

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

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## **BOARD OF COMMISSIONERS**

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

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## **ELECTED OFFICIALS**

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

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## **COUNTY STAFF**

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

## **County Commission Agenda September 20, 2011**

### **Order of Business:**

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

### **Public Comment**

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

### **Consent Agenda**

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

### **Standing Committees**

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

### **Closed Session**

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

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

**AGENDA**  
**JACKSON COUNTY BOARD OF COMMISSIONERS BOARD MEETING**  
**September 20, 2011**  
**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** – *by Chairman Steve Shotwell*
2. **INVOCATION** – *by Vice-Chairman David Elwell*
3. **PLEDGE OF ALLEGIANCE** – *by Chairman Steve Shotwell*
4. **ROLL CALL** – *County Clerk Amanda Riska*
5. **APPROVAL OF AGENDA**
6. **AWARDS & RECOGNITIONS**
7. **COMMUNICATIONS/PETITIONS** – None.
8. **SPECIAL ORDERS/PUBLIC HEARINGS**
9. **PUBLIC COMMENTS**
10. **SPECIAL MEETINGS OF STANDING COMMITTEES**
11. **MINUTES** - Minutes of the 8/23/11 Regular Meetings of the Jackson County Board of Commissioners  
  
Attachments:  
\*8/23/11 Regular Meeting Minutes
12. **CONSENT AGENDA** (*Roll Call*)
  - A. **County Policy** – None.
  - B. **County Affairs & Agencies**
    1. **Resolution (09-11.28) Authorizing Property Acquisition for Runway #7-25 Safety Area Project – Eaton Aeroquip**  
  
Attachments:  
\*Memo from Airport Manager regarding Property Acquisition  
\*Resolution (09-11.28)

**C. Human Services**

**2<sup>nd</sup> Reading  
& Adoption**

**2. Initiation of Fees for Court Ordered Testing (COT)**

Attachments:

\*Memo from Director of Personal & Preventive Health Services

**3. Authorization for the Jackson County Health Department to Enter into the FY 2012 Comprehensive Agreement with the Michigan Department of Community Health**

Attachments:

\*Memo from Health Director regarding FY 2012 Comprehensive Agreement

\*FY 2012 Projected Allocations

**4. Region 2 Area Agency on Aging Annual Implementation Plan FY 2012**

Attachments:

\*R2AAA Annual Implementation Plan FY 2012

**D. Personnel & Finance**

**5. Authorize a Loan from the Register of Deeds Automation Fund to the County in the Amount of \$37,736 and to the Treasurer in the Amount of \$42,152 and Approve the Purchase of Upgrades to the BS&A Software with the Associated Training and Hardware**

Attachments:

\*Memo from Deputy Administrator and attachments

**6. Create Full-time Position of Senior Accountant to Provide Vital Financial Services for the County and the Unique Accounting/Grant Needs of the Health Department**

Attachments:

\*Memo from Administrator/Controller

**7. Approve Resolution (09-11.29) Establishing the ICMA-Retirement Corporation 401 Defined Contribution Plan**

Attachments:

\*Memo from Administrator/Controller

\*Resolution (09-11.29)

\*Administrative Services Agreement

**8. Budget Adjustments**

**a Health Department**

Attachments:

\*Memo from Finance Officer

\*Budget Adjustments

**E. Other Business**

**9. Claims dated 8/1/11 – 8/31/11**

Attachments: None.

**13. STANDING COMMITTEES**

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

**B. County Affairs & Agencies – *Commissioner Dave Lutchka* – None.**

**C. Human Services – *Commissioner Jon Williams***

- 1. Resolution (09-11.30) Department of Human Services Board of Directors Requesting Use of Post-1998 MOE Funds for Payment to Replace the Faultily Constructed and Leaking (since January 2003) roof of the Jackson County Medical Care Facility**

Attachments:

\*Resolution (09-11.30)

\*Memo from Administrator/Controller

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

**14. UNFINISHED BUSINESS – None.**

**15. NEW BUSINESS**

**16. PUBLIC COMMENTS**

**17. COMMISSIONER COMMENTS**

**18. CLOSED SESSION**

**19. ADJOURNMENT**

**MINUTES**  
**JACKSON COUNTY BOARD OF COMMISSIONERS BOARD MEETING**  
**August 23, 2011**  
**7:00 p.m.**  
**County Commission Chambers**

1. **CALL TO ORDER** – Chairman Steve Shotwell called the August 23, 2011, Jackson County Board of Commissioners Meeting to order at 7:00 p.m.
2. **INVOCATION** – *by Chairman Shotwell*
3. **PLEDGE OF ALLEGIANCE** – *by Chairman Steve Shotwell*
4. **ROLL CALL** – *County Clerk Amanda Riska*  
  
(10) Present. Commissioners Herl, Lutchka, Rice, Duckham, Alexander, Videto, Williams, Smith, Elwell, and Shotwell. (2) Absent. Commissioners Mahoney and Way.
5. **APPROVAL OF AGENDA**  
  
Cmr. Videto asked that Repeal Resolution (07-11.19) regarding Blackman Township LDFA be added under New Business Item 15. B.  
  
*Moved by Duckham, supported by Herl for Approval of the Agenda as Amended.* Motion carried unanimously.
6. **AWARDS & RECOGNITIONS** – None.
7. **COMMUNICATIONS/PETITIONS**  
  
Pencil and Pad of Paper Provided to the Commissioners from [www.UpperGrandRiver.org](http://www.UpperGrandRiver.org)
8. **SPECIAL ORDERS/PUBLIC HEARINGS** – None.
9. **PUBLIC COMMENTS**  
  
Emily Huey asked that a speed limit sign be posted in her neighborhood.  
  
John Wilson requested that the County not approve the community transformation grant and/or partnership with Allegiance Health.  
  
Mark Muech was supportive of the City of Jackson's Storm Water Fee and asked that the County Board delay legal action against the City in this matter.
10. **SPECIAL MEETINGS OF STANDING COMMITTEES**
11. **MINUTES** - Minutes of the 7/8/11 and 8/15/11 Special and 7/19/11 Regular Meetings of the Jackson County Board of Commissioners  
  
*Moved by Lutchka, supported by Duckham to Approve the Minutes of the 7/8/11 and 8/15/11 Special and 7/19/11 Regular Meeting of the Jackson County Board of Commissioners.* Motion carried unanimously.

12. **CONSENT AGENDA**

Comr. Duckham removed Item C. 6. from the Consent Agenda. Item will be placed under 13. C. 1. under Human Services.

Comr. Williams removed Item C. 5. from the Consent Agenda. Item will be placed under 13. C. 2. under Human Services.

*Moved by Herl, supported by Lutchka for Approval of the Consent Agenda as Amended.*  
Roll Call: (10) Yeas. Motion carried unanimously.

**A. County Policy**

**1. Revised/Reviewed Policies**

- a. **Fiscal Policy 1140 – Grants Administration Policy**
- b. **Fiscal Policy 1160 – Donations**
- c. **Fiscal Policy 1170 – Annual Audit**

**B. County Affairs & Agencies**

**2. Airport**

- a. **Agreement for Professional Planning Services between Jackson County Airport and Mead & Hunt, Inc. for the Airport Layout Plan Project**
  - b. **Resolution (08-11.25) Authorizing Purchase of Easements and Land for the Runway 7-25 Safety Area Project at the Jackson County Airport – Dennis Dahlmann**
- 3. Resolution (08-11.26) Authorizing the Jackson County Administrator/ Controller to Approve and Sign Remonumentation Grant Contracts**

**C. Human Services**

**4. Initiation of Fees for Court Ordered Testing (COT)**

1<sup>st</sup> Reading

- ~~5. Authorize the Health Department to Provide Medical Direction by Utilizing both Dr. Amy Schultz, 8 hours/week, through a Contractual Agreement with Allegiance Health and Dr. Donald Lawrenchuk, 8 hours/week, through an Amended Contractual Agreement with Livingston County~~
- ~~6. Authorize Letter of Support from Board of Commissioners for the Jackson County Health Department to be an Implementation Site in Year One of MDCH Community Transformation Grant~~
- 7. Agreement for Extension Services Provided by Michigan State University**

**D. Personnel & Finance**

8. **Authorize the Administrator/Controller to sign two lease agreements between Jackson County and Providence Energy for one-time lease payments of \$6,730 and \$6,500 plus additional royalties from oil, natural gas, or minerals**
9. **Budget Adjustments**
  - a **Administrator/Controller – Misc. 2011 Budget Adjustments**

**E. Other Business**

10. **Claims dated 7/1/11 – 7/31/11**

13. **STANDING COMMITTEES**

- A. **County Policy – *Commissioner Dave Elwell* – None.**
- B. **County Affairs & Agencies – *Commissioner Dave Lutchka***

1. **Appointments**

- a. **Brownfield Redevelopment Authority** – one public member, term to 3/2013

Comr. Lutchka stated that the committee recommended Thomas Harris. Comr. Williams recommended Ray Snell. (7) Harris. Comrs. Herl, Lutchka, Rice, Alexander, Videto, Smith, and Shotwell. (3) Snell. Comrs. Duckham, Williams, and Elwell. Thomas Harris appointed.

- b. **Road Commission** – one public member, term to 12/2015

Comr. Lutchka stated that the committee recommended Jeffrey Kruse. Comr. Williams recommended John Polaczyk. Comr. Alexander recommended Walter Davis. (7) Kruse. Comrs. Herl, Lutchka, Rice, Duckham, Smith, Elwell, and Shotwell. (1) Polaczyk. Comr. Williams. (2) Davis. Comrs. Alexander and Videto. Jeff Kruse appointed.

**C. Human Services – *Commissioner Jon Williams***

1. Authorize Letter of Support from Board of Commissioners for the Jackson County Health Department to be an Implementation Site in Year One of MDCH Community Transformation Grant

Discussion held.

*Moved by Williams, supported by Lutchka to Authorize Letter of Support from Board of Commissioners for the Jackson County Health Department to be an Implementation Site in Year One of MDCH Community Transformation Grant.*

Roll Call: (9) Yeas. Comrs. Herl, Lutchka, Rice, Alexander, Videto, Shotwell, Williams, Smith and Elwell. (1) Nay. Comr. Duckham. Motion carried.

2. Authorize the Health Department to Provide Medical Direction by Utilizing both Dr. Amy Schultz, 8 hours/week, through a Contractual Agreement with Allegiance Health and Dr. Donald Lawrenchuk, 8 hours/week, through an Amended Contractual Agreement with Livingston County.

Discussion held.

*Moved by Williams, supported by Elwell to Authorize the Health Department to Provide Medical Direction by Utilizing both Dr. Amy Schultz, 8 hours/week, through an Amended Contractual Agreement with Livingston County. Motion carried unanimously.*

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

14. **UNFINISHED BUSINESS – None.**

15. **NEW BUSINESS**

**A. MAC Conference Approval for Commissioner Mahoney**

No motion made, which resulted in no action being taken.

**B. Repeal Resolution (07-11.19) regarding Blackman Township LDFA**

*Moved by Elwell, supported by Rice to Approve Repeal Resolution (07-11.19) Regarding Blackman Township LDFA. Roll Call: (10) Yeas. Motion carried unanimously.*

16. **PUBLIC COMMENTS**

None

17. **COMMISSIONER COMMENTS**

Cmr. Videto thanked everyone for volunteering at the Fair.

Cmr. Williams attended the City Council meeting and expressed his appreciation for Fair cooperation.

Cmr. Herl thanked everyone for their support.

18. **CLOSED SESSION**

**A. Union Negotiations Parameters**

*Moved by Lutchka, supported by Williams to go into Closed Session at 7:37 p.m.*

*Moved by Videto, supported by Duckham to return from Closed Session at 8:28 p.m.*



19. **ADJOURNMENT**

Chairman Shotwell adjourned the August 23, 2011 Meeting of the Jackson County Board of Commissioners at 8:30 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



# J X N

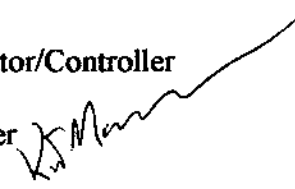
## Jackson County Airport

3606 Wildwood Avenue  
(517) 788-4225

Jackson, Michigan 49202  
FAX (517) 788-4682

August 29, 2011

TO: Michael Overton, Administrator/Controller

FROM: Kent Maurer, Airport Manager 

RE: Easement Acquisition for Runway 7-25 Safety  
Resolution of Necessity for Parcel 08-29-476-001-05 (Eaton Aeroquip)

I am requesting that the following item be placed on the agenda for the September 2011 Board of Commissioners meeting:

Efforts at mutual agreement for acquisition of the referenced easement have stalled and the draft resolution is necessary to initiate Circuit Court condemnation proceedings to complete acquisition of this easement. The attached resolution has been drafted by our legal counsel for these matters, Boris Yakima.

This matter is being directly submitted to the County Commission prior to Airport Board review in order to expedite the process.

I recommend Board of Commissioners adoption of this resolution.

I will be present at the County Affairs meeting to answer questions that might arise.

### Attachments

Attorney Boris Yakima's Draft Resolution

## **RESOLUTION (09-11.28)**

### **AUTHORIZING PROPERTY ACQUISITION FOR RUNWAY #7-25 SAFETY AREA PROJECT**

**WHEREAS**, Runway #7-25 at the Jackson County Airport does not have the required "safety areas" at the respective ends and approaches of the runway as required by FAA runway design standards and regulations; and

**WHEREAS**, a 2001 Runway Safety Area Feasibility Study examined nine alternative runway configurations to select one alternative that would bring the main Runway (#6-24) into compliance with FAA safety regulations; and

**WHEREAS**, the so-called "Runway #7-25" alternative was selected as the most desirable as the other alternatives impacted more private property parcels and/or were otherwise cost prohibitive to construct; and

**WHEREAS**, the Jackson County Board of Commissioners have previously determined the Runway #7-25 Project is in the best public interest and will enhance the safety of the airport; and

**WHEREAS**, the Runway #7-25 Project cannot be constructed without the acquisition of certain private property and/or property interests, including property owned by Eaton Aeroquip, Inc. f/k/a Eaton Aeroquip, LLC., located at 2880 W. Argyle Street, Jackson, Michigan (Parcel ID 08-29-476-001-05); and

**WHEREAS**, the Jackson County Airport has attempted to acquire this property and/or property interest needed for the Runway # 7-25 Project; and

**WHEREAS**, efforts to reach a Purchase Agreement with the owner of the property and/or property interest have been unsuccessful and have otherwise failed; and

**WHEREAS**, the Jackson County Board of Commissioners must authorize the initiation of formal eminent domain proceedings to condemn this property and/or property interest; and

**WHEREAS**, this acquisition is determined to be necessary for a public purpose and said condemnation action is deemed to be in the public interest.

**NOW, THEREFORE, BE IT RESOLVED**, that the Jackson County Board of Commissioners grants authority to Jackson County legal counsel to initiate legal proceedings for condemnation of this property and/or property interest, and to take all other necessary and reasonable legal steps for the acquisition of said property and/or property rights.

---

James E. Shotwell, Jr., Chairman  
Jackson County Board of Commissioners  
September 20, 2011



# 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:** Mary Ricciardello RN, BSN  
Director, Personal & Preventative Health Services  
**Subject:** Initiation of fees for Court Ordered Testing (COT)  
**Date:** September 14, 2011

**Motion Requested:** Revise the JCHD fee schedule to add fees for COT in the amount of \$ 150.00.

### I. Background

- A. Under Act 368 of 1978, Section 333.5129 of the Public Health Code, individuals arrested, bound over for trial, and/or convicted of certain sexual or drug offenses, can be ordered to receive counseling and/or testing for “venereal disease,” hepatitis B and C, and HIV. Courts can order defendants to be tested, at the defendant’s expense, at the local health department, an assigned counseling and testing agency, or a licensed physician.
- B. The court may order an individual who is examined or tested under this section to pay the “actual and reasonable costs” of that examination or test incurred by the physician or LHD that administered the examination or test.

### II. Current Situation

- A. The JCHD STD Clinic Staff completes COT for Gonorrhea, Chlamydia, Syphilis, and HIV at no charge to the client. Approximately twelve court ordered tests are done each year. The \$150.00 charge represents approximately three hours of nursing time to counsel and test the client, prepare the paperwork and specimens, mail to the state lab, and complete the necessary follow-up, i.e. notifying the ordering judge, and possible partner follow-up for positive clients.
- B. Lab specimens are sent to the MDCH Laboratory and processed at no charge to the LHD.
- C. Clients are presenting from surrounding counties for testing because of the fees charged in their counties. Costs range from \$ 0 to \$ 250.00 depending on the county.

### III. Next Steps

- A. The Board of Commissioners must approve amending the JCHD fee schedule to include COT.

### IV. Recommendation

- A. Motion to add COT in the amount of \$ 150.00 to the JCHD fee schedule.

To: Board of Commissioners  
County Administration

From: Ted Westmeier  
Director/Health Officer

Re: FY 2012 Comprehensive Agreement  
Michigan Department of Community Health (MDCH)

Date: August 26, 2011

**Action Needed:** Authorization For Jackson County Health Department to enter into the FY 2012 Comprehensive Agreement for funding administered by the Michigan Department of Community Health (MDCH)

**Background :** Each year the Jackson County Health Department receives funding from the State of Michigan to provide both mandated and additional public health services to our residents. The attached represents the majority of allocations we will be receiving for FY 2012. Some allocations are still under review and changes do get made during the year based on funding criteria and allocation shifts. These are the same services included in last year's contract.

**Request:** Motion to Authorize the FY 2012 Comprehensive Agreement with the Michigan Department of Community Health

**Fiscal Year (FY) 2012 Projected Allocations**

henslerj1@michigan.gov

Sent: Thursday, August 11, 2011 11:39 AM

To: Ted Westmeier

August, 11 2011

*Ted Westmeier, Health Officer  
Jackson County Health Department  
1715 Lansing Avenue., Suite 221  
Jackson, MI 49202*

Dear Ted Westmeier:

Subject: Fiscal Year (FY) 2012 Projected Allocations

The following chart is a partial list the FY 2012 Comprehensive Agreement allocations for your Local Health Department (LHD) for funding administered by the Michigan Department of Community Health (MDCH) through the Comprehensive Agreement. These allocations are based on FY 2012 Appropriations for MDCH and are subject to the availability of funds, MDCH's Appropriation Act for FY 2012, MDCH approval and State Administrative Board approval. As the remainder of the allocations become available, they will be released through the MI E-Grants system for inclusion in your agreement. MDCH will also advise you of any projects from FY 2011 that will not continue in FY 2012.

Please complete the applications for those projects available. When the individual project application is completed, please have your Authorized Official submit the project. This will facilitate timely processing of your agreement. If you have questions on submitting individual applications, please contact your Comprehensive Liaison. All allocations must be budgeted and expended consistent with the requirements contained in the Comprehensive Agreement.

**Allocation Chart**

PROJECT TITLE	ALLOCATION AMOUNT
Administration	0.00
Bioterrorism 10/1/11-7/31/12	107,397.00
Bioterrorism 8/1/12-9/30/12	21,480.00
Body Art Fixed Fee	0.00
Childrens Special Hlth Care Services (CSHCS) Care Coordination	0.00
CSHCS Medicaid Outreach	0.00
Childrens Special Hlth Care Services (CSHCS) Outreach & Advocacy	113,000.00
Fetal Infant Mortality Review (FIMR) Case Abstraction	3,240.00
Food LPHO	0.00
General Communicable Disease LPHO	0.00
Hearing LPHO	0.00
HIV Prevention	4,580.00
Immunization Action Plan (IAP)	71,229.00
LPHO Food	113,573.00
LPHO Hearing	27,368.00
LPHO MDCH Other	146,782.00
LPHO Onsite Sewage	88,987.00
LPHO Vision	27,367.00
LPHO Drinking Water	75,805.00
Michigan Abstinence Planning	100,000.00
Local MCH	88,189.00

Medicaid Outreach	0.00
Other-MCH	0.00
MDEQ On-site Sewage	0.00
Complete Streets Year II ARRA 10/1/11 - 2/3/12	5,000.00
TB Control	100.00
Immunization Fixed Fees	0.00
Vision LPHO	0.00
Immunization Vaccine Quality Assurance	14,653.00
MDEQ Drinking Water	0.00
WIC Resident Services	857,468.00
<b>TOTAL</b>	<b>1,866,218.00</b>



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

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June 27, 2011

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



Jackson County Board of Commissioners:

Enclosed you will find the Region 2 Area Agency on Aging Fiscal Year 2012 Annual Implementation Plan for Older American Act funded services. This Plan has been presented at a public hearing in Region 2. The Region 2 Area Agency on Aging Advisory Council and Board of Directors reviewed and approved the Plan.

The Plan highlights the major accomplishments of 2011 and includes goals and objectives for 2012. Purchased services and contracted services are listed for each county including budgets and service details.

Region 2 Area Agency on Aging is mandated by the Michigan Office of Services to the Aging to obtain approval from each County Commission in Region 2 before July 29, 2011. Thank you for your support and dedication to the older adults in Region 2.

Sincerely,

A handwritten signature in cursive script that reads 'Ginny Wood Broderick'.

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





MICHIGAN OFFICE OF SERVICES TO THE AGING  
ANNUAL & MULTI YEAR IMPLEMENTATION PLAN

# REGION 2 AREA AGENCY ON AGING

## Annual Implementation Plan Fiscal Year 2012

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



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**MICHIGAN OFFICE OF SERVICES TO THE AGING**  
**ANNUAL & MULTI YEAR IMPLEMENTATION PLAN**

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### **COUNTY/LOCAL GOVERNMENT REVIEW**

Region 2 Area Agency on Aging's plan to distribute and gain support from Hillsdale County Commission, Jackson County Commission and Lenawee County Commission will consist of the following:

After the R2AAA Board of Directors approves the Final Annual Implementation Plan, a copy will be mailed, return receipt requested, to the Chairs of Hillsdale, Jackson and Lenawee County Commissions requesting approval of the document prior to July 29, 2011.

Prior to August 2, 2011, Laura McMurtry, OSA Field Representative, will be notified of the County's status on approval of the FY 2012 AIP.



**REGION 2 AREA AGENCY ON AGING (R2AAA)  
FISCAL YEAR 2012 ANNUAL IMPLEMENTATION PLAN**

**MISSION:**

Region 2 Area Agency on Aging (R2AAA) is pleased to present the Fiscal Year 2012 Annual Implementation Plan (FY2012 AIP). This Plan is mandated by the Federal Older Americans Act to address how programs and services will be administered to older persons within the boundaries of Hillsdale, Jackson and Lenawee County, Michigan.

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

- *Identifying senior concerns and developing a comprehensive and coordinated network of services in Hillsdale, Jackson and Lenawee Counties that will enable older persons to function as independently as possible in their homes and communities;*
- *Providing advocacy, information, planning, program development, contracting and the funding necessary to accomplish this purpose.*

**I. PLAN OVERVIEW**

R2AAA begins FY2012 with news that Michigan Office of Services to the Aging's appropriations for 2012 were not reduced in Governor Snyder's budget. With prior predictions of 8 % - 15% budget reductions across the board, R2AAA felt extremely pleased that services to older adults would not be reduced.

However, even with the FY 2012 budget remaining the same as the FY 2011 funding, services for Michigan's 60+ populations will not be adequate. Federal and State funding for aging services has remained fairly dormant for quite some time, though costs of services have continued to rise. Waiting lists have not disappeared. R2AAA ended FY2010 with 44 clients on in-home services waiting lists. No waiting list existed for home delivered meals.



**R2AAA is committed to maintaining a comprehensive range of services to older adults, disabled and caregivers. R2AAA will directly provide services to participants as follows:**

- Care Management Services
- Creating Confident Caregiver (Savvy) /PATH/Diabetic PATH/Matter of Balance Workshops
- Long Term Care Nursing Home Ombudsman Program
- Prevention of Elder Abuse, Neglect and Exploitation Education
- Medication Management
- Senior Community Services Employment Program

**R2AAA will contract for the following services:**

- **Access Services:** case coordination and support, information and assistance, outreach and transportation
- **In-home Services:** chore, home care assistance, home delivered meals, and respite care.
- **Community Services:** adult day services, congregate meals, disease prevention & health promotion, legal assistance, senior center operations, counseling, caregiver supplemental and caregiver education, support & training..



### Highlights of FY 2010 & 2011 Annual Implementation Plan Objectives:

- The Michigan Medicare Medicaid Assistance Program (MMAP) grant exceeded 8 goals out of 9 for the SHIP contract. The 8 goals were met by 100% to 240% of the contracted goal amount. R2AAA received the "Helping Hands" award twice; the Best overall performance for a Micropolitan Region and an Achievement Award for outstanding work to achieve SHIP performance goals. The Regional MMAP Coordinator was certified as a SMP Specialist and attended MMAP Medicaid Specialist training. The MIPPA 1, Year 2 grant brought \$21,400.00 into Region 2 on behalf of the work done by the Regional Partners with 214 clients. Regional Partners include: Hillsdale County Senior Services Center, Jackson County Department on Aging, Lenawee County Department on Aging, Lenawee County Community Mental Health and disAbility Connections of Jackson County.
- Healthy Aging workshops (Matter of Balance, PATH and Diabetic PATH) were held in senior centers encouraging older adults to take part in senior dining options and other center activities. Diabetic PATH was introduced in Region 2 in FY 2011. R2AAA provided training for new partners such as Allegiance Health Care and Chelsea Community Hospital and Dominican Life Center.
- To assist older adults with their nutrition needs, in addition to the congregate meal programs, MiCAFE was made available to provide assistance to apply for a Michigan Bridge card. PROJECT Fresh coupons were distributed to older adults in Region 2 to allow for the purchase of fresh fruits and vegetables.
- R2AAA resumed publication of a quarterly newsletter that is distributed to 2,000 older adults, clients, service providers and the general public. R2AAA's website, [www.r2aaa.org](http://www.r2aaa.org), was re-designed to be more informative and user friendly.
- Staff from Hillsdale Senior Services Center, Jackson Department on Aging and R2AAA was trained to provide the Creating Confident Caregiver (Savvy Caregiver) program. Six Savvy Caregiver workshops were completed in FY2011. R2AAA also contracted for adult day care, caregiver support services and respite services to alleviate caregiver responsibilities. R2AAA sponsors a yearly educational event in each county to address caregiver needs/stress.
- R2AAA sponsors yearly events, in conjunction with TRIAD in Jackson and Lenawee Counties, to address the prevention of elder abuse, neglect and exploitation.



- Region 2 Quality Assurance Committee met bi monthly to review quality of services offered. A Quality Management Supervisor will be hired prior to FY 2012.
- R2AAA assisted clients to remain in their homes and communities with the following services: Mi Choice Medicaid Waiver Program served 581 clients; Care Management 139 clients; Targeted Care Management 10 clients; and Nursing Home Transition 51 clients.
- R2AAA Care Management staff participated in the TCARE Model for caregiver support services.
- Two R2AAA Care Managers became as Master Trainers in Person Center Thinking. They held one training for R2AAA staff.
- The Care Management Program achieved many accomplishments in FY 2010 which included developing a Plan of Care module and a NFLOC Module; 100% of charts were reviewed with chart order determined; program forms/tools were updated and/or developed; and a competency training and a LBGT training was held.
- Three residents 60+ of Brooklyn, Onsted or Napoleon, MI qualify for a personal response system made possible by a grant from a local church.

**FY 2012 PROGRAM DEVELOPMENT OBJECTIVES WILL BE A CONTINUATION OF FY 2011 WITH FEW CHANGES**





## ***NEW PROGRAM PARTNERSHIPS/AVAILABLE RESOURCES***

### **LOCAL CONTACT AGENCY (LCA):**

Area Agencies on Aging were designated as LCA by Centers for Medicare and Medicaid Services. The role of the LCA is to contact nursing facility residents referred to them through the Section Q Process. This is to provide nursing facility residents with timely information about choices of services and supports available in the community setting and to make appropriate referrals to support transition to community living based on client choice.

### **POST ACUTE SUPPORT SYSTEMS (PASS):**

The Independent Living Systems (ILS) PASS program is a care transition intervention learned from the Coleman CTI model. PASS focuses on the transition of care from the inpatient hospital setting back into the home and community setting. Region 2 has partnered with ILS through a contract arrangement to provide the Coaching function of PASS to participants in Jackson, Lenawee and Hillsdale counties. The program went into effect November 1, 2010.

The Region 2 PASS Coaches initiate the patient-centered program during the inpatient stay, working collaboratively with the discharge planners, insurance company, ILS PASS Coordinators and the participant. The Coach performs a home visits within 48-72 hours and a telephonic follow-up call within 2 days after the home visit. Additional follow-up calls are conducted on days 7, 14, 21 and 30 post home visit by the ILS PASS Coordinator staff. The outcome of the program is to improve overall health care quality, reduce avoidable readmission rates and decrease cost/utilization with complex care.

### **CREATING CONFIDENT CAREGIVER (Savvy Caregiver):**

The Savvy Caregiver program is designed to assist persons caring for family members with a dementia related illness such as Alzheimer's disease, dementia due to a stroke, etc. The program has been proven to reduce the stresses of caregiving by providing the tools and information to help empower caregivers. The program provides family members with information and tools in four main areas: managing daily life; managing behavior; managing your own well being and managing resources.



A total of 6 Savvy Caregiver workshops) were held in the PSA in FY 2011 (3 in Hillsdale County; 2 in Jackson County and 1 in Lenawee County.) A minimum of 4 Leaders will be trained in the PSA and a minimum of 10 workshops will be held in FY 2012.

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

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

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

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

***PLANNED RESOURCES:***

**BUILDING TRAINING...BUILDING QUALITY (BTBQ):**

R2AAA applied for the BTBQ grant from Office of Services to the Aging to train personal care aides serving clients in the MI Choice Medicaid Waiver Program.

***CURRENT PROGRAM PARTNERSHIPS/AVAILABLE RESOURCES***

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

R2AAA's partnership with disAbility Connections (Jackson County) continues to inform consumers about appropriate long-term care options. Regional ADRC meetings are being held in Region 2 with 23 organizations committing to help create a coordinated system of information and access to long-term support services for persons of all ages and disabilities.



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

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

MMAP assists older adults and disabled individuals with Medicare and Medicaid issues including the Medicare Prescription Drug program and supplemental insurance needs. Several Counselors are Medicaid Specialists and SMP (Waste, Fraud and Abuse) Specialists.

The R2AAA MMAP program year 2011-12 started with a total of 19 Coordinator/Counselors and support staff which includes 5 counselors trained in 2011. A MMAP counselor training is planned in the fall of 2011 with a minimum of 3 new counselors being trained.

**MMAP/MIPPA:**

The Medicare Improvement for Patients and Providers Act (MIPPA) two year grant from MMAP funded by CMS has two purposes: to assist beneficiaries in applying for benefits under the Medicare Savings Program and to assist in the application process for extra help for Medicare Part D (LIS). In 2011-12, 245 individuals will receive assistance. The number for year two of the grant is projected to be similar.

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



## ***AVAILABLE RESOURCES***

Attachment #1 is a complete list of 36 Boards, meetings and events attended by Region 2 staff. R2AAA's presence at these local community and state level events /meetings, assures that information regarding senior issues will be addressed and partnerships will be strengthened.

R2AAA Board of Directors are appointed by County Board of Commissioners thus allowing County Commissioners themselves to serve on the Region 2 AAA Board of Directors. On a semi-annual basis, R2AAA Executive Director will present before each County Human Services Committee regarding the provision OAA services in their respected areas.

Region 2 AAA staff will attend Lenawee County's Fifth Monday Legislative Forums to collaborate with federal/state legislators, county directors and older adults. Region 2 AAA will have membership on the Michigan Senior Advocates Council and the State Advisory Council.

**MILLAGES:** The three counties in Region 2 are fortunate to each have senior millages. The following is a summary of each county's allocations:

Hillsdale County – Amount of millage - \$1,159,556

- Disease Prevention – \$1,797
- Respite - \$58,619
- Adult Day Care - \$53,248
- MMAP - \$20,504
- Volunteer Transportation - \$27,094
- Senior Center Operations - \$491,840
- Outreach - \$21,287
- Home Delivered Meals - \$209,621
- Information and Assistance - \$21,777
- Home Care Assistance - \$182,500
- Congregate Meals - \$57,538
- Kinship Care - \$13,731

Jackson County – Amount of millage - \$815,208

- Congregate Meals - \$43,874



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- Chore - \$22,509
- MMAP - \$17,840
- Home Delivered Meals - \$210,860
- Senior Centers - \$38,616
- Case Coordination & Support: \$55,099
- Caregiver I & A - \$15,469
- Caregiver Education and Support - \$13,318
- Unmet Needs - \$15,728
- Home Care Assistance - \$165,876
- Respite - \$48,583
- Alzheimer's Respite & ADC - \$41,220
- Disease Prevention/Health Promotion – 1,796
- Administration - \$47,141
- Counseling - \$77,279

**Lenawee County – Amount of millage - \$1,642,816**

- Congregate Meals - \$154,014
- Home Delivered Meals - \$29,010
- Senior Centers – \$215,093
- Outreach - \$34,564
- Home Care - \$770,949
- Transportation - \$74,161
- Grandparent programs - \$3,109
- Information & Referral - \$353
- Disease Prevention - \$918
- Administration for grants - \$298,750
- Respite - \$2,440
- Foster Grandparents - \$56,367
- Chore - \$904
- Caregiver - \$1,134
- Adult Day Care - \$1,050



## ***PLANNING/ADVOCACY:***

R2AAA's FY 2012 annual implementation plan reflects the detailed process to allocate funding to meet basic, identified needs of older adults in the PSA. Monthly updates on plan objective progress will be shared with R2AAA Board of Directors and Advisory Council members.

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

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

R2AAA will continue to advocate for the increased quality of life during the aging years of the residents of Hillsdale, Jackson and Lenawee Counties. R2AAA website will contain links to all legislative offices in the PSA.

Discussions with elected officials will continue with R2AAA's Executive Director as a member of both the Michigan Area Agencies on Aging Association and the State Advisory Council; three R2AAA Advisory Council Members serving on the State Senior Advocates Council and attendance at Lenawee County Fifth Monday Forum. Involvement in these organizations insures that the targeted populations are advocated for and having their needs represented.

R2AAA staff, providers and community members will attend the yearly "Older Michiganians Day at the State Capitol in Lansing to advocate on behalf of the older adults, disabled population and services in Region 2.

Through effective collaborative efforts and close relationships with key agencies providing services for targeted populations, R2AAA has developed a comprehensive network of services and programs to address client needs. Community Partnerships are central in bringing together funders, providers, consumers and community members to develop solutions and advocate for change.

The Local Long-Term Care Ombudsman/Elder Abuse Prevention Specialist advocates for older adults in nursing homes, adult foster care homes and homes for the aged and conducts presentations on elder abuse, neglect and exploitation.



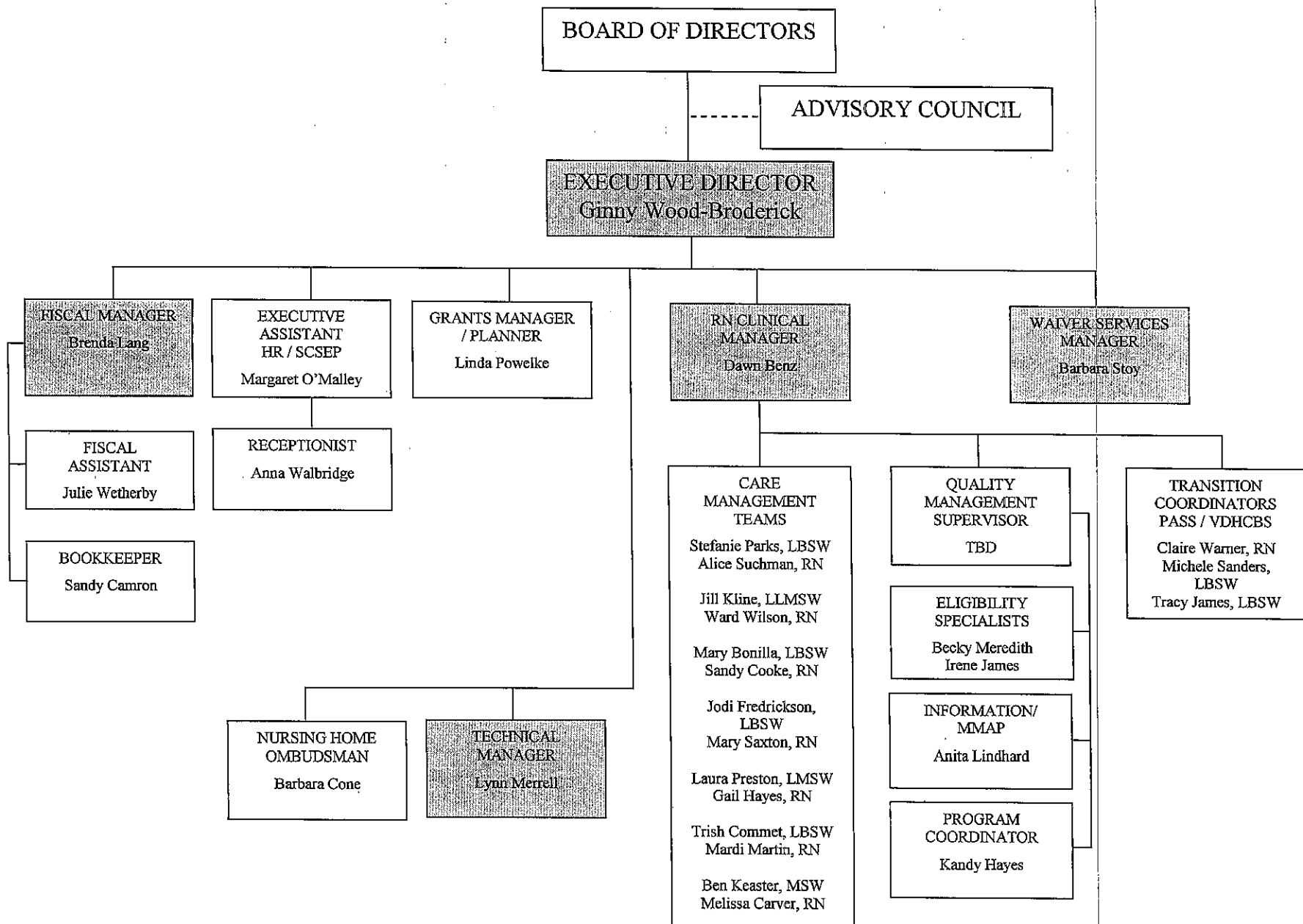
***FY 2012 PLANNED SERVICES SUMMARY NARRATIVE:***

Funding for the FY 2012 Area Plan grant contracts and operating budgets are based on FY 2011 grant amounts. Even with no reductions in the State of Michigan budget, we are going into the third (and last) year of the three-year plan with State funds that cannot meet the needs of older adults in Region 2 and the expectation that the Federal funding will remain at 2011 levels.

The FY 2012 Area Plan contains contractor requirements that will not mandate additional funding.



## ORGANIZATIONAL CHART







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***COMMUNITY FOCAL POINTS:***

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

<b>Hillsdale County Senior Services Center (HCSSC) is the Community Focal Point in Hillsdale County</b>		
Name	Hillsdale County Senior Services Center Hillsdale County Senior Services Center	
Address	320 W. Bacon Road, Hillsdale, MI 49242	
Website	<a href="http://www.hillsdaleseniorcenter.org">www.hillsdaleseniorcenter.org</a>	
Telephone Number	(517) 437-2422	
Contact Person	Terry Vear, Executive Director	
Service boundaries	Hillsdale County	
Number of persons within boundary	45,650 (9,743 60+)	
Services provided	Adult Day Care, Caregiver Supplemental, Caregiver Education, Support & Training, Chore, Congregate Meals, Disease Prevention/Health Promotion, Home Care Assistance, Home Delivered Meals, Information and Referral, MMAP, Respite, Senior Center Operations, Transportation .	

<b>Lenawee Department on Aging is the Community Focal Point in Lenawee County</b>		
Name	Lenawee County Department on Aging	
Address	1040 S. Winter Street, Adrian, MI 49221	
Website	<a href="http://www.lenaweeseniors.org">www.lenaweeseniors.org</a>	
Telephone Number	(517) 264-5280	
Contact Person	Tom MacNaughton, Director	
Service boundaries	Lenawee County	
Number of persons within boundary	99,837 (20,258 60+)	
Services provided	Adult Day Care, Caregiver Supplemental, Caregiver Education, Support & Training, Chore, Congregate Meals, Disease Prevention/Health Promotion, Home Care Assistance, Home Delivered Meals, Information and Referral, Information and Referral, MMAP, Outreach, Respite, Senior Center Operations, Transportation	



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**Jackson Department on Aging is the Community Focal Point in Jackson County**

Name	Jackson County Department on Aging
Address	1715 Lansing Avenue, Suite 672, Jackson, MI 49202
Website	<a href="http://www.co.jackson.mi.us/agencies/DeptAging/Aging.htm">www.co.jackson.mi.us/agencies/DeptAging/Aging.htm</a>
Telephone Number	(517) 788-4364
Contact Person	Marce Wandell, Director
Service boundaries	Jackson, County
Number of persons within boundary	159,828 (30,848 60+)
Services provided	Adult Day Care, Caregiver Supplemental, Caregiver Education, Support & Training, Chore, Congregate Meals, Counseling, Disease Prevention/Health Promotion, Home Care Assistance, Home Delivered Meals, Information and Referral, MMAP, Outreach, Respite, Senior Center Operations



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**DIRECT PROVISION OF SERVICES**  
**WORK PLAN**

Region 2 Area Agency on Aging

Project Period: FY 2012

Direct Provision of Services: MEDICATION MANAGEMENT

Goals and Activities	Planned Time Frame	Accomplishments
1. Medication Management will be used for Evidence Based Disease Prevention Programs.	Ongoing Thru Sept. 2012	Medication Management funding will be used to provide Personal Action Toward Health workshops to older adults and their caregivers in Hillsdale, Jackson and Lenawee Counties.



**DIRECT PROVISION OF SERVICES**  
*WORK PLAN*

Region 2 Area Agency on Aging

Project Period: FY 2012

Direct Provision of Services: LONG TERM CARE OMBUDSMAN

Goals and Activities	Planned Time Frame	Accomplishments
1. R2AAA will fund the in-house position of the Regional Long Term Care Ombudsman.	Ongoing Thru Sept. 2012	1. The Long Term Care Ombudsman will conduct educational presentations and assistance to local communities, residents of long term care facilities, families and staff regarding all aspects of long term care, rights and developments in Hillsdale, Jackson and Lenawee Counties.



**DIRECT PROVISION OF SERVICES**  
*WORK PLAN*

Region 2 Area Agency on Aging

Project Period: FY 2012

Direct Provision of Services: PREVENTION OF ELDER ABUSE,  
NEGLECT AND EXPLOITATION

Goals and Activities	Planned Time Frame	Accomplishments
1. R2AAA will fund the in-house position of the Regional Elder Abuse Specialist	Ongoing Thru Sept. 2012	1. Prevention education will be presented through presentations and in-services to providers as well as promoting awareness with the local communities of Hillsdale, Jackson and Lenawee Counties.



**DIRECT PROVISION OF SERVICES  
WORK PLAN**

Region 2 Area Agency on Aging

Project Period: FY 2012

Direct Provision of Services: CARE MANAGEMENT

Goals and Activities	Planned Time Frame	Accomplishments
1. Provide specific training opportunities for care management, separate from full staff meetings, designed to improve clinical skills.	Ongoing Thru Sept. 2012	Improve care management skills and efficiencies.
2. Revise policy and procedure to align with FY 2008 changes to MDCH Performance Criteria through Quality Improvement Committee. Include the OSA Care Management program criteria in policy revisions.	September 2012	Updated policy manuals are current and include specific checklists to be used in training and reference.
3. Conduct external peer reviews with other care management organizations to expand experience related information sharing.	October 2012	Improved education and experience assisting in expanding services to clients and caregivers.



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☒ Care Management

Starting date: 10/1/2011 Ending date: 9/30/2012 Total of federal dollars: -0- Total of state dollars:  
\$270,094.00

Geographic area to be served: Hillsdale, Jackson and Lenawee Counties

Number of client pre-screenings	2011	38	Planned 2012	28
Number of initial client assessments	2011	38	Planned 2012	28
Number of initial client care plans	2011	38	Planned 2012	28
Total number of clients (carry over plus new)	2011	140	Planned 2012	100
Staff to client ratio (Active and maintenance per Full time care manager)	2011	1:40	Planned 2012	1:40

Match and Other Resources

MATCH: Source of Funds Cash Value: \$32,332.00 In-kind (Salaries)

OTHER RESOURCES: Source of Funds Cash Value \$625.00 In-kind (Program Income)



### III. PROGRAM DEVELOPMENT

#### STATE GOAL: #1 Work to Improve the Health & Nutrition of Older Adults

#### AAA OBJECTIVE 1: Implement Chronic Disease Self-Management Programs

<i>Desired Outcome</i>	<i>Activities</i>	<i>Timeline</i>
1. Personal Action Toward Health (PATH,) Diabetes PATH and Matter of Balance will be offered in Region 2.	1. PATH Coordinator will advertise the chronic disease self-management programs and seek interest in new partnerships.	Ongoing thru Fiscal Year 2012
2. PATH, Diabetes PATH and Matter of Balance Master Trainers will train PATH Leaders and Matter of Balance Coaches.	2. PATH and Matter of Balance Master Trainers will hold Leader/Coach training sessions in convenient locations.	Ongoing thru Fiscal Year 2012
3. Older Adults with a fear of falling will attend Matter of Balance workshops.	3. Coaches will hold community workshops for people with the fear of falling in the PSA. Trainings will focus on reducing the fear of falling; stopping the fear of falling cycle and improve activity levels among older adults. Workshops will be eight weeks in duration; two hours each session. Workshops will be repeated as needed.	Ongoing thru Fiscal Year 2012
4. Older Adults and/or their caregivers will attend Personal Action Towards Health (PATH) and Diabetes PATH workshops.	4. Leaders will hold community workshops for people with chronic disease and/or their caregivers in the PSA. Workshops will focus on self-management, learning new coping strategies, and sharing experiences with other group members. Workshops will be six weeks in duration; 2 and 1/2 hours each session. Workshops will be repeated as needed.	Ongoing thru Fiscal Year 2012





AAA OBJECTIVE 2: Senior Center Coordination

<i>Desired Outcome</i>	<i>Activities</i>	<i>Timeline</i>
1. Support Senior Centers in PSA.	<p>1. Allocate 3B funding for Senior Center Operations.</p> <p>R2AAA staff will attend scheduled meetings (complete list on ATTACHMENT #1) to provide information on older adult services in the region.</p> <p>R2AAA Information and Referral Specialist will provide information about senior centers to clients.</p> <p>R2AAA website will include a link to Hillsdale Senior Services Center, Jackson Department on Aging and Lenawee Department on Aging to provide the location of county senior centers and the days and times that congregate meals are served. Congregate meal site days and times will be listed in the quarterly R2AAA newsletter.</p> <p>Participants of evidenced based workshops will be encouraged to partake in nutrition programs at senior centers</p>	Ongoing thru Fiscal Year 2012
2. R2AAA will continue to support county <u>Senior Preference</u> magazines.	2. R2AAA will advertise in <u>Senior Preference</u> magazines to insure publication is available for older adult resources.	Ongoing thru Fiscal Year 2012
3. R2AAA will support the MiCAFE program.	3. Senior Center staff have/will be trained to implement the MiCAFE program in senior centers in Region 2.	Ongoing thru Fiscal Year 2012



AAA OBJECTIVE 3: Transportation for Older Adults

*Explore and expand resources in the community to provide transportation for older adults.*

<i>Desired Outcome</i>	<i>Activities</i>	<i>Timeline</i>
1. Research ways to improve access to transportation for medical appointments and social outings.	1. Identify opportunities for partnerships with other public or private resources to expand or enhance transportation. R2AAA Advisory Council will focus on transportation as a priority agenda item.  R2AAA staff person is a member of the Jackson County Transportation Advisory Council.	Ongoing thru Fiscal Year 2012
2. Research ways to secure additional resources to support the preservation and expansion of transportation for older persons.	2. Work with local religious, cultural, ethnic, and minority organizations in our region to expand volunteer driver programs.  Contract Title 3E funding for transportation to caregivers and those in their care.	Ongoing thru Fiscal Year 2012
3. Create an awareness and increased sensitivity in the community toward areas of the PSA where transportation is unavailable.	3. Promote the need for expansion and preservation of senior transportation through local government agencies, public meetings, and private organizations.  R2AAA staff will attend scheduled meetings (complete list on ATTACHMENT #1) to provide information on older adult services in the region.	Ongoing thru Fiscal Year 2012
4. Research grant opportunities that would help to fund transportation services.	4. Review funding sources available for developing or maintaining transportation.	Ongoing thru Fiscal Year 2012
5. Increase available information distribution so that older adults	5. Create a brochure of available transportation options to be distributed at senior centers/ nutrition sites,	During Fiscal Year 2012



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requiring transportation are more aware of the choices that exist in their counties.

6. Continue to support the Senior Preference Magazines

commodity food distribution, home delivered meals, physician's offices, Salvation Army, care management clients.

6. R2AAA will advertise in Senior Preference magazines to insure publication of the guide for available older adult resources.

Ongoing thru Fiscal Year 2012



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

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

<i>Desired Outcome</i>	<i>Activities</i>	<i>Timeline</i>
1. R2AAA will provide community education to older adults and their caregivers.	1. R2AAA staff will provide community education regarding services/programs available to help older adults remain in their homes.	Ongoing thru Fiscal Year 2012
2. R2AAA Housing Coordinator/Staff will collaborate with older adult services providers to gather current information regarding housing options.	2. R2AAA staff will attend scheduled meetings (complete list on ATTACHMENT #1) to provide information on older adult services in the region.  R2AAA Executive Director will continue to be a Board Member for Presbyterian Villages which has facilities in Jackson County.  R2AAA will receive housing information from Office of Services to the Aging.  R2AAA Information and Referral Specialist will provide information about housing options to walk-in clients or clients calling.	Ongoing thru Fiscal Year 2012
3. R2AAA will provide funding for Home Chore.	3. Funding will be provided for home chore providers to utilize volunteers to enable providers to provide more chore services to older adults to remain safely in their homes.	Ongoing thru Fiscal Year 2012
4. Nursing Facility Transition Initiative offered by R2AAA	4. Eligible clients coming out of nursing homes will be assisted by R2AAA staff to find affordable housing allowing them to transition back into the community.	Ongoing thru Fiscal Year 2012



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5. Continue to support the <u>Senior Preference</u> magazine.	5. R2AAA will advertise in <u>Senior Preference</u> magazines to insure publication of the guide for available older adult resources.	Ongoing thru Fiscal Year 2012
6. R2AAA Housing Coordinator will attend housing workshops when appropriate.	6. R2AAA staff will be encouraged to attend housing workshops held in conjunction with statewide trainings. Information gleaned will be shared with I & R staff, Grants Manager, NFT program and appropriate contractors.	Ongoing thru Fiscal Year 2012
7. R2AAA Housing Coordinator will receive notification of available low income independent housing openings.	7. R2AAA will contact subsidized/low income independent housing facilities requesting notification of housing units as they become available in the Region. This information will be shared with I &R and NFT staff	Ongoing thru Fiscal Year 2012
8. MI Choice Waiver services provided to Adult Foster Care and Homes for the Aged.	8. MI Choice Medicaid Waiver Services are provided to financially and medically eligible persons in licensed Adult Foster Care Homes and Licensed Homes for the Aged.	Ongoing thru Fiscal Year 2012



AAA OBJECTIVE 5: Provide Agency Outreach Efforts in Community

<i>Desired Outcome</i>	<i>Activities</i>	<i>Timeline</i>
1. R2AAA will serve as a highly visible and trusted place where older adults and their caregivers can obtain information on long term care options.	<p>1. Marketing materials will be made available to improve general knowledge and understanding of region wide programs and services:</p> <ul style="list-style-type: none"><li>• R2AAA contact information will be in all telephone books in the PSA.</li><li>• Office hours will be posted and appointments for assisting older adults will be offered, however, walk-ins will be assisted.</li><li>• Agency brochures will include synopsis of available R2AAA services.</li><li>• R2AAA website (<a href="http://www.r2aaa.org">www.r2aaa.org</a>) will be updated regularly.</li><li>• R2AAA newsletter will contain up-to-date information regarding older adult issues and will be completely supported by sponsorships.</li><li>• R2AAA information will be posted on 211.</li><li>• <u>Senior Preference</u> magazines will be published yearly with regional information regarding older adult services.</li><li>• R2AAA staff will attend local Health Fairs and other public events in the Region.</li></ul>	Ongoing thru Fiscal Year 2012
2. R2AAA Nursing Facility Transition (NFT) staff will provide community outreach.	<p>2. R2AAA NFT team will distribute brochures at community events and through the Information and Referral Specialist to educate families and other agencies of the service provided to nursing facility clients. Outreach to hospitals, nursing facilities and rehabilitation centers is done on a monthly basis.</p>	Ongoing thru Fiscal Year 2012



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<p>3. R2AAA registered nurses will offer blood pressure screenings at senior days at local malls, senior centers and county fairs, as requested. Social Workers will offer marketing and outreach information.</p>	<p>3. Sign-in sheets for blood pressure screenings will be maintained to monitor number of participants seen.</p> <p>American Heart Association brochures will be distributed to participants taking part in blood pressure screenings.</p> <p>Participants with blood pressure readings above normal will be referred to their physicians by RN.</p> <p>R2AAA Information and Referral Specialist and/or resource materials will be available for participants needing services. Participant outside of Region 2 will be referred to the Area Agency on Aging serving their area.</p>	<p>Ongoing thru Fiscal Year 2012</p>
<p>4. R2AAA will participate in Student Intern programs.</p>	<p>4. R2AAA will participate in Jackson Community College Nursing School job shadowing in January and February. A minimum of 10 student nurses per year will experience community nursing by accompanying R2AAA care managers on client visits.</p> <p>R2AAA will participate in Eastern Michigan University, School of Social Work student interns. A minimum of one social work student intern will be placed at R2AAA.</p>	<p>Ongoing thru Fiscal Year 2012</p>



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

AAA OBJECTIVE 6: Work to improve the health and nutrition of older adults. - REVISED  
*Focus on increased physical activity and improved eating habits to help older adults in our region live longer and healthier lives.*

<i>Desired Outcome</i>	<i>Activities</i>	<i>Timeline</i>
1. R2AAA will promote programs that increase physical activity and better nutrition in older adults and will assist in promoting health and wellness programs.	1. Senior centers and congregate meal site managers will schedule exercise programs and health promotion events. PATH/Diabetic PATH and Matter of Balance Workshops will be held in senior centers as requested.	Ongoing FY 2012
2. R2AAA Contracted Registered Dietitian will assist nutrition directors in menu planning and implementation to provide healthy meals.	2. Review menu selections and make recommendations as needed.	Monthly
3. County Departments on Aging/ Senior Center staff will oversee Senior Project Fresh program to provide older adults in Region 2 access to fresh grown Michigan produce during the growing season.	3. Instructions on how to use Project Fresh coupons and where to redeem them will be provided along with nutrition handouts regarding the selection, storage, and preparation of fresh fruits and vegetables to participants in Project Fresh to ensure that produce obtained in this program is used appropriately.	Fiscal Year 2012 (Summer)
4. Older adults in Region 2 will be made of aware of MiCAFE, which will assist them to obtain food stamps.	4. Senior Center staff will receive information regarding the MiCAFE program and will be encouraged to have participants sign-up.	On-going thru FY 2012





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

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

<i>Desired Outcome</i>	<i>Activities</i>	<i>Timeline</i>
1. Program Coordinator will seek out qualifying older adults 55+ who need job-related training that would result in unsubsidized employment; and find new partnership opportunities to place workers for employment training.	1. Work with Departments on Aging staff and senior centers, and other non-profit agencies to find low income, eligible older adults seeking training opportunities.  Contact Departments on Aging staff and other non-profit organizations for potential job training development.	Ongoing thru Fiscal Year 2012
2. Program coordinator will attend job fairs and other community events that focus on older adults in Region 2. Current participants in program will be required to attend job fairs and be registered with Michigan Works to seek permanent employment.	2. Network within the three counties to learn about established job fairs and community events where program information could be distributed to older adults and to potential agency sponsors for training programs.  Require regular Michigan Works visits and bi-weekly job seeking logs from participants.	Ongoing thru Fiscal Year 2012
3. Provide training opportunities on computer skills and other necessary job skills for current program participants so they can be competitive in the job market.	3. Research training venues and assist participants in accessing trainings.	Ongoing thru Fiscal Year 2012
4. Seek out employment opportunities for participants and promote O.J.E. (On-the-job training partnership) with businesses that have open positions in order to find unsubsidized employment placements as required by OSA.	4. Program coordinator will canvass businesses in the region to distribute information about O.J.E. while marketing participants that fit job postings requirements for vacant positions.	Ongoing thru Fiscal Year 2012



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5. Target low income minority older adults in greatest economic and social needs in our region.

6. Work to provide employment opportunities to individuals in accord with the Jobs for Veteran's Act.

5. Contact faith-based organizations and activity centers that focus on minority older adults.

6. Maintain relationship with Veteran's Affairs offices in each county of the PSA.

Ongoing thru Fiscal  
Year 2012

Ongoing thru  
Fiscal Year 2012



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

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

<i>Desired Outcome</i>	<i>Activities</i>	<i>Timeline</i>
1. Law enforcement and senior advocates collaborate to educate the community.	1. Work with TRIAD in Jackson and Lenawee Counties to do Senior Safety conferences on identity theft, elder abuse, late life domestic violence, neglect and exploitation.  R2AAA will provide fiduciary assistance to the TRIADs and Hillsdale County Senior Services Center in producing the annual Senior Safety /Elder Abuse conferences.	By September 30, 2012
2. Prevention education will be presented through educational presentations and in-services to providers as well as promoting awareness prevention within the local communities. Including senior centers and other senior locations.	2. Develop brochures and deliver with home delivered meals, distribute at senior centers and to other places frequented by older adults in the PSA.  R2AAA will publish articles, to educate older adults and their caregivers, about financial, physical and mental elder abuse.  Collaboration and regular interaction with Adult Protective Services in the PSA.  Provide education to older adults with advertising the Statewide, toll-free, 24 hour/7days, Vulnerable Adult Helpline number that provides adult abuse information and adult protective services reporting 1-800-996-6228..  Program services will be marketed and provided to all members of the community, with particular consideration	By September 30, 2012  Ongoing thru 2012



given to those agencies directly serving adults aged 60 and older.

Personal contacts, informational booths at senior fairs, R2AAA website, referrals from hospitals and long term care facilities and other service providers will help raise community awareness of the services provided by the elder abuse prevention program.

Elder Abuse position will be housed in R2AAA office thus assuring collaboration with agencies such as Legal Services, DHS, nursing homes and the long term care ombudsman position.



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

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

<i>Desired Outcome</i>	<i>Activities</i>	<i>Timeline</i>
1. Respond to emerging needs by providing education and assessment of needs. Outcomes measured by satisfaction of individuals receiving educational services within the network.	1. Through Region 2 Quality Assurance Committee, activities related to quality of services offered by this agency are reviewed and improved if needed. QA committee reviews bi-monthly incident reports related to MI Choice Waiver services. Approximately 20% of Waiver Client charts will be reviewed according to State requirements.  Involve the Region 2 Advisory Council in emerging issues, and include council member's participation in educational opportunities.  Quality Management Supervisor will be hired.	Ongoing thru Fiscal Year 2012  Ongoing thru Fiscal Year 2012
2. Provide annual performance evaluations of service providers – both Older Americans Act (100%) and Waiver (10% minimum) contractors.	2. Using approved assessment tools, contractors will be assessed to assure program compliance with service standards.  Assessment feedback reports will be written to agencies assessed acknowledging any deficiencies giving agencies an opportunity to correct findings.	Yearly thru 2012
3. Provide information and education to R2AAA contracting agencies.	3. Quarterly meetings will be held with Waiver contractors to provide updated information, training and education.	Quarterly Fiscal Year 2012



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	Meetings will be scheduled with Older American Act contract providers as the need arises.	As needed Fiscal Year 2012
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AAA OBJECTIVE 10: Develop strategies to identify and serve family caregivers of older adults more effectively.

<i>Desired Outcome</i>	<i>Activities</i>	<i>Timeline</i>
1. Support Family Caregiver Programs.	<p>1. R2AAA will financially support, through the National Family Caregiver Act, respite, adult day care and caregiver support groups.</p> <p>Organize Personal Action Towards Health (PATH), Diabetic PATH and Matter of Balance programs with caregiver support groups and other interested caregivers.</p> <p>Collaborating with R2AAA contractors, address caregiving information in regional employer newsletters.</p> <p>Offer mini-grant opportunity for innovative programs for caregiver stress and respond to caregiver needs.</p> <p>Offer Creating Confident Caregiver (Savvy) workshops and train additional Savvy Workshop Leaders.</p>	<p>Fiscal Year 2012</p> <p>Ongoing thru Fiscal Year 2012</p> <p>Event to be held prior to September 30, 2012</p> <p>Ongoing thru Fiscal Year 2012</p>



AAA OBJECTIVE 11: Provide Long Term Care Ombudsman/Advocacy Programs

Desired Outcome	Activities	Timeline
<p>1. Conduct educational presentations and assistance to local communities, residents of long term care facilities, families and staff members regarding all aspects of long term care, rights and developments.</p>	<p>1. Assist older adults and their families/friend in understanding, evaluating, locating, and/or obtaining long term care services and alternatives.</p> <p>Provide advocacy/complaint resolution for residents through investigation and possible reporting to licensing agency for any situation where a resident is adversely affected.</p> <p>Networking will be done with other agencies at meetings and other community events.</p> <p>Educational consumer materials will be developed and will be distributed at community events, by mail and directly to clients.</p>	<p>Ongoing through Fiscal Year 2012</p>
<p>2. Local Ombudsman will work with individual nursing home residents to resolve problems and to promote high quality care.</p>	<p>2. Ombudsman position will be housed in R2AAA office thus assuring collaboration with agencies such as Nursing homes, Legal Services, DHS, Care Management and the elder abuse position.</p> <p>A community presence will be developed by the Ombudsman routinely visiting nursing home residents.</p>	<p>Ongoing through Fiscal Year 2012</p>





#### IV. ATTACHMENTS AND APPENDICIES

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

Aging and Disability Resource Center Regional Partners	MI Choice Director Meetings
Area Agencies on Aging of MI Board	MI Choice Waiver Provider
Area Agencies on Aging of MI	MMAP Board
Basic Needs Task Force	MMAP Regional Coordinators
County Human Services Network	Older Michigianians Day Coordinating Committee
Creating Confident Caregiver	OSA-AAA Directors Meeting
disAbility Connections/NFTI Collaboration	OSA Financial, Planners, Contract Managers,
Executive Director Meetings w/Focal Point Directors	SCSEP, Nutrition & NAPIS Meetings
Fifth Monday Forum	Post Acute Support Systems Conference Calls
Hillsdale County Coalition	PATH State Meetings
Hillsdale Multi Agency Collaboration	Presbyterian Villages Board
Jackson Aging Network	QA for MI Choice Waiver
Jackson Emergency Coalition	Self Determination Consumer Advisory Board
Jackson Transportation Advisory Council	State Long Term Care Meetings
Lenawee Coalition for Older Adults	State Senior Advisory Council
Lenawee County Collaborative	SE MI Partners on the PATH
Lenawee Domestic Violence Task Force	TRIAD Meetings
Matter of Balance Conference Calls	



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**Appendix A: Board of Directors Membership**

**APPENDIX A**  
**Board of Directors Membership**

*Fiscal Year: 2012*

	DEMOGRAPHICS						
	Asian/Pacific Island	African American	Native American/ Alaskan	Hispanic Origin	Persons with Disabilities	Female	Total
Total Membership			1		2	5	10
Age 60 or Over					2	4	9

NAME of BOARD MEMBER	GEOGRAPHIC AREA	AFFILIATION	CHECK THOSE THAT ARE APPROPRIATE		
			Elected Official	Appointed	Community Rep.
Jack Branch	Lenawee	County Commissioner	X	X	
Howard Griffis	Jackson	Community Member		X	X
Lauren Grinage	Jackson	Community Member		X	X
Parke Hayes	Hillsdale	County Commissioner	X	X	
Lisa Pinkerman	Jackson	Community Member		X	X
Arlene Shepherd	Jackson	Community Member		X	X
Patricia Smith	Jackson	County Commissioner	X	X	
Gearldine Spieth	Hillsdale	County Commissioner	X	X	
Carol Tuckerman	Lenawee	Community Member		X	X
Chris Wittenbach	Lenawee	County Commissioner	X	X	



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**Appendix B: Advisory Board Demographics**

**APPENDIX B**  
**Advisory Board Membership**

	DEMOGRAPHICS						
	Asian/Pacific Island	African American	Native American/ Alaskan	Hispanic Origin	Persons with Disabilities	Female	Total
Total Membership					2	12	15
Age 60 or Over						8	10

NAME of ADVISORY COUNCIL MEMBER	GEOGRAPHIC AREA	AFFILIATION
Helen Borton	Lenawee	Community Member
Mary Ann Cook	Jackson	Community Member
Kelly Cooley	Hillsdale	Hillsdale Senior Services Center
Georgianna Covell	Lenawee	Friends Who Care
Betsy Dennis	Lenawee	Community Member
Don Dennis	Lenawee	Community Member
Jeanne Karr	Hillsdale	All Care
Kara Lorenz	Jackson	Jackson Department on Aging
Annette Magda	Hillsdale	Community Member
Pam McCrum	Jackson	RSVP
John Mykala	Jackson	Right at Home
Joseph Satterelli	Lenawee	Community Member
Penny Seymour	Lenawee	Community Member
Mollie Wolf	Hillsdale	Community Member
Peggy Younglove	Jackson	Community Member



## Appendix C: Current Provider Demographics

### APPENDIX C Current Provider Demographics

Cluster 1 providers	DEMOGRAPHICS								
	Asian/Pacific Island	African American	Arab/Chaldean	Native American/ Alaskan	Hispanic Origin	Persons with Disabilities		Female	Total
Number of contractors	0	0	0	0	0	0		0	4
Number of employees of contractors	0	14	0	0	11	1		231	266



## Appendix D: Assurance & Certifications

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

1. That the Annual Implementation Plan shall cover the current fiscal year: 2012.
2. To administer its Annual Implementation Plan in accordance with the Older Americans Act, the Older Michiganians Act, federal and state rules, and policies of the Michigan Commission on Services to the Aging as set forth in publications and policy directives issued by the Michigan Office of Services to the Aging.
3. To make revisions necessitated by changes in any of the documents listed in point two in accordance with directives from the Michigan Office of Services to the Aging.
4. That any proposed revisions to the Annual Implementation Plan initiated by the Area Agency on Aging will be made in accordance with procedures established by the Michigan Office of Services to the Aging.
5. That funds received from the Michigan Office of Services to the Aging will only be used to administer and fund programs outlined in the Annual Implementation Plan approved by the Michigan Commission on Services to the Aging.
6. That the Area Agency on Aging will undertake the duties and perform the project responsibilities described in the Annual Implementation Plan in a manner that provides service to older persons in a consistent manner over the entire length of the Annual Implementation Plan and to all parts of the planning and service area.
7. That program development funds will be used to expand and enhance services in accordance with the initiatives and activities set forth in the approved Area Implementation Plan.
8. That all services provided under the Annual Implementation Plan are in agreement with approved service definitions and are in compliance with applicable minimum standards for program operations as approved by the Michigan Commission on Services to the Aging and issued by the Michigan Office of Services to the Aging, including Care Management.
9. That the Area Agency on Aging will comply with all conditions and terms contained in the Statement of Grant Award issued by the Michigan Office of Services to the Aging.
10. That the Area Agency on Aging may appeal actions taken by the Commission on Services to the Aging with regard to the Annual Implementation Plan, or related matters, in accordance with procedures issued by the Michigan Office of Services to the Aging in compliance with the requirements of the Older Michiganians Act and Administrative Rules.
11. That the AAA will coordinate planning, identification, assessment of needs, and provision of services for older individuals with disabilities, with particular attention to individuals with severe disabilities, and with agencies that develop or provide services for individuals with disabilities.



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**Appendix E: Operating Budget**

AREA AGENCY ON AGING--OPERATING BUDGET					Date of Budget:	06/07/11
PSA: 2	Budget Period: 10/01/11	to: 09/30/12	Rev. No.:		Page 1 of 2	
Agency: AAA						

Operations		Program Services/Activities										
Admin	Program Develop	Care Mgmt	SCSEP	EBDP	PASS	Tobacco Respite Adm	Savvy	MIcCafe	State Access Services	Waiver	TOTAL	
REVENUES												
Federal Funds	112,688	14,738		105,047	24,192						256,665	
State Funds	19,582		215,914			10,258	9,072	9,072	22,078	2,062,253	2,348,229	
Local Cash	22,180										22,180	
Local In-Kind	8,662	30,122	170,953						2,662		212,399	
Interest Income	100										100	
Fund Raising/Other	0	45,000			40,146						85,146	
TOTAL	163,212	14,738	291,036	276,000	24,192	40,146	10,258	9,072	9,072	24,740	2,924,719	

<b>EXPENDITURES</b>												
Contractual Services	3,211		10,414	78,785							52,078	144,488
Purchased Services			75,122									75,122
Wages and Salaries	97,107	11,827	101,114	89,063	19,602	28,206	0	7,351	7,351	15,860	986,786	1,364,267
Fringe Benefits	29,781	1,867	38,637	6,796	2,790	9,424		1,046	1,046	5,913	374,237	471,537
Payroll Taxes	7,843	1,044	9,160	1,580	1,800	2,516		675	675	1,305	91,075	117,653
Professional Services	1,190		3,860								19,301	24,351
Accounting & Audit Services	6,481		1,561								7,807	15,849
Legal Fees	49		158								793	1,000
Occupancy	1,827		5,927	99,796			3,000				29,642	140,192
Insurance	591		1,916								9,583	12,090
Office Equipment			0								0	0
Equip Maintenance & Repair	328		1,064								5,322	6,714
Office Supplies	1,454		4,715				2,501				23,581	32,251
Printing & Publication	544		1,764				1,000				8,824	12,132
Postage	307		997				1,000				4,987	7,291
Telephone	1,205		3,908				2,757				19,542	27,412
Travel	8,301		8,559							1,662	42,802	61,324
Conferences	1,857		6,022								30,120	37,999
Memberships	687		2,231								11,156	14,074
Special Events	129		420								2,100	2,649
Other	320		1,035								8,164	9,519
Administration			12,452								321,838	334,290
<b>TOTAL</b>	163,212	14,738	291,036	276,000	24,192	40,146	10,258	9,072	9,072	24,740	2,049,738	2,912,204





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**Appendix G: Area Plan Grant Budget**

FY 2012 AREA PLAN GRANT BUDGET			
Agency: <u>Region 2 Area Agency on Aging</u>		Budget Period: <u>10/01/11</u> to <u>09/30/12</u>	Rev. 3/2009
PSA: <u>2</u>		Date: <u>06/06/11</u>	Rev. No.: <u>0</u> Page 1 of 3

SERVICES SUMMARY			
FUND SOURCE	SUPPORTIVE SERVICES	NUTRITION SERVICES	TOTAL
1. Federal Title III-B Services	306,004		306,004
2. Fed. Title III-C1 (Congregate)		278,292	278,292
3. State Congregate Nutrition		6,998	6,998
4. Federal Title III-C2 (HDM)		278,048	278,048
5. State Home Delivered Meals		253,394	253,394
8. Fed. Title III-D (Prev. Health)	21,720		21,720
9. Federal Title III-E (NFCSP)	130,128		130,128
10. Federal Title VII-A	7,380		7,380
10. Federal Title VII-EAP	5,050		5,050
11. State Access	22,078		22,078
12. State In-Home	72,744		72,744
13. State Alternative Care	86,034		86,034
14. State Care Management	215,914		215,914
16. State N.H. Ombudsman	18,480		18,480
17. Local Match			
a. Cash	1,501,457	367,736	1,869,193
b. In-Kind	54,536	30,870	85,406
18. State Respite Care (Escheat)	45,574		45,574
19. Merit Award Trust Fund	113,986		113,986
20. NSIP		290,318	290,318
21. Program Income	151,059	590,571	741,630
<b>TOTAL:</b>	<b>2,752,144</b>	<b>2,095,227</b>	<b>4,847,371</b>

ADMINISTRATION			
Revenues	Local Cash	Local In-Kind	Total
Federal Administration	112,588	22,280	8,662
State Administration	19,582		19,582
MATF Administration	10,258		10,258
Other			
<b>Total:</b>	<b>142,528</b>	<b>22,280</b>	<b>8,662</b>

Expenditures		
	FTEs	
1. Salaries/Wages	1.77	97,107
2. Fringe Benefits		37,124
3. Office Operations		39,239
<b>Total:</b>		<b>173,470</b>

Cash Match Detail		In-Kind Match Detail	
Source	Amount	Source	Amount
See Sheet C	22,280	See Sheet C	8,662
<b>Total:</b>	<b>22,280</b>	<b>Total:</b>	<b>8,662</b>

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

*Brenda L. Lang*

Signature

Fiscal Manager

Title

06/06/11

Date





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**Appendix H: Support Services Detail**

FY 2011 AREA AGENCY GRANT FUNDS - SUPPORT SERVICES DETAIL																
Agency: Region 2 Area Agency on Aging					Budget Period: 10/01/11 to 09/30/12					Rev. 3/2009			page 2 of 3			
PSA: 2					Date: 05/06/11					Rev. No.:						
SERVICE CATEGORY	Title III-B	Title III-D	Title III - E	Title VII	State Access	State In-Home	St. Alt. Care	State Care Mgmt	State NHO	St. Respite (Escheat)	Merit Award Trust Fund	Medicaid CMP Fund	Program Income	Cash Match	In-Kind Match	TOTAL
1. Access																
a. Care Management					22,078			216,914					625		32,332	270,949
b. Case Coord/supp	20,940													3,694		24,634
c. Disaster Advocacy																
d. Information & Assis			22,568											7,991	622	31,181
e. Outreach	19,683													104,645		124,528
f. Transportation	39,696		1,500										12,651	67,154	11,025	131,036
2. In-Home																
a. Chore	25,001												1,846	2,851	1,240	30,938
b. Home Care Assis	89,163					70,643	96,034						110,008	1,031,187		1,396,035
c. Home Injury Cntrl																
d. Homemaking																
e. Home Health Aide																
f. Medication Mgt		5,471														5,471
g. Personal Care																
h. PERS																
i. Respite Care			17,500			2,101				26,469	51,942		7,822	21,816		127,650
j. Friendly Reassurance																
3. Legal Assistance	32,079												1,135	16,261		49,475
4. Community Services																
a. Adult Day Care										19,105	51,796		2,280	7,166		80,337
b. Dementia ADC																
c. Disease Prevent		16,249											2,313	2,919		21,480
d. Health Screening																
e. Assist to Deaf																
f. Home Repair																
g. LTC Ombudsman	3,615			7,360					18,480			9,420		1,899	2,000	42,794
h. Sr Ctr Operations	46,823												2,943	217,769	4,256	271,791
i. Sr Ctr Staffing																
j. Vision Services																
k. Elder Abuse Prevnt				5,050										905		5,955
l. Counseling	16,066													1,657	1,178	18,901
m. Spec Respite Care																
n. Caregiver Supplmt			32,499													32,499
o. Kinship Support																
q. Caregiver E,S,T			56,081										6	13,544	1,883	71,494
5. Program Develop	14,738															14,738
6. Region Specific																
a.																
NHD Services																
MATF administration											10,258					10,258
SUPPRT SERV TOTAL	306,004	21,720	130,128	12,430	22,078	72,744	96,034	216,914	18,480	45,574	113,988	9,420	141,639	1,501,457	54,536	2,752,144



**MICHIGAN OFFICE OF SERVICES TO THE AGING**  
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**Appendix I: Nutrition, Ombudsman and Respite Service Detail**

FY 2011 AREA PLAN GRANT BUDGET- NUTRITION SERVICES DETAIL									
Agency: <u>Region 2 Area Agency on</u>				Budget Period:	<u>10/1/2011</u>	to	<u>09/30/12</u>	Rev. 3/2009	
PSA: <u>2</u>		Date: <u>06/06/11</u>		Rev. Number		<u>0</u>		page 3 of 3	
SERVICE CATEGORY	Title III C-1	Title III C-2	State Congregate	State HDM	NSIP	Program Income	Cash Match	In-Kind Match	TOTAL
Nutrition Services									
1. Congregate Meals	273,746		6,998		77,311	191,002	219,726	21,395	790,178
2. Home Delivered Meals		273,502		253,394	213,007	399,569	148,010	9,475	1,296,957
3. Nutrition Counseling	-	-	-	-	-	-	-	-	-
4. Nutrition Education	-	-	-	-	-	-	-	-	-
5. AAA RD/Nutritionist*	4,546	4,546							9,092
Nutrition Services Total	278,292	278,048	6,998	253,394	290,318	590,571	367,736	30,870	2,096,227

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

FY 2011 AREA PLAN GRANT BUDGET-TITLE VII LTC OMBUDSMAN DETAIL									
SERVICE CATEGORY	Title III-B	Title VII-A	Title VII-EAP	State NHO	CMP Fund	Program Income	Cash Match	In-Kind Match	TOTAL
LTC Ombudsman Services									
1. LTC Ombudsman	3,615	7,380		18,480	9,420	-	1,899	2,000	42,794
2. Elder Abuse Prevention	-		5,050			-	905	-	5,955
3. Region Specific									-
LTC Ombudsman Ser. Total	3,615	7,380	5,050	18,480	9,420	-	2,804	2,000	48,749

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



**MICHIGAN OFFICE OF SERVICES TO THE AGING**  
**ANNUAL & MULTI YEAR IMPLEMENTATION PLAN**

**Appendix J: Planned Services Summary**

FY 2012 Planned Services Summary Page for PSA:					
Service	Budgeted Funds	Percent of the Total	Method of Provision		
			Purchased	Contract	Direct
<b>ACCESS SERVICES</b>					
Care Management	\$ 270,949	5.60%			X
Case Coordination & Support	\$ 24,634	0.51%		X	
Disaster Advocacy & Outreach Program	\$ -	0.00%			
Information & Assistance	\$ 31,181	0.64%		X	
Outreach	\$ 124,528	2.57%		X	
Transportation	\$ 131,036	2.71%		X	
<b>IN-HOME SERVICES</b>					
Chore	\$ 30,938	0.64%		X	
Home Care Assistance	\$ 1,366,035	28.64%		X	
Home Injury Control	\$ -	0.00%			
Homemaking	\$ -	0.00%			
Home Delivered Meals	\$ 1,296,957	26.80%		X	
Home Health Aide	\$ -	0.00%			
Medication Management	\$ 5,471	0.11%		X	
Personal Care	\$ -	0.00%			
Personal Emergency Response System	\$ -	0.00%			
Respite Care	\$ 127,650	2.64%		X	
Friendly Reassurance	\$ -	0.00%			
<b>COMMUNITY SERVICES</b>					
Adult Day Services	\$ 80,337	1.66%		X	
Dementia Adult Day Care	\$ -	0.00%			
Congregate Meals	\$ 790,178	16.33%		X	
Nutrition Counseling	\$ -	0.00%			
Nutrition Education	\$ -	0.00%			
Disease Prevention/Health Promotion	\$ 21,480	0.44%		X	
Health Screening	\$ -	0.00%			
Assistance to the Hearing Impaired & Deaf	\$ -	0.00%			
Home Repair	\$ -	0.00%			
Legal Assistance	\$ 49,475	1.02%		X	
Long Term Care Ombudsman/Advocacy	\$ 42,794	0.88%		X	
Senior Center Operations	\$ 271,791	5.62%		X	
Senior Center Staffing	\$ -	0.00%			
Vision Services	\$ -	0.00%			
Programs for Prevention of Elder Abuse	\$ 5,955	0.12%		X	
Counseling Services	\$ 18,901	0.39%		X	
Specialized Respite Care	\$ -	0.00%			
Caregiver Supplemental Services	\$ 32,499	0.67%		X	
Kinship Support Services	\$ -	0.00%			
Caregiver Education, Support, & Training	\$ 71,494	1.48%		X	
<b>PROGRAM DEVELOPMENT</b>	<b>\$ 14,738</b>	<b>0.30%</b>			
<b>REGION-SPECIFIC</b>	<b>\$ -</b>	<b>0.00%</b>			
NHD Services	\$ -	0.00%			
MATF administration	\$ 10,258	0.21%			X
<b>TOTAL PERCENT</b>		<b>100.00%</b>	<b>0%</b>	<b>94%</b>	<b>6%</b>
<b>TOTAL FUNDING</b>	<b>\$ 4,839,279</b>		<b>\$0</b>	<b>\$ 4,543,334</b>	<b>\$ 295,945</b>



**MICHIGAN OFFICE OF SERVICES TO THE AGING**  
**ANNUAL & MULTI YEAR IMPLEMENTATION PLAN**

**Appendix K: Sheet C Match Detail**

**SHEET C      FY 2011**

CASH MATCH DETAIL

SOURCE	AMOUNT
Hill, Jax, Len county	22,180
Interest Income	100

Total Cash	22,280
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IN-KIND MATCH DETAIL

SOURCE	AMOUNT
Acctg & Audit Services	6,000
Travel	1,662
Board of Directors	600
Advisory Council	400

Total In-Kind	8,662
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# Jackson County ADMINISTRATOR/CONTROLLER

Michael R. Overton, Administrator/Controller

Adam J. Brown, Deputy Administrator

**TO:** Personnel & Finance Committee  
Board of County Commissioners

**FROM:** Adam J. Brown  
Deputy County Administrator

**SUBJECT:** BS&A Upgrade

**DATE:** August 30, 2011

## **Motion Requested**

Authorize a loan from the Register of Deeds automation fund to the County in the amount of \$37,736, and to the Treasurer in the amount of \$42,152 and approve the purchase of the upgrades to the BS&A software with the associated training and hardware.

## **I. Background**

- A. Jackson County uses BS&A software for assessment and tax administration. This software platform is widely used throughout the state. Over 97% of municipalities in Michigan use one or more modules of the BS&A software.
- B. An upgrade to the current version of the software has been available for some time now and includes many enhancements that would improve service delivery.

## **II. Current Situation**

- A. The costs for the BS&A Software upgrade are as follows:

1. Software	\$72,680
2. On-site training and implementation	\$4,500
3. Hardware upgrades (server)	<u>\$12,000</u>
	\$89,180
- B. The county has budgeted the upgrade for the BS&A Software in the Capital Improvement Program for year 2013.
- C. State law provides the Register of Deeds with a designated revenue stream for technology, referred to as the automation fund. The automation fund is used for automating deed recordation processes. Most of the applications directly serve the tax

administration and assessment processes, however the new version of BS&A includes the ability for several deed recordation enhancements such as online recordings.

- D. A sufficient surplus exists in the automation fund to pay for the upgrade to BS&A now through an inter-fund loan. This would allow us to realize the service and process improvements for the upgrade and to stick with our capital budget.
- E. The Register of Deeds is willing to pay for a percentage of the costs directly out of the automation fund and is also willing to provide a loan for the percentage of costs not directly attributable to the recording of deeds. This portion of the costs would be paid back in 2013, the year it is budgeted in the Capital Improvement Program.
- F. The vendor estimates that approximately 13% of the costs can be attributable to the Register of Deeds business processes.
- G. The Treasurer also has funds within her discretion to assist in the purchase of this software. She has committed a significant amount, as shown in the following text, for the purchase of this upgrade.

### III. Analysis

- A. **Strategic** – This recommendation supports the economic development strategic goal by streamlining the business processes. Particularly in the Register of Deeds office, this will allow for more efficient provision of services. This recommendation is also consistent with the Board's value of collaboration. This will allow the Treasurer, Equalization, and Register of Deeds departments to streamline some of the financial processes and eliminate the need for customers to go to multiple counters for a single transaction.
- B. **Financial** – This recommendation will have no impact on the County's general fund or fund balance. The expense will be paid in the following manner:

		<u>Loan</u>		
		Total	County	Treasurer
1.	Software			
	a) Register of Deeds Automation Fund	\$7,732		
	b) Treasurer Loan (2013)	\$42,152		\$42,152
	c) County Loan (2013)	<u>\$22,796</u>	\$22,796	
		\$72,680		
2.	Training			
	a) County Loan (2013)	\$4,500	\$4,500	
3.	Hardware			
	a) Register of Deeds Automation Fund	\$1,560		
	b) County Loan (2013)	<u>\$10,440</u>	<u>\$10,440</u>	
		\$12,000	\$37,736	\$42,152

4. The total amount loaned to the County from the Register of Deeds Automation Fund is \$37,736. The total amount loaned to the Treasurer from the Register of Deeds Automation fund is \$42,152. We have budgeted \$75,000 in Fiscal Year 2013 for the upgrade to BS&A, which means that we will be well within our budget.
- C. **Customer** – The BS&A software will provide enhanced features for the customers. In particular this upgrade will facilitate process improvements associated with the move to the second floor.
- D. **Timing** - BS&A will not install the software after the first week in November, because of the interference with the assessing business cycle. If the purchase is not approved now, the next earliest opportunity would be in April of 2012.

#### IV. Recommendation

The Administrator/Controller's Office recommends that the Board of Commissioners authorize a loan from the Register of Deeds automation fund to the County in the amount of \$37,736, and to the Treasurer in the amount of \$42,152 and approve the purchase of the upgrades to the BS&A software with the associated training and hardware.

#### Attachments:

Proposal



July 15, 2011

Prepared for: Jackson County



Financial Management Suite • Assessing & Property Tax Suite • Community Development Suite • Internet Services • Ancillary Applications

14965 Abbey Lane, Bath, MI, 48808 • Toll Free: (855) BSA-SOFT • P: (517) 641-8900 • F: (517) 641-8960 • [www.bsasoftware.com](http://www.bsasoftware.com)





14965 Abbey Lane  
Bath, MI 48808  
Phone: 517-641-8900  
Fax: 517-641-8960

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## Proposal to Jackson County

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### Property-Based .NET Systems

Prices based on approximate SEV of \$5.2 Billion.

**Please Note:** To efficiently run these applications the Hardware requirements have increased. Please review our required specifications prior to ordering these applications.

<b>Equalization/Assessing.Net</b>	<b>\$28,495</b>
<i>Windows customer since 9/1999</i>	

<b>Equalizer County Tax.Net</b>	<b>\$25,995</b>
<i>Windows customer since 6/2000</i>	

*Fee Allocation – Tax Program:*

- |   |          |
|---|----------|
| • Register of Deeds functionality integration | \$ 4,333 |
| • Base Application Fee                        | \$21,662 |

<b>Equalizer Delinquent County Tax.Net</b>	<b>\$31,995</b>
<i>Windows customer since 5/2000</i>	

*Fee Allocation – Delinquent Tax Program:*

- |   |          |
|---|----------|
| • Register of Deeds functionality integration | \$ 5,333 |
| • Base Application Fee                        | \$26,662 |

<b>Animal License.Net</b>	<b>\$5,730</b>
<i>Windows customer since 5/2002</i>	
50% credit applied	- \$2,865

<b>P.R.E.Audit.Net</b>	<b>\$1,500</b>
<i>Windows customer since 5/2005</i>	

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<b>Subtotal</b>	<b>\$90,850</b>
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<b>20% Discount for Multi-application purchase</b>	<b>- \$18,170</b>
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<b>Remote Installation - Requires high-speed Internet connection</b>	<b>\$0</b>
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BS&A will make every attempt to perform the installation remotely. If necessary for installation to be completed on-site, an additional charge will apply.

**\*Client has option to pay for programs over multiple budget years, interest free.**

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<b>Total (Does not include below training fee or possible installation fee)</b>	<b>\$72,680</b>
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*Prices good for a period of 90 days from date on proposal.*



14965 Abbey Lane  
Bath, MI 48808  
Phone: 517-641-8900  
Fax: 517-641-8960

**Recommended Training Option:**

**On-site Training & Implementation**

**Est. 5 days @ \$900/day**

**\$4,500**

- ☐ Please mark the box if interested in the recommended on-site training. We will schedule this during the time of installation.

**Possible Program Installation Fee:**

**On-site Installation** (only required if a high-speed internet connection is not available)

**Est. 1 day @ \$900/day**

**\$900**

Please mark the box if you wish to take advantage of our payment plan.  
Payment will be spread over multiple budget years, interest free.

☐ 2 - year

**Annual Service and Support**

Below fees are effective at your next renewal period - First year service fees are not included in the software cost.

Assessing System	\$5,700
Tax System	\$5,200
Delinquent Tax	\$6,400
Animal License	\$1,150
P.R.E.Audit	\$330

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**Total: \$18,780**

BS&A Software reserves the right to increase the annual fee by no more than the yearly Consumers Price Index (CPI).

**Important Proposal Notes:**

\* While it is our intention to install and implement the software for all customers desiring to upgrade to the .Net applications as soon as the signed proposal is received, due to high demand, we cannot guarantee that your installation will be completed immediately. However, by signing the proposal your price will be 'locked in,' and we will execute your installation as soon as possible.

\* Note: This proposal does not include costs for Training, or the APEX sketching software (800-858-9958). The Assessing .NET System is compatible with Apex Version 3 Pro & Medina.

***BS&A Software promises that if you are not satisfied with our products or services after the first year, you may return the program and we will fully refund the purchase price of your software.***

***Prices good for a period of 90 days from date on proposal.***



14965 Abbey Lane  
Bath, MI 48808  
Phone: 517-641-8900  
Fax: 517-641-8960

SQL Server - Based on user count, the version of SQL that BS&A Software recommends is as follows. Please see the attached Microsoft SQL pricing list which includes Governmental Reseller contact information.

**Recommendation:**

- Workgroup Edition

**Internet & Server Considerations:**

\*We strongly recommend you have Internet Access. This allows you to:

- a) Download BS&A Software .NET Program Updates as soon as they become available. This can save you several days of transit time when you are waiting for a new feature you may have requested.
- b) Send email to our web site when you have questions or comments about our software and service.

\*We strongly recommend you have a network with a dedicated file Server...not a Peer-to-Peer Network. Peer-to-Peer Networks are typically less stable and more prone to problems as compared to networks with dedicated file servers. Our software runs much more efficiently on networks with a dedicated file server. See our Hardware Specifications for more details.

**Signature below constitutes:**

- 1) An order for products & services as quoted in this proposal
- 2) That you have reviewed the proposed support/service fee amounts since they may have increased from your previous agreement
- 3) That you have read and concur with the hardware specifications required to efficiently operate the .Net applications.

**Quoted by:** Ted Droste, **July 15, 2011**

**Accepted by:** \_\_\_\_\_, **Date:** \_\_\_\_\_



14965 Abbey Lane  
Bath, MI 48808  
Phone: 517-641-8900  
Fax: 517-641-8960

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Please complete the following for our records

**Contact Person for SUPPORT & NEWSLETTERS:**

**Contact Name** \_\_\_\_\_ **Title** \_\_\_\_\_  
**Mailing Address** \_\_\_\_\_  
**(if PO Box, please provide Street Address for UPS or Overnight Mail Shipments)**  
**Street Address** \_\_\_\_\_  
**City, State Zip** \_\_\_\_\_  
**Phone Number** \_\_\_\_\_ **Fax Number** \_\_\_\_\_  
**Email** \_\_\_\_\_

**Contact Person for PROGRAM UPDATES:**

**Contact Name** \_\_\_\_\_ **Title** \_\_\_\_\_  
**Phone Number** \_\_\_\_\_  
**Email** \_\_\_\_\_

**IT Contact Person:**

**Contact Name** \_\_\_\_\_ **Title** \_\_\_\_\_  
**Phone Number** \_\_\_\_\_  
**Email** \_\_\_\_\_

**Please Fax Back All Pages**



# Jackson County

## ADMINISTRATOR/CONTROLLER

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Michael R. Overton, Administrator/Controller

Adam J. Brown, Deputy Administrator

**TO:** Personnel & Finance Committee  
Board of County Commissioners

**FROM:** Michael R. Overton  
Administrator/Controller

**SUBJECT:** Modify Fiscal Officer Position to that of Senior Accountant Position

**DATE:** September 1, 2011

### **Motion Requested**

Create the full-time position of Senior Accountant to provide vital financial services for the County and the unique accounting/grant needs of the Health Department.

### **I. Background**

- A. A vacancy was created by the departure of the Health Department's Fiscal Officer. This vacancy provided an opportunity to re-evaluate the position and needs of the County.

### **II. Current Situation**

- A. Jackson County has need for more depth in the area of governmental accounting. The County has a number of specialized accounting/bookkeeping positions, but no one other than the Finance Officer has an overall understanding and appreciation of the complexity of the greater County accounting functions. For an organization with more than 500 employees and a general fund operating budget of \$42 million, a Senior Accountant position is warranted.
- B. With the recent departure of the Health Department's Fiscal Officer, a timely opportunity presents itself to restructure and maximize organizational staffing/resources to provide more depth in the County's accounting functions/operations.
- C. We propose elimination of the Health Department's Fiscal Officer position and creation of the Senior Accountant position which will assist in the County's integrated fund accounting system; oversee and monitor the fixed asset accounting function; and perform general accounting and grant accounting functions for the County and the Health Department.

- D. This position will report to the Finance Officer and will also act for the Finance Officer in the absence of that individual. The salary range for this position is: \$51,411 - \$60,038, with a benefits loading figure of approximately \$25,272 (includes pension, health/life insurance, workers' compensation, FICA, etc.)

### III. Analysis

- A. **Strategic** – The operations of the Health Department support the Board's strategic goal of having a Healthy Community. The accountant is a critical component of the operation.
- B. **Financial** – The new position is one level hire, however we do not anticipate a material cost difference. Because it is a new position, we will save enough in retirement costs to cover the small one-grade change in the pay scale. Benefits will be variable dependant on the preference of the new employee.
- C. **Customer** – We intend to provide the same level of service the Health Department has always enjoyed with greater opportunities for support.
- D. **Timing** – The Health Department's Fiscal Officer provided critical work for the Health Department to function. The Finance Officer is assisting and the Health Department is using contract labor to fulfill some of the fiduciary responsibilities in the interim.

### IV. Recommendation

The County Administrator/Controller respectfully requests approval to create the full-time position of Senior Accountant to provide vital financial services for the County and the unique accounting/grant needs of the Health Department.



# Jackson County

## ADMINISTRATOR/CONTROLLER

---

Michael R. Overton, Administrator/Controller

Adam J. Brown, Deputy Administrator

**TO:** Personnel and Finance Committee  
Board of County Commissioners

**FROM:** Michael Overton  
Administrator/Controller

**SUBJECT:** 401 Defined Contribution Plan

**DATE:** September 6, 2011

### **Motion Requested**

Approve resolution 09-11.29 establishing the ICMA-Retirement Corporation 401 defined contribution plan.

### **I. Background**

Given the retirement provisions of the Administrator/Controller employment agreement with Jackson County it is necessary to establish an additional defined contribution plan.

"Effective the Employee's first year of employment, the Employer agrees to contribute ten percent (10%) of the Employee's annual salary towards an approved deferred compensation program. In the second and third years of this Agreement, the Employer agrees to contribute ten percent (10%) of the Employee's annual salary contingent upon the Employee's contribution of at least two percent (2%) of Employee's annual salary."

### **II. Current Situation**

Jackson County does not have an eligible defined contribution plan that meets the contractual obligations of the Administrator/Controller employment agreement.

### **III. Analysis**

There are no additional fees incurred by the County to establish a 401 defined contribution plan. All plan fees are paid by the employee.

### **IV. Recommendation**

The Administrator/Controller recommends approval of resolution 09-11.29 establishing the ICMA-Retirement Corporation 401 defined contribution plan.

**Attachments:** Administrative Services Agreement between ICMA Retirement Corporation and County of Jackson.



# Jackson County

## RESOLUTION (09-11.29) Defined Contribution

*Whereas*, Jackson County has employees rendering valuable services; and

*Whereas*, the establishment of a money purchase retirement plan benefits employees by providing funds for retirement and funds for their beneficiaries in the event of death; and

*Whereas*, Jackson County desires that its money purchase retirement plan be administered by ICMA-RC and that the funds held in such plan be invested in the VantageTrust, a trust established by public employers for the collective investment of funds held under their retirement and deferred compensation plans.

*Now, therefore be it resolved*, that Jackson County hereby establishes or has established a money purchase retirement plan (the "Plan") in the form of the ICMA Retirement Corporation Governmental Money Purchase Plan & Trust, pursuant to the specific provisions of the Adoption Agreement (executed copy attached hereto). The Plan shall be maintained for the exclusive benefit of eligible employees and their beneficiaries; and

*Be it further resolved*, that Jackson County hereby executes the Declaration of Trust of VantageTrust, intending this execution to be operative with respect to any retirement or deferred compensation plan subsequently established by the Employer, if the assets of the plan are to be invested in the VantageTrust; and

*Be it further resolved*, that Jackson County hereby agrees to serve as trustee under the Plan and to invest funds held under the Plan in the VantageTrust; and

*Be it further resolved*, that the County of Jackson shall be the coordinator for the Plan; shall receive reports, notices, etc., from the ICMA Retirement Corporation or the VantageTrust; shall cast, on behalf of the Employer, any required votes under the VantageTrust; may delegate any administrative duties relating to the Plan to appropriate departments; and

*Be it further resolved*, that Jackson County hereby authorizes Michael Overton to execute all necessary agreements with the ICMA Retirement Corporation incidental to the administration of the Plan.

I, Amanda Riska, Clerk of the County of Jackson, do hereby certify that the foregoing resolution proposed by \_\_\_\_\_ of \_\_\_\_\_ was duly passed and adopted by the Board of Commissioners of County of Jackson at a regular meeting thereof assembled this 20<sup>th</sup> day of September, 2011, by the following vote:

AYES:

NAYS:

ABSENT:

(Seal)

\_\_\_\_\_  
Clerk of the County of Jackson, Michigan



# **ADMINISTRATIVE SERVICES AGREEMENT**

Between

**ICMA Retirement Corporation**

and

County of Jackson

Type: 401

Account #: 106384

## ADMINISTRATIVE SERVICES AGREEMENT

This Administrative Services Agreement ("Agreement"), made as of the 25<sup>th</sup> day of July, 2011 (herein referred to as the "Inception Date"), between the International City/County Management Association Retirement Corporation ("ICMA-RC"), a nonprofit corporation organized and existing under the laws of the State of Delaware, and the County of Jackson ("Employer"), a county organized and existing under the laws of the State of Michigan with an office at 120 W. Michigan Avenue, Jackson, Michigan 49201.

### RECITALS

Employer acts as public plan sponsor of a retirement plan ("Plan"), and in that capacity, has responsibility to obtain administrative services and investment alternatives for the Plan;

VantageTrust (the "Trust") is a group trust established and maintained in accordance with New Hampshire Revised Statutes Annotated section 391:1 and Internal Revenue Service Revenue Ruling 81-100, 1981-1 C.B. 326, which provides for the commingled investment of retirement funds held by various state and local governmental units for their employees;

ICMA-RC acts as investment adviser to VantageTrust Company, the Trustee of the Trust;

ICMA-RC has designed, and the Trust offers, a series of separate funds (the "Funds") for the investment of plan assets as referenced in the Trust's principal disclosure document, "Making Sound Investment Decisions: A Retirement Investment Guide." ("Retirement Investment Guide").

The Funds are available only to public employers and only through the Trust and ICMA-RC.

In addition to serving as investment adviser to the Trust, ICMA-RC provides a range of services to public employers for the operation of employee retirement plans including, but not limited to, communications concerning investment alternatives, account maintenance, account recordkeeping, investment and tax reporting, transaction processing, benefit disbursement, and asset management.

## AGREEMENTS

### 1. Appointment of ICMA-RC

Employer hereby appoints ICMA-RC as Administrator of the Plan to perform all nondiscretionary functions necessary for the administration of the Plan. The functions to be performed by ICMA-RC shall be those set forth in Exhibit A to this Agreement.

### 2. Adoption of Trust

Employer has adopted the Declaration of Trust of VantageTrust Company and agrees to the commingled investment of assets of the Plan within the Trust. Employer agrees that operation of the Plan and the investment, management, and distribution of amounts deposited in the Trust shall be subject to the Declaration of Trust, as it may be amended from time to time and shall also be subject to terms and conditions set forth in disclosure documents (such as the Retirement Investment Guide or Employer Bulletins) as those terms and conditions may be adjusted from time to time.

### 3. Employer Duty to Furnish Information

Employer agrees to furnish to ICMA-RC on a timely basis such information as is necessary for ICMA-RC to carry out its responsibilities as Administrator of the Plan, including information needed to allocate individual participant accounts to Funds in the Trust, and information as to the employment status of participants, and participant ages, addresses, and other identifying information (including tax identification numbers). Employer also agrees that it will notify ICMA-RC in a timely basis regarding changes in staff as it relates to various roles. This is to be completed through the online EZLink employer contact options. ICMA-RC shall be entitled to rely upon the accuracy of any information that is furnished to it by a responsible official of the Employer or any information relating to an individual participant or beneficiary that is furnished by such participant or beneficiary, and ICMA-RC shall not be responsible for any error arising from its reliance on such information. ICMA-RC will provide reports, statements and account information to the Employer through EZLink, the online plan administrative tool.

Employer is required to send in contributions through EZLink, the online plan administration tool provided by ICMA-RC. Alternative electronic methods may be allowed, but must be approved by ICMA-RC for use. Contributions may not be sent through paper submittal documents.

### 4. Certain Representations and Warranties

ICMA-RC represents and warrants to Employer that:

- (a) ICMA-RC is a non-profit corporation with full power and authority to enter into this Agreement and to perform its obligations under this

Agreement. The ability of ICMA-RC to serve as investment adviser to the Trust is dependent upon the continued willingness of the Trust for ICMA-RC to serve in that capacity.

- (b) ICMA-RC is an investment adviser registered as such with the U.S. Securities and Exchange Commission under the Investment Advisers Act of 1940, as amended. ICMA-RC Services, LLC (a wholly owned subsidiary of ICMA-RC) is registered as a broker-dealer with the U.S. Securities and Exchange Commission ("SEC") and is a member in good standing with Financial Industry Regulatory Authority ("FINRA") and the Securities Investor Protection Corporation ("SIPC").
- (c) ICMA-RC shall maintain and administer the Plan in compliance with the requirements for eligible deferred compensation plans under Section 457 of the Internal Revenue Code and other applicable federal law; provided, however, that ICMA-RC shall not be responsible for the eligible status of the Plan in the event that the Employer directs ICMA-RC to administer the Plan or disburse assets in a manner inconsistent with the requirements of Section 457 or otherwise causes the Plan not to be carried out in accordance with its terms. Further, in the event that the Employer uses its own customized plan document, ICMA-RC shall not be responsible for the eligible status of the Plan to the extent affected by terms in the Employer's plan document that differ from those in ICMA-RC's standard plan document. ICMA-RC shall not be responsible for monitoring state or local law or for administering the Plan in compliance with local or state requirements unless Employer notifies ICMA-RC of any such local or state requirements.
- (c) ICMA-RC shall maintain and administer the Plan in compliance with the requirements for plans which satisfy the qualification requirements of Section 401 of the Internal Revenue Code and other applicable federal law; provided, however, ICMA-RC shall not be responsible for the qualified status of the Plan in the event that the Employer directs ICMA-RC to administer the Plan or disburse assets in a manner inconsistent with the requirements of Section 401 or otherwise causes the Plan not to be carried out in accordance with its terms; provided, further, that if the plan document used by the Employer contains terms that differ from the terms of ICMA-RC's standardized plan document, ICMA-RC shall not be responsible for the qualified status of the Plan to the extent affected by the differing terms in the Employer's plan document. ICMA-RC shall not be responsible for monitoring state or local law or for administering the Plan in compliance with local or state requirements unless Employer notifies ICMA-RC of any such local or state requirements.

Employer represents and warrants to ICMA-RC that:

- (d) Employer is organized in the form and manner recited in the opening paragraph of this Agreement with full power and authority to enter into and perform its obligations under this Agreement and to act for the Plan and participants in the manner contemplated in this Agreement. Execution, delivery, and performance of this Agreement will not conflict with any law, rule, regulation or contract by which the Employer is bound or to which it is a party.
- (e) Employer understands and agrees that ICMA-RC's sole function under this Agreement is to act as recordkeeper and to provide administrative, investment or other services at the direction of Plan participants, the Employer, its agents or designees in accordance with the terms of this Agreement. Under the terms of this Agreement, ICMA-RC does not render investment advice, is not the Plan Administrator or Plan Sponsor as those terms are defined under applicable federal, state, or local law, and does not provide legal, tax or accounting advice with respect to the creation, adoption or operation of the Plan and the Trust. ICMA-RC does not perform any service under this Agreement that might cause ICMA-RC to be treated as a "fiduciary" of the Plan under applicable law.
- (f) Employer acknowledges and agrees that ICMA-RC does not assume any responsibility with respect to the selection or retention of the Plan's investment options. Employer shall have exclusive responsibility for the Plan's investment options, including the selection of the applicable mutual fund share class. Where applicable, Employer understands that the VantageTrust Retirement Income Advantage Fund is an investment option for the Plan and that the fund invests in a separate account available through a group variable annuity contract. By entering into this Agreement, Employer acknowledges that it has received the Important Considerations document and the Retirement Investment Guide and that it has read the information therein concerning the VantageTrust Retirement Income Advantage Fund.
- (g) Employer acknowledges that certain such services to be performed by ICMA-RC under this Agreement may be performed by an affiliate or agent of ICMA-RC pursuant to one or more other contractual arrangements or relationships, and that ICMA-RC reserves the right to change vendors with which it has contracted to provide services in connection with this Agreement without prior notice to Employer.
- (h) Employer approves the use of its Plan in ICMA-RC external media, publications and materials. Examples include press releases announcements and inclusion of the general plan information in request for proposal responses.

5. Participation in Certain Proceedings

The Employer hereby authorizes ICMA-RC to act as agent, to appear on its behalf, and to join the Employer as a necessary party in all legal proceedings involving the garnishment of benefits or the transfer of benefits pursuant to the divorce or separation of participants in the Plan. Unless Employer notifies ICMA-RC otherwise, Employer consents to the disbursement by ICMA-RC of benefits that have been garnished or transferred to a former spouse, current spouse, or child pursuant to a domestic relations order or child support order.

6. Compensation and Payment

- (a) **Plan Administration Fee.** The amount to be paid for plan administration services under this Agreement shall be 0.55% per annum of the amount of Plan assets invested in the Trust. Such fee shall be computed based on average daily net Plan assets in the Trust.
- (b) **Mutual Fund Services Fee.** There is an annual charge of 0.15% assessed against average daily net Plan assets invested in the Trust's non-proprietary Trust Series funds.
- (c) **Compensation for Management Services to the Trust, Compensation for Advisory and other Services to The Vantagepoint Funds and Payments from Third-Party Mutual Funds.** Employer acknowledges that in addition to amounts payable under this Agreement, ICMA-RC receives fees from the Trust for investment management services furnished to the Trust. Employer further acknowledges that certain wholly owned subsidiaries of ICMA-RC receive compensation for advisory and other services furnished to The Vantagepoint Funds, which serve as the underlying portfolios of a number of Funds offered through the Trust. The fees referred to in this subsection are disclosed in the Retirement Investment Guide. These fees are not assessed against assets invested in the Trust's Mutual Fund Series. In addition, to the extent that third party mutual funds are included in the investment line-up for the Plan, ICMA-RC may receive payments from such third party mutual funds or their service providers, which may be in the form of 12b-1 fees, service fees, or compensation for sub-accounting or other services provided by ICMA-RC on behalf of the funds.
- (d) **Redemption Fees.** Redemption fees imposed by outside mutual funds in which Plan assets are invested are collected and paid to the mutual fund by ICMA-RC. ICMA-RC remits 100% of redemption fees back to the specific mutual fund to which redemption fees apply. These redemption fees and the individual mutual fund's policy with respect to redemption fees are specified in the prospectus for the individual mutual fund and referenced in the Retirement Investment Guide.

- (e) **Payment Procedures.** All payments to ICMA-RC pursuant to this Section 6 shall be paid out of the Plan assets held by the Trust and shall be paid by the Trust, to the extent not paid by the Employer. The amount of Plan assets held in the Trust shall be adjusted by the Trust as required to reflect such payments. In the event that the Employer agrees to pay amounts owed pursuant to this section 6 directly, any amounts unpaid and outstanding after 30 days of invoice to the Employer shall be withdrawn from Plan assets held by the Trust.

The compensation and payment set forth in this section 6 is contingent upon the Employer's use of ICMA-RC's EZLink system for contribution processing and submitting contribution funds by ACH or wire transfer on a consistent basis over the term of this Agreement.

7. Contribution Remittance

Employer understands that amounts invested in the Trust are to be remitted directly to the Trust in accordance with instructions provided to Employer by ICMA-RC and are not to be remitted to ICMA-RC. In the event that any check or wire transfer is incorrectly labeled or transferred to ICMA-RC, ICMA-RC may return it to Employer with proper instructions.

8. Indemnification

ICMA-RC shall not be responsible for any acts or omissions of any person with respect to the Plan or related Trust, other than ICMA-RC in connection with the administration or operation of the Plan. Employer shall indemnify ICMA-RC against, and hold ICMA-RC harmless from, any and all loss, damage, penalty, liability, cost, and expense, including without limitation, reasonable attorney's fees, that may be incurred by, imposed upon, or asserted against ICMA-RC by reason of any claim, regulatory proceeding, or litigation arising from any act done or omitted to be done by any individual or person with respect to the Plan or related Trust, excepting only any and all loss, damage, penalty, liability, cost or expense resulting from ICMA-RC's negligence, bad faith, or willful misconduct.

9. Term

This Agreement shall be in effect and commence on the date all parties have signed and executed this Agreement ("Inception Date"). This Agreement may be terminated without penalty by either party on sixty days advance notice in writing to the other; provided however, that the Employer understands and agrees that, in the event the Employer terminates this Agreement (or replaces the VantageTrust PLUS Fund as an investment option in its investment line-up), ICMA-RC retains full discretion to release Plan assets invested in the VantageTrust PLUS Fund in an orderly manner over a period of up to 12 months from the date ICMA-RC receives written notification from the Employer that it

has made a final and binding selection of a replacement for ICMA-RC as administrator of the Plan (or a replacement investment option for the VantageTrust PLUS Fund).

10. Amendments and Adjustments

- (a) This Agreement may be amended by written instrument signed by the parties.
- (b) ICMA-RC may amend this agreement by providing 60 days' advance written notice to the Employer prior to the effective date of such proposed amendment. Such amendment shall become effective unless, within the 60-day notice period, the Employer notifies ICMA-RC in writing that it objects to such amendment.
- (c) The parties agree that enhancements may be made to administrative and operations services under this Agreement. The Employer will be notified of enhancements through the Employer Bulletin, quarterly statements, electronic messages or special mailings. Likewise, if there are any reductions in fees, these will be announced through the Employer Bulletin, quarterly statement, electronic or special mailing.

11. Notices

All notices required to be delivered under this Agreement shall be in writing and shall be delivered, mailed, e-mailed or faxed to the location of the relevant party set forth below or to such other address or to the attention of such other persons as such party may hereafter specify by notice to the other party.

**ICMA-RC:** Legal Department, ICMA Retirement Corporation, 777 North Capitol Street, N.E., Suite 600, Washington, D.C., 20002-4240  
**Facsimile;** (202) 962-4601

**Employer:** at the office set forth in the first paragraph hereof, or to any other address, facsimile number or e-mail address designated by the Employer to receive the same by written notice similarly given.

Each such notice, request or other communication shall be effective: (i) if given by facsimile, when transmitted to the applicable facsimile number and there is appropriate confirmation of receipt; (ii) if given by mail or e-mail, upon transmission to the designated address with no indication that such address is invalid or incorrect; or (iii) if given by any other means, when actually delivered at the aforesaid address.

12. Complete Agreement

This Agreement shall constitute the complete and full understanding and sole agreement between ICMA-RC and Employer relating to the object of this Agreement and correctly sets forth the complete rights, duties and obligations of each party to the other as of its



date. This Agreement supersedes all written and oral agreements, communications or negotiations among the parties. Any prior agreements, promises, negotiations or representations, verbal or otherwise, not expressly set forth in this Agreement are of no force and effect.

13. Titles

The headings of Sections of this Agreement and the headings for each of the attached schedules are for convenience only and do not define or limit the contents thereof.

14. Incorporation of Schedules

All Schedules (and any subsequent amendments thereto), attached hereto, and referenced herein, are hereby incorporated within this Agreement as if set forth fully herein.

15. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan, applicable to contracts made in that jurisdiction without reference to its conflicts of laws provisions.

In Witness Whereof, the parties hereto certify that they have read and understand this Agreement and all Schedules attached hereto and have caused this Agreement to be executed by their duly authorized officers as of the Inception Date first above written.

COUNTY OF JACKSON

By Michael Overton Date 8/31/11  
Signature  
Michael Overton, Adm./Controller  
Name and Title (Please Print)

INTERNATIONAL CITY/COUNTY MANAGEMENT  
ASSOCIATION RETIREMENT CORPORATION

Angela C. Montez  
By \_\_\_\_\_  
Angela C. Montez  
Assistant Corporate Secretary

Plan number 106384

Please return fully executed contract to:

New Business Unit  
ICMA-RC  
777 North Capitol Street NE  
Suite 600  
Washington DC 20002-4240

**Exhibit A**

**Administrative Services**

The administrative services to be performed by ICMA-RC under this Agreement shall be as follows:

- (a) Participant enrollment services, including providing a welcome package and enrollment kit containing instructions and notices necessary to implement the Plan's administration. Employees will enroll online or through form. ICMA-RC will provide an enrollment link through the general ICMA-RC web site. Plan sponsor will also make available the online enrollment link in their Intranet site or via email to new employees. Employer can also enroll employees through EZLink.
- (b) Establishment of participant accounts for each employee participating in the Plan for whom ICMA-RC receives appropriate enrollment instructions. ICMA-RC is not responsible for determining if such Plan participants are eligible under the terms of the Plan.
- (c) Allocation in accordance with participant directions received in good order of individual participant accounts to investment funds offered under the Trust. Participants can complete allocations through Investor Services, Voice Response System or through Account Access, the secure participant online system provided by ICMA-RC.
- (d) Maintenance of individual accounts for participants reflecting amounts deferred, income, gain or loss credited, and amounts distributed as benefits.
- (e) Maintenance of records for all participants for whom participant accounts have been established. These files shall include enrollment instructions (provided to ICMA-RC through Account Access, EZLink or form), beneficiary designation instructions and all other documents concerning each participant's account, and if applicable, records of any transaction conducted through the Voice Response Unit ("VRU"), Account Access or other electronic means.
- (f) Provision of periodic reports to the Employer through EZLink. Participants will have access to account information through Investor Services, Voice Response System, Account Access and through quarterly statements that can be delivered electronically through Account Access or by postal service.
- (g) Communication to participants of information regarding their rights and elections under the Plan.
- (h) Making available Investor Services Representatives through a toll-free telephone number from 8:30 a.m. to 9:00 p.m. Eastern Time, Monday

through Friday (excluding holidays and days on which the securities markets or ICMA-RC are closed for business (including emergency closings), to assist participants.

- (i) Making available a toll-free number and access to VantageLine, ICMA-RC's interactive VRU, and ICMA-RC's web site, to allow participants to access certain account information and initiate plan transactions at any time. Account access and VantageLine are normally available 24 hours a day, seven days a week except during scheduled maintenance periods designed to ensure high-quality performance. The scheduled maintenance window is outlined at <https://harper1.icmarc.org/login.jsp>
- (j) Distribution of benefits as agent for the Employer in accordance with terms of the Plan. Participants who have separated from service can request distributions through Account Access or via form.
- (k) Upon approval by the Employer that a domestic relations order is an acceptable qualified domestic relations order under the terms of the Plan, ICMA-RC will establish a separate account record for the alternate payee and provide for the investment and distribution of assets held there under.
- (l) Loans may be made available on the terms specified in the Loan Guidelines, if loans are adopted by the Employer. Participants can request loans through Investor Services or Account Access.
- (m) Online Advice may be made available through a third party vendor on the terms specified on ICMA-RC's website.
- (n) ICMA-RC will determine appropriate delivery method (electronic and/or print) for plan sponsor/participant communications and education based on a number of factors (audience, effectiveness, etc.)

# Memorandum

**To:** Personnel & Finance  
**Cc:** Ted Westmeier  
**From:** Finance Officer  
**Date:** August 31, 2011  
**Re:** September 2011 Health Department Budget Adjustments

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Attached to this memo is a request to adjust several Health Department Org keys to properly reflect projected “actual” year-end results to final budgeted amounts. A number of these adjustments are the result of;

- 1) Changes in grant allocations
- 2) Reflecting the projected actual payrolls costs of several org keys
- 3) Miscellaneous line item adjustments

This budget adjustment does not request any increase in General Fund support.

Prepared 8/31/11- RRP/GC

**SUMMARY OF BUDGET ADJUSTMENTS (YE 9/30/11)**  
**Health Department**

<b>Expenditure Accounts</b>	<b>Current Budget</b>	<b>Increases</b>	<b>Decreases</b>	<b>Amended Budget</b>
221100 - ADMINISTRATION	\$874,779	\$5,160		\$879,939
221160 - HEALTH EDUCATION	\$207,117			\$207,117
221175 - EMERGENCY PREPAREDNESS	\$141,641	\$2,100	\$6,181	\$137,560
221180 - EMERGENCY PREPAREDNESS PHASE III	\$105,500			\$105,500
221200 - ENVIRONMENTAL HEALTH	\$583,162			\$583,162
221300 - COMMUNICABLE DISEASE PREVENTION	\$210,524	\$900	\$900	\$210,524
221301 - MATERNAL INFANT HEALTH PROGRAM	\$344,571	\$22,513	\$22,513	\$344,571
221310 - IMMUNIZATIONS	\$341,688	\$36,092	\$26,100	\$351,680
221312 - EARLY ON	\$171,225	\$4,700	\$4,700	\$171,225
221313 - SEXUALLY TRANSMITTED DISEASES (STD)	\$157,596	\$7,800	\$7,800	\$157,596
221320 - INFANT MORTALITY & PREVENTION	\$88,726	\$3,660	\$3,660	\$88,726
221341 - CHILDRENS SPECIAL HEALTH CARE SERVICES	\$121,319	\$4,300	\$4,300	\$121,319
221417 - HEARING & VISION	\$101,322	\$3,000	\$3,000	\$101,322
221451 - MEDICAID OUTREACH & ADVOCACY	\$156,507			\$156,507
221460 - WOMEN, INFANTS, CHILDREN (WIC)	\$644,859	\$89,200	\$69,000	\$665,059
221575 - SOIL EROSION	\$52,623			\$52,623
221612 - EARLY ON STIMULUS	\$87,120			\$87,120
221616 - AIDS COUNSELING & TESTING	\$37,434			\$37,434
221630 - TOBACCO REDUCTION COALITION	\$18,820			\$18,820
221634 - IMMUNIZATION ACTION PLAN	\$74,870			\$74,870
221635 - CAR SEAT PROGRAM	\$60,925	\$12,000		\$72,925
221638 - JACKSON COUNTY ABSTINENCE PROGRAM	\$100,000			\$100,000
221655 - TEEN PREGNANCY PREVENTION	\$42,503	\$3,000		\$45,503
BALANCE TO COUNTY BUDGET				
<b>Total</b>	<b>\$4,724,831</b>	<b>\$194,425</b>	<b>\$148,154</b>	<b>\$4,771,102</b>

Increase in Expenditures by

**\$46,271**

Prepared 8/31/11- RRP/GC		SUMMARY OF BUDGET ADJUSTMENTS (YE 9/30/11)		
		Health Department		
Revenue Accounts	Current Budget	Increases	Decreases	Amended Budget
221100 - ADMINISTRATION	\$938,062	\$25,360		\$963,422
221160 - HEALTH EDUCATION	\$68,261	\$9,000	\$9,000	\$68,261
221175 - EMERGENCY PREPAREDNESS	\$153,368		\$4,081	\$149,287
221180 - EMERGENCY PREPAREDNESS- PHASE III	\$117,588			\$117,588
221200 - ENVIRONMENTAL HEALTH	\$739,239			\$739,239
221300 - COMMUNICABLE DISEASE PREVENTION	\$51,976			\$51,976
221301 - MATERNAL INFANT HEALTH PROGRAM	\$428,137			\$428,137
221310 - IMMUNIZATIONS	\$315,422	\$9,992		\$325,414
221312 - EARLY ON	\$169,100			\$169,100
221313 - SEXUALLY TRANSMITTED DISEASES (STD)	\$80,054			\$80,054
221320 - INFANT MORTALITY & PREVENTION	\$88,356			\$88,356
221341 - CHILDRENS SPECIAL HEALTH CARE SERVICES	\$140,758	\$7,888	\$7,888	\$140,758
221417 - HEARING & VISION	\$57,641			\$57,641
221451 - MEDICAID OUTREACH & ADVOCACY	\$111,645			\$111,645
221460 - WOMEN, INFANTS, CHILDREN (WIC)	\$857,468			\$857,468
221575 - SOIL EROSION	\$35,385			\$35,385
221612 - EARLY ON STIMULUS	\$83,242			\$83,242
221616 - AIDS COUNSELING & TESTING	\$18,318			\$18,318
221630 - TOBACCO REDUCTION COALITION	\$20,000			\$20,000
221634 - IMMUNIZATION ACTION PLAN	\$71,884			\$71,884
221635 - CAR SEAT PROGRAM	\$36,553	\$12,000		\$48,553
221638 - JACKSON COUNTY ABSTINENCE PROGRAM	\$100,000			\$100,000
221655 - TEEN PREGNANCY PREVENTION	\$42,374	\$3,000		\$45,374
BALANCE TO COUNTY BUDGET				
<b>Total</b>	\$4,724,831	\$67,240	\$20,969	\$4,771,102
<b>Increase in Revenues by</b>	<b>\$46,271</b>			

**Resolution (09-11.30)**  
**Department of Human Services Board of Directors Request**  
**To Use Post-1998 MOE Funds for Payment to Replace the**  
**Faultily Constructed and Leaking (since January 2003) Roof**  
**of the Jackson County Medical Care Facility**

**WHEREAS**, the Jackson County Medical Care Facility (JCMCF) serves all the people of Jackson County; and

**WHEREAS**, the citizens of Jackson County supported a millage in 1999 which allows Maintenance of Effort (MOE) monies to be used for capital expenditures and operational costs; and

**WHEREAS**, all insurance and legal avenues for financial reimbursement and corrective reconstruction/repair of the same have been exhausted and are no longer an option; and

**WHEREAS**, the Department of Human Services Board of Directors, together with the Administration and Staff of JCMCF, as well as their hired Architect and Engineers, have deemed that it is necessary to remove and replace the current roof as the only viable option left; and

**WHEREAS**, the Department of Human Services Board of Directors, together with the Administration and Staff of the JCMCF, in fulfilling their duty to keep the residents of the County Medical Care Facility safe and the building sound, have thoroughly discussed and passed a proper motion at the August 29, 2011, Department of Human Service Board meeting to “access up to \$700,000 from the post 1998-MOE funds (new millage) for the sole purpose of replacing the current faulty/leaking roof of the JCMCF building;” and

**WHEREAS**, the Jackson County Medical Care Facility is owned by the Jackson County Building Authority.

**NOW, THEREFORE BE IT RESOLVED**, that the Jackson County Board of Commissioners hereby authorizes the action as passed by the Human Services Board of Directors.

**BE IT FURTHER RESOLVED**, that any decisions regarding permanent changes to the physical plant shall be made in agreement with the Jackson County Building Authority.

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James E. Shotwell, Jr., Chairman  
Jackson County Board of Commissioners  
September 20, 2011





# Jackson County

## ADMINISTRATOR/CONTROLLER

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Michael R. Overton, Administrator/Controller

Adam J. Brown, Deputy Administrator

**TO:** Board of County Commissioners

**FROM:** Michael R. Overton  
Administrator/Controller

**SUBJECT:** Medical Care Facility use of Maintenance of Effort (MOE) Funds for Building Repairs

**DATE:** September 23, 2011

### **Motion Requested**

Approve Resolution 09-11.30 authorizing the use of up to \$700,000 in Post-1998 Maintenance of Effort (MOE) funds for repairs to the building in coordination with the Jackson County Building Authority.

### **I. Background**

- A. The roof over the cafeteria at the Jackson County Medical Care Facility has leaked for some time. The water leaks are visibly perceptible from the interior of the building.
- B. The administration at the Jackson County Medical Care Facility has exhausted all efforts to hold the original contractors accountable for the defective work and have retained a legal opinion stating such.

### **II. Current Situation**

- A. I have personally viewed the damage presented by the roof leaks within the past week. It is obvious that a permanent fix is necessary. Given the fact that this facility is home to almost 200 seniors from the Jackson Community at any given period, it is essential that this be fixed.
- B. The MOE Fund can only be used for capital expenditures and operational costs associated with the Medical Care Facility. Based on the need at the Medical Care Facility and the availability of funds, I believe this is an appropriate use of MOE funds.
- C. The building is owned by the Jackson County Building Authority. As such, it is appropriate that the Jackson County Building Authority approve any significant modifications to the building. I recommend that the Jackson County Medical Care Facility work in concert with the Building Authority in approval of the scope and acquisition of professional and non-professional staff.

### III. Analysis

- A. **Strategic** – Maintenance of the Jackson County Medical Care Facility supports the strategic goal of having a healthy community.
- B. **Financial** – The current balance of the post-1998 Maintenance of Effort funds is \$6.3 million. The use of \$700,000 for repairs to the roof will not jeopardize the balance of MOE funds.
- C. **Legal** – Ownership of the Jackson County Medical Care Facility is in the name of the Jackson County Building Authority who will retain ownership of the building until the debt is paid, at which time it will be conveyed to the County.
- D. **Timing** – The leak continues to damage the facility necessitating costly repairs as well as posing significant risks to the residents' health. These repairs should move forward at a responsible but swift pace.

### IV. Recommendation

The Administrator/Controller recommends that the Board approve Resolution 09-11.30 authorizing the use of up to \$700,000 in Post-1998 Maintenance of Effort (MOE) funds for repairs to the building in coordination with the Jackson County Building Authority.

#### **Attachments:**

Resolution