not to exceed the amount identified in the NFA for activities performed under this Agreement exclusively during the fiscal period of the NFA.

III. GENERAL PROVISIONS

A. DHS' Source of Funds-Termination

DHS' payment of Federal or State funds for purposes of this Agreement is subject to and conditional upon the availability of those funds for such purposes. No commitment is made by the DHS to continue or expand activities covered by this Agreement. Funding for services to be provided beyond the end of the initial State fiscal year is dependent on legislative appropriation.

DHS may terminate this Agreement immediately upon written notice to the Contractor at any time prior to the completion of this Agreement if, in the sole discretion of DHS, funding becomes unavailable for this service or such funds are restricted.

B. Fees and Other Sources of Funding

The Contractor may not submit a claim for any service under this Agreement if the same service has been reimbursed in whole or in part with funds under another program. If the Contractor receives fees or reimbursement of costs for a service provided under this Agreement, the amount of fees or costs, whichever is greater, shall be deducted from any amounts billed under this Agreement.

C. Reporting

The Contractor shall comply with all program and fiscal reporting procedures as are or may hereinafter be established by DHS. The Contractor shall also comply with all reporting procedures established by DHS in completion of progress reports at time intervals, and on forms, in formats, and by means specified by DHS. In particular, reports or billing documents denoting event dates shall record month, day and year as specified by DHS. In all electronic filings, four (4) digits shall be used to designate century. Any additional reports deemed necessary by DHS as may be required to comply with Federal and/or State law or regulation shall be made and submitted by the Contractor upon request.

D. Examination and Maintenance of Records

The Contractor shall permit the DHS or any of its authorized agents access to the facilities being utilized at any reasonable time to observe the operation of the program. Further, the Contractor shall retain all books, records or other documents relevant to this Agreement for six (6) years after final payment, at the Contractor's cost. Federal auditors and any persons duly authorized by the DHS shall have full access to and the right to examine and audit any of said material during said period. If an audit is initiated prior to the expiration of the six (6) year period and extends past that period, all documents shall be maintained until the

audit is completed. DHS shall provide findings and recommendations of audits to the Contractor. DHS shall adjust future payments or final payment if the findings of an audit indicate over or under payment to the Contractor in any period prior to the audit. If no payments are due and owing the Contractor, the Contractor shall refund all amounts which may be due DHS within sixty (60) days notice by DHS. The Contractor shall assure, as a condition of any sale or transfer of ownership of the Contractor agency, that the new purchasers or owner maintains the above-described books, records or other documents for any unexpired portion of the six (6) year period after final payment under this Agreement or the Contractor shall otherwise maintain said records as the DHS may direct. If business operations cease, the Contractor shall maintain records as the DHS may direct. The Contractor shall notify DHS when and if the Contractor operations cease during the six (6) year period after final payments and provide for appropriate storage of records at the Contractor's expense.

The Contractor shall, as a provision of the Agreement between the Contractor and the auditor, assure that the DHS may make reasonable inquiries of the auditor relating to audit workpapers and, furthermore, that the DHS may review the auditor's workpapers in support of the audit.

E. Compliance with Federal and State Requirements

The Contractor shall comply with all Federal, State and local statutes, regulations and administrative rules, and any amendments thereto, as they may apply to the performance of this Agreement. This shall include, but shall not be limited to, those laws and regulations that could have a material effect on the Federal program.

In addition, the Contractor shall comply with all federal grant agreements, provisions stated within the Catalog of Federal Financial Assistance, and state and federal laws and other rules and regulations related to this funding source.

The Contractor shall comply with all Federal Office of Management and Budget circulars, which comply to the federal funding provided under this Agreement which include but are not limited to:

- . A-133 for audit requirements
- . A-102 for administrative requirements
- . A-87 Cost Principles for Government
- . Special Federal Grant Provisions

The Contractor shall keep informed of Federal, State, and local laws, ordinances, rules, regulations, orders, and decrees of bodies or tribunals having any jurisdiction/authority that in any manner affects those engaged in or employed on

the work done under this Agreement or that in any manner affects the conduct of the work done under this Agreement.

F. Compliance with Civil Rights, Other Laws

The Contractor shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight or marital status pursuant to 1976 Public Act 453, Section 209. The Contractor shall also comply with the provisions of the Michigan Persons with Disabilities Civil Rights Act, 1976 Public Act 453, No. 220, as amended (M.C.L. Section 37.1101 et. seq.) and Section 504 of the Federal Rehabilitation Act of 1973, P.L. 93-112, 87 Stat. 355, which states that no employee or client or otherwise qualified handicapped individual shall, solely by reason of this handicap, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal Financial Assistance. Further, the Contractor shall comply with the Americans with Disabilities Act of 1990 (ADA), P.L. 101-336, 104 Stat. 327, which prohibits discrimination against individuals with disabilities and provides enforcement standards. The Contractor shall comply with all other Federal, State or local laws, regulations and standards, and any amendments thereto, as they may apply to the performance of this Agreement.

G. Civil Service Rules and Regulations

The State of Michigan is obligated to comply with Article XI, Section 5, of the Michigan Constitution and applicable Civil Service rules and regulations. Other provisions to this Agreement notwithstanding, the State personnel director is authorized to disapprove contractual disbursements for personal services if the State personnel director determines that the Agreement violates Article XI, Section 5 of the Michigan Constitution or applicable Civil Service rules and regulations.

H. Publication - Approval and Copyright

The State of Michigan shall have copyright, property and publication rights in all written or visual material or other work products funded under this Agreement. The Contractor shall not publish or distribute any printed or visual material relating to the services provided under this Agreement without prior written permission of the State of Michigan.

If the Contractor or an agent of the Contractor creates and/or reproduces under this Agreement materials which are developed for consumption by the general public or as a general information tool and which are funded in whole or in part

with State of Michigan funds, the Contractor or its agent must include one of the statements referenced below, as they apply:

- . This program is funded by the State of Michigan or
- . This program is funded in part by the State of Michigan

I. Confidentiality

1. The Contractor and the State of Michigan (hereinafter referred to as the State) each acknowledge that the other possesses and will continue to possess confidential information that has been developed or received by it. As used in this Section, "Confidential Information" of the Contractor must mean all non-public proprietary information of the Contractor (other than Confidential Information of the State as defined below) which is marked confidential, restricted, proprietary or with a similar designation. "Confidential Information" of the State must mean any information which is retained in confidence by the State (or otherwise required to be held in confidence by the State under applicable federal, state and local laws and regulations) or which, in the case of tangible materials provided to the Contractor by the State under its performance under this Agreement, is marked as confidential, proprietary or with a similar designation by the State. "Confidential Information" excludes any information (including this Agreement) that is publicly available under the Michigan Freedom of Information Act.
2. The State and the Contractor will each use at least the same degree of care to prevent disclosing to third parties the Confidential Information of the other as it employs to avoid unauthorized disclosure, publication or dissemination of its own confidential information of like character, but in no event less than reasonable care. Neither the Contractor nor the State will (i) make any use of the Confidential Information of the other except as contemplated by this Agreement, (ii) acquire any right in or assert any lien against the Confidential Information of the other, or (iii) if requested to do so, refuse for any reason to promptly return the other party's Confidential Information to the other party. Each party will limit disclosure of the other party's Confidential Information to employees and Subcontractors who must have access to fulfill the purposes of this Agreement. Disclosure to, and use by, a Subcontractor is permissible where (A) use of a Subcontractor is authorized under this Agreement, (B) the disclosure is necessary or otherwise naturally occurs in connection with work that is within the Subcontractor's scope of responsibility, and (C) the Contractor obligates the Subcontractor in a written Contract to maintain the State's Confidential Information in confidence. At the State's request, any employee of the Contractor and of any Subcontractor having access or continued access to the State's Confidential Information may be required to execute an acknowledgment

that the employee has been advised of the Contractor's and the Subcontractor's obligations under this Section and of the employee's obligation to the Contractor or Subcontractor, as the case may be, to protect the Confidential Information from unauthorized use or disclosure. Promptly upon termination or cancellation of this Agreement for any reason, the Contractor must certify to the State that the Contractor has destroyed all State's Confidential Information.

J. Fixed Assets

DHS reserves the right to obtain or transfer title to all fixed assets, real or personal, included in the approved budget of this Agreement, billed in full or in part to DHS by the Contractor and not fully utilized at the conclusion of the Agreement. Fixed asset cost billed to DHS shall be limited to straight-line depreciation or use charge pre-approved by DHS and shall be used only for the performance of this Agreement unless another use is authorized in writing by DHS. DHS property shall be used only for the performance of the Agreement unless another use is authorized in writing by DHS, and shall promptly be returned or the DHS portion of the residual value refunded to DHS upon expiration of this Agreement, in its original condition, reasonable wear and tear excepted.

At least sixty (60) days prior to the end of this Agreement (which includes cancellation of the Agreement), the Contractor shall report to DHS the book value of all fixed assets and non-consumables purchased with DHS funds and not fully utilized by the end of the Agreement. The Contractor shall request written instructions regarding the disposal of these fixed assets and consumable and/or non-consumable supplies that have been acquired with funds under this Agreement. Any gain on the sale or disposition of fixed assets before completion of the Agreement must be immediately reported and refunded to DHS.

No disposal, sale or transfer of fixed assets obtained under this Agreement in whole or part, may occur without the express written consent of DHS.

K. Subcontracts

The Contractor shall not assign this Agreement or subcontract this Agreement to other parties without obtaining prior written approval of DHS' Division of Contracts and Rate Setting. DHS, as a condition of granting such approval, shall require that such assignees or subcontractors shall be subject to all conditions and provisions of this Agreement including Criminal Record and Central Registry background checks, when applicable. The Contractor shall be responsible for the performance of all assignees or subcontractors.

If subcontracting, the Contractor must obligate the Subcontractor(s) to maintain the confidentiality of DHS' client information in conformance with State and Federal requirements. At DHS' request, any employee of the Contractor and of any Subcontractor having access or continued access to the DHS' confidential information may be required to execute an acknowledgement that the employee has been advised of the Contractor's and the Subcontractor's obligations under this section and of the employee's obligation to DHS, the Contractor or Subcontractor, as the case may be, to protect such confidential information from unauthorized use or disclosure.

L. Cancellation of Agreement

DHS may cancel this Agreement upon thirty (30) days written notice if DHS determines that the Contractor, its agent, or its representative has offered or given a gratuity, kickback, money, gift, or anything of value to an officer, official or employee of the State to obtain an Agreement or favorable treatment under an Agreement. By signing this Agreement, the Contractor hereby certifies that no funds have been given to any State officer, official, or State employee for influencing or attempting to influence such officer, official, or employee of the State.

Except as indicated below, DHS may cancel the Agreement without further liability to DHS or its employees by giving the Contractor written notice of such cancellation thirty (30) days prior to the date of cancellation. The Contractor may terminate this agreement upon thirty (30) days written notice to DHS at any time prior to the completion of the Agreement period.

In case of default by the Contractor, the DHS may immediately cancel the Agreement without further liability to DHS or its employees, and procure the services from other sources.

The Contractor, by signing this Agreement, certifies to the best of his/her knowledge that no funds or other items/services of value have been given to any State officer, official, or employee for influencing or attempting to influence such officer, official, or employee to obtain a contract or favorable treatment under this Agreement.

M. Stop Work Orders

DHS may, at any time, by written stop work order to the Contractor, require that the Contractor stop all, or any part, of the work called for by the Agreement for a period of up to ninety (90) calendar days after the stop work order is delivered to the Contractor, and for any further period to which the parties may agree. The stop work order shall be specifically identified as such and shall indicate that it is issued under this section of the Agreement. Upon receipt of the stop work order,

the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the stop work order during the period of work stoppage.

If a stop work order issued under this section of the Agreement is canceled or the period of the stop work order or any extension thereof expires, the Contractor shall resume work. The parties shall agree upon an equitable adjustment in the services to be delivered, the Agreement price, or both, and the Agreement shall be modified, in writing, accordingly, if: (a) the stop work order results in an increase in the time required for, or in the Contractor's cost properly allocable to the performance of any part of this Agreement; and (b) the Contractor asserts its right to an equitable adjustment within thirty (30) calendar days after the end of the period of work stoppage, provided that, if DHS decides the facts justify the action, DHS may receive and act upon a Contractor billing submitted at any time before final payment under the Agreement.

Where Contractor performance is statutorily required, or where the work may not be suspended because of other reasons of law or regulation, a stop work order means that no payment pursuant to this Agreement shall be made to the Contractor for the work performed while the stop order is effect, unless funds are specifically appropriated, and become available to DHS specifically for payment of the work performed under this Agreement while the stop work order is in effect.

N. Closeout

When this Agreement is concluded or terminated, the Contractor shall provide the DHS, within thirty (30) days of conclusion or termination, with all financial, performance and other reports required as a condition of the Agreement. The DHS shall within the limit of this Agreement reimburse the Contractor for allowable costs not previously reimbursed. The Contractor shall immediately refund to DHS any payments or funds advanced to the Contractor in excess of allowable reimbursable expenditures.

O. Continuing Responsibilities

Termination, conclusion, or cancellation of this Agreement shall not be construed as terminating the ongoing responsibilities of the Contractor or rights of the DHS contained in Section III, E, "Examination and Maintenance of Records" and Section III, M, "Closeout" of this Agreement.

P. Disputes

The Contractor shall notify the DHS in writing of intent to pursue a claim against the DHS for breach of any terms of this Agreement. No suit may be commenced by the Contractor for breach of this Agreement prior to the expiration of ninety

(90) days from the date of such notification. Within this ninety (90) day period, the Contractor, at the request of the DHS, must meet with the Director of the DHS or designee for the purpose of attempting resolution of the dispute.

Q. Agreement Inclusiveness/Amendment

This Agreement contains all the terms and conditions agreed upon by the parties. No other understanding, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto. The Contractor shall, upon request by the DHS and receipt of a proposed amendment, amend this Agreement, if and when required in the opinion of the DHS, due to the revision of Federal or State laws or regulations. If the Contractor refuses to sign such amendment within fifteen (15) days after receipt, this Agreement shall terminate upon such refusal. This Agreement may otherwise be amended only by the written consent of all the parties hereto.

R. Monitoring Requirements

DHS reserves the right to perform on-site visits during normal business hours to monitor the Contractor's activities under this Agreement at any time, either during the term, or within three (3) years after termination of the Agreement. The Contractor shall cooperate with DHS during the monitoring process by making available all records, facilities, and other resources necessary to perform the review.

If DHS detects noncompliance with this Agreement, and/or questioned costs during the course of its review, these items shall be identified and conveyed to the Contractor in an exit conference. DHS shall provide the Contractor with a detailed written report of these findings within sixty (60) days of the exit conference. The Contractor is required to address each item in DHS' report by providing a Corrective Action Plan (CAP) to eliminate or correct each issue of noncompliance. The Contractor shall submit the CAP to DHS within sixty (60) days from issuance of DHS' report.

If DHS identifies questioned costs that cannot be substantiated, DHS may, at its discretion, and after consultation with the Contractor, require the Contractor to submit a revised DHS-286, "Title IV-D Cooperative Reimbursement Actual Expenditure Report" to reflect adjustment for disallowed costs. Submission of revised billing to DHS shall be made within a time schedule established by DHS and the Contractor. If the Contractor fails to comply with monitoring requirements as set forth in this Agreement, and within allotted time frames mutually established, DHS may, at its discretion, invoke sanctions on the Contractor, which may include, but are not limited to, actions to collect disallowed costs and/or cancellation of the Agreements.

S. Certifications Regarding Lobbying

As required by section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the Contractor certifies that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any persons influencing or attempting to influence an officer or employee of any department, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, Agreements under grants and cooperative Agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

T. Recoupment of Funding

If the Contractor fails to comply with monitoring requirements as set forth in this Agreement, or fails to submit a revised DHS-286, "Title IV-D Cooperative Reimbursement Actual Expenditure Report" within allotted time frames established by DHS in consultation with the Contractor, DHS may, at its discretion, recoup or require the Contractor to reimburse payments made under this Agreement that DHS has determined that the Contractor has been overpaid. The Contractor is liable for any cost imposed on DHS by the Federal government in the recoupment of any funding.

Upon notification by DHS that repayment is required, the Contractor shall make payment directly to DHS within thirty (30) days or DHS may withhold current or future payments made under this or any other agreements, current or future, between DHS and the Contractor.

If the Contractor fails to: (1) correct noncompliance activities identified by DHS, (2) submit revised billings as requested as part of a Corrective Action Plan when required; or (3) remit overpayments or make arrangements to have the overpayments deducted from future payments within thirty (30) days, such failure shall constitute grounds to terminate immediately any or all of DHS' Agreements with the Contractor. DHS shall also report noncompliance of the Contractor to Michigan's Department of Management and Budget. Such a report may result in the Contractor's debarment from further Agreements with the State of Michigan.

U. Freedom of Information Act

The Contractor and DHS will abide by all of the requirements of the Freedom of Information Act, 1976 public Act No. 442, as amended, MCL 15.231, et seq.

V. Prohibition against Using Funds to Support Religious Activities

The Contractor shall not use financial funds administered by the State or Federal government to support inherently religious activities, such as worship, religious instruction, or proselytization. If the Contractor engages in such activities, it must offer them separately, in time or location, from the programs or services funded with State or Federal assistance, and participation must be voluntary for the beneficiaries of the State or Federally funded programs or services.

The Contractor shall strictly adhere to provisions of federal law and regulation, including those found in 42 U.S.C. 604a.

W. Audit Reports that Contain a Going Concern Statement

If an audit firm conducts an audit of the Contractor and issues an audit report with a finding of a Going Concern, the Contractor must submit this audit report to the DHS Office of Monitoring and Internal Control within ten (10) days from the date of the audit report. The submission of this audit report to DHS is required regardless of whether an audit is required under this Agreement.

A Contractor receiving a Going Concern must submit a financial plan to the DHS Office of Monitoring and Internal Control no later than twenty-five (25) days from the date of the audit report issued by the audit firm. The financial plan must be approved by DHS. Failure of the Contractor to either timely submit the audit report with the Going Concern, or timely submit a financial plan, or DHS' rejection of the Contractor's financial plan, are grounds for immediately terminating the Agreement.

Mailing address for all audit information:

Michigan Department of Human Services

Office of Monitoring and Internal Audit
Grand Tower, Suite 1112
P.O. Box 30037
Lansing, MI 48909
Attention: William Addison, CPA

X. Repayment of Debts and Other Amounts Due DHS

By entering into this Agreement, the Contractor agrees to honor all prior repayment agreements established by DHS with the Contractor or Contractor's predecessors. If the Contractor has an outstanding debt due to DHS but does not have a repayment agreement, the Contractor agrees to make monthly payments to DHS at an amount not less than five (5)% of any outstanding balance and to begin on the date this Agreement is executed.

If the Contractor fails to honor prior repayment agreements, or the Contractor fails to begin repayment on an obligation due DHS that is not subject to a repayment agreement, DHS will initiate the administrative process to reduce repayments to the Contractor under this Agreement to recoup the debt. The payment reduction will be made at the amount originally established in the repayment agreement or at an amount not less than five (5)% of any outstanding balance effective on the date this Agreement is executed.

Y. Governing Law

This Agreement shall in all respects be governed by, and construed in accordance with, the laws of the State of Michigan. Any dispute arising herein shall be resolved in the State of Michigan.

Z. Severability

Each provision of this Agreement shall be deemed to be severable from all other provisions of this Agreement and, if one or more of the provisions of this Agreement shall be declared invalid, the remaining provisions of this Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the DHS and the Contractor have caused this Agreement to be executed by their respective officers duly authorized to do so.

The Undersigned has the lawful authority to bind the Contractor to the terms set forth in this Agreement.

Dated at JACKSON, Michigan Jackson Prosecuting Attorney

This 27 day of Aug, 2009 By: H. Zavislah
Prosecuting Attorney

Witness: Maguel V. A. Rahn Henry C. Zavislah
(Print Name)

Dated at _____, Michigan The County of Jackson
(Contractor)

This _____ day of _____, 2009 By: _____
Chairperson, County Board of Commissioners

Witness: _____
(Print Name)

Dated at _____, Michigan Department of Human Services

This _____ day of _____, 2009 By: _____
Director or Designee

Witness: _____

Contract #: CSPA10-38002

**Michigan Department of Human Services – Division of Contracts and Rate Setting
Child Support – Prosecuting Attorney Contract (CM-F164) – Actual Cost
Cover Sheet**

| | | |
|--|--|--|
| Contractor Name: Jackson County Prosecuting Attorney | | Contract #: CSPA10-38002 |
| Total Contract Amount: \$ 208,560.00 | Net Budget Amount: \$ 316,000.00 | |
| Total Contract Amount – (spelled out) two hundred eight thousand, five hundred sixty | | |
| CS-138#: NJVENDOR | Commodity Code: FTR-1002 | |
| County Name(s): Jackson | | |
| Fed. ID. #: 38-6004845 | Legal Mail Code: 058 | Payment Mail Code: E00 |
| Contractor Address: Address: 1697 Lansing Avenue | | City/State/Zip: Jackson, MI 49202 |
| Contractor FY begin date (day/month): January day of month 1 month of year | | |
| Org. Type: <input type="checkbox"/> Private, Non-profit <input type="checkbox"/> Private, Proprietary <input checked="" type="checkbox"/> Public <input type="checkbox"/> University | | |
| Audit Status: <input type="checkbox"/> Vendor <input type="checkbox"/> No Federal Funds <input checked="" type="checkbox"/> Sub-recipient If checked, record CFDA numbers(s) below 93.563 | | Faith Based: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Contractor is a State employee: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | Contractor is a retired State employee: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Award Status: <input type="checkbox"/> Bid <input checked="" type="checkbox"/> Sole Source <input type="checkbox"/> Fair Market Rate | | |
| Payment Type: <input checked="" type="checkbox"/> Actual Cost <input type="checkbox"/> Unit Rate <input type="checkbox"/> Fair Market Rate | | |
| Index Code: 50700 | PCA and percentage: 83202/ 100% | AOC: 6155 |
| Contract Administrator Name: Teresa DeRoche | | Phone Number: 517-241-6117 |

The contract administrator by submission of this document assures no changes have been made to the contract General Provisions as stated in Article III of standard DHS contract format.



Jackson County Health Department

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

Phone (517) 788-4420

Fax (517) 788-4373

MEMO

To: Human Services Committee
From: Steve Hall, Environmental Health Director
Subject: Proposed Body Art Fees
Date: September 9, 2009

PA 149 of 2007 required that local health departments inspect body art facilities prior to January 1, 2009. The Michigan Department of Community Health (MDCH) is responsible to license the body art facilities. MDCH did not have policies and procedures in place to meet the original deadline. Thus, they have set a new deadline for licensure of January 1, 2010. Body art facilities will be able to submit license applications to MDCH on September 1, 2009. The fees that are stipulated in the legislation are specifically designated to MDCH for licensing. The legislation does allow local health departments to charge their own fees to cover the cost of conducting the program. Should a local health department decide to not participate in the program, it may contract with another local health department to provide the services through an intergovernmental agreement.

I believe that contracting with another local health department to provide these services would be cost prohibitive to our local body art facilities. As such, I suggest that we participate in the program and adopt a fee schedule that will cover the cost of the program. In preparing to form a fee schedule, I have discussed the time involved in conducting a body art program with other local health departments in the state that already have a program through local ordinances. I have also looked at their fee schedules. As such, I propose the following fee schedule:

An Equal Opportunity Employer

| | |
|--|-------|
| Body Art Facility Inspection (Includes fixed and temporary): | \$165 |
| Reinspection: | \$80 |
| Plan Review (New Facility): | \$178 |
| Plan Review (Remodel): | \$142 |
| Enforcement Hearing: | \$100 |

Based on my evaluation of existing programs, I believe these fees will cover the cost of conducting the program.



STATE OF MICHIGAN

DEPARTMENT OF COMMUNITY HEALTH
LANSING

JENNIFER M. GRANHOLM
GOVERNOR

JANET OLSZEWSKI
DIRECTOR

August 25, 2009

Dear Health Officer:

Public Act 149 (PA 149), which was enacted in December 2007, indicates that individuals shall not tattoo, brand, or perform body piercing on another individual unless that tattooing, branding, or body piercing occurs at a body art facility licensed by the Michigan Department of Community Health (MDCH). Owners or operators of body art facilities are required to apply for a Body Art Facility License through the department.

PA 149 originally indicated that the deadline for licensure was January 1, 2009. However, MDCH wanted to ensure that the process for developing the policies and procedures for PA 149 was inclusive. As a result, the new deadline for licensure is January 1, 2010. Beginning September 1, 2009, owners or operators of body art facilities will be able to submit license applications to MDCH. Enclosed is a copy of the letter MDCH will be sending to facility operators notifying them of the application process.

Licenses will only be issued upon successful passage of an on-site inspection of the facility. PA 149 authorizes local health departments to perform these inspections. PA 149 also allows those health departments that are unable or unwilling to perform inspections, to contract with another local health department to perform that function. Those agencies choosing the option to contract with another local health department must obtain approval by the MDCH before execution of the agreement.

To help initiate the transition to this new licensure process, the MDCH has scheduled four informational/introductory trainings to be held across the state. Training dates and site locations are enclosed.

Additional information can be found at www.michigan.gov/bodyart. Questions about body art facility licensure can be directed to Michael Kucab at the MDCH at KucabM@michigan.gov or (517) 335-8165.

Sincerely,

Corinne Miller, PhD.
State Epidemiologist and Director,
Bureau of Epidemiology

CM:KM:rlt

Enclosures: Body Art Facility letter
Schedule of training dates

cc: EH Directors



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF COMMUNITY HEALTH
LANSING

JANET OLSZEWSKI
DIRECTOR

September 1, 2009

Notice to Body Art Facilities:

Public Act 149 (PA 149), which was enacted in December 2007, indicates that individuals shall not tattoo, brand, or perform body piercing on another individual unless that tattooing, branding, or body piercing occurs at a body art facility licensed by the Michigan Department of Community Health (MDCH). Owners or operators of body art facilities are required to apply for a Body Art Facility License through the department.

Body art is becoming increasingly popular and the implementation of PA 149 will set statewide requirements for body art facilities aimed at decreasing the risk of transmission of bloodborne diseases such as hepatitis B (HBV), hepatitis C (HCV), and human immunodeficiency virus (HIV).

PA 149 originally indicated that the deadline for licensure was January 1, 2009. However, the MDCH wanted to ensure that the process for developing the policies and procedures used to operationalize PA 149 was inclusive. As a result, the new deadline for licensure is January 1, 2010.

Owners or operators of body art facilities may submit license applications as early as September 1, 2009. Licenses will be issued upon successful passage of an on-site inspection of the facility. PA 149 authorizes local health departments to perform these inspections. A body art facility can locate the local health department having inspection jurisdiction by visiting the Michigan Association for Local Public Health at www.MALPH.org.

Owners or operators will have until January 1, 2010, to ensure that their body art facility is compliant with the *Requirements for Body Art Facilities*. The *Requirements for Body Art Facilities*, the licensure application and other information regarding licensure can be found at www.michigan.gov/bodyart.

Additional questions about body art facility licensure can be directed to Michael Kucab at the MDCH at KucabM@michigan.gov or (517) 335-8165.

Sincerely,

Corinne Miller, PhD
State Epidemiologist and Director,
Bureau of Epidemiology

CM:KM:rlt

JACKSON COUNTY PARKS

Memorandum

To: Randy Treacher, County Administrator
From: Brandon Ransom, Parks Director
Date: August 27, 2009
Re: Item #1 for September, 2009 Personnel & Finance

Parks Board Motion to Create New Fund

The County Parks Department will be working to complete several phased projects at Sparks Foundation County Park over the coming years. The first of these projects will be occurring in the near future with the award of a Michigan Natural Resources Trust Fund grant for an Urban Fishery in Sparks Park. In my conversations with Finance Officer Gerard Cyrocki, he recommended developing a new fund number by which we can easily track all of the accounting for the projects. This would be very similar to how the Falling Waters Trail accounting has been handled.

At their August 19, 2009 meeting, the Parks Board unanimously passed the following motion:

Moved by Seydell, supported by Youngdahl to request the Board of Commissioners to establish a new fund for the Cascades Project. Motion Carried.

County of Jackson
Facilities Department

To: Randy Treacher
Gerard Cyrocki

From: Ric Scheele

Date: 8/6/2009

Re: Budget Carry Over from FY 2008 to FY 2009 Request

I'm requesting the following budget item be carried over to 2009 so we can continue with this project. Please feel free to contact me with any questions or concerns.

245268-931995 2nd Floor Chamber Project. \$299,004.00

[illegible][illegible]

| COMMITTEE | DATE |
|---------------|------|
| ADMIN | DATE |
| BOARD OF COMM | DATE |

**COUNTY OF JACKSON
BUDGET ADJUSTMENT
EXPENSES
2009**

[illegible]

| | |
|--------------------------|------------|
| | REASONING: |
| Staff assignment Changes | |
| | |
| | |
| | |
| | |

BOARD OF COMM DATE

BOARD OF COMM DATE

8/28/09

To: Ted Westmeier
Health Officer, JCHD

Budget Adjustment Request (SEPTEMBER, 2009) for FYE 9/30/09

It is my recommendation that the Health Department request year end budget adjustments of \$27,824 in September, 2009 in order to reflect changes in revenues and expenses with state & community grant funded programs. No additional county allocation funding is being requested.

ADDITIONAL STATE FUNDS:

For Orgkey 221460 (WIC Program), JCHD has received notice of additional funding from the Michigan Department of Community Health for the WIC program, due to increased caseloads.

For Orgkey 221301 (MIHP Program), JCHD has received a larger payment from the Michigan Department of Community Health for Medicaid Cost-Based Reimbursement than was originally budgeted.

Offsetting the above revenue increases were funding cuts in Orgkey 221611 (Teen Parent Program) from the Michigan Department of Human Services and revenue shortfalls in Health Education, Environmental Health, and Immunizations.

ADDITIONAL EXPENSE APPROVALS REQUEST:

Additional expenses will be incurred in several orgkeys (primarily in Orgkey 221460 (WIC Program) and Orgkey 221313 (STD Program), offsetting some of the additional funds cited above. Some of the other 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 Adam & 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 8/28/09- RRP

SUMMARY OF BUDGET ADJUSTMENTS (YE 9/30/09)

Health Department

| Expenditure Accounts | Current Budget | Increases | Decreases | Amended Budget |
|---|--------------------|------------------|------------------|--------------------|
| 221100 - ADMINISTRATION | \$495,803 | \$0 | \$5,000 | \$490,803 |
| 221160 - HEALTH EDUCATION | \$208,471 | \$7,000 | \$7,000 | \$208,471 |
| 221175 - EMERGENCY PREPAREDNESS | \$164,848 | \$0 | \$0 | \$164,848 |
| 221200 - ENVIRONMENTAL HEALTH | \$642,736 | \$2,750 | \$2,750 | \$642,736 |
| 221300 - GENERAL NURSING | \$180,732 | \$6,300 | \$7,300 | \$179,732 |
| 221301 - MSS/ISS (MIHP) | \$384,388 | \$9,609 | \$1,680 | \$392,317 |
| 221310 - IMMUNIZATIONS | \$303,804 | \$24,200 | \$36,800 | \$291,204 |
| 221312 - EARLY ON | \$147,388 | \$0 | \$0 | \$147,388 |
| 221313 - SEXUALLY TRANSMITTED DISEASES (STD) | \$128,785 | \$53,350 | \$0 | \$182,135 |
| 221320 - INFANT MORTALITY & PREVENTION | \$82,216 | \$3,300 | \$3,300 | \$82,216 |
| 221341 - CHILDRENS SPECIAL HEALTH CARE SERVICES | \$101,975 | \$1,699 | \$0 | \$103,674 |
| 221417 - HEARING & VISION | \$97,890 | \$12,300 | \$12,300 | \$97,890 |
| 221451 - MEDICAID OUTREACH & ADVOCACY | \$182,107 | \$14,000 | \$14,000 | \$182,107 |
| 221460 - WOMEN, INFANTS, CHILDREN (WIC) | \$517,362 | \$46,000 | \$19,000 | \$544,362 |
| 221575 - SOIL EROSION (Transfer from Orgkey 575100) | No Entry Yet | \$0 | \$0 | \$0 |
| 221611 - TEEN PARENT PROGRAM | \$121,818 | \$384 | \$46,249 | \$75,953 |
| 221612 - EARLY ON STIMULUS | \$30,000 | \$0 | \$0 | \$30,000 |
| 221616 - AIDS COUNSELING & TESTING | \$19,298 | \$0 | \$0 | \$19,298 |
| 221630 - TOBACCO REDUCTION COALITION | \$18,772 | \$0 | \$0 | \$18,772 |
| 221634 - IMMUNIZATION ACTION PLAN | \$84,897 | \$0 | \$0 | \$84,897 |
| 221635 - CAR SEAT PROGRAM | \$67,324 | \$4,500 | \$500 | \$71,324 |
| 221638 - JACKSON ABSTINENCE PROGRAM | \$50,000 | \$36,328 | \$38,017 | \$48,311 |
| 221655 - TEEN PREGNANCY PREVENTION | \$55,374 | \$0 | \$0 | \$55,374 |
| Total | \$4,085,988 | \$221,720 | \$193,896 | \$4,113,812 |

Increase in Expenditures by

\$27,824

| Prepared 8/28/09- RRP | | SUMMARY OF BUDGET ADJUSTMENTS (YE 9/30/09) | | |
|---|--------------------|--|------------------|--------------------|
| | | Health Department | | |
| Revenue Accounts | Current Budget | Increases | Decreases | Amended Budget |
| 221100 - ADMINISTRATION | \$715,362 | \$5,084 | \$0 | \$720,446 |
| 221160 - HEALTH EDUCATION | \$118,541 | \$11,000 | \$30,500 | \$99,041 |
| 221175 - EMERGENCY PREPAREDNESS | \$175,303 | \$0 | \$0 | \$175,303 |
| 221200 - ENVIRONMENTAL HEALTH | \$754,625 | \$8,600 | \$36,000 | \$727,225 |
| 221300 - GENERAL NURSING | \$54,958 | \$0 | \$2,982 | \$51,976 |
| 221301 - MSS/ISS (MIHP) | \$335,531 | \$52,444 | \$0 | \$387,975 |
| 221310 - IMMUNIZATIONS | \$334,716 | \$41,391 | \$69,529 | \$306,578 |
| 221312 - EARLY ON | \$143,263 | \$0 | \$0 | \$143,263 |
| 221313 - SEXUALLY TRANSMITTED DISEASES (STD) | \$83,228 | \$350 | \$5,403 | \$78,175 |
| 221320 - INFANT MORTALITY & PREVENTION | \$61,675 | \$3,970 | \$0 | \$65,645 |
| 221341 - CHILDRENS SPECIAL HEALTH CARE SERVICES | \$119,207 | \$3,473 | \$6,789 | \$115,891 |
| 221417 - HEARING & VISION | \$54,735 | \$880 | \$0 | \$55,615 |
| 221451 - MEDICAID OUTREACH & ADVOCACY | \$133,012 | \$0 | \$22,516 | \$110,496 |
| 221460 - WOMEN, INFANTS, CHILDREN (WIC) | \$602,099 | \$110,111 | \$0 | \$712,210 |
| 221575 - SOIL EROSION (transfer from Orgkey 575100) | No Entry Yet | \$0 | \$0 | \$0 |
| 221611 - TEEN PARENT PROGRAM | \$97,095 | \$0 | \$34,930 | \$62,165 |
| 221612 - EARLY ON STIMULUS | \$30,000 | \$0 | \$0 | \$30,000 |
| 221616 - AIDS COUNSELING & TESTING | \$18,518 | \$0 | \$0 | \$18,518 |
| 221630 - TOBACCO REDUCTION COALITION | \$20,000 | \$0 | \$0 | \$20,000 |
| 221634 - IMMUNIZATION ACTION PLAN | \$67,380 | \$3,621 | \$0 | \$71,001 |
| 221635 - CAR SEAT PROGRAM | \$61,366 | \$4,000 | \$4,000 | \$61,366 |
| 221638 - JACKSON ABSTINENCE PROGRAM | \$50,000 | \$0 | \$4,451 | \$45,549 |
| 221655 - TEEN PREGNANCY PREVENTION | \$55,374 | \$0 | \$0 | \$55,374 |
| Total | \$4,085,988 | \$244,924 | \$217,100 | \$4,113,812 |

Increase in Revenues by **\$27,824**

8/28/09

To: Ted Westmeier
Health Officer, JCHD

Budget Adjustment Request (SEPTEMBER, 2009) for FYE 9/30/10

It is my recommendation that the Health Department request budget adjustments of \$79,564 in September, 2009 for FYE 9/30/2010 in order to reflect changes in revenues and expenses with state funded programs. These changes occurred after the budget for FYE 9/30/2010 had to be submitted. No additional county allocation funding is being requested.

ADDITIONAL STATE FUNDS:

For Orgkey 221175 (Emergency Preparedness Program), JCHD has received notice of additional funding of \$193,417 from the Michigan Department of Community Health, due to the need to prepare Jackson County for swine flu vaccinations.

For Orgkey 221612 (Early On Stimulus Program), JCHD has received notice of an award of \$83,242 from the Jackson County Intermediate School District to manage the federal stimulus program.

DECREASES IN STATE FUNDS:

Offsetting the above revenue increases were cuts in Orgkey 221611 (Teen Parent Program) from the Michigan Department of Human Services as that program was terminated by the state as of 6/30/09 due to lack of available funding.

Another program discontinued by the state due to lack of funding will result in the termination of Orgkey 221638 (Abstinence Program). Funding for this program was also cut as of 6/30/09.

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 Adam & 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 8/21/09- RRP | | SUMMARY OF BUDGET ADJUSTMENTS (YE 9/30/10) | | |
|---|--------------------|--|------------------|--------------------|
| | | Health Department | | |
| Expenditure Accounts | Current Budget | Increases | Decreases | Amended Budget |
| 221100 - ADMINISTRATION | \$463,029 | \$5,000 | \$0 | \$468,029 |
| 221160 - HEALTH EDUCATION | \$164,234 | \$32,552 | \$0 | \$196,786 |
| 221175 - EMERGENCY PREPAREDNESS | \$124,308 | \$193,417 | \$0 | \$317,725 |
| 221200 - ENVIRONMENTAL HEALTH | \$592,446 | \$0 | \$0 | \$592,446 |
| 221300 - GENERAL NURSING | \$214,365 | \$0 | \$0 | \$214,365 |
| 221301 - MSS/ISS (MIHP) | \$370,304 | \$0 | \$0 | \$370,304 |
| 221310 - IMMUNIZATIONS | \$293,355 | \$0 | \$0 | \$293,355 |
| 221312 - EARLY ON | \$150,948 | \$0 | \$0 | \$150,948 |
| 221313 - SEXUALLY TRANSMITTED DISEASES (STD) | \$142,743 | \$0 | \$0 | \$142,743 |
| 221320 - INFANT MORTALITY & PREVENTION | \$58,596 | \$0 | \$0 | \$58,596 |
| 221341 - CHILDRENS SPECIAL HEALTH CARE SERVICES | \$92,081 | \$0 | \$0 | \$92,081 |
| 221417 - HEARING & VISION | \$84,334 | \$0 | \$0 | \$84,334 |
| 221451 - MEDICAID OUTREACH & ADVOCACY | \$146,763 | \$0 | \$0 | \$146,763 |
| 221460 - WOMEN, INFANTS, CHILDREN (WIC) | \$552,845 | \$0 | \$0 | \$552,845 |
| 221575 - SOIL EROSION (Transfer from Orgkey 575100) | \$54,923 | \$0 | \$0 | \$54,923 |
| 221611 - TEEN PARENT PROGRAM | \$135,231 | \$0 | \$135,231 | \$0 |
| 221612 - EARLY ON STIMULUS | \$0 | \$83,242 | \$0 | \$83,242 |
| 221616 - AIDS COUNSELING & TESTING | \$35,344 | \$0 | \$0 | \$35,344 |
| 221630 - TOBACCO REDUCTION COALITION | \$17,809 | \$0 | \$0 | \$17,809 |
| 221634 - IMMUNIZATION ACTION PLAN | \$85,551 | \$0 | \$0 | \$85,551 |
| 221635 - CAR SEAT PROGRAM | \$67,768 | \$0 | \$0 | \$67,768 |
| 221638 - JACKSON ABSTINENCE PROGRAM | \$99,416 | \$0 | \$99,416 | \$0 |
| 221655 - TEEN PREGNANCY PREVENTION | \$25,017 | \$0 | \$0 | \$25,017 |
| BALANCE TO COUNTY BUDGET | -\$7,640 | | | -\$7,640 |
| Total | \$3,963,770 | \$314,211 | \$234,647 | \$4,043,334 |

Increase in Expenditures by **\$79,564**

| Prepared 8/21/09- RRP | | SUMMARY OF BUDGET ADJUSTMENTS (YE 9/30/10) | | |
|---|--------------------|--|------------------|--------------------|
| | | Health Department | | |
| Revenue Accounts | Current Budget | Increases | Decreases | Amended Budget |
| 221100 - ADMINISTRATION | \$645,362 | \$0 | \$0 | \$645,362 |
| 221160 - HEALTH EDUCATION | \$105,541 | \$0 | \$0 | \$105,541 |
| 221175 - EMERGENCY PREPAREDNESS | \$158,441 | \$193,417 | \$0 | \$351,858 |
| 221200 - ENVIRONMENTAL HEALTH | \$723,160 | \$0 | \$0 | \$723,160 |
| 221300 - GENERAL NURSING | \$49,735 | \$0 | \$0 | \$49,735 |
| 221301 - MSS/ISS (MIHP) | \$335,500 | \$0 | \$0 | \$335,500 |
| 221310 - IMMUNIZATIONS | \$295,416 | \$0 | \$0 | \$295,416 |
| 221312 - EARLY ON | \$143,000 | \$0 | \$0 | \$143,000 |
| 221313 - SEXUALLY TRANSMITTED DISEASES (STD) | \$77,963 | \$0 | \$0 | \$77,963 |
| 221320 - INFANT MORTALITY & PREVENTION | \$61,660 | \$0 | \$0 | \$61,660 |
| 221341 - CHILDRENS SPECIAL HEALTH CARE SERVICES | \$134,544 | \$0 | \$0 | \$134,544 |
| 221417 - HEARING & VISION | \$54,735 | \$0 | \$0 | \$54,735 |
| 221451 - MEDICAID OUTREACH & ADVOCACY | \$100,046 | \$0 | \$0 | \$100,046 |
| 221460 - WOMEN, INFANTS, CHILDREN (WIC) | \$657,939 | \$0 | \$0 | \$657,939 |
| 221575 - SOIL EROSION (transfer from Orgkey 575100) | \$35,385 | \$0 | \$0 | \$35,385 |
| 221611 - TEEN PARENT PROGRAM | \$97,095 | \$0 | \$97,095 | \$0 |
| 221612 - EARLY ON STIMULUS | \$0 | \$83,242 | \$0 | \$83,242 |
| 221616 - AIDS COUNSELING & TESTING | \$18,518 | \$0 | \$0 | \$18,518 |
| 221630 - TOBACCO REDUCTION COALITION | \$20,000 | \$0 | \$0 | \$20,000 |
| 221634 - IMMUNIZATION ACTION PLAN | \$71,001 | \$0 | \$0 | \$71,001 |
| 221635 - CAR SEAT PROGRAM | \$61,366 | \$0 | \$0 | \$61,366 |
| 221638 - JACKSON ABSTINENCE PROGRAM | \$100,000 | \$0 | \$100,000 | \$0 |
| 221655 - TEEN PREGNANCY PREVENTION | \$25,000 | \$0 | \$0 | \$25,000 |
| BALANCE TO COUNTY BUDGET | -\$7,640 | | | -\$7,640 |
| Total | \$3,963,767 | \$276,659 | \$197,095 | \$4,043,331 |

Increase in Revenues by **\$79,564**

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
3070**

PERSONNEL

PERFORMANCE EVALUATIONS

WRITTEN EVALUATION. All employees shall be evaluated by their Supervisor/ Department Head each year on their job performance.

Revised: 9/15/09