

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

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### **ELECTED OFFICIALS**

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

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### **COUNTY STAFF**

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

## **County Commission Agenda September 21, 2010**

### **Order of Business:**

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

### **Public Comment**

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

### **Consent Agenda**

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

### **Standing Committees**

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

### **Closed Session**

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

**“Your interest in your County Government is appreciated”**

**AGENDA**  
**JACKSON COUNTY BOARD OF COMMISSIONERS BOARD MEETING**  
**September 21, 2010**  
**7:00 p.m.**  
**Commission Chambers – 5<sup>th</sup> Floor Tower Building**

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

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

**7:10 p.m.**

- A. **County of Jackson Hospital Finance Authority/Allegiance Health Authorizing Resolution (09-10.31) and Public Hearing**

Attachments:

\*Resolution (09-10.31)

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

A. **County Agencies**

1. **Enterprise Group - Recovery Zone Bond Allocation**

Attachments: None. A handout will be provided at the meeting.

11. **MINUTES** - Minutes of the 8/17/10 Regular Meeting of the Jackson County Board of Commissioners

Attachments:

\*8/17/10 Regular Meeting Minutes

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

A. **County Affairs** – None.

B. **County Agencies** – None.

C. **Human Services**

1. **Car Seat Program Application Approval**

Attachments:

\*Memo from Health Department regarding Car Seat Program Application

2. **Teen Pregnancy Prevention Initiative (TPPI) Application Approval**

Attachments:

\*Memo from Health Department regarding Teen Pregnancy Prevention Initiative (TPPI) Application

3. **Resolution (09-10.30) Declaring September 30, 2010 as Retired and Senior Volunteer Program (R.S.V.P.) Recognition Day**

Attachments:

\*Resolution (09-10.30)

D. **Personnel & Finance**

4. **Budget Adjustments**

a. **Health Department**

b. **Animal Shelter**

c. **MSU Extension – After School Program Grant**

d. **County Clerk – Bond Forfeiture Reinstatement**

Attachments:

\*Health Department Budget Adjustment Narrative and Budget Adjustment

\*Animal Shelter Budget Adjustment Narrative and Budget Adjustment

\*MSU Extension – After School Program Budget Adjustment

\*County Clerk Budget Adjustment and Copy of Court Order

E. **Other Business**

1. **Claims dated 8/1/10 – 8/31/10**

Attachments: None.

13. **STANDING COMMITTEES**

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

1. **Appointments**

- a. **Community Corrections Advisory Board (CCAB)** – one public member, communications media representative, term indefinite

Attachments:

\*Commissioner Board Appointments

\*Applications

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

1. **Enterprise Group - Recovery Zone Bond Allocation**

Attachments: None. A handout will be provided at the meeting.

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

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

14. **UNFINISHED BUSINESS** – None.

15. **NEW BUSINESS**

A. **New/Revised Policies**

1. **New Policy 3360 – Anti-Drug & Alcohol**  
**Revised Policy 2020 – Purchasing Procedures for Non-Professional Services**  
**Revised Policy 2030 – Purchasing Procedures for Professional Services**

Attachments:

Policies 3360, 2020, 2030

16. **PUBLIC COMMENTS**

17. **COMMISSIONER COMMENTS**

18. **CLOSED SESSION** – None.

19. **ADJOURNMENT**

**RESOLUTION (09-10.31)**  
**County of Jackson Hospital Finance Authority/Allegiance Health**  
**Authorizing Resolution**

At a \_\_\_\_\_ meeting of the County Commission of the County of Jackson, Michigan, held at 7:00 p.m., Eastern Daylight Savings Time, on September 21, 2010.

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following preamble and resolution were offered by \_\_\_\_\_ and supported by \_\_\_\_\_;

WHEREAS, the County of Jackson Hospital Finance Authority (the "Authority") proposes to make loans to W. A. Foote Memorial Hospital d/b/a Allegiance Health (the "Hospital") to be used by the Hospital, together with other available funds of the Hospital, to refinance existing indebtedness of the Hospital, which will result in the refunding or reissuance for federal tax purposes of previous bonds issued by the Authority for the benefit of the Hospital, to pay termination payments relating to interest rate swaps, to fund a debt service reserve fund and to pay the costs related thereto; and

WHEREAS, the Authority intends to issue bonds, in one or more series, on behalf of the Hospital (collectively, the "Bonds") in the aggregate principal amount of not to exceed \$120,000,000 to provide funds with which to make the loans to the Hospital; and

WHEREAS, the Bonds will be limited obligations of the Authority and will not constitute general obligations or debt of the County of Jackson, the State of Michigan or any political subdivision thereof; and

WHEREAS, the County Commission has held a public hearing after a notice was published as provided in, and in satisfaction of the applicable public hearing requirements of, the Internal Revenue Code of 1986, as amended (the "Code"); and

WHEREAS, the Authority has requested that this County Commission approve the issuance of the Bonds; and

WHEREAS, this County Commission desires to express its approval of the issuance of the Bonds by the Authority.

IT IS HEREBY RESOLVED BY THE COUNTY COMMISSION OF THE COUNTY OF JACKSON, AS FOLLOWS:

1. Solely for the purpose of fulfilling the public approval requirements of the Code, the County Commission of the County of Jackson, Michigan, hereby approves the issuance, sale and delivery, in one or more series, of not to exceed \$120,000,000 in aggregate principal amount of the Bonds.

2. The County Clerk is hereby directed to provide three (3) certified copies of this resolution to the Secretary of the Authority.

YEAS \_\_\_\_\_

NAYS \_\_\_\_\_

ABSTENTIONS \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN     )  
  ) ss.  
COUNTY OF JACKSON    )

I hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the County Commission of the County of Jackson, Michigan, held on the 21<sup>st</sup> day of September, 2010, and that the minutes of the meeting are on file in the office of the County Clerk and are available to the public. Public notice of the meeting was given pursuant to and in compliance with Act 267, Public Acts of Michigan, 1976.

\_\_\_\_\_  
County Clerk

**MINUTES**  
**JACKSON COUNTY BOARD OF COMMISSIONERS BOARD MEETING**  
**August 17, 2010**  
**7:00 p.m.**  
**Commission Chambers – 5<sup>th</sup> Floor Tower Building**

1. **CALL TO ORDER** – Chairman Steve Shotwell called the August 17, 2010, Jackson County Board of Commissioners Meeting to order at 7:00 p.m.

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

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

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

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

5. **APPROVAL OF AGENDA**

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

6. **AWARDS & RECOGNITIONS** – None.

7. **COMMUNICATIONS/PETITIONS** – None.

8. **SPECIAL ORDERS/PUBLIC HEARINGS** – None.

9. **PUBLIC COMMENTS**

None.

10. **SPECIAL MEETINGS OF STANDING COMMITTEES**

A. **Personnel & Finance**

1. **Budget Adjustment – Youth Center**

The meeting adjourned briefly to allow the members of the Personnel & Finance Committee to meet.

11. **MINUTES** - Minutes of the 7/20/10 Regular Meeting of the Jackson County Board of Commissioners

*Moved by Duckham, supported by Williams to Approve the Minutes of the 7/20/10 Regular Meeting of the Jackson County Board of Commissioners.* Motion carried unanimously.

12. **CONSENT AGENDA**

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



- A. **County Affairs** – None.
- B. **County Agencies**
  - 1. **Courthouse Security Contract**
- C. **Human Services**
  - 2. **Resolution (08-10.28) Supporting the Re-Connect With Community: 4 Days & 10 Ways Campaign**
- D. **Personnel & Finance**
  - 3. **Deficit Elimination Plan**
  - 4. **Budget Adjustments**
    - a. **Department on Aging**
- E. **Other Business**
  - 5. **Claims dated 7/1/10 – 7/31/10**

13. **STANDING COMMITTEES**

- A. **County Affairs** – *Commissioner Dave Lutchka* - None.
- B. **County Agencies** – *Commissioner Gail W. Mahoney* - None.
- C. **Human Services** – *Commissioner Mike Way* – None.
- D. **Personnel and Finance** – *Commissioner James Videto*
  - 1. **Budget Adjustment – Youth Center**

*Moved by Videto, supported by Mahoney to Approve the Budget Adjustment for the Youth Center.* Roll Call: (12) Yeas. Motion carried unanimously.

14. **UNFINISHED BUSINESS** – None.

15. **NEW BUSINESS** – None.

16. **PUBLIC COMMENTS**

None

17. **COMMISSIONER COMMENTS**

Administrator/Controller Treacher stated that they had a successful fair, and thanked the Commissioners and County Employees for time spent volunteering.

Cmr. Lutchka thanked everyone for the premium donations.

Cmr. Elwell volunteered to help at the Fair next year.

Cmr. Poleski announced that he will be in the dunk tank in the Civil War Muster.

Cmr. Duckham commented on how much fun it was volunteering at the Fair.

Chairman Shotwell thanked everyone for their support during the milking contest at the Fair.

18. **CLOSED SESSION** – None.

19. **ADJOURNMENT**

Chairman Shotwell adjourned the August 17, 2010 Regular Meeting of the Jackson County Board of Commissioners at 7:17 p.m.

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

Amanda L. Riska – County Clerk

Respectfully submitted by Carrienne VanDusseldorp – Chief Deputy County Clerk



# **Jackson County Health Department**

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

**Phone (517) 788-4420**

**Fax (517) 788-4373**

September 1, 2010

The Car Seat Program (CSP) at the Jackson County Health Department is submitting a grant request to the United Way of Jackson County. The grant request is in the amount of \$33,000; \$8,000 to purchase car seats and \$25,000 for salaries. The grant will begin on January 1, 2011 and continue until June 30<sup>th</sup>, 2012. The CSP offers hands-on car seat safety education sessions for \$15.00 for WIC/Medicaid eligible families and at the completion of the education session the families receive a free car seat for their child. Non WIC/Medicaid families can purchase car seats at wholesale rates and receive a hands-on car seat safety education session. In addition, the CSP offers free car seat checks, car seat safety education presentations and materials, and short-term rental car seats. The CSP is seeking funding in order to continue to offer these essential services to families and agencies in Jackson County. A Certified Child Passenger Safety Technician accompanies each family to their vehicle to ensure that the car seat is properly installed. Motor vehicle crashes are the number one killer of children age 0-14, so the education portion of the CSP is vital to a child's health and safety. For the past 3 years, UW of Jackson County has funded the CSP \$16,000 for car seats. The CSP has already secured \$8,000 for car seats from the Office of Highway Safety Planning, beginning October 1, 2010. We are asking UW of Jackson County for an additional \$8,000 for car seats and for half of the CSP salaries, which includes 1 part-time Health Educator; Coordinator position – 20 hours/wk, and 2 casual CSP Certified Technicians – 8 hrs/wk and 16 hrs/wk.

An Equal Opportunity Employer

**Accounting**  
788-4487

**Environmental Health Division**  
788-4433

**Health Education**  
788-4655

**Personal & Preventative  
Health**  
788-4420



# Jackson County Health Department

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

Phone (517) 788-4477

Fax (517) 788-4256

September 1, 2010

The Jackson County Health Department's Teen Pregnancy Prevention Initiative (TPPI) is submitting a proposal to the United Way of Jackson County for continuation funding for the initiative. The TPPI is a community-wide effort led by the United Way of Jackson County and the Jackson County Health Department. The mission of the TPPI is to reduce the teen pregnancy rate in Jackson County and address contributing factors for Jackson County's young people.

Six strategic goals have been identified for the TPPI, which include: 1) Build community-wide infrastructure, 2) Provide educational programs and services for teens, 3) Expand and strengthen school-based teen pregnancy prevention programming, 4) Prevent repeat pregnancies for teen parents, 5) Address disparities in adolescent risk behaviors, and 6) Parent education.

The 2008 Jackson County **teen birth rate** was 45.7 per 1,000 females ages 15 – 19 (249 actual number), compared to a state birth rate of 33.3 per 1,000 females in that age group. In 2008, the Jackson County **teen pregnancy rate** was 66.7 per 1,000 females ages 15 – 19, compared to a state rate of 54.1. Fifty-seven percent of teen births in Jackson County take place in the City of Jackson. The **teen birth rate** for 15-19 year olds in the City of Jackson is 107.8 per 1,000 females in that age range, compared to a state rate of 33.3. This ranks the City of Jackson as the city with the 3rd highest teen birth rate in Michigan.

The grant funding cycle is January 1, 2011 through June 30, 2012.

The TPPI is applying for \$90,055 for the 18-month funding cycle from the United Way. We are requesting funds for .5 FTE of the TPPI Coordinator (Health Educator position), \$30,000 for a communitywide RFP process to fund programs for teens and parents, \$5,000 for incentives for the Teen Advisory Council, and \$5,000 for a media campaign.

An Equal Opportunity Employer

Environmental Health Division  
788-4433

Health Education  
788-4655

Personal & Preventative  
Health  
788-4420



# *Jackson County*

**RESOLUTION (09-10.30)  
DECLARING SEPTEMBER 30, 2010 AS  
RETIRED AND SENIOR VOLUNTEER PROGRAM (R.S.V.P.)  
RECOGNITION DAY**

**WHEREAS**, the senior citizens and veterans of Jackson County have earned and deserve the support and respect of the Jackson community; and

**WHEREAS**, the Retired & Senior Volunteer Program (R.S.V.P.) provides specialized transportation services, i.e., transportation to medical appointments, prescription pick up, for senior citizens in our community who are unable to do it themselves; and

**WHEREAS**, R.S.V.P. provides these specialized transportation services at no cost to the recipient, and R.S.V.P. volunteers donate their time to help seniors in our community who need assistance; and

**WHEREAS**, R.S.V.P. volunteers number over 350, serve thousands of seniors and veterans per year to over 60 sites utilizing over 54,000 volunteer hours and 145,000 miles; and

**WHEREAS**, the Jackson community as a whole benefits from the assistance provided by R.S.V.P. to their seniors and veterans; and thereby honor them for their experience and service.

**NOW, THEREFORE, BE IT RESOLVED**, that the Jackson County Board of Commissioners hereby declares that September 30, 2010 be designated as R.S.V.P. Recognition Day.

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James E. Shotwell, Jr., Chairman  
Jackson County Board of Commissioners  
September 21, 2010

08/31/2010

To: Ted Westmeier  
Health Officer, JCHD

#### Budget Adjustment Request (September, 2010)

It is my recommendation that the Health Department request budget adjustments of \$62,854 in September, 2010 in order to reflect changes in revenues and expenses with state & community grant funded programs. No additional county allocation funding is being requested.

#### CHANGES IN GRANT FUNDS:

For Orgkey 221160, JCHD expects to receive \$13,654 in new revenues for the Complete Streets grant from MDCH & from the NBCH grant from the Michigan Purchasers Health Alliance, and some miscellaneous revenues.

For Orgkey 221200, JCHD expects to receive additional LPHO funding from MDCH in the amount of \$23,525. These were funds that were initially cut by the governor but were then restored to local health departments by the legislature.

For Orgkey 221451, JCHD has received additional Medicaid Outreach revenues of \$29,515 from the state.

In several other orgkeys JCHD has received some additional revenues, not previously included in earlier budget projections. We also adjusted revenues downward in several programs to reflect more realistic projections, primarily in the Immunization program (Orgkey 221310).

#### ADDITIONAL EXPENSE APPROVALS REQUEST:

Additional expenses will be incurred in various orgkeys, offsetting the additional grant funds cited above. Some orgkeys need additional expense authorizations to offset the remainder of the additional grant funds being received. For several other orgkeys, we are just proposing to move expense authorizations from one line item to other line items.

By separate e-mail attachment, I will send an Excel file with a summary of the proposed adjustments to revenues & expenditures. Upon your approval, I will also forward to Gerard the paper copies of complete detail schedules for all of the requested changes in the various orgkey & object codes of the affected revenues & expenses.

Please let me know if you would like any further information to submit to the Personnel & Finance Committee or to the Administrator's Office.

Rex R. Pierce  
JCHD Financial Services Manager

Prepared 08/31/10- RRP

**SUMMARY OF BUDGET ADJUSTMENTS (YE 9/30/10)**  
Health Department

Expenditure Accounts	Current Budget	Increases	Decreases	Amended Budget
221100 - ADMINISTRATION	\$533,954	\$2,700	\$2,700	\$533,954
221160 - HEALTH EDUCATION	\$160,165	\$15,500	\$5,546	\$170,119
221175 - EMERGENCY PREPAREDNESS	\$317,894			\$317,894
221180 - EMERGENCY PREPAREDNESS PHASE III	\$321,829			\$321,829
221200 - ENVIRONMENTAL HEALTH	\$616,026	\$5,500	\$5,500	\$616,026
221300 - GENERAL NURSING	\$214,265	\$4,950	\$4,950	\$214,265
221301 - MSS/ISS (MIHP)	\$365,926	\$8,000	\$8,000	\$365,926
221310 - IMMUNIZATIONS	\$304,809	\$13,800		\$318,609
221312 - EARLY ON	\$151,512	\$9,000	\$8,000	\$152,512
221313 - SEXUALLY TRANSMITTED DISEASES (STD)	\$158,753	\$3,700	\$3,650	\$158,803
221320 - INFANT MORTALITY & PREVENTION	\$73,096	\$4,050		\$77,146
221341 - CHILDRENS SPECIAL HEALTH CARE SERVICES	\$111,469	\$12,600	\$3,000	\$121,069
221417 - HEARING & VISION	\$107,247	\$8,000		\$115,247
221451 - MEDICAID OUTREACH & ADVOCACY	\$165,301			\$165,301
221460 - WOMEN, INFANTS, CHILDREN (WIC)	\$592,149	\$14,700	\$14,700	\$592,149
221575 - SOIL EROSION	\$54,923	\$500	\$500	\$54,923
221612 - EARLY ON STIMULUS	\$115,742	\$5,000		\$120,742
221616 - AIDS COUNSELING & TESTING	\$29,272	\$400	\$400	\$29,272
221630 - TOBACCO REDUCTION COALITION	\$17,809	\$2,000		\$19,809
221634 - IMMUNIZATION ACTION PLAN	\$83,051			\$83,051
221635 - CAR SEAT PROGRAM	\$67,868	\$6,600	\$600	\$73,868
221655 - TEEN PREGNANCY PREVENTION	\$39,917	\$5,100	\$1,700	\$43,317
BALANCE TO COUNTY BUDGET				_____
<b>Total</b>	\$4,602,977	\$122,100	\$59,246	\$4,665,831

Increase in Expenditures by

**\$62,854**

Prepared 08/31/10- RRP

**SUMMARY OF BUDGET ADJUSTMENTS (YE 9/30/10)**  
**Health Department**

Revenue Accounts	Current Budget	Increases	Decreases	Amended Budget
221100 - ADMINISTRATION	\$610,138			\$610,138
221160 - HEALTH EDUCATION	\$54,091	\$13,654		\$67,745
221175 - EMERGENCY PREPAREDNESS	\$357,830		\$439	\$357,391
221180 - EMERGENCY PREPAREDNESS- PHASE III	\$322,129			\$322,129
221200 - ENVIRONMENTAL HEALTH	\$723,160	\$23,525		\$746,685
221300 - GENERAL NURSING	\$54,273			\$54,273
221301 - MSS/ISS (MIHP)	\$400,500			\$400,500
221310 - IMMUNIZATIONS	\$322,003	\$6,300	\$25,000	\$303,303
221312 - EARLY ON	\$153,505	\$1,000		\$154,505
221313 - SEXUALLY TRANSMITTED DISEASES (STD)	\$82,401	\$200	\$150	\$82,451
221320 - INFANT MORTALITY & PREVENTION	\$63,660	\$4,050		\$67,710
221341 - CHILDRENS SPECIAL HEALTH CARE SERVICES	\$142,544	\$5,500	\$3,500	\$144,544
221417 - HEARING & VISION	\$54,735	\$1,100		\$55,835
221451 - MEDICAID OUTREACH & ADVOCACY	\$100,046	\$29,515		\$129,561
221460 - WOMEN, INFANTS, CHILDREN (WIC)	\$797,700	\$1,200		\$798,900
221575 - SOIL EROSION	\$35,385	\$600	\$600	\$35,385
221612 - EARLY ON STIMULUS	\$113,242	\$5,000		\$118,242
221616 - AIDS COUNSELING & TESTING	\$24,768			\$24,768
221630 - TOBACCO REDUCTION COALITION	\$20,000			\$20,000
221634 - IMMUNIZATION ACTION PLAN	\$71,001	\$700		\$71,701
221635 - CAR SEAT PROGRAM	\$59,966	\$8,310	\$8,311	\$59,965
221655 - TEEN PREGNANCY PREVENTION	\$39,900	\$200	\$0	\$40,100
BALANCE TO COUNTY BUDGET				
<b>Total</b>	\$4,602,977	\$100,854	\$38,000	\$4,665,831

Increase in Revenues by

**\$62,854**



09/02/2010

To: Ted Westmeier  
Health Officer, JCHD

ANIMAL SHELTER- Budget Adjustment Request (September, 2010)

It is my recommendation that the Animal Shelter request budget adjustments of \$29,500 in September, 2010 in order to reflect changes in revenues and expenses primarily related to the addition of the surgical suite in July, 2010. No additional county allocation funding is being requested at this time.

CHANGES IN REVENUES:

The Animal Shelter expects to receive \$29,500 in additional revenues from the line items of redemptions, boarding, and sale of animals.

ADDITIONAL EXPENSE APPROVALS REQUEST:

Additional expenses will be incurred in various line items, offsetting the additional revenues cited above. Line items needing additional expense authorizations are Wages (Overtime), Cleaning Supplies, Contractual Services (vet & vet tech for the surgical suite), and Utilities. We are planning to use savings in Animal Disposal costs to reduce the total amount of the additional expense request.

By separate e-mail attachment, I will send an Excel file with a detailed schedule of the proposed adjustments to revenues & expenditures. Upon your approval, I will also forward to Gerard the paper copies of the detail schedule for all of the requested changes in the various object codes of the affected revenues & expenses.

Please let me know if you would like any further information to submit to the Personnel & Finance Committee or to the Administrator's Office.

Rex R. Pierce  
Financial Services Manager

## BUDGET ADJUSTMENTS (YE 9/30/2010)

## Health Department

<u>Expenditure Accounts</u>	<u>Current Budget</u>	<u>Increase</u>	<u>Decrease</u>	<u>Amended Budget</u>
ORGKEY 101430 - Animal Shelter	\$230,453.00	\$37,500.00	\$8,000.00	\$259,953.00
PROGRAM LINE ITEM ADJUSTMENTS:				
704000 - Wages- Full Time	\$74,467.00			\$74,467.00
704040 - Wages- Longevity / Ince	\$688.00			\$688.00
705000 - Wages- Part Time	\$31,022.00			\$31,022.00
706000 - Wages - Overtime	\$0.00	\$4,500.00		\$4,500.00
715000 - FICA	\$8,123.00			\$8,123.00
716000 - Health Insurance	\$29,160.00			\$29,160.00
717000 - Life Insurance	\$484.00			\$484.00
718000 - Retirement	\$9,983.00			\$9,983.00
719000 - Workers Comp	\$796.00			\$796.00
728000 - Printing	\$1,500.00			\$1,500.00
729000 - Postage	\$400.00			\$400.00
730000 - Office Supplies	\$1,500.00			\$1,500.00
741000 - Food Charges	\$1,000.00			\$1,000.00
760000 - Medical Services	\$13,000.00			\$13,000.00
760000 - Cleaning Supplies	\$0.00	\$3,600.00		\$3,600.00
811000 - Dues and Publications	\$100.00			\$100.00
802000 - Contractual Services	\$0.00	\$26,000.00		\$26,000.00
816000 - Service Contracts	\$2,500.00			\$2,500.00
817000 - Refuse Service	\$3,500.00			\$3,500.00
818000 - Dog License Sale Fee	\$600.00			\$600.00
850000 - Telephone	\$3,880.00			\$3,880.00
865100 - Animal Disposal	\$20,000.00		\$8,000.00	\$12,000.00
902000 - Advertising	\$250.00			\$250.00
921000 - Utilities	\$13,000.00	\$3,400.00		\$16,400.00
922000 - Heating Costs	\$12,000.00			\$12,000.00
931000 - Maintenance of Building	\$500.00			\$500.00
932000 - Maintenance of Equipme	\$1,500.00			\$1,500.00
935000 - Maintenance of Grounds	\$0.00			\$0.00
958000 - Animal Damage Reimbu	\$500.00			\$500.00
<b>Total</b>	<b>\$230,453.00</b>	<b>\$37,500.00</b>	<b>\$8,000.00</b>	<b>\$259,953.00</b>
<b>Increase in Expenditures by</b>	<b>\$29,500.00</b>			



**JACKSON COUNTY  
21 CENTURY GRANT  
AFTER SCHOOL PROGRAM  
BUDGET 9/2010 THRU 5/2011**

101256	555000	STATE GRANT	<u><u>\$ 15,224</u></u>
101256	705500	WAGES-CASUAL	<b>\$ 12,840</b>
101256	715000	FICA	884
101256	719000	WORKER'S COMPENSATION	100
101256	861000	MILEAGE	600
101256	730000	OFFICE SUPPLIES	100
101256	728000	PRINTING	700
			<u><u>\$ 15,224</u></u>

**This budget adjustment is for the 4-H Program after school sessions presented at Cascades, North East , McCulloch, and Bennett Elementary Schools. Curriculum includes "Character Counts" and " Jump into Health and Fitness".**



STATE OF MICHIGAN

IN THE CIRCUIT COURT FOR THE COUNTY OF JACKSON

PEOPLE OF THE STATE OF MICHIGAN,

FILE NO. 09-5163-FH

Plaintiff,

HON. THOMAS D. WILSON

vs.

ANTONIO MAURICE TAYLOR,

Defendant.

Henry Zavislak (P49729)  
Prosecuting Attorney  
312 S. Jackson Street  
Jackson, MI 49201

Christopher Dickerson (P72396)  
Attorney for Defendant  
134 W. Michigan Ave, Suite 203  
P.O. Box 1363  
Jackson, MI 49204

AMENDED ORDER

WHEREAS this matter having come before the court on June 4, 2010, and the Court having reviewed the October 16, 2009 hearing in this matter, and based on the information provided, now therefore;

IT IS ORDERED that Charles Davis of Quick Bail Bonds will pay, pursuant to MCL 765.28, \$1,650.10 with the remainder of the bail funds returned to him. This approximates the costs associated with returning Defendant to Michigan.

IT IS SO ORDERED this 30 day of August, 2010.

PROOF OF SERVICE

The undersigned certifies that a copy of the [redacted] instrument was served on the [redacted] a [redacted] copy of [redacted] to [redacted] and delivering or mailing the same to [redacted] pursuant to MCR 2.107 on the 30th day of August, 2010. I declare the above statement to be true to the best of my knowledge, information and belief.

Kristy Woodard



Hon. Thomas D. Wilson (P42371)  
Circuit Court Judge

Commissioner Board Appointments – September 2010

<u>BOARD</u>	<u>NEW TERM EXPIRES</u>	<u>CURRENT MEMBER</u>	<u>APPLICANTS</u>	<u>COMMITTEE RECOMMENDED APPOINTMENTS</u>
<u>Community Corrections Advisory Board (CCAB)</u>				
1) One Public Member – Communications Media Representative	Indefinite	Vacant	Monica Day Larry Day Kevin Cromley Matthew Schepeler	Matthew Schepeler

# COUNTY OF JACKSON

## REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: *County of Jackson -- Administrator/Controller's Office -- 6<sup>th</sup> Floor*  
*120 West Michigan Avenue, Jackson, MI 49201*  
*(517) 788-4335 FAX (517) 780-4755*

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

NAME: Schepeler Matthew Brian  
Last First Middle Initial

HOME ADDRESS: 1678 Lakeside Drive Tipton 49287  
Street City Zip Code

TELEPHONE: 517 592-2122 (w) 517 431-2466 (H) news@theexponent.com  
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. CCAB 2. \_\_\_\_\_ 3. \_\_\_\_\_

**Community Activities/Civic Organization/Boards/Commissions:**

Activity / Organization:	Length of Service	Position (s) Held:
<u>Brooklyn/Irish Hills Chamber of Commerce</u>	<u>1994-present</u>	<u>President, V.P. Sec., (currently trustee)</u>
<u>Michigan Press Association</u>	<u>2008-present</u>	<u>Board of Director trustee</u>
<u>Heart of the Lakes Rec. Council</u>	<u>2007-present</u>	<u>Napoleon Twp. representative</u>

**Employment:**

<u>Brooklyn Exponent</u>	<u>Publisher</u>	<u>1984-present</u>
<small>Current Employer:</small>	<small>Position:</small>	<small>Dates of Employment:</small>

**Education:**

Community College of the Air Force, Columbia Central High School, Jackson Area Career Center (Graphic Arts)

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

To serve the community - am interested in the innovative programming being utilized to keep prisoners out of jails, saving county dollars and offering effective alternatives for rehabilitation.

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

Matthew B. Schepeler September 14, 2010  
Signature: Date:





# COUNTY OF JACKSON

## REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: *County of Jackson -- Administrator/Controller's Office -- 6<sup>th</sup> Floor*  
*120 West Michigan Avenue, Jackson, MI 49201*  
*(517) 788-4335 FAX (517) 780-4755*

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

NAME: Day \_\_\_\_\_ Larry \_\_\_\_\_ \_\_\_\_\_  
Last First, Middle Initial

HOME ADDRESS: 13300 Clinton Road \_\_\_\_\_ Onondaga \_\_\_\_\_ 49264  
Street City Zip Code

TELEPHONE: (517)604-0380 \_\_\_\_\_ luce\_larry@yahoo.com \_\_\_\_\_  
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. Brownfield Redevelopment Authority
2. \_\_\_\_\_
3. \_\_\_\_\_

**Community Activities/Civic Organization/Boards/Commissions:**

Activity / Organization:	Length of Service	Position (s) Held:
<u>Christ Apostolic Albion</u>	<u>5 years</u>	<u>Men's Leader</u>
<u>Christ Apostolic Albion</u>	<u>3 years</u>	<u>Youth Director</u>
_____	_____	_____

**Employment:**

<u>Boyers Tool and Die</u>	<u>Machine Builder</u>	<u>March 2010 to present</u>
<small>Current Employer:</small>	<small>Position:</small>	<small>Dates of Employment:</small>

**Education:**

HS Diploma Portage Northern

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

To contribute to the commission by offering insights based on 22 years of experience with manufacturing practices in Jackson, MI.

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

\_\_\_\_\_

Larry Day \_\_\_\_\_ 8/16/2010 \_\_\_\_\_  
Signature: Date:

Please Type or Print  
With Black Ballpoint

Please Type or Print  
With Black Ballpoint

# COUNTY OF JACKSON REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: **County of Jackson Administrator/Controller's Office- 6<sup>th</sup> Floor  
120 West Michigan Avenue, Jackson, MI 49201  
(517) 788-4335 fax (517) 780-4755**

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

NAME: Cromley Kevin C.  
Last First Middle Initial

HOME ADDRESS: 190 Brills Lake Rd. Jackson 49201  
Street City Zip Code

TELEPHONE: (517) 812-9553 cromleykevin@yahoo.com  
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. Communications Media 2. \_\_\_\_\_ 3. \_\_\_\_\_  
Rep for Community Corrections Advisory Board.

**Community Activities/Civic Organization/Boards/Commissions:**

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

**Employment:**

Student/Construction Construction 1-2010 - current  
Current Employer: Position: Dates of Employment:

**Education:**

Senior at Spring Arbor University

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

I was referred by others & I feel I would do a great job as the "Communications media Rep" on the Comm. Corrections Advisory Board.

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

I attend Commissioner meetings. Was District 3 Candidate.

Kevin C. Crowley 9/2/2010  
Signature Date

# KEVIN CROMLEY

190 Brills Lake Road  
Jackson, MI 49201  
Home Phone (517) 912-9553

**OBJECTIVE:** To secure a position with opportunity for career growth.

## EDUCATION

2010-2010 Spring Arbor University, Spring Arbor, MI  
2001-2003 Spring Arbor University, Spring Arbor, MI  
1999-2001 Jackson Community College, Jackson, MI  
1998-1999 Grand Valley State University, Allendale, MI  
1994-1998 East Jackson High School, Jackson, MI

## EMPLOYMENT

- 2007-2009 **General Manager, Health & Sun Research**  
Responsibilities included all aspects of operating the business. Interviewing and hiring all prospective employees. Training new employees and managing the sales department to ensure the company is profitable. Maintaining the work schedule for all employees within the company and tracking of all time sheets, sick time, and vacations. Take customer service calls pertaining to returns, problems, and questions. Convey a positive attitude and work environment and assist sales reps with techniques and work ethic.
- 2006-2007 **Apprentice Plumber, Wyers Plumbing**  
Responsibilities are preparing and loading work trucks for various job sites. Working daily with master plumbers to receive hands-on experience to develop plumbing skill. Job consists of residential/commercial new construction, remodels, and service work.
- 2002-2006 **Corporate Relations Director, Tanning Trends Magazine**  
Responsibilities included transcontinental traveling to seek, maintain, and grow relations between this international publication and manufacturers of the indoor tanning industry. Create and present proposals for clients' advertising needs. Negotiate printing schedules and costs with printing companies. Create magazine layouts, budget and forecast magazine revenues, manage corporate accounts totaling over \$1 million, and report department sales directly to magazine publisher. Represented this publication and collaborated with exhibitors at industry expos.
- 2001-2002 **Advertising Assistant, Tanning Trends Magazine**  
Managed data and developed detailed reports, compiled artwork from advertisers, and reported directly to Corporate Relations Director. Position required extensive computer usage. Assisted with promotion of sales materials. Researched other publications for the Indoor tanning industry.
- 1998-2001 **Warehouse Manager, Power Transmission Company**  
Duties included diverse roles in customer service and warehouse maintenance. Monitored and tracked inventory, delivered industrial supplies, and was responsible for shipping/receiving.

**REFERENCES:** References will be furnished upon request

# FAX

**To: County Affairs Committee**  
**From: Kevin Cromley**  
**Subject: Application / Resume**  
**Date: September 2, 2010**

I hope you find my application and resume attached for the **Communications Media Representative** for the **County Corrections Advisory Board**.

I am currently finishing my bachelors degree at Spring Arbor University in Business Management / Organizational Development and working part time doing construction work. My resume is attached which clearly demonstrates my diverse experiences. As a member of this Board, I would bring a positive mental attitude, strong work ethic, and my goal-oriented mentality. I work well with others, have an appetite to gain and apply new knowledge. I was also a candidate for the District 3 County Commissioner in this past primary election, loosing by only 18 votes. I regularly attend the County Commissioner and Leoni Township meetings.

I thank you for this opportunity and please feel free to contact me with any questions or concerns at [cromleykevin@yahoo.com](mailto:cromleykevin@yahoo.com) or my cell phone (517) 812-9553.

**Thank You,**

**Kevin Cromley**  
**517-812-9553**  
**[cromleykevin@yahoo.com](mailto:cromleykevin@yahoo.com)**

# COUNTY OF JACKSON POLICY MANUAL

PERSONNEL

Policy 3360

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## ANTI-DRUG & ALCOHOL POLICY

### I. Purpose: Drug Free Workplace

Jackson County is committed to protecting the health and safety of its employees and County citizens, by maintaining a workplace that is free from the effects of drug and alcohol abuse. This Policy sets forth standards regarding the use of drugs or alcohol at work.

### II. Scope

#### A. Drug Free Work Environment

Employee involvement with alcohol or drugs can adversely affect the work environment, job performance and the safety of all employees. Therefore, the use of unlawful drugs, reporting to work or working while under the influence of alcohol or a controlled substance or any other drug; or the possession on County premises of drug paraphernalia, controlled substances, or any other unlawful drug, are expressly prohibited, as is the unauthorized possession or use of alcohol on County premises or in a County vehicle. A violation of this prohibition will result in disciplinary action up to and including termination.

#### B. Cooperation with Drug Testing Program

Failure to cooperate with any drug testing program requirement, including but not limited to, refusing to consent to testing or to submit a urine sample for testing when requested by management, switching or adulterating a sample, or refusing to sign a statement agreeing to abide by this Policy may result in disciplinary action up to and including termination of employment. Prior to taking any action based on a positive drug test the County will provide the opportunity for the employee to explain the test results to the Medical Review Officer (MRO). Refusing to submit to an alcohol test may also result in disciplinary action up to and including termination of employment.

#### C. Criminal Convictions of Drug Statutes

The conviction under any criminal drug statute or failure to notify the County of any arrest or conviction (including pleas of guilty and nolo contendere) under any criminal drug statute, within five (5) days after the arrest or conviction, may result in disciplinary action up to and including termination of employment.

**D. Search**

In circumstances where there is a reasonable belief that drugs or alcohol are present on the County premises or in a County vehicle, a County supplied desk or other container, a search may be conducted to confirm that belief.

**E. Applicant Testing**

Drug and alcohol screening of new employees ~~will~~ **shall** be conducted. ~~should the Department Head or Elected Official adopt such a policy for their department. If adopted,~~ All offers of employment will be contingent on the applicant consenting to a post-offer physical examination, including, but not limited to the collections of a blood, urine or breath sample to be submitted for alcohol, illegal drug and controlled substance abuse screening tests. Applicants must agree that test results are to be released to those officials of the County who make employment decisions. Failure of the applicant to consent will result in elimination of the applicant's consideration for employment. Positive initial testing and a positive confirmatory test will disqualify that applicant from employment with the County.

**F. Prescription Drugs**

The use of legal drugs (over the counter or prescription medications, with the exception of medically prescribed marijuana) in accordance with doctor's orders or manufacturers recommendations is not prohibited. If the use of such drugs may affect the employee's ability to perform their job safely, they must report the medication to their supervisor. Excessive use or abuse of such drugs shall be considered use of illegal drugs under this policy.

**III. Substances to be Tested:**

**A. Drugs**

<u>Substances to be tested</u>	<u>Initial Test</u>	<u>Confirmatory Test</u>
Marijuana Metabolite	50 ng/ml	15 ng/ml
Cocaine Metabolite	150 ng/ml	100 ng/ml
Opiates Metabolite	500 ng/ml	* ng/ml
Phencyclidine	25 ng/ml	25 ng/ml
Amphetamines	500 ng/ml	250 ng/ml

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\*decision limit depends on drug detected

**B. Alcohol** – An alcohol concentration of 0.04 or greater will be considered a positive test and a violation of this Policy.

#### IV. Employees Testing Positive

- A. The County may tolerate an employee testing positive for the illegal use of drugs or alcohol only once, **however nothing will prohibit the employee from being disciplined for a first offense, up to and including termination of employment.** After rehabilitation and release by the MRO, the employee must successfully pass a drug and alcohol screen. The employee will then be placed in a post-rehabilitation testing program. If the employee tests positive again at any time, the employee will be dismissed immediately.
- B. The County will not accept any financial responsibility for the rehabilitation services received by the employee.
- C. Any employee whose tests verified positive for alcohol or prohibited drug use must contact the County's designated Employee Assistance Plan (EAP) by telephone within 48 hours of receiving notice of a positive test result by the MRO. The employee must initiate a rehabilitation program with the EAP. If the employee fails to contact the EAP within the 48 hour time limit following notification of positive test results, or fails to successfully complete the established rehabilitation program set forth by the EAP, the MRO, and the County's plan administrator, employment with the County will be immediately terminated.

#### V. Confidentiality

The specimens collected will only be tested for those prohibited drugs listed above. Information regarding an employee's test results or rehabilitation will be released only upon that employee's written consent, except information that a certain employee has failed a drug test will be immediately communicated by the MRO to the plan administrator who will then relay this information to the employee's supervisor, the supervisor, in turn, will immediately remove the employee from his/her duties.

#### VI. Types of Testing

- A. **Pre-employment** Applicants awarded an offer of employment for those departments that have adopted a pre-employment testing policy will be tested for illicit drug use and may be tested for alcohol misuse. Applicants with verified positive tests will not be hired.
- B. **Post-Accident.** An alcohol test should be conducted within two (2) hours and must be completed within eight (8) hours of an accident. The drug testing is to be done, as soon as possible, but no later than thirty-two (32) hours after the accident. An accident is defined as an occurrence resulting in an on-the-job injury caused by an employee that is considered recordable under OSHA guidelines (i.e., requiring medical treatment) or property damage in excess of \$500.00.
- C. **Return to Duty and Follow-up Testing.** Any employee failing to cooperate with any drug testing program requirement as stated in section B.2. may not be



returned to duty until he/she has passed a drug test. The returned to duty employee in this category is thereafter subject to unannounced testing for a period of up to one (1) year. Follow up testing will be frequent and unannounced. The cost of this testing is to be paid by the employee and will not be reimbursed. Ordinarily, the MRO, along with a substance abuse professional assesses the treatment and works out a time span for unannounced recollecting.

The employee may not return to safety-sensitive duties until the employee has been evaluated by a substance abuse professional and has complied with any recommended treatment. In addition, the employee must take a return to work alcohol test where the result must be less than 0.04, and is subject to unannounced alcohol tests of at least 6 in the first 12 months and may be extended up to 24 months following his/her return to work. The employee must also have a return to work drug test if he/she has tested positive for drugs and be placed in a follow-up testing program with testing similar to those listed for alcohol.

- D. Reasonable Cause Testing.** An employee must submit to a drug and/or alcohol test if reasonable cause exists that an employee is an illegal drug or alcohol user. The employer may reasonably suspect that an employee is under the influence of alcohol or illegally uses drugs based upon a number of circumstances. The circumstances that might trigger reasonable cause testing include, but are not limited to, evidence of reported errors on the job, regulatory or County rule violations, and unsatisfactory time and attendance patterns. The circumstances may also be coupled with a specific, simultaneous event that indicates probable drug or alcohol use. A recent investigation, arrest, or conviction for drug-related offenses may also trigger reasonable cause testing.

## **VII. Procedures**

An Anti-Drug and Alcohol Procedure, including Specimen Collection Procedures to implement this Policy have been developed by the County. A copy of the Procedure may be obtained from the County Intranet or the Human Resources Office.

**JACKSON COUNTY  
ANTI-DRUG AND ALCOHOL POLICY**

**I HAVE CAREFULLY AND THOROUGHLY READ THE JACKSON COUNTY ANTI-DRUG AND ALCOHOL POLICY AND I AGREE WITHOUT RESERVATION, TO FOLLOW THE POLICY.**

---

Employee's Signature

Date

---

Employee's Name (Printed)

Date Received By

## ANTI-DRUG & ALCOHOL POLICY PROCEDURES

1. These procedures apply to the County's requests for submission of either a urine or a blood specimen.
2. Except where specifically stated, the County shall be solely responsible for all costs incurred in conjunction with the securing of all of the required specimen(s) and the necessary laboratory analyses and report(s).
3. The County shall have the responsibility for initially selecting a laboratory that will properly conduct the drug test and furnish reliable results. The laboratory selected must also provide the ancillary services needed, including specimen retention of "positive" samples for at least six (6) months. The laboratory shall have the capability of timely (within 48 to 72 hours after specimen collection) providing hard copy reports of specimen analysis results.
4. The County shall make the necessary advance arrangements for approved medical collection of the urine/blood sample by qualified medical personnel in an Agency approved setting in a medical office, clinic or lab. Sample collection and testing shall take place upon the employee/applicant's receipt of notice from the County of a drug test request. The notice to the employee/ applicant shall be verbal with written confirmation.
5. The medical facility's personnel credentials and procedures shall be reviewed and approved by the County in order to satisfy the County's need for a proper "chain of custody" and to minimize the risk of an unadulterated sample.
6. The County shall have the absolute right to approve the selection of a laboratory to conduct the testing on urine or blood specimens collected.
7. The employee/applicant shall cooperate with the arrangements and procedure necessary to assure thorough "chain of custody" documentation in order to positively link the employee/applicant's sample to the ultimate test result. Documentation shall be required to include signatures, dates and times of all persons who handle the specimen from the time the specimen(s) are collected until results are reported and what actions were taken in each step of the specimen and testing process.
8. The employee/applicant shall cooperate with the necessary arrangements for an approved observer of the same sex to be present if the employee/ applicant elects to provide a urine sample, in order to assure the obtaining of an unadulterated specimen.

In the event the employee/applicant elects to provide a urine sample, the specimen collection procedure shall require that the individual collecting the specimen (1) feel the exterior of the specimen bottle(s) to assure that it is of an appropriate surface temperature; (2) check the color to verify that it is within the normal color range; (3) check the PH of the urine specimen; and (4) check the specific gravity of the sample.

9. The testing process shall consist of two stages: Initial screening and confirmatory testing. The enzyme multiplied immunoassay technique and/or the radio immunoassay technique shall be used as initial screening tests. Thin layer chromatography may also be used as an initial screening test.

An initial screening test that yields a "positive" result will be repeated or rerun using the same urine sample. A second "positive" result will be treated as a "positive" test result by that method. All "positive" results yielded by an initial screening test shall be confirmed by a second test using a method based on a different scientific principal than the initial test. Confirmatory testing will be used to eliminate "false positive" results.

The radio immunoassay test shall not be used to verify enzyme multiplied immunoassay results. Thin layer chromatography may be used as a confirmatory test, although gas chromatography-mass spectrometry (GC-MS) will be considered the most desirable test for confirmation and used if available.

10. The employee/applicant shall sign the necessary forms to authorize the clinic, medical facility and/or doctor's office and the laboratory to disclose the test results immediately to the County. The employee/applicant's refusal to sign the form and /or the employee/applicant's withdrawal or rescission of previously executed authorization shall constitute a violation of the County's Policy and is a basis for immediate termination of the employment relationship.
11. The employee/applicant shall fill out a form listing all prescription and over-the-counter medication that the employee/applicant is taking at the time of any such testing. The purpose of the list of medications shall be to identify possible causes of "false positives" due to "cross-reactivity" with the medications that the employee/applicant is taking. A copy of the results of the drug test shall be furnished to the employee/applicant immediately upon request.
12. The County shall treat the drug test results as highly confidential information. It shall file drug test results in the same manner in which it files other confidential medical data about employees and/or applicants.
13. The County shall ensure the confidentiality of drug test results and shall protect against the unauthorized disclosure of test results both internally and outside of the County. Within the County, access to the test results shall be restricted to individuals with a "need to know the results."
14. The County shall not divulge test results to third parties such as other employees or prospective employers without the express written consent of the employee/applicant.
15. A "positive" test result shall not be released or relied upon until a confirmatory test has verified its accuracy.

Confidential hard copy of results of testing shall be provided to the County within 48 to 72 hours after specimen pick up. The hard copy shall be mailed in an envelope clearly marked CONFIDENTIAL and addressed to the Deputy Director of Human Resources.

16. The County shall maintain a file of complete documentation for each drug test, including (1) an executed copy of the Agreement; (2) a copy of a signed drug test consent form, (3) a signed list of prescription and over-the-counter medication; (4) all chain of custody documents supplied to the employee/ applicant ; and (5) all hard copy test results supplied to the employee/ applicant.
17. The drug tests shall be requested and administered as determined in the sole discretion of the County.

## **Responsibilities of Service Providers**

### **I. Administrator**

- A. Maintain drug testing documents, i.e., chain of custody forms, etc.
- B. Notify Drug and Alcohol Program Manager of test results.
- C. Administer and schedule follow-up testing for post-rehabilitation employees.

### **II. Medical Review Officer (MRO)**

- A. The primary responsibility of the MRO is to review and interpret positive test results obtained through the County's drug and alcohol testing program. It is important to remember that a positive laboratory test result does not automatically identify an employee or applicant as a user of illegal drugs. The MRO's responsibility is to review the results and determine if there is a legitimate medical explanation for the positive result.
  - B. The MRO will report all test results to the designated contact person at the County.
  - C. On positive results the MRO will:
    - 1. Contact the employee and conduct a confidential interview.
    - 2. Review all appropriate medical records, which are made available by the employee, to prove that the confirmed positive result resulted from the use of legally prescribed medication.
    - 3. Honor the employee's request to have the split portion of urine specimen retested at the same or a different NIDA certified laboratory. The retest will be done at the employee's expense.
    - 4. If the MRO is unable to contact the employee, the Drug and Alcohol Program Manager may be contacted and asked to have the employee contact the MRO as soon as possible.
    - 5. The Medical Review Officer can be contacted at
- 

### **III. Department of Health and Human Services Certified Laboratory (DHHS)**

The DHHS Certified Laboratory providing testing services for the County:

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### **IV. Employee Assistance Program (EAP)**

Contact the Human Resources Department for the name and contact information of the County's Employee Assistance Program.

### **Standard Collection Procedure**

1. The donor shall present required photo identification to the collector.
2. The donor will be asked to remove any unnecessary outer garments such as a coat or a jacket. Other personal belongings such as a brief case or a purse must remain with his/her outer garments. The donor may retain his/her wallet.
3. The donor shall follow the instructions given to him/her by the collector.
4. The donor will be asked to aid in and complete the Chain of Custody Form and the preparation of the specimen.
5. The donor may provide the specimen in the privacy of a stall or otherwise partitioned area that allows for individual privacy. It will be necessary for him/her to provide a specimen of a least 60ml. If he/she is unable to provide a sufficient quantity, he/she will be given a reasonable period of time to provide an adequate specimen. If the analysis of the specimen confirms the presence of illegal controlled substances, the employee has 72 hours to request the specimen be sent to another DHHS certified laboratory for analysis. This procedure essentially provides the employee with an opportunity for a second opinion.
6. The donor will be asked to observe the entire collection procedure.
7. When instructed by the collector, the donor shall complete the Chain of Custody form and lastly read, sign, and date the certification statement certifying that the specimen in the bottle is his/hers and came from his/her body at the time of the collection.

## IDENTIFICATION AND REPORTING PROCEDURE

Supervisors are required to document observable, objective, and factual evidence that gives reasonable suspicion of a violation of this policy. Suggested actions to be taken in the event of reasonable suspicion of impairment or inability to perform the job properly and safely:

1. Arrange for confirmation of observable and objective information by two witnesses. If applicable, a representative from the recognized union should be selected as a witness whenever possible.
2. Remove employee from the immediate work site to a private location to ensure the safety of staff and customers.
3. Confine questions and statements to specific performance and behavior. Medical explanations for the observed behaviors may be offered by the employee.

If the employee is a member of a recognized union, offer the employee the option of representation or otherwise ensure that a waiver of representation is signed by the employee.

4. Call the Human Resources office, requesting arrangements for medical attention and/or testing.
5. Encourage employee cooperation and consent at all times. Refusal by an employee to undergo testing when there has been a determination of reasonable suspicion based on observable, objective and factual evidence that the employee is impaired or unable to perform his/her job properly and safely will be presumed to be a violation of this procedure and the employee shall be subject to discipline up to, and including, termination. "Refusal to undergo testing" means that an employee (1) fails to provide adequate breath or urine for testing without a valid medical explanation; or (2) engages in conduct that clearly obstructs the testing process.
6. Make arrangements for transportation by an appropriate employer or union representative to the testing site designated by the Human Resources office. At no time, after a Supervisor removes an employee from the work site should the employee be allowed to drive a vehicle or operate equipment.
7. The employee must consent to testing and sign a release for the results to be sent to the employer and is required to sign any other forms required by the testing company.
8. The supervisor forwards all written documentation to the Human Resources office within 24 hours. The Human Resources office will forward a copy to the union Steward, if applicable.

**COUNTY OF JACKSON  
POLICY MANUAL**

**Policy No.  
2020**

**PURCHASING**

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**PURCHASING PROCEDURES FOR NON-PROFESSIONAL SERVICES\***

\$0-~~\$2,500~~1,000:

Purchases of budgeted supplies, services, and equipment anticipated to be \$0-~~\$2,500~~1,000 shall be secured through open market solicitation and, if practical, be based upon at least three (3) informal quotes (i.e., telephone, internet, catalog, etc.) and awarded to the lowest responsive and responsible bidder.

Greater than \$1,000 ~~\$2,501~~1,001-\$10,000:

Purchases of budgeted supplies, services, and equipment anticipated to be greater than \$1,000~~\$2,501~~1,001-\$10,000 shall be secured through a formal purchase order approved by the Department Head and shall require three (3) informal quotes unless purchased from an existing competitively bid governmental contract, pursuant to the terms of the contract. Once the quotes have been analyzed in writing, the contract will be awarded to the lowest responsive and responsible bidder.

Greater than \$10,000 ~~\$10,001~~-\$50,000:

Purchases of budgeted services, supplies, and equipment anticipated to be greater than \$10,000~~\$10,001~~-\$50,000 shall be secured through a formal purchase order approved by the Department Head and Deputy County Administrator and shall require three (3) written quotations unless purchased from an existing competitively bid governmental contract, pursuant to the terms of the contract. Once the quotes have been analyzed, the recommended bid award will be submitted to the appropriate Standing Committee for consideration. The contract will be awarded to the lowest responsive and responsible bidder. The Deputy Administrator may determine if a formal written contract is required as part of the purchase.

\$50,001 and Above

On purchases of budgeted supplies, services, and equipment anticipated to be in excess of \$50,001 shall be secured through a formal purchase order approved by the Department Head and Administrator/Controller. Bid specifications are to be developed and an advertisement shall be placed in the local newspaper and may be placed in other appropriate publications. Sealed bids will be required and will be publicly opened at a specified date, time and location (See Sealed Bid Procedures.) A five percent (5%) bid bond or a certified check of a sum no less than five percent (5%) of the bid sum, which shall be returned upon signing of the contract, shall be required. Once the quotes have been analyzed in writing, the recommended bid award will be submitted to the full Board of Commissioners for consideration. The bid award will be granted to



the lowest responsive and responsible bidder. The Administrator/Controller may determine if a formal written contract is required as part of the purchase.

\*Note: For Professional Services see Policy 2030.

#### Applicability

This policy shall be applicable to all Departments, Boards, and Commissions of the County of Jackson except for the following:

- a. Jackson County Road Commission
- b. Drain Commissioner for projects performed under Act 40 (Drain Code) and Act 146 (Lake Level).
- c. Jackson County Economic Development Corporation
- d. Jackson County Brownfield Redevelopment Authority
- e. Board of Public Workers projects performed under P.A. 185 and P.A. 342

It is expected that the above mentioned exceptions to this policy will have adopted their own Purchasing Procedures policy. Copies of said policies are to be filed with the office of the Administrator/Controller.

Adopted 12/19/00  
Revised: 9/19/06; 7/22/08; 9/21/10

**COUNTY OF JACKSON  
PURCHASING MANUAL**

**Purchasing Policy**

**Policy No. 2030**

**PURCHASING PROCEDURES FOR PROFESSIONAL SERVICES - DRAFT**

**I. Definition of Professional Services**

Professional services are defined as unique, technical and/or infrequent functions performed by an independent contractor qualified by education, experience and/or technical ability to provide services. In most cases these services are of a specific project nature, and are not a continuing, on-going responsibility of the County. The services rendered are predominately intellectual in character even though the contractor may not be required to be licensed. Professional services engagements may involve partnerships, corporations, or individuals.

Professional services include, but are not limited to, the following disciplines:

- A. Appraisal services
- B. Architectural services
- C. Consulting services
- D. IT consulting, maintenance, and programming services
- E. Engineering services
- F. Financial, accounting and auditing services
- G. Legal services
- H. Insurance services
- I. Personnel Services
- J. Photographic, art or marketing services
- K. Testing and inspection services
- L. Consultants for County specialized service
- M. Physicians
- N. Entertainment Services
- O. Items as determined by Board of Commissioners

**II. CONTRACTING FOR DESIGNATED PROFESSIONAL SERVICES**

The determination of approval levels shall be based on the total contract amount and not the amount per year. A multiple year contract, for example, that exceeds a lower limit based on the total contract amount, but not per year shall follow the more stringent approval requirements.

The acquisition of professional entertainment services by the Fair shall not require approval by standing committee or Board of Commissioners.

**\$0 - \$10,000**

Budgeted professional services anticipated to be \$0 - \$10,000 shall be secured through an open market solicitation with the approval of the respective department head.

**Greater than \$10,000 ~~\$10,001~~ - \$50,000**

Except as provided below, budgeted professional services anticipated to be greater than \$10,000 ~~\$10,001~~ - \$50,000 shall require a formal purchase order approved by the department head and the Deputy Administrator and shall require a minimum of three (3)

written formal proposals in accordance with the request for proposals (RFP) or request for qualifications (RFQ) process. A summary of the proposals, including an analysis of the proposals and recommended proposal award, shall be submitted to the respective Standing Committee for consideration. The Deputy Administrator may require a formal written professional services agreement as part of the purchase.

~~For a proposed professional service estimated to cost between \$10,001 and \$50,000, the Department Head may negotiate the agreement without competitive proposals, with the approval, in advance of the appropriate Standing Committee. Under these circumstances, the Department Head shall also prepare a written statement explaining the basis or criteria used to select the vendor and why the RFP/RFQ process was not used. This written statement shall be made a part of the contract file and shall be included in the statement to the Standing Committee when requesting approval of the contract.~~

#### ~~\$50,001 and Above~~ Greater Than \$50,000

Budgeted professional services anticipated to be ~~in excess of~~ greater than \$50,000~~1~~ shall require a formal purchase order approved by the department head and the Administrator/Controller and shall require a minimum of three (3) sealed proposals in accordance with the request for proposals (RFP) or the request for qualifications (RFQ) process. On contracts for services anticipated to be ~~in excess of~~ greater than \$50,000~~1~~, a request for proposals process will be required and an advertisement shall be placed in a newspaper of general circulation and may be placed in appropriate professional publications.

#### Exceptions

A department head may negotiate the agreement without competitive proposals with advanced approval from the appropriate Standing Committee or Board of Commissioners, which is to be based on the approval limits established in this policy. ~~For a proposed professional service estimated to cost \$50,001 and above, the department head shall request in writing, in advance to the Board of Commissioners for a waiver of the RFP/RFQ process.~~ The request shall include an explanation as to why the department head believes that the RFP/RFQ process should not be followed and the method the department head will use to select a quality vendor for the professional service. If the waiver is approved by the Standing Committee or Board of Commissioners, the approved waiver shall be made a part of the professional services agreement file. If the waiver is disapproved, the department head shall follow the RFP/RFQ process for selecting the vendor to perform the professional service.

### III. SELECTION PROCEDURE

Professional services over \$~~5~~10,000 shall be secured by using either the RFP or RFQ ~~the following~~ procedures outlined below. The department head has the latitude to use either the RFP or RFQ process based upon the type of service being procured.

#### A. Request for Proposals (RFP)

The RFP process is typically used when the professional service includes some latitude for design or in other words the merit of the concepts will be a primary motive for selecting the vendor. Specifications for professional services to be procured should include:

1. Instructions to the prospective bidders specifying when, to whom, and where proposals should be sent
2. A complete technical description of the problem or work task

3. An objective or statement of what is expected to be accomplished
4. Scope of work or task and the extent to which the County's staff will be available to the contractor
5. Firm or estimated time schedule, including dates for commencement of performance, for submission of progress reports, and for completion of task
6. Selection criteria
7. Selection Committee (if utilized)
8. Standard contract terms and conditions
9. Understanding for compensation for additional work authorized

B. Request for Qualifications (RFQ)

~~THE RFQ process is typically used when the professional service selection will primarily be based on the qualifications of the vendor without regard to concept or design. The department head will determine when a request for qualifications process will be utilized with the request for proposals solicitation.~~ Persons engaged in providing the designated types of professional services may submit statements of qualifications and expressions of interest in providing such professional services.

The following are suggested criteria:

1. Experience on similar projects including references of former clients.
2. Qualifications of person(s) proposed to work on the project (require professional resumes.)
3. Ability to meet work schedule.
4. Completeness of project approach.
5. Geographic location.
6. Samples of work representing product quality.
7. Additional services and skills available.
8. Work space requirements and/or County staff support.
- ~~9. Cost.~~

IV. SELECTION COMMITTEE

The department head may create a selection committee to facilitate the evaluation process. Regarding a request for proposals or request for qualifications process, consideration will be given to listing evaluation factors to guide the selection process.

V. PROPOSAL AWARD - ~~Greater than \$10,000~~ \$10,001 AND ABOVE

After ascertaining the scope and type of work each prospective vendor proposes, the selection committee shall recommend the person or firm who would be the best qualified based on the evaluation factors set forth in the ~~request for proposals/request for qualifications~~RFP/RFQ. The selection of a vendor must be approved by the respective Standing Committee or Board of Commissioners. Based upon proposal award, the respective Department Head shall negotiate a fair cost for services and prepare the proposed professional services agreement for execution by the respective Standing Committee or Board of Commissioners. These two steps may be combined when the Department Head determines that this combination would be in the best interest of the County.

VI. AGREEMENT TERMS AND CONDITIONS

- A. The following general terms should be addressed within a professional services agreement:
1. Names of contracting parties
  2. Named individuals
  3. Scope of work
  4. Work schedule
  5. Compensation and terms of payment (including compensation for additional services)
  6. Responsibilities of the County
  7. Termination of contract
  8. Assignability
  9. Confidentiality
  10. Insurance
  11. Errors or deficiencies
  12. Ability to audit
- B. Agreements for Professional Services between \$10,001 and \$50,000 shall be approved by the respective Standing Committee and signed by the Administrator/Controller or his/her designee. For agreement \$50,001 and above, the Chairman of the Board of Commissioners shall sign the agreement following approval by the Board of Commissioners.

VII. **LEGAL REVIEW BY DESIGNATED COUNTY ATTORNEY**

~~Legal review of contracts will be conducted at the discretion of the Administrator/Controller.~~

~~All agreements for Professional Services \$50,000 or less may require legal review at the discretion of the Administrator/Controller. All agreements for professional services over \$50,000 shall be reviewed and approved as to form by the designated County Attorney prior to the execution of the agreement.~~

~~Agreements shall indicate the designated County Attorney approval by typing "APPROVED AS TO FORM BY COUNTY ATTORNEY" on the signature page or as an attachment.~~

VIII. **APPLICABILITY**

This policy shall be applicable to all Departments, Boards, and Commissions of the County of Jackson except for the following:

- a. Jackson County Road Commission
- b. Drain Commissioner for projects performed under Part 40 (Drain Code)
- c. Jackson County Economic Development Corporation
- d. Jackson County Brownfield Redevelopment Authority
- e. Board of Public Works projects performed under P. A. 185 and P. A. 342

It is expected that the above mentioned exceptions to this policy will have adopted their own Professional Services purchasing policy. Copies of said policies are to be filed with the office of the Administrator/Controller.

Adopted: 9/19/06  
Revised: 2/17/09, 7/21/09, 9/31/10