AGENDA
St. Clair County Board of Commissioners

Blue Water Convention Center
800 Harker St.
Port Huron, MI 48060

February 17, 2022 at 2:00 PM

1. **Pledge of Allegiance**
2. **Roll Call**
3. **Additions/Deletions/Changes to the Agenda**
4. **Approval of Agenda**
5. **Minutes of Previous Meeting**
   - A. 01-20-2022 Commission Meeting
   - B. 02-03-2022 Standing Committee Meetings
6. **Proclamations**
7. **Consent Agenda**
   - A. Summary Budget to Actual Report - January 2022
   - B. Contract Approval Request - Sirsi Dynix - Horizon and Enterprise - Renewal
   - C. Contract Approval Request - Midwest Colaborative for Library Services - Mango Languages
   - D. Contract Renewal Approval Request - Hyland Software Inc.
8. **Reports of Standing and Special Committees**
9. **Citizens Wishing to Address the Board**
10. **Unfinished Business**
11. **New Business**
    - A. Public Health Officer Position
    - B. Communication Plan

C. Approval of County Disbursements - January 2022

D. Intergovernmental Service Agreement - United States Department of Homeland Security Immigration and Customs Enforcement (ICE)

E. Contract Aproval Request - OverDrive, Inc.

F. Contract Approval Request - Community Educational Network (CEN) - Library Internet Service

G. Resolution 2022-03 Placing Proposed Renewal for St. Clair County Senior Millage on Ballot

H. Circuit Court Family Division Wage Class Change

I. Contract Approval Request - Justice Works, LLC

J. Probate Court Manning Table Change

K. Friends of the St. Clair River Stewardship Agreement for 2022

L. Landfill Survey Rover Purchase Request

M. Parks and Recreation Commission - Appointment

N. Resolution 2022-02 Placing Proposed Renewal for St. Clair County Parks and Recreation Millage on Ballot

O. ARPA Projects – Commissioner Districts

P. FY2022 Marine Safety Program Grant Application

Q. Contract Extension Approval Request - Interwest Technology Group

R. Tree Harvesting Agreement with Tri-County Logging, Inc. for Airport Properties

S. Moving of Parks and Recreation Offices

12. Administrator's Report

13. Miscellaneous Business

14. Receive and File Packets and all Information Present

15. Adjournment

Chairperson: Jeffrey L. Bohm

Note: The County complies with the "Americans with Disabilities Act" and if auxiliary aids or services are required at the meeting for individuals with disabilities, please contact Administrator/Controller's Office, Suite 203, 200 Grand River Avenue, Port Huron, MI 48060, (810) 989-6900 three days prior to said meeting.

01-20-2022 Commission Meeting

Summary:

ATTACHMENTS:

	Description	Upload Date	Type
🗋	01-20-2022 Commission Meeting	2/17/2022	Cover Memo

St. Clair County Board of Commissioners
Board of Commissioners Meeting
Blue Water Convention Center
800 Harker St.
Port Huron, MI 48060
January 20, 2022

Agenda Item 1 – Pledge of Allegiance

Agenda Item 2- Roll Call

McConnell, Beedon, Baldwin, Dunn, Rushing, Vandenboosche-Present, Bohm-Absent

Agenda Item 3 – Additions/Deletions/Changes to the Agenda

None

Agenda Item 4 – Approval of the Agenda

Motion by Commissioner Dunn, supported by Commissioner Rushing to approved the agenda. Passed by voice vote.

Agenda Item 5– Approval of Minutes of Previous Meeting:

Moved by Commissioner Beedon, supported by Commissioner Dunn, to approve and file the minutes of the 12/09/21 Commission Meeting and the 01/06/22 Standing Committee meetings. Passed by voice vote.

Agenda Item 6 – Proclamations

None

Agenda Item 7– Consent Agenda:

Moved by Commissioner McConnell, supported by Commissioner Beedon, to approve items 7A through 7J on the Consent Agenda. Passed by voice vote.

Agenda Item 8- Reports of Standing and Special Committees

McConnell: Looking into RFP for Gypsy moth spray based on survey results

Agenda Item 9 - Citizens Wishing to Address the Board

See attached;

Agenda Item 10 – Unfinished Business

None

Agenda Item 11A: Health Officer/Medical Director Position Review Committee – Update

Motion by Commissioner Rushing, supported by Commissioner Dunn to grant County Administrator Hepting to draft a letter of censure of Health Director **Dr**. Annette Mercatante. Passed 6-0

Agenda Item 11B: Approval of County Disbursements - November 2021

Moved by Commissioner McConnell, supported by Commissioner Dunn, to approve the November 2021 County Disbursements in the amount of $21,508,096.02. Passed 6-0.

Agenda Item 11C: Approval of County Disbursements - December 2021

Moved by Commissioner Vandenboosche, supported by Commissioner Dunn, to approve the December 2021 County Disbursements in the amount of $15,577,799.52. Passed 5-1, McConnell nay.

Agenda Item 11D: 2022 Service Provider Agreement – Blue Water Safe Horizons

Moved by Commissioner Beedon, supported by Commissioner Vandenboosche, to approve the agreement with Blue Water Safe Horizons for senior citizen millage services for a term on 01/01/2022 through 12/31/2022 in an amount not to exceed $46,779. Passed 6-0.

Agenda Item 11E: 2022 Service Provider Agreement – Council on Aging

Moved by Commissioner McConnell, supported by Commissioner Beedon, to approve the agreement with the Council on Aging, Inc. for senior citizen millage services for a term of 01/01/2022 through 12/31/2022 in an amount not to exceed $4,117,204. Passed 6-0

Agenda Item 11F: 2022 Service Provider Agreement – Housing Matters Inc.

Moved by Commissioner Rushing, supported by Commissioner Vandenboosche, to approve the agreement with Housing Matters for senior citizens millage services for a term of 01/01/2022 through 12/31/2022 in an amount not to exceed $14,900. Passed 6-0.

Agenda Item 11G: 2022 Service Provider Agreement – Hunter Hospitality House

Moved by Commissioner Vandenboosche, supported by Commissioner Beedon, to approve the agreement with Hunter Hospitality House, Inc. for senior citizens millage services for a term of 01/01/2022 through 12/31/2022 in an amount not to exceed $10,800. Passed 6-0.

Agenda Item 11H: 2022 Service Provider Agreement – Lakeshore Legal Aid

Moved by Commissioner Dunn, supported by Commissioner Vandenboosche, to approve the agreement with Lakeshore Legal Aid for senior citizen millage services for a term of 01/01/2022 through 12/31/2022 in an amount not to exceed $346,658. Passed 6-0.

Agenda Item 11I: 2022 Service Provider Agreement – Port Huron Housing Commission

Moved by Commissioner Dunn, supported by Commissioner Beedon, to approve the agreement with the Port Huron Housing Commission for senior citizen millage services for a term of 01/01/2022 through 12/31/2022 in an amount not to exceed $17,115. Passed 6-0.

Agenda Item 11J: 2022 Service Provider Agreement – Public Guardian's Office

Moved by Commissioner Beedon, supported by Commissioner McConnell, to approve the agreement with the St. Clair County Public Guardian's Office for senior citizen millage services for a term of 01/01/2022 through 12/31/2022 in an amount not to exceed $84,387. Passed 6-0.

Agenda Item 11K: Contract Approval Request - Romine Group

Moved by Commissioner McConnell, supported by Commissioner Dunn, to approve the agreement with the Romine Group for the Recovery High School Program for a term of 12/01/21 through 09/30/22 in an amount not to exceed $95,000. Passed 6-0.

Agenda Item 11L: Contract Approval Request - Schultz Ventures, LLC

Moved by Commissioner Rushing, supported by Commissioner Dunn, to approve the building lease with Schultz Ventures, LLC for a term of 02/01/22 through 01/31/29 in the amount of $151,200. Passed 6-0.

Agenda Item 11M: Contract for Part-Time Arraignment Attorney - Office of the Public Defender

Moved by Commissioner Beedon, supported by Commissioner McConnell, to approve the contract arraignment attorney agreement with Kelly Turner for a 1- year term in the amount of $25,000. Passed 6-0.

Agenda Item 11N: St. Clair County Recovery High School (RHS) - Grant Award

Moved by Commissioner McConnell, supported by Commissioner Dunn, to approve the Recovery High School Grant Agreement for a term of 12/01/21 through 09/30/22 in the amount of $150,000. Passed 6-0.

Agenda Item 11O: Brownfield Redevelopment Authority BOD - Appointment

Moved by Commissioner Vandenboosche, supported by Commissioner Rushing, to appoint John Steffy to the Brownfield Redevelopment Authority Board, representing District 7, for the remainder of a 3-year term expiring 10/31/22. Passed by voice vote.

Agenda Item 11P: Private Hangar Lease Assignment Amoyt, Spartan Aviation to Yee, Matyco

Moved by Commissioner Rushing, supported by Commissioner McConnel, to approve the lease assignment and consent of owner from Edward Amyot and Spartan Aviation to Matthew Yee and Matyco for Private Hangar Parcel T-19. Passed by voice vote.

Agenda Item 11Q: Resolution 2022-01 St. Clair County Master Recreation Plan 2022-2026

Moved by Commissioner Dunn, supported by Commissioner Rushing, to adopt Resolution 22-01 adopting the St. Clair County Master Recreation Plan for 2022 through 2026. Passed by voice vote.

Agenda Item 11R: Survey & Remonumentation Grant 2022

Moved by Commissioner Dunn, supported by Commissioner Rushing, to approve the Survey and Remonumentation Grant agreement for a term of 01/01/22 through 12/31/22 in the amount of $92,178. Passed 6-0.

Agenda Item 11S: Contract Approval Request - City of Port Huron - Internet Service

Moved by Commissioner Rushing, supported by Commissioner Vandenboosche, to approve the agreement with City of Port Huron for internet service in the amount of $11,400 annually, beginning 01/01/22 with an auto renewal. Passed by voice vote.

Agenda Item 11T: IT and Planning Manning Table Change

Moved by Commissioner Vandenboosche, supported by Commissioner Dunn, to approve the revision to the IT manning table, eliminating a GIS Analyst position and adding a GIS Technician, which will be shared between IT and Planning. Passed by voice vote.

Agenda Item 11U: Medical Examiners - Michigan Forensics, PLLC Addendum #1

Moved by Commissioner Rushing, supported by Commissioner Vandenboosche, to approve Addendum 1 to the agreement with Michigan Forensics, PLLC adding the provision of death scene investigations and increasing the agreement amount by $119,800 annually. Passed 6-0.

Agenda Item 11V: Boards and Commissions Reappointments

Moved by Commissioner Beedon, supported by Commissioner McConnell, to appoint Karry Hepting and Jorja Baldwin to the Retirement Board, each for a 1-year term expiring 12/31/22. Passed by voice vote.

Agenda Item 11W: Air Industrial Park NON-Aviation Vacant Lots 75-78 Purchase - Morisette

Moved by Commissioner Vandenboosche, supported by Commissioner Rushing, to the purchase agreement with Joe Morisette for the sale of Non-Aviation Lots 75 through 78 of the Air Industrial Park in the amount of $29,000. Passed 6-0.

Agenda Item 11X: Air Industrial Park NON-Aviation Vacant Lots 79 & 80 First Offer and Refusal - Morisette

Moved by Commissioner Dunn, supported by Commissioner Rushing, to approve the agreement for rights of first offer and refusal with Joe Morisette for Non-Aviation Lots 79 and 80 of the Air Industrial Park. Passed 6-0.

Agenda Item 12: Administrator's Report (David Struck)

1. The ARPA rules have been release and they are more flexible than anticipated.
2. MTA Annual Meeting is February 17th
3. 26 Mile Rd Study kicks off next Monday.

Motion by Commissioner Dunn, supported by Commissioner Beedon to accept Administrator's Report. Passed by voice vote.

Agenda Item 13: Miscellaneous Business

None

Agenda Item 14 – Receive and File Packets:

Moved by Commissioner McConnell, supported by Commissioner Vandenboosche, to receive and file packets that were sent to Commissioners, packets at their places and any other information presented. Passed by voice vote.

Agenda Item 15 – Adjournment

Motion by Commissioner Beedon, supported by Commissioner Vandenboosche to adjourn at 9:18 pm. Passed by voice vote.

02-03-2022 Standing Committee Meetings

Summary:

ATTACHMENTS:

	Description	Upload Date	Type
🗋	02-03-22 HS	2/17/2022	Cover Memo
🗋	02-03-22 Jud_Pub Safety	2/17/2022	Cover Memo
🗋	02-03-22 Env_Pub Works	2/17/2022	Cover Memo
🗋	02-03-22 Ways	2/17/2022	Cover Memo

St Clair County Commissioners
Human Services Committee
Blue Water Convention Center
800 Harker St.
Port Huron, MI 48060
February 3, 2022 at 6:00pm

Agenda Item 1-Roll Call
McConnell, Baldwin, Beedon, Bohm, Dunn, Rushing present-Vandenboosche absent

Agenda Item 2 - Additions/Deletions/Changes to the Agenda

Motion by Commissioner Rushing, supported by Commissioner Dunn to approve the agenda. Passed by voice vote.

Agenda Item 3 - Citizens to be Heard

See Attached

Agenda Item 4 – Updates

Bohm discussed the 2/17/22 meeting time modification

Agenda Item 5 - Closed Session at the Request of the Public Health Officer

Motion by Beedon, supported by Baldwin to go into executive session. Passed 6-0

Motion by Dunn, supported by Bohm to re-open public meeting. Passed by voice vote.

Agenda Item 5A - Consider Potential Discipline of Public Health Officer

None

Agenda Item 6 - Conceptual Initiatives

None

Agenda Item 7 – Old Business

None

Agenda Item 8A - Medical Health Officer Censure Letter

Motion by Bohm, supported by Rushing to issue censure letter.
McConnell, Rushing-Yes, Bohm, Beedon, Dunn, Baldwin-No. Motion Failed 2-6

Agenda Item 8B – Public Health Officer Position

Motion by Rushing, supported by Bohm to send consideration of split duty to the full board. Passed by voice vote.

Agenda Item 8C - Contract Approval Request - OverDrive, Inc.

Motion by Rushing, supported by Baldwin to move to full board. Passed by voice vote.

Agenda Item 8D - Resolution 2022-03 Placing Proposed Renewal for St. Clair County Senior Millage on Ballot

Motion by Rushing, supported by Dunn to move to full board. Passed by voice vote.

Agenda Item 9 – Other Human Services Matters

None

Agenda Item 10 – Information Only

Agenda Item 10A - Health Department Points of Interest January 2022

Motion by McConnell, supported by Baldwin to accept HD Points of Interest. Passed by voice vote.

Agenda Item 11 - Receive and File Packets

Motion by Dunn, supported by Bohm to receive and file. Passed by voice vote.

Agenda Item 12 – Adjournment

Motion by Dunn, supported by Rushing to adjourn. Passed by voice vote.

St Clair County Commissioners
Judiciary/Public Safety Committee
Blue Water Convention Center
800 Harker St.
Port Huron, MI 48060
February 3, 2022 at 6:00pm

Agenda Item 1-Roll Call
McConnell, Baldwin, Beedon, Bohm, Dunn, Rushing present-Vandenboosche absent

Agenda Item 2 - Additions/Deletions/Changes to the Agenda

Motion by Commissioner Dunn, supported by Commissioner Baldwin to approve the agenda. Passed by voice vote.

Agenda Item 3 - Citizens to be Heard

None

Agenda Item 4 – Updates

None

Agenda Item 5 - Conceptual Initiatives

None

Agenda Item 6 – Old Business

None

Agenda Item 7A - Contract Approval Request - Justice Works, LLC

Motion by Dunn, supported by Baldwin to move to full board. Passed by voice

Agenda Item 7B - Probate Court Manning Table Change

Motion by Bohm, supported by Dunn to move to full board. Passed by voice vote.

Agenda Item 7C - Circuit Court Family Division Wage Class Change

Motion by Beedon, supported by Baldwin to move to full board. Passed by voice vote.

Agenda Item 7D - First Responder Recruitment and Training Grant Program (FRGP) Application Approval – FINAL ACTION

Motion by Rushing, supported by Dunn to approve the grant program application. Passed by voice vote.

Agenda Item 8 – Other Judiciary and Safety Matters

None

Agenda Item 10A - Animal Control - 2021 Year in Review

Motion by Dunn, supported by Baldwin to accept Animal Control - 2021 Year in Review. Passed by voice vote.

Agenda Item 10 - Receive and File Packets

Motion by Dunn, supported by Baldwin to receive and file. Passed by voice vote.

Agenda Item 11 – Adjournment

Motion by Rushing, supported by Beedon to adjourn. Passed by voice vote.

St Clair County Commissioners
Environmental/Public Works Committee
Blue Water Convention Center
800 Harker St.
Port Huron, MI 48060
February 3, 2022 at 6:00pm

Agenda Item 1-Roll Call
McConnell, Baldwin, Beedon, Bohm, Dunn, Rushing present-Vandenboosche absent

Agenda Item 2 - Additions/Deletions/Changes to the Agenda

Motion by Commissioner McConnell, supported by Commissioner Baldwin to approve the agenda. Passed by voice vote.

Agenda Item 3 - Citizens to be Heard

None

Agenda Item 4 – Updates

None

Agenda Item 5 - Conceptual Initiatives

None

Agenda Item 6 – Old Business

None

Agenda Item 7A - Friends of the St. Clair River Stewardship Agreement for 2022

Motion by Bohm, supported by Beedon to move to full board. Passed by voice

Agenda Item 7B - Parks and Recreation Commission - Appointment

Motion by Bohm, supported by Baldwin to move to full board. Passed by voice vote.

Agenda Item 7C - Resolution 2022-02 Placing Proposed Renewal for St. Clair County Parks and Recreation Millage on Ballot

Motion by McConnell, supported by Baldwin to move to full board. Passed by voice vote.

Agenda Item 7D - Landfill Survey Rover Purchase Request

Motion by Rushing, supported by McConnell move to the full board. Passed by voice vote.

Agenda Item 8A- Smiths Creek Landfill Activities Reports

Motion by Rushing, supported by McConnell to receive and file the landfill report. Passed by voice vote.

Agenda Item 9 – Other Environmental and Public Works Matters

None

Agenda Item 10A - Monthly PARC Financial Documents

Motion by Bohm, supported by Beedon to receive and file PARC Financial documents. Passed by voice vote.

Agenda Item 11 - Receive and File Packets

Motion by Beedon, supported by McConnell to receive and file. Passed by voice vote.

Agenda Item 12 – Adjournment

Motion by McConnell, supported by Baldwin to adjourn. Passed by voice vote.

St Clair County Commissioners
Ways and Means Committee
Blue Water Convention Center
800 Harker St.
Port Huron, MI 48060
February 3, 2022 at 6:00pm

Agenda Item 1-Roll Call
McConnell, Baldwin, Beedon, Bohm, Dunn, Rushing present-Vandenboosche absent

Agenda Item 2 - Additions/Deletions/Changes to the Agenda

Motion by Commissioner Bohm, supported by Commissioner Dunn to approve the agenda. Passed by voice vote.

Agenda Item 3 - Citizens to be Heard

None

Agenda Item 4 – Updates

None

Agenda Item 5 - Conceptual Initiatives

None

Agenda Item 6 – Old Business

None

Agenda Item 7A - ARPA Projects – Commissioner Districts

Motion by Dunn, supported by Baldwin to move to full board. Passed by voice

Agenda Item 7B - 02-17-2022 Regular Full Board of Commissioners' Meeting - Meeting Time Change - FINAL ACTION

Motion by McConnell, supported by Beedon to change the time of the 2/17/2022 Board of Commissioners Meeting to 2pm at the Blue Water Convention Center. Passed by voice vote.

Agenda Item 8 – Other Ways and Means Matters

None

Agenda Item 9 – Information Only

None

Agenda Item 10-Receive and File Packets

Motion by Dunn, supported by Baldwin to receive and file. Passed by voice vote.

Agenda Item 11 – Adjournment

Motion by Baldwin, supported by Beedon to adjourn. Passed by voice vote.

Summary Budget to Actual Report - January 2022

Summary:

ATTACHMENTS:

	Description	Upload Date	Type
🗋	Summary Budget vs Actual January 2022	2/9/2022	Cover Memo
🗋	01-2022 Blue Water CC_Budget to Actual	2/9/2022	Cover Memo

Summary Budget to Actual

01/31/2022

		Revenue				Expenditures			
		Budget	Actual	Balance	%	Budget	Actual	Balance	%
101101	Board of Commissioners	0.00	0.00	0.00	0.00	215,560.00	11,722.90	203,837.10	5.43
101103	Other Legislative Activities	900,000.00	0.00	-900,000.00	0.00	8,576,369.00	640,491.75	7,935,877.25	7.46
101649	Mental Health	0.00	0.00	0.00	0.00	955,672.00	238,918.00	716,754.00	25.00
101131	31st Circuit Court	138,672.00	0.00	-138,672.00	0.00	1,325,108.00	65,285.34	1,259,822.66	4.92
101362	Other Corrections Activities	0.00	0.00	0.00	0.00	90,000.00	0.00	90,000.00	0.00
101136	72nd District Court	1,719,692.00	90,112.45	-1,629,579.55	5.24	2,492,460.00	127,695.12	2,364,764.88	5.12
101153	District Court - Probation	196,902.00	0.00	-196,902.00	0.00	915,924.00	53,690.88	862,233.12	5.86
910136	Hybrid DWI/Drug Court	57,000.00	1,000.00	-56,000.00	1.75	57,000.00	0.00	57,000.00	0.00
101138	Courthouse Security	25,000.00	1,402.50	-23,597.50	5.61	666,742.00	31,379.25	635,362.75	4.70
101141	Friend of the Court	2,312,740.00	17,580.86	-2,295,159.14	0.76	3,402,061.00	191,206.94	3,210,854.06	5.62
910006	FOC 101 Incentive Payments	392,242.00	0.00	-392,242.00	0.00	0.00	0.00	0.00	0.00
101148	Probate Court	280,003.00	5,234.91	-274,768.09	1.86	1,097,685.00	64,603.81	1,033,081.19	5.88
101149	Family Division - Circuit Ct	209,650.00	981.90	-208,668.10	0.46	1,645,206.00	123,610.35	1,521,595.65	7.51
910039	Raise the Age-non CCF	242,552.00	0.00	-242,552.00	0.00	0.00	0.00	0.00	0.00
910148	Mental Health Court	178,691.00	0.00	-178,691.00	0.00	178,691.00	3,847.32	174,843.68	2.15
910149	Recovery High School	150,000.00	0.00	-150,000.00	0.00	122,961.00	0.00	122,961.00	0.00
101151	Probation	0.00	0.00	0.00	0.00	7,300.00	0.00	7,300.00	0.00
101172	Administrator/Controller	0.00	0.00	0.00	0.00	610,360.00	30,346.96	580,013.04	4.97
101201	Accounting	0.00	0.00	0.00	0.00	338,978.00	19,571.26	319,406.74	5.77
101233	Purchasing	15,000.00	525.00	-14,475.00	3.50	100,723.00	5,487.70	95,235.30	5.44
101445	Drains - Public Benefit	0.00	0.00	0.00	0.00	714,473.00	0.00	714,473.00	0.00
101890	Contingencies	0.00	0.00	0.00	0.00	227,155.00	0.00	227,155.00	0.00
101191	Elections	103,575.00	0.00	-103,575.00	0.00	262,518.00	14,355.67	248,162.33	5.46
101215	Clerk	577,200.00	40,956.97	-536,243.03	7.09	855,661.00	44,869.00	810,792.00	5.24

Summary Budget to Actual

01/31/2022

		Revenue				Expenditures			
		Budget	Actual	Balance	%	Budget	Actual	Balance	%
101225	Equalization	200,787.00	0.00	-200,787.00	0.00	864,983.00	49,569.28	815,413.72	5.73
101226	Human Resources	0.00	0.00	0.00	0.00	469,010.00	30,080.30	438,929.70	6.41
101229	Prosecuting Attorney	576,413.00	44,236.92	-532,176.08	7.67	3,172,115.00	176,539.51	2,995,575.49	5.56
101231	Victims Rights	172,370.00	0.00	-172,370.00	0.00	10,800.00	39.36	10,760.64	0.36
910229	PA Coronavirus Grant	0.00	0.00	0.00	0.00	0.00	3,202.32	-3,202.32	0.00
920007	Child Protct Invstg-Title IV-E	52,000.00	0.00	-52,000.00	0.00	10,000.00	0.00	10,000.00	0.00
101236	Register of Deeds	1,502,500.00	155,030.20	-1,347,469.80	10.31	131,447.00	5,697.50	125,749.50	4.33
101253	Treasurer	44,006,661.00	300,428.76	-43,706,232.24	0.68	580,500.00	32,322.18	548,177.82	5.56
910253	Dog Licensing	380,000.00	11,975.00	-368,025.00	3.15	41,178.00	2,117.26	39,060.74	5.14
101257	Cooperative Extension	0.00	0.00	0.00	0.00	193,800.00	16,432.77	177,367.23	8.47
101289	Motor Pool	260,000.00	13,923.84	-246,076.16	5.35	158,000.00	0.00	158,000.00	0.00
910085	Gypsy Moth Supression	0.00	0.00	0.00	0.00	20,000.00	0.00	20,000.00	0.00
910087	4-H Programming	7,500.00	286.17	-7,213.83	3.81	7,500.00	0.00	7,500.00	0.00
101259	Information Technology	35,000.00	1,613.75	-33,386.25	4.61	2,470,515.00	228,935.35	2,241,579.65	9.26
101265	Buildings and Grounds	0.00	0.00	0.00	0.00	1,229,190.00	51,588.88	1,177,601.12	4.19
960001	FIA Building Lease	0.00	0.00	0.00	0.00	785,233.00	22,860.55	762,372.45	2.91
960004	Jail Building Maintenance	0.00	0.00	0.00	0.00	443,181.00	16,814.67	426,366.33	3.79
101275	Drain Commissioner	65,000.00	70.00	-64,930.00	0.10	595,769.00	33,673.22	562,095.78	5.65
101301	Sheriff	3,402,662.00	60.00	-3,402,602.00	0.00	8,808,405.00	509,763.32	8,298,641.68	5.78
101331	Marine Law Enforcement	182,366.00	1,500.00	-180,866.00	0.82	300,401.00	-1,982.40	302,383.40	-0.65
101334	Dive Team	0.00	0.00	0.00	0.00	31,606.00	1,885.48	29,720.52	5.96
101351	Corrections/Jail	2,957,700.00	2,400.00	-2,955,300.00	0.08	13,423,614.00	751,702.80	12,671,911.20	5.59
910003	Secondary Road Patrol	142,700.00	0.00	-142,700.00	0.00	142,700.00	7,281.58	135,418.42	5.10
910008	Criminal Justice Training Grnt	15,000.00	0.00	-15,000.00	0.00	15,000.00	0.00	15,000.00	0.00

Summary Budget to Actual

01/31/2022

		Revenue				Expenditures			
		Budget	Actual	Balance	%	Budget	Actual	Balance	%
910011	Inmate Billing	155,000.00	0.00	-155,000.00	0.00	103,017.00	4,757.13	98,259.87	4.61
910019	Mi Drive Safely Task Force	56,601.00	0.00	-56,601.00	0.00	56,601.00	0.00	56,601.00	0.00
910022	Edward Byrne Memorial JAG	17,093.00	0.00	-17,093.00	0.00	17,093.00	0.00	17,093.00	0.00
910024	Operation Stonegarden	100,000.00	0.00	-100,000.00	0.00	100,000.00	0.00	100,000.00	0.00
910029	Federal Surplus Property Prgm	0.00	0.00	0.00	0.00	21,684.00	0.00	21,684.00	0.00
910032	Motor Carrier Enforcement	250,000.00	9,959.99	-240,040.01	3.98	250,000.00	14,910.87	235,089.13	5.96
910117	Substance Abuse Trmt Grant	192,742.00	0.00	-192,742.00	0.00	192,742.00	2,123.91	190,618.09	1.10
101325	Communications	1,366,159.00	1,200.00	-1,364,959.00	0.08	1,934,821.00	99,566.47	1,835,254.53	5.14
910033	Communications Training	20,000.00	0.00	-20,000.00	0.00	20,000.00	0.00	20,000.00	0.00
101400	Planning Commission	175,000.00	0.00	-175,000.00	0.00	696,175.00	39,272.36	656,902.64	5.64
101401	Transportation Planning	0.00	0.00	0.00	0.00	8,350.00	0.00	8,350.00	0.00
101426	Emergency Prep (Civil	42,000.00	0.00	-42,000.00	0.00	319,993.00	15,166.72	304,826.28	4.73
101428	Hazardous Materials Handling	20,000.00	0.00	-20,000.00	0.00	39,800.00	1,854.70	37,945.30	4.66
910062	Solution Area Planners	150,000.00	0.00	-150,000.00	0.00	149,996.00	8,827.48	141,168.52	5.88
910099	2019 Homeland Security Grant	150,000.00	0.00	-150,000.00	0.00	150,000.00	45,874.54	104,125.46	30.58
101430	Animal Shelter/Dog Warden	51,200.00	3,314.68	-47,885.32	6.47	550,073.00	33,907.03	516,165.97	6.16
101648	Medical Examiner	25,000.00	0.00	-25,000.00	0.00	531,912.00	100,251.76	431,660.24	18.84
101661	Public Guardian	359,952.00	46,124.42	-313,827.58	12.81	667,514.00	38,542.63	628,971.37	5.77
101681	Veterans' Burial	0.00	0.00	0.00	0.00	15,000.00	600.00	14,400.00	4.00
Total	**101 General Fund**	**64,588,325.00**	**749,918.32**	**-63,838,406.68**	**1.16**	**64,588,325.00**	**4,011,261.78**	**60,577,063.22**	**6.21**
208751	Recreation/Parks	3,532,199.00	1,305,709.09	-2,226,489.91	36.96	4,256,410.00	18,011.61	4,238,398.39	0.42
940020	Wadhams to Avoca Trail	0.00	0.00	0.00	0.00	0.00	1,509.53	-1,509.53	0.00
940021	Fort Gratiot County Park	0.00	495.00	495.00	0.00	0.00	2,434.63	-2,434.63	0.00
940026	Columbus County Park	0.00	815.00	815.00	0.00	0.00	15,120.92	-15,120.92	0.00

Summary Budget to Actual

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		Revenue				Expenditures			
		Budget	Actual	Balance	%	Budget	Actual	Balance	%
940032	Woodsong County Park	0.00	0.00	0.00	0.00	0.00	1,255.80	-1,255.80	0.00
940033	Goodells County Park	0.00	7,550.00	7,550.00	0.00	0.00	26,893.26	-26,893.26	0.00
940034	Ft Gratiot Lighthouse	0.00	0.00	0.00	0.00	0.00	5,936.17	-5,936.17	0.00
940035	Mobile Recreation	0.00	0.00	0.00	0.00	0.00	2,010.97	-2,010.97	0.00
940036	Blue Water River Walk	0.00	0.00	0.00	0.00	0.00	553.90	-553.90	0.00
940040	North Channel Waterfront Park	0.00	0.00	0.00	0.00	0.00	65.00	-65.00	0.00
Total	**208 Park Recreation Fund**	**3,532,199.00**	**1,314,569.09**	**-2,217,629.91**	**37.21**	**4,256,410.00**	**73,791.79**	**4,182,618.21**	**1.73**
215143	FOC-Duties per PA 294 of	324,816.00	4,586.66	-320,229.34	1.41	244,694.00	13,172.34	231,521.66	5.38
Total	**215 Friend of the Court Fund**	**324,816.00**	**4,586.66**	**-320,229.34**	**1.41**	**244,694.00**	**13,172.34**	**231,521.66**	**5.38**
950101	Agency Support	0.00	24,804.90	24,804.90	0.00	0.00	-15,616.25	15,616.25	0.00
950102	Health Education	0.00	0.00	0.00	0.00	0.00	-2,434.44	2,434.44	0.00
950200	Environmental Health	961,583.00	51,569.74	-910,013.26	5.36	961,583.00	56,869.21	904,713.79	5.91
950201	Food	596,875.00	34,457.53	-562,417.47	5.77	596,875.00	28,310.08	568,564.92	4.74
950213	Beach Monitoring	16,446.00	0.00	-16,446.00	0.00	16,446.00	81.17	16,364.83	0.49
950218	Vector Borne Surveillance	10,858.00	154.86	-10,703.14	1.42	10,858.00	131.07	10,726.93	1.20
950219	COVID 19	1,487,799.00	125,583.19	-1,362,215.81	8.44	1,487,799.00	101,176.38	1,386,622.62	6.80
950500	Family Planning	386,675.00	15,612.96	-371,062.04	4.03	386,675.00	23,331.04	363,343.96	6.03
950513	Maternal Infant Health	712,625.00	2,509.00	-710,116.00	0.35	712,625.00	47,166.76	665,458.24	6.61
950518	HIV Prevention	36,989.00	3,081.79	-33,907.21	8.33	36,989.00	772.21	36,216.79	2.08
950519	Emerging Threats - Hep C	0.00	0.00	0.00	0.00	0.00	525.27	-525.27	0.00
950520	WIC Program	741,866.00	57,724.00	-684,142.00	7.78	741,866.00	49,287.31	692,578.69	6.64
950521	WIC BF Peer Counseling	68,447.00	5,703.78	-62,743.22	8.33	68,447.00	2,226.15	66,220.85	3.25
950522	Harm Reduction	94,615.00	7,884.57	-86,730.43	8.33	94,615.00	3,077.59	91,537.41	3.25

Summary Budget to Actual

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		Revenue				Expenditures			
		Budget	Actual	Balance	%	Budget	Actual	Balance	%
950525	Public Health Projects	0.00	0.00	0.00	0.00	0.00	1,495.80	-1,495.80	0.00
950526	Outreach & Advocacy	269,061.00	22,359.23	-246,701.77	8.31	269,061.00	8,048.05	261,012.95	2.99
950530	Hearing	64,438.00	3,800.00	-60,638.00	5.89	64,438.00	3,770.83	60,667.17	5.85
950531	Vision	61,269.00	3,800.00	-57,469.00	6.20	61,269.00	3,416.10	57,852.90	5.57
950536	Childrens Special Hlth Servcs	183,319.00	16,101.94	-167,217.06	8.78	183,319.00	10,404.34	172,914.66	5.67
950538	Local Maternal Child Health	96,688.00	8,057.44	-88,630.56	8.33	96,688.00	1,357.06	95,330.94	1.40
950541	Adolescent Health	489,973.00	0.00	-489,973.00	0.00	489,973.00	27,117.44	462,855.56	5.53
950542	Mental Health Services	119,662.00	8,438.17	-111,223.83	7.05	119,662.00	6,854.96	112,807.04	5.72
950543	SC4 Clinic	92,546.00	8.50	-92,537.50	0.00	92,546.00	6,810.62	85,735.38	7.35
950544	Yale Schools Clinic	0.00	0.00	0.00	0.00	0.00	1,914.34	-1,914.34	0.00
950545	Marysville CMH	0.00	0.00	0.00	0.00	0.00	1,749.19	-1,749.19	0.00
950546	Capac CMH	0.00	8,333.00	8,333.00	0.00	0.00	0.00	0.00	0.00
950547	Capac E3	130,697.00	2,558.08	-128,138.92	1.95	130,697.00	4,865.65	125,831.35	3.72
950548	Marysville Schools	0.00	0.00	0.00	0.00	0.00	1,791.20	-1,791.20	0.00
950560	Immunization Field Represntve	164,973.00	13,747.96	-151,225.04	8.33	164,973.00	10,131.97	154,841.03	6.14
950577	Emergency Prep Coord	144,791.00	11,680.35	-133,110.65	8.06	144,791.00	9,702.40	135,088.60	6.70
950580	TB & Contagion	398.00	32.84	-365.16	8.25	398.00	0.00	398.00	0.00
950585	Immunization Action Plan	89,432.00	7,452.91	-81,979.09	8.33	89,432.00	1,004.17	88,427.83	1.12
950586	Vaccine Quality Assurance	19,108.00	1,592.08	-17,515.92	8.33	19,108.00	803.49	18,304.51	4.20
950593	Cities of Readiness	56,166.00	4,532.90	-51,633.10	8.07	56,166.00	2,349.03	53,816.97	4.18
950601	General Nursing	859,680.00	60,843.77	-798,836.23	7.07	859,680.00	29,213.67	830,466.33	3.39
950602	Immunizations	865,446.00	1,799.29	-863,646.71	0.20	865,446.00	30,187.59	835,258.41	3.48
950607	Childhood Lead Poisoning	46,872.00	3,905.32	-42,966.68	8.33	46,872.00	1,589.38	45,282.62	3.39
950608	Hep A Outbreak and Outreach	25,520.00	2,126.67	-23,393.33	8.33	25,520.00	9.58	25,510.42	0.03

Summary Budget to Actual

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		Revenue				Expenditures			
		Budget	Actual	Balance	%	Budget	Actual	Balance	%
950610	Nursing Supervision	0.00	0.00	0.00	0.00	0.00	-10,619.48	10,619.48	0.00
Total	**221 Health Department**	**8,894,817.00**	**510,256.77**	**-8,384,560.23**	**5.73**	**8,894,817.00**	**448,870.93**	**8,445,946.07**	**5.04**
230131	MIDC - Circuit Court	70,000.00	1,815.60	-68,184.40	2.59	0.00	455.00	-455.00	0.00
230136	MIDC - District Court	50,000.00	1,192.80	-48,807.20	2.38	0.00	822.50	-822.50	0.00
230172	MIDC - Admin	2,973,513.00	464,101.40	-2,509,411.60	15.60	3,093,513.00	135,308.75	2,958,204.25	4.37
Total	**230 MI Indigent Defense Fund**	**3,093,513.00**	**467,109.80**	**-2,626,403.20**	**15.09**	**3,093,513.00**	**136,586.25**	**2,956,926.75**	**4.41**
233166	Family Counseling Fund	16,000.00	540.00	-15,460.00	3.37	10,000.00	0.00	10,000.00	0.00
Total	**233 Family Counseling**	**16,000.00**	**540.00**	**-15,460.00**	**3.37**	**10,000.00**	**0.00**	**10,000.00**	**0.00**
243282	Brownfield Redevelopment	10,000.00	0.00	-10,000.00	0.00	5,000.00	-3,000.00	8,000.00	-60.00
920043	Brownfield Redevelopment	0.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	0.00
920044	Brownfield DTE EGLE Grant	150,000.00	0.00	-150,000.00	0.00	150,000.00	0.00	150,000.00	0.00
920045	Brownfield TIF Capture	50,000.00	0.00	-50,000.00	0.00	45,000.00	0.00	45,000.00	0.00
Total	**243 Brownfield Redevelopment**	**210,000.00**	**0.00**	**-210,000.00**	**0.00**	**200,000.00**	**0.00**	**200,000.00**	**0.00**
245104	Public Improvement	0.00	16,666.63	16,666.63	0.00	0.00	0.00	0.00	0.00
245105	Public Improvement-	0.00	16,666.63	16,666.63	0.00	0.00	0.00	0.00	0.00
245106	Public Improvement-Restricted	0.00	45,000.00	45,000.00	0.00	0.00	5,197.50	-5,197.50	0.00
Total	**245 Public Improvement Fund**	**0.00**	**78,333.26**	**78,333.26**	**0.00**	**0.00**	**5,197.50**	**-5,197.50**	**0.00**
252805	Convention Center	1,447,410.00	27,035.59	-1,420,374.41	1.86	1,447,410.00	14,823.38	1,432,586.62	1.02
Total	**252 Convention Center Fund**	**1,447,410.00**	**27,035.59**	**-1,420,374.41**	**1.86**	**1,447,410.00**	**14,823.38**	**1,432,586.62**	**1.02**
255131	Circuit Court - Incentives	0.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00	0.00
255172	Administration Incentives	0.00	0.00	0.00	0.00	100,000.00	0.00	100,000.00	0.00

Summary Budget to Actual

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		Revenue				Expenditures			
		Budget	Actual	Balance	%	Budget	Actual	Balance	%
255215	Clerk - Incentives	0.00	0.00	0.00	0.00	50,000.00	0.00	50,000.00	0.00
Total 255	**Budget Incentive**	**0.00**	**0.00**	**0.00**	**0.00**	**155,000.00**	**0.00**	**155,000.00**	**0.00**
260236	Deeds Automation	162,000.00	12,563.17	-149,436.83	7.75	210,087.00	46,126.55	163,960.45	21.95
Total 260	**Deeds Automation Fund**	**162,000.00**	**12,563.17**	**-149,436.83**	**7.75**	**210,087.00**	**46,126.55**	**163,960.45**	**21.95**
261346	Regular E-911 Service	1,350,000.00	0.00	-1,350,000.00	0.00	1,350,000.00	0.00	1,350,000.00	0.00
Total 261	**E-911 Service**	**1,350,000.00**	**0.00**	**-1,350,000.00**	**0.00**	**1,350,000.00**	**0.00**	**1,350,000.00**	**0.00**
263215	Concealed Pistol Licensing	125,000.00	3,308.00	-121,692.00	2.64	67,063.00	1,287.25	65,775.75	1.91
Total 263	**Concealed Pistol Licensing**	**125,000.00**	**3,308.00**	**-121,692.00**	**2.64**	**67,063.00**	**1,287.25**	**65,775.75**	**1.91**
264362	Local Correct Train Fund	25,000.00	0.00	-25,000.00	0.00	20,000.00	0.00	20,000.00	0.00
Total 264	**Local Correction Officer Train**	**25,000.00**	**0.00**	**-25,000.00**	**0.00**	**20,000.00**	**0.00**	**20,000.00**	**0.00**
265311	Drug Law Enforcement Fund	90,000.00	150.00	-89,850.00	0.16	100,000.00	0.00	100,000.00	0.00
Total 265	**Drug Law Enforcement**	**90,000.00**	**150.00**	**-89,850.00**	**0.16**	**100,000.00**	**0.00**	**100,000.00**	**0.00**
920235	Vehicle Forfeiture PA	15,000.00	0.00	-15,000.00	0.00	10,000.00	7,056.80	2,943.20	70.56
953201	Prosecutor's Drug Forfeiture	20,000.00	0.00	-20,000.00	0.00	10,000.00	7,245.60	2,754.40	72.45
Total 266	**Drug Forfeitures - Pros Atty**	**35,000.00**	**0.00**	**-35,000.00**	**0.00**	**20,000.00**	**14,302.40**	**5,697.60**	**71.51**
268792	Othr Library Activties-Millage	5,282,834.00	1,833,726.83	-3,449,107.17	34.71	5,653,061.00	301,604.45	5,351,456.55	5.33
951002	Algonac/Clay Branch Library	0.00	202.90	202.90	0.00	0.00	0.00	0.00	0.00
951003	Villge of Capac Branch Library	0.00	125.10	125.10	0.00	0.00	0.00	0.00	0.00
951004	G. Lynn Campbell Branch	0.00	82.57	82.57	0.00	0.00	0.00	0.00	0.00
951005	Ira Twp Branch Library	0.00	49.60	49.60	0.00	0.00	0.00	0.00	0.00

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		Revenue				Expenditures			
		Budget	Actual	Balance	%	Budget	Actual	Balance	%
951006	Marine City Branch Library	0.00	28.90	28.90	0.00	0.00	0.00	0.00	0.00
951007	City of Marysville Branch Libr	0.00	393.40	393.40	0.00	0.00	0.00	0.00	0.00
951008	Cityof Memphis Branch Librar	0.00	69.60	69.60	0.00	0.00	0.00	0.00	0.00
951009	City of St Clair Branch Librar	0.00	165.83	165.83	0.00	0.00	0.00	0.00	0.00
951010	City of Yale Branch Library	0.00	85.99	85.99	0.00	0.00	0.00	0.00	0.00
951011	Burtchville Twp Library	0.00	68.25	68.25	0.00	0.00	0.00	0.00	0.00
951046	Children's room	0.00	54.19	54.19	0.00	0.00	0.00	0.00	0.00
Total	**268 Library System**	**5,282,834.00**	**1,835,053.16**	**-3,447,780.84**	**34.73**	**5,653,061.00**	**301,604.45**	**5,351,456.55**	**5.33**
273690	Redevelopment and Housing	30,000.00	12,269.09	-17,730.91	40.89	15,000.00	0.00	15,000.00	0.00
Total	**273 Housing**	**30,000.00**	**12,269.09**	**-17,730.91**	**40.89**	**15,000.00**	**0.00**	**15,000.00**	**0.00**
276311	Drugs Elimination	3,753,883.00	1,456,251.81	-2,297,631.19	38.79	3,970,299.00	170,349.09	3,799,949.91	4.29
Total	**276 Drug Task Force Millage**	**3,753,883.00**	**1,456,251.81**	**-2,297,631.19**	**38.79**	**3,970,299.00**	**170,349.09**	**3,799,949.91**	**4.29**
278672	Agency on Aging	5,378,188.00	2,070,397.06	-3,307,790.94	38.49	5,538,176.00	1,226.23	5,536,949.77	0.02
Total	**278 Senior Citizens Millage**	**5,378,188.00**	**2,070,397.06**	**-3,307,790.94**	**38.49**	**5,538,176.00**	**1,226.23**	**5,536,949.77**	**0.02**
920057	American Rescue Plan Act	1,041,458.00	499.30	-1,040,958.70	0.04	1,036,458.00	6,000.00	1,030,458.00	0.57
Total	**287 American Rescue Plan Fund**	**1,041,458.00**	**499.30**	**-1,040,958.70**	**0.04**	**1,036,458.00**	**6,000.00**	**1,030,458.00**	**0.57**
290670	Social Services	21,001.00	1,750.08	-19,250.92	8.33	21,001.00	957.64	20,043.36	4.55
Total	**290 Social Welfare**	**21,001.00**	**1,750.08**	**-19,250.92**	**8.33**	**21,001.00**	**957.64**	**20,043.36**	**4.55**
292662	Child Care - Probate	6,248,320.00	234,019.57	-6,014,300.43	3.74	2,273,961.00	150.00	2,273,811.00	0.00
292664	In-Home Care - Child Care	0.00	0.00	0.00	0.00	830,652.00	47,125.82	783,526.18	5.67
292668	Day Treatment/Night Watch	0.00	0.00	0.00	0.00	3,214,907.00	163,845.91	3,051,061.09	5.09

Summary Budget to Actual

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		Revenue				Expenditures			
		Budget	Actual	Balance	%	Budget	Actual	Balance	%
920100	Juvenile Ctr Donations-Intense	0.00	0.00	0.00	0.00	0.00	74.50	-74.50	0.00
292663	Child Care - DHHS	320,000.00	13,333.33	-306,666.67	4.16	320,000.00	0.00	320,000.00	0.00
Total	**292 Child Care Fund**	**6,568,320.00**	**247,352.90**	**-6,320,967.10**	**3.76**	**6,639,520.00**	**211,196.23**	**6,428,323.77**	**3.18**
295682	Veterans Millage	663,784.00	259,437.19	-404,346.81	39.08	663,784.00	27,659.83	636,124.17	4.16
Total	**295 Veterans Millage**	**663,784.00**	**259,437.19**	**-404,346.81**	**39.08**	**663,784.00**	**27,659.83**	**636,124.17**	**4.16**
296430	Animal Control Donations	25,000.00	2,204.14	-22,795.86	8.81	25,000.00	0.00	25,000.00	0.00
Total	**296 ANIMAL CONTROL**	**25,000.00**	**2,204.14**	**-22,795.86**	**8.81**	**25,000.00**	**0.00**	**25,000.00**	**0.00**
940001	MC District Ct Building	0.00	1,402.50	1,402.50	0.00	0.00	0.00	0.00	0.00
Total	**470 Municipal Building - Dist. Ct.**	**0.00**	**1,402.50**	**1,402.50**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
517246	Remonumentation	0.00	0.00	0.00	0.00	0.00	547.93	-547.93	0.00
517285	Resource Recovery	0.00	0.00	0.00	0.00	0.00	1,708.21	-1,708.21	0.00
517526	Sanitary Landfill	0.00	14.06	14.06	0.00	0.00	213,740.62	-213,740.62	0.00
954018	Landfill Gas to Energy	0.00	4,024.36	4,024.36	0.00	0.00	0.00	0.00	0.00
954022	Bioreactor Project	0.00	0.00	0.00	0.00	0.00	25.00	-25.00	0.00
954024	Leachate Pretreatment System	0.00	0.00	0.00	0.00	0.00	8,546.24	-8,546.24	0.00
954030	Cell 8 Construction	0.00	0.00	0.00	0.00	0.00	-362,634.09	362,634.09	0.00
Total	**517 Sanitary Landfill**	**0.00**	**4,038.42**	**4,038.42**	**0.00**	**0.00**	**-138,066.09**	**138,066.09**	**0.00**
581537	Airport	0.00	33,094.07	33,094.07	0.00	0.00	13,370.21	-13,370.21	0.00
Total	**581 Airport**	**0.00**	**33,094.07**	**33,094.07**	**0.00**	**0.00**	**13,370.21**	**-13,370.21**	**0.00**
595364	Jail Commissary	0.00	0.00	0.00	0.00	0.00	25,665.25	-25,665.25	0.00

Summary Budget to Actual

01/31/2022

	Revenue				Expenditures			
	Budget	Actual	Balance	%	Budget	Actual	Balance	%
Total 595 Concessions	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**25,665.25**	**-25,665.25**	**0.00**
616538 Delinquent Tax Revolving	0.00	138,447.41	138,447.41	0.00	0.00	36,414.32	-36,414.32	0.00
Total 616 Delinquent Tax Revolving	**0.00**	**138,447.41**	**138,447.41**	**0.00**	**0.00**	**36,414.32**	**-36,414.32**	**0.00**
617254 Deliquent Tax Forclosures	0.00	28.45	28.45	0.00	0.00	0.00	0.00	0.00
955219 Delinquent Tax Sales 2019	0.00	0.00	0.00	0.00	0.00	4,349.59	-4,349.59	0.00
Total 617 DTR Forclosures	**0.00**	**28.45**	**28.45**	**0.00**	**0.00**	**4,349.59**	**-4,349.59**	**0.00**
713526 Landfill Perpetual Care	0.00	44.74	44.74	0.00	0.00	0.00	0.00	0.00
Total 713 Landfill Perpetual Care	**0.00**	**44.74**	**44.74**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
731237 Retirement Board	0.00	179,570.02	179,570.02	0.00	0.00	1,446,396.86	-1,446,396.86	0.00
Total 731 Retirement System	**0.00**	**179,570.02**	**179,570.02**	**0.00**	**0.00**	**1,446,396.86**	**-1,446,396.86**	**0.00**
736238 Retiree Health Care	0.00	110,194.57	110,194.57	0.00	0.00	70,281.58	-70,281.58	0.00
Total 736 Retiree Health Care	**0.00**	**110,194.57**	**110,194.57**	**0.00**	**0.00**	**70,281.58**	**-70,281.58**	**0.00**

Blue Water Convention Center
Balance Sheet
January 31, 2022

ASSETS			
County Claim on Cash	$	117,363	
Cash - Operating		30,003	
Cash Drawer		1,600	
ATM - Cash		10,001	
Accounts Receivable		9,699	
TEI Condo Deposits		22,440	
AR - ATM Surcharges		114	
Prepaid Assets		10,901	
Inventory		9,864	
Total Current Assets			211,985
Other Assets			
Other Assets		0	
Total Other Assets			0
Total Assets			**$ 211,985**
LIABILITIES AND EQUITY			
Current Liabilities			
Accounts Payable	$	18,450	
A/P State Sales Tax		1,289	
A/P-FICA Accrued ER SS		4,694	
A/P Work Comp/401K Liability		1,894	
A/P Event Liability		0	
Accrued Expenses		101,765	
Advance Ticket Sales/Deposits		60,956	
Other Current Liabilities		0	
Total Current Liabilities			189,048
Total Long-Term Liabilities			0
Total Liabilities			189,048
Equity			
Net Funds Received		0	
Retained Earnings		39,580	
Net Income (Loss)		(16,643)	
Total Equity			22,937
Total Liabilities & Equity			**$ 211,985**

Contract Approval Request - Sirsi Dynix - Horizon and Enterprise - Renewal

Summary:

ATTACHMENTS:

	Description	Upload Date	Type
	Contract Approval Request - Sersi Dynix - Horizon and Enterprise - Renewal	1/19/2022	Cover Memo
	Sirsi Dynix	1/19/2022	Cover Memo

COUNTY OF ST.CLAIR
Purchasing Division



CONTRACT APPROVAL REQUEST

☐ NEW CONTRACT ☒ CONTRACT RENEWAL ☐ CONSOLIDATION OF EXISTING CONTRACTS

☐ BIDS REQUIRED
☐ BIDS RECEIVED

☐ NO BIDS REQUIRED
☒ SINGLE SOURCE
☒ CONTRACT EXTENSION

☒ BOC POLICY COMPLIANCE
☐ REVIEWED BY CORP COUNSEL

☐ INCREASE WITHIN CPI-U
☐ VALUE LESS THAN THRESHOLD

VENDOR: Sirsi Dynix – Horizon and Enterprise

VALUE: $50,030.84

TERM: One year extension, 3/1/22 – 2/28/23

CONTRACT TYPE: Service Contract

SERVICE DESCRIPTION: Horizon and Enterprise Software Maintenance

DEPARTMENT(S): Library System

COMMENTS: The Horizon circulation software is used by all branches of the Library and is renewed annually. Both software maintenance agreements are billed together.

Please contact the Purchasing Department at (810) 989-6375 with any questions.

SirsiDynix®

SCHEDULE/EXHIBIT "A"

St. Clair County Library System (Blue Water)

Item Number	Item Description	Serial Number	Qty	Coverage Effective Dates From	To	EOL Date	Price
M-1653	HORZN LIC INV 101-200		1	1/Mar/22	28/Feb/23		1,786.81
M-1679	HORZN LIC PAC 101-200		1	1/Mar/22	28/Feb/23		1,786.81
M-1323	HIP LIC TIER D 101-200 HORZN		1	1/Mar/22	28/Feb/23		4,671.14
M-1814	OFFCIRC LIC ENHAN 101-200		1	1/Mar/22	28/Feb/23		1,786.81
M-1837	SEAT LIC 201-500		200	1/Mar/22	28/Feb/23		12,780.27
M-1571	HORZN LIC CAT 101-200		1	1/Mar/22	28/Feb/23		3,573.43
M-1590	HORZN LIC CIRC 101-200		1	1/Mar/22	28/Feb/23		3,573.43
M-1553	HORZN LIC ACQ CORE+2 101-200		1	1/Mar/22	28/Feb/23		2,501.48
M-1736	HORZN LIC SER CORE+2 101-200		1	1/Mar/22	28/Feb/23		2,501.48
M-1803	HORZN SIP LIC LOC ADDL		9	1/Mar/22	28/Feb/23		2,102.02
M-1805	HORZN SIP LIC LOC FIRST		1	1/Mar/22	28/Feb/23		700.66
M-1616	HORZN LIC DEBTCOLLECT 101-200		1	1/Mar/22	28/Feb/23		893.29
12320	Web Services, Basic for SirsiDynix Enterprise		1	1/Mar/22	28/Feb/23		0.00
12855	SirsiDynix Enterprise, SaaS Annual Subscription		1	1/Mar/22	28/Feb/23		5,327.70
13040	SirsiDynix eResource Central Gateway Services, Annual Subscription		1	1/Mar/22	28/Feb/23		3,269.54
13137	SirsiDynix eRC Connector for OverDrive, Annual Subscription		1	1/Mar/22	28/Feb/23		0.00
12237	Syndetics Enriched Content Cover Images 5+ Elements Subscription for P		952	1/Mar/22	28/Feb/23		622.51
12233	Syndetics Enriched Content Series List 5+ Elements Subscription for Publi		952	1/Mar/22	28/Feb/23		510.35
12232	Syndetics Enriched Content Tables of Contents 5+ Elements Subscription		952	1/Mar/22	28/Feb/23		510.35
12238	Syndetics Enriched Content Video and Music 1 5+ Elements Subscription		952	1/Mar/22	28/Feb/23		622.51
12231	Syndetics Enriched Content Summaries and Annotations 5+ Elements Sul		952	1/Mar/22	28/Feb/23		510.35
						Total	50,030.94

Horizon

Enterprise

All prices are in U.S. Dollars and are exclusive of taxes unless otherwise noted.

Any questions regarding this schedule can be directed to:

#N/A

#N/A

Contract Approval Request - Midwest Colaborative for Library Services - Mango Languages

Summary:

ATTACHMENTS:

	Description	Upload Date	Type
	Contract Approval Request - Mango Languages 2022	1/26/2022	Cover Memo
	Mango 2022	1/24/2022	Cover Memo

COUNTY OF ST.CLAIR
Purchasing Division

CONTRACT APPROVAL REQUEST

☐ NEW CONTRACT ☒ CONTRACT RENEWAL ☐ CONSOLIDATION OF EXISTING CONTRACTS

☐ BIDS REQUIRED
☐ BIDS RECEIVED

☒ NO BIDS REQUIRED
☒ SINGLE SOURCE
☒ CONTRACT EXTENSION

☒ BOC POLICY COMPLIANCE
☐ REVIEWED BY CORP COUNSEL

☐ INCREASE WITHIN CPI-U
☐ VALUE LESS THAN THRESHOLD

VENDOR: Midwest Collaborative for Library Services

VALUE: $10,030.17

TERM: 12 months, 3/1/22 – 2/28/23

CONTRACT TYPE: Online subscription license

SERVICE DESCRIPTION: Mango Languages database

DEPARTMENT(S): Library

COMMENTS: This annual renewal is for the Mango Languages database, used by the SCC Library System

MIDWEST COLLABORATIVE *for* LIBRARY SERVICES
Building better libraries

Member Options: Logout

Search MCLS.org



Logged in as kradatz@scol.lib.mi.us - 12/17/21

My Subscriptions: 2180000 St. Clair County Library System

Renew Subscriptions | View Active | View All | Review Quotes

1 Records
[Download as Spreadsheet]

Subscriptions Available to Renew

Database/Product Vendor	Renewal Period Notes	Renewal Price	Action
Mango Languages Mango Languages	3/1/22 to 2/28/23	$10,030.17 Renew by 2/14/22	Renew Cancel

MCLS Store
- My Cart
- Manage My Account
- My Subscriptions
- Quotes & Trials
- Member Accounts Online
- Workshops
- Databases
- Digital Books
- eJournals
- Software
- Supplies & Equipment
- Cataloging & Resource Sharing
- MeLCat
- Online Ordering Help

Contract Renewal Approval Request - Hyland Software Inc.

Summary:

ATTACHMENTS:

	Description	Upload Date	Type
🗋	Contract Approval Request -Hyland 2022	2/10/2022	Cover Memo
🗋	HYLAND 2022	2/10/2022	Cover Memo

COUNTY OF ST.CLAIR
Purchasing Division

CONTRACT APPROVAL REQUEST

☐ NEW CONTRACT ☒ CONTRACT RENEWAL ☐ CONSOLIDATION OF EXISTING CONTRACTS

☐ BIDS REQUIRED
☐ BIDS RECEIVED

☒ NO BIDS REQUIRED
- ☐ SINGLE SOURCE
- ☒ CONTRACT EXTENSION
- ☐ INCREASE WITHIN CPI-U
- ☐ VALUE LESS THAN THRESHOLD

☒ BOC POLICY COMPLIANCE
☐ REVIEWED BY CORP COUNSEL

VENDOR: Hyland Software Inc.

VALUE: $51,651.26

TERM: 1/1/22 - 12/31/22

CONTRACT TYPE: Software Maintenance

SERVICE DESCRIPTION: OnBase Imaging software maintenance and support

DEPARTMENT(S): Friend of Court, Clerk, Human Resources, Register of Deeds, Prosecuting Attorney, District Court and Probate Court

COMMENTS: OnBase Software Maintenance is renewed at no cost change from 2021. Cost is distributed to gain 66% reimbursement of the 23,525.61 for the FOC portion from the State of MI Cooperative Reimbursement Program and Register of Deeds will charge $11,346.14 to the automation fund.

Hyland

Hyland Software, Inc.
28500 Clemens Road
Westlake, OH 44145
United States of America

MAINTENANCE INVOICE

LE01-243438

BILL TO St. Clair County - MI
200 Grand River Ave. Suite 203
Port Huron, MI 48060
United States of America

SHIP TO St. Clair County - MI
200 Grand River Ave. Suite 203
Port Huron, MI 48060
United States of America

INVOICE DATE	01/21/2022
PO NUMBER	
CONTRACT NUMBER	GS35F249DA
PAYMENT TERMS	Net 30
DUE DATE	02/20/2022
FEDERAL TAX ID	34-1699247
BILL TO CUSTOMER NO.	2961

Customer No.	Customer Name	Version	Salesperson
2961	St. Clair County - MI		

Maintenance Period: 01/01/2022 - 12/31/2022

	Product Code	Description	Quantity	Unit Price	Extended Price
1		Maintenance Fees Product:OnBase	1	51,651.26	51,651.26

Electronic Remittance Information

Mail Checks to:
Hyland Software, Inc.
PO Box 846261
Dallas, TX 75284-6261

Wire/ACH Payments:

Bank Name:	Bank of America, N.A.
SWIFT:	BOFAUS3N
ACH Routing No:	071000039
Wire Routing No:	026009593
Account No:	8670616576
CHIPS No:	0959
Account Name:	Hyland Software, Inc.

Subtotal	51,651.26 USD
Tax	0.00 USD
Total Invoice Amount	**51,651.26 USD**
*Amount Due After 02/20/2022 **	*56,816.39 USD*

For billing or payment inquiries, please call 1-440-788-5045 and select Option 1 for Accounts Receivable or email accountsreceivable@hyland.com.

This proforma invoice is for maintenance fees which cover technical support and the latest software updates and enhancements for the billing period. If you have any questions regarding this invoice or you elect to discontinue maintenance coverage please contact your account manager or email accountsreceivable@hyland.com. To continue maintenance coverage, please process this invoice for payment.

*A 10% reinstatement fee will be charged for maintenance fees received after the due date.

These items are controlled by the U.S.government and authorized for export only to the country of ultimatedestination for use by the ultimate consignee or end-user(s) herein identified.They may not be resold, transferred, or otherwise disposed of, to any othercountry or to any person other than the authorized ultimate consignee orend-user(s), either in their original form or after being incorporated intoother items, without first obtaining approval from the U.S. government or asotherwise authorized by U.S. law and regulations.

Further, if you are located in a European UnionMember State, Norway or Switzerland, The software is also subject to CouncilRegulation (EC) No 428/2009. The software must not be transmitted outside ofthe European Union, Norway or Switzerland without a licence or authorisationbeing issued by the export control authority of the relevant Member State orthe applicable authorities in Norway or Switzerland or as otherwise authorizedby law or regulations in the relevant Member State or applicable authorities in Norway or Switzerland.

Hyland

Hyland Software, Inc.
28500 Clemens Road
Westlake, OH 44145
United States of America

MAINTENANCE INVOICE

LE01-243438

Additional Invoice Detail

Date: 01/21/2022

Maintenance Period: 01/01/2022 - 12/31/2022

	Product Code	Description	Quantity	Unit Price	Extended Price
1	AEMPI1	Application Enabler Maintenance	1	3,224.18	3,224.18
2	APMPQ1	Query API (Initial 500 queries/hour) (Thick Client) Maintenance	1	1,612.09	1,612.09
3	CDMPW1	CD Authoring Maintenance	1	161.21	161.21
4	CTMPC1	Concurrent Client (1-100) Maintenance	84	225.69	18,957.96
5	CTMPN1	Named User Client (1-100) Maintenance	20	112.85	2,257.00
6	DMMPI1	EDM Services Maintenance	1	806.05	806.05
7	DPMPW1	Document Import Processor Maintenance	1	806.05	806.05
8	EGMPI1	Integration for ESRI ArcGIS Server Maintenance	1	1,612.09	1,612.09
9	EXMPC1	Export Maintenance	1	806.05	806.05
10	FMMPI1	E-Forms Maintenance	1	1,612.09	1,612.09
11	OBMPW1	Multi-User Server Maintenance	1	1,289.67	1,289.67
12	PBIAI1	Publishing	1	1,612.09	1,612.09
13	PTMPC1	Virtual Print Driver Maintenance	1	806.05	806.05

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Hyland

Hyland Software, Inc.
28500 Clemens Road
Westlake, OH 44145
United States of America

MAINTENANCE INVOICE

LE01-243438

	Product Code	Description	Quantity	Unit Price	Extended Price
14	WFMPC1	Workflow Concurrent Client Maintenance	28	193.45	5,416.60
15	WFMPD1	Departmental Workflow Server Maintenance	1	1,612.09	1,612.09
16	WFMPN1	Workflow Named User Client Maintenance	20	96.726	1,934.52
17	WFMPW1	Workflow Workstation Client Maintenance	57	96.725965	5,513.38
18	WTMPW1	Web Server Maintenance	1	1,612.09	1,612.09

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Public Health Officer Position

Summary:

ATTACHMENTS:

	Description	Upload Date	Type
🗋	Committee Recommendation	2/11/2022	Cover Memo
🗋	Administration Recommendation w highlights	2/15/2022	Cover Memo
🗋	Binder - 1. Approval Process	2/11/2022	Cover Memo
🗋	Binder - 2. Statutory Requirements of Position	2/11/2022	Cover Memo
🗋	Binder - 3. MI Guide to Public Health	2/11/2022	Cover Memo
🗋	Binder - 4. SCC Medical Director Job Description	2/11/2022	Cover Memo
🗋	Binder - 5. SCC Contract for Medical Health Officer	2/11/2022	Cover Memo
🗋	Binder - 6. Summary of Comparable Counties	2/11/2022	Cover Memo
🗋	Binder - 7. Health Officer Job Descriptions	2/11/2022	Cover Memo
🗋	Binder - 8. Medical Director Job Descriptions	2/11/2022	Cover Memo
🗋	Binder - 9. Plan of Organization	2/11/2022	Cover Memo
🗋	Binder - 10. SCC Prior Contracts	2/11/2022	Cover Memo

COUNTY OF ST. CLAIR
OFFICE OF THE ADMINISTRATOR/CONTROLLER

Karry Hepting, CPA
Administrator/Controller

MEMO

To: Board of Commissioners

From: Karry Hepting

Date: February 9, 2022

Re: Position Review Committee Recommendation

The position review committee met to provide a recommendation to the full board regarding how to move forward with the Health Director positions. The recommendation on a 2-1 vote was to separate and post both positions. Below is the estimated financial impact in the change in salaries. The salaries were determined using our standard process. Due to difficulties statewide for recruiting these positions, the salaries may need to be adjusted to attract qualified candidates. Since both of these positions are likely to have an employment contract the cost of fringe benefits is difficult to estimate. Some part time Medical Directors in our comparable counties receive various benefits, so the actual cost will depend on what is negotiated. The process for filling these positions is outlined in the County's approved plan with MDHHS that was included in your binder.

Medical Health Officer Salary	194,909	
Public Health Officer	120,463	CANUE Schedule IV - KK
Medical Director	102,336	16 hours per week @ $123/hr
	222,799	
Cost Increase	27,890	

If the board moves forward with this recommendation, we will be required to amend our Plan of Organization to split the positions with MDHHS prior to making any appointments. The County is required to have these positions filled at all times. If we are unable to hire qualified candidates prior to the contract expiration we will need to make interim appointments. These interim appointment requirements are also outlined in the MDHHS Administrative Rules. Both interim and regular appointments are subject to MDHHS approval. A vacancy will result in a shutdown of our health department until positions are filled to the satisfaction of the state.

COUNTY OF ST. CLAIR
OFFICE OF THE ADMINISTRATOR/CONTROLLER

Karry Hepting, CPA
Administrator/Controller

MEMO

To: Board of Commissioners

From: Karry Hepting

Date: February 9, 2022

Re: Medical Health Officer – Administration Recommendation

The non-unanimous position review committee recommendation before you is to separate the roles and post both positions. This process significantly deviates from how the County has historically handled contract employees, vacancies, and reorganizations. The practice of requiring an employee to reapply for a position they already hold or redefined role is not a common practice nor is it one I would recommend. This practice will also surely cause additional challenges for recruiting and retaining quality employees. In the case of reorganizations or reclassification, an employee that is in the role in question is moved to the new role. If the position falls under a collective bargaining agreement, the process established by the contract is followed.

Some concern has been expressed regarding our Medical Health Officer holding a dual role. The statute and Administrative Rules provide for both service models. If a Public Health Officer is not a qualified doctor, then a local health department is required to employ a medical director as well. Regardless of how the department is structured, the Public Health Officer, whether a single or combined role, has the sole authority to issue public health orders. If the only reason for separating the roles is to provide "checks and balances," the separation of roles does not accomplish this goal. A revision to the Public Health Code is the only way to accomplish that change. I inquired with the Michigan Department of Health and Human Services (MDHHS) regarding our plan of organization, which seems to be unique with local health departments, to determine if there was a preferred service model or pros and cons to either. The response was "*There is no preferred model between Health Officer/Medical Director or Medical Health Officer from the perspective of the state, as both models are provided for within the Administrative Rules. It turns out that a third LHD is now in process of establishing a Medical Health Officer role. In the past, the Medical Health Officer was the preferred arrangement (pre-2010), however it is very difficult to recruit for individuals possessing all the credentials required for a Medical Health Officer, hence the updated Administrative Rules.*"

Dr. Mercatante has been a loyal dedicated employee of St. Clair County since 2008. During her time at the county she has implemented and expanded numerous programs and services to meet the changing needs of our community. The attached document highlights some of the larger initiatives. She has increased communication to the Board on Health Department activities by providing monthly points of interest on your board agendas and providing copies of minutes to each commissioner from monthly board of health meetings. She has significantly increased Public Health's community involvement with staff participating in more than 65

different community coalitions, taskforces and committees. This type of community involvement and public outreach did not exist prior to her becoming the County's Medical Health Officer. In 2018, nearly 100 individuals representing various sectors in the community were invited to participate in the evaluation of the Community Health Needs Assessment results to formulate a Community Health Improvement Plan. This group helped review the results and identify the greatest areas of Public Health need for improvement. It is important to look at all of the Health Department's accomplishments under her leadership over the last 14 years and not base a decision solely on the communication of two decisions made during a global pandemic where everyone is working toward the same goal of keeping the community safe and returning to normalcy.

While I understand the issuance of mandates has caused significant concern, debate and disagreement among citizens, it is important to remember that many of the concerns brought forward by citizens regarding business shutdowns, gathering restrictions, school closings, proposed vaccine mandates, and even the masking mandates in 2020 and 2021 were all restrictions imposed or proposed by the State or Federal government or a local school district, not the St. Clair County Health Department. In 2020, the St. Clair County Health Department did not issue any Public Health Orders or impose any mandates. The county has not issued, suggested, or imposed any vaccine mandates. Two Public Health Orders, both of which have been rescinded or expired, were issued for a short period to cover quarantine and a masking order was in place for 4 weeks.

In 2019 Dr. Mercatante and I began working on a succession planning initiative for the Medical Health Director position along with other key positions in the Health Department. Unfortunately all focus shifted to pandemic response in early 2020 so some of those proposals were put on pause. These positions are very difficult to fill due the specific qualifications required and neither position is permitted to be vacant, even for a short period of time, per my conversations with MDHHS. A vacancy in either position would require us to shut down all health department operations until an approved permanent or interim candidate is found. Our local liaison indicated several counties are currently trying to recruit for these positons with no success. Oakland County, for example, has had to repost the Public Health Officer position 3 times and they still have not found a permanent qualified candidate. A planned transition and succession plan is the best way to ensure we find qualified applicants without disrupting operations or service. It is my recommendation that the Board renews the contract with Dr. Annette Mercatante and allows Administration to bring forward a succession plan proposal that will ensure the continuity of operations of the Health Department with no interruption of services or the quality of services to our citizens.

ST. CLAIR COUNTY HEALTH DEPARTMENT

2009 – HIGHLIGHTS

- Dr. Annette Mercatante appointed as the Health Officer/Medical Director. Dr. Mercatante served as the full-time medial director since January 2008.
- Accredited by the Michigan Public Health Accreditation Commission.
- H1N1 Vaccination Campaign – it was the largest campaign in U.S. at that time. Over 16,000 high risk people were vaccinated within a day of vaccine distribution.
- Environmental Health Division received various grants for water quality monitoring for Marysville Beach monitoring and Anchor Bay Watershed streams.
- Teen Health Center – Dr. Annette Mercatante and Dr. Sushma Reddy designed *Lifestyles*, an adolescent nutrition and exercise program to improve activity/exercise levels while holistically enhancing positive nutritional choices.
- Health Education – *Healthy You* program expanded to Great Lakes Maritime Center – Vantage Point. 650 residents participated in the program 2009/2010.
- *Eat Fresh…Buy Local* program encourages healthy living and promotes Farmer's Markets.

2010 – HIGHLIGHTS

- Accredited by the Michigan Public Health Accreditation Commission.
- Health Education – "If Not for You…for Them" DVD presents the stories of two local women and their experience with vaccine preventable illness. The DVD has been released for MDCH, the medical community and nationally to encourage immunizations.
- Health Education played an instrumental role in preparing St. Clair County for implementation of the Dr. Ron Davis MI Smoke Free Air Law, which became effective May 1, 2010; In addition, a Behavioral Risk Factor Survey was conducted in late 2009/early 2010 to assess health behaviors of county adult residents. 709 interviews were conducted to create a Community Health Profile. *Healthy You* expanded sites to include Body Recall classes around the county.
- Environmental Health – continuation of water quality grants; successful completion of the MDEQ evaluation of Private and Public Type II Water Supply Program; Successful implementation of the Body Art facility licensing and inspection program.
- Nursing Division held a "Back to School" Vaccination Clinic in August 2010 to assist parents and schools in meeting the new State of Michigan immunization requirements. In addition, the Nursing Division expanded service hours to 6:30 p.m. in order to facilitate community health access.

2011 – HIGHLIGHTS

- Accredited by the Michigan Public Health Accreditation Commission.
- In partnership with community groups, the *Healthy Lifestyles* Workgroup was developed to create a culture where residents are empowered by community resources that facilitate health lifestyles.
- Responded to concerns of an unusually high occurrence of a pediatric kidney cancer called Wilms' tumor and the state was petitioned to formally evaluate the situation. The County Board of Commissioners also provided additional funding to further investigate locally through the graduate students at Michigan State University's School of Public Health.

- Environmental Health – continued water quality monitoring grants; Participated in a pilot program with the USGS for the IMS/ATP rapid sampling method and created and distributed throughout Michigan an educational training DVD; Received a 2-year Belle River Watershed Planning project grant.
- Health Education – a bi-monthly, onsite community blood borne pathogen class began; in conjunction with RESA, staff produced healthy eating and physical activity PSAs, which were publicized on local cable.
- Nursing Division – new software implemented that resulted in efficiency and two programs going paperless.

2012 – HIGHLIGHTS

- Accredited by the Michigan Public Health Accreditation Commission. Children's Special Health Care Services underwent their first accreditation and received stellar reviews.
- Imminent Danger Order (Emergency Order 2012-01) was issued in St. Clair County that prohibited the sale and distribution of synthetic marijuana (a.k.a. Spice, etc.) and Bath Salts (a.k.a. White Rush, Vanilla Sky, etc.). These dangerous drugs were being sold at various stores to our youth. Medical and law enforcement personnel were also reporting horrific outcomes as a result of consuming these drugs.
- The Health Department in conjunction with many people (the families, SCC BOC, MSUE School of Public Health, MDCH, etc.) finalized and released an investigative study report on an elevated rate of pediatric Wilms' tumor that occurred between 2000-2011.
- Health Department remained committed to improving the county's immunization rates to prevent the unfortunate occurrence of Vaccine Preventable Diseases (VPDs).
- 5-year Strategic Plan with the assistance of Metropolitan Planning Commission to clarify and formalize the goals and objectives.
- Assisted City of Marine City in advocating for smoke-free beaches. Marine City became the first municipality in our county to have a smoke free beach. Assisted Parks and Recreation in establishing smoke-free parks and splash pad areas.
- Assisted two school districts' Sex Education Advisory Boards in their efforts toward an improved comprehensive reproductive health curriculum.
- Community Workgroups included: Port Huron Helmet Safety Committee, Healthy Lifestyles Coalition, Suicide Prevention Committee, Parent University, Prescription Drug Abuse Community Education Work Group.

2013 – HIGHLIGHTS

- Accredited by the Michigan Public Health Accreditation Commission.
- Release of the 2013-2017 Health Department Strategic Plan.
- Downriver Community Services to provide Title X Family Planning services to our community.
- Participation in a statewide full-scale exercise – Public Health Emergency Bio-watch/SNS.
- St. Clair County Health Department was recognized by a national leader in immunology, Immunization Action Coalition, for outstanding vaccination efforts in healthcare settings and was added to their honor roll for stellar examples of influenza vaccination policies in healthcare setting.
- Health Education – created "Points of Interest" publication to keep the Board of Commissioners and general public informed of local public health activities and initiatives..

- Joint partnership with Community Mental Health created an Integrated Care Coordinator position, which was filled by a public health nurse from SCCHD in order to improve healthcare coordination among mental health agencies and primary care providers.
- SCC reached its highest immunization coverage rate for children 19-36 months of age in St. Clair County (75%) and exceeded the state average of (74%). SCC also ranked highest among the region for adolescent immunization coverage rates in 2013.

2014 – HIGHLIGHTS

- Accredited by the Michigan Public Health Accreditation Commission.
- The Maternal, Infant and Early Childhood Home Visiting Initiative developed their own "central intake" called the HUB. The HUB allows parents and guardians to access all the home visiting programs they are eligible for in one call as well as the collaborative to review who is calling and where they are going. Stakeholders meet monthly to enhance the system.
- Participated in CMH/Mercy PHO community health collaboration project where a public health nurse supported and informed both sides of the initiative, creating an environment more conducive to the changes needed for integrated mental and physical healthcare.
- Health Educator and PH Nurses teamed up to provide education and screening for youth in the Day Treatment/Night Watch program, as well as many other community programs.
- Launched the next Community Health Needs Assessment (CHNA) with meetings and surveys designed to be fully interactive and reflective of the diversity and desires of the stakeholders.
- The WIC program began oral health assessments and dental fluoride varnish on infants and children using the program.
- The prescription drug workgroup collected input from area physicians on the opiate abuse epidemic and how their practice is impacted.
- WIC program received a grant to institute a Breastfeeding Peer Counselor program to assist in expanding and supporting sustainable services, and outreach for breastfeeding.
- Teen Health Center joined in partnership with Professional Counseling Center to provide confidential counseling services for those 10-21 years of age in our community. Compassionate, fully licensed, professional therapists are available to help individuals with personal mental health concerns.

2015 – HIGHLIGHTS

- Accredited by the Michigan Public Health Accreditation Commission. Met 128 out of 129 essential and importance indicators and received numerous mentions of special recognition and commendation.
- The Community Health Needs Assessment (CNHA) process received widespread support from many community service and health care agencies. Monthly meetings allowed for a clearer understanding of what needs to be done and how the data could be collected. This will result in a better health improvement plan for the community.
- Partnership with CMH and its Substance Abuse and Mental Health Services Administration Health Integration Project/grant.
- Prevention and treatment grant funding from Region 10 Pre-paid Inpatient Health Plan and Michigan Department of Health and Human Services for tobacco and prescription drug

abuse initiatives, including implementation of a Naloxone training/distribution program. The attention to the prescription drug abuse was timely as it was a growing issue across our community, state and nation.
- State resources were received to support and enhance safe sleep, breastfeeding, lead exposure and reduction, and immunizations waiver education.
- Teen Health Center introduced the LEADS (Linking Education and Awareness of Depression and Suicide) program in 2015. It's an evidenced-based curriculum for 9th – 12th graders. LEADS also facilitates linking adolescents with mental health services as needed.

2016 – HIGHLIGHTS

- Accredited by the Michigan Public Health Accreditation Commission.
- VIP Researcher CEO Dr. Martin Hill was contracted to implement the CHNA, including the first ever regional Behavioral Risk Factor Survey allowing for the differentiation on health issues between the northeastern, western and southern communities.
- Coalition Coordinator for the St. Clair County Prescription Drug Abuse Workgroup and the St. Clair County Smoke-free Community Team was hired through Region 10 Prepaid Inpatient Health Plan grant funding.
- Health Education received funding to provide Naloxone (an opiate overdose rescue medication) to the community. The Second Chance Naloxone Program provides free training and rescue kits to agencies or individuals in St. Clair, Lapeer, Sanilac or Genesee County, designed to reduce stigma and save lives.
- The Title X Family Planning Services returned because of the great need in the community.
- The Teen Health Center hired a new on-site mental health therapist (licensed Master Social Worker) with considerable expertise with adolescents. The Teen Health Center continued to offer LEADS program.
- Environmental Health Division partnered with the National Oceanic and Atmospheric Administration (NOAA) on a project to monitor for the phytoplankton that contributes to harmful algae blooms. St. Clair County is the only local health department in Michigan to participate.
- Michigan Breastfeeding Network Silver Award – Breastfeeding friendly workplace.
- Increased social media presence – each division submitted 3-5 posts per month promoting their services, a health issues, or special program.
- Health Education provided Gender Identity and Youth Training.
- Environmental Health Director appointed to Michigan Department of Environmental Quality, Air Quality Division's Air Advisory Council.
- Hosted a Special Pathogens Workshop for local medical and healthcare providers.

2017 – HIGHLIGHTS

- Accredited by the Michigan Public Health Accreditation Commission.
- Continued strong collaboration with agencies on the growing opioid addiction and response problem. Partnered with researchers from the University of Michigan – Dearborn to identify new ways of reaching high risk populations.
- Additional funding provided to increase surveillance for mosquitos carrying the Zika virus.

- Southeast Michigan Hepatitis A outbreak reached our community with our first documented case in July 2017. Aggressive outreach, post exposure prophylaxis and vaccination clinics were developed in response.
- Teen Health Center acquired "telehealth" equipment that was used to increase access to specialty care for our pediatric population.
- The "Community Health Improvement Plan (CHIP)" with support from the SCC Metropolitan Planning Commission was developed to address the critical area of community engagement in health issues
- Began providing Lead Case Management services.
- Dr. Annette Mercatante was appointed to the Michigan Public Health Advisory Council by the State of Michigan. The council is tasked with developing an action plan for implementing the recommendation of the Public Health Advisory Commission and provide advice about emerging issues in public health.

2018 – HIGHLIGHTS

- Accredited by the Michigan Public Health Accreditation Commission.
- Dr. Annette Mercatante was re-appointed to the Michigan Public Health Advisory Council.
- Staff presented at the 2018 Michigan Public Health Premiere Conference on the positive outcome and successful hepatitis A ambassador program.
- 100% participation in the statewide MiPHY survey from all 8 county public school districts. Dr. Mercatante participated in the St. Clair County Superintendents meeting to emphasize the importance of the continued participation. Provided MiPHY data analysis broken down to each individual school district.
- MDEQ notified SCCHD of increased lead concentrations collected at their Rural Street air monitoring station. In response, SCCHD offered a lead open house, as well as blood lead testing and lead testing on household items. The continued investigation showed additional areas of concern. A mail campaign followed, as well as additional lead screening clinics.
- Clinic Services and Family Planning clinics were combined into one Personal Health Clinic. STI testing, pregnancy testing and family planning services are offered 5 days a week. Male clientele increase through a targeted marketing campaign.
- WIC and MDHHS initiated an Integrated Service Delivery (ISD) partnership. When MDHHS enrollees apply for Medicaid they are directly linked with WIC through the referral system. WIC also partnered with McLaren Hospital birthing unit to enroll moms and babies.
- WIC satellite clinic at The Center of Port Huron – over 300 WIC clients were served.

2019 – HIGHLIGHTS

- Accredited by the Michigan Public Health Accreditation Commission.
- Completion and distribution of the CHIP. (Community Health Improvement Plan)
- Reviewed and updated the strategic plan, as well as vision and mission statements.
- The Maternal Infant Health program implemented a program to help women stop smoking and have healthier pregnancies.
- Harm reduction interventions were implemented to reduce Hep C and HIV as the result of rapidly rising Hep C rates in the young adult population. SCCHD offers: Hepatitis C testing, syringe services program, linkage to care programs, opioid overdose recognition and response training, including Narcan distribution.

- Communicable Disease outbreaks – 3 probable cases of mumps; measles outbreak and chickenpox outbreak at a local high school. Investigated, responded and took appropriate measure to stop the spread.
- SPEAK (Substance Prevention through Early Action & Knowledge) is a newly formed substance use prevention collation to review data regarding youth substance abuse and create a five year strategic plan. This group identified underage drinking, youth marijuana use, youth vaping and adult opioid as its four priority areas.
- Children's Special Health Care Services helps with chronic, disabling or terminal medical conditions by providing coverage and referrals for specialty services.
- Nursing Division researched and planned for the implementation of the Pre-exposure prophylaxis distribution.
- Personal Health Clinic expanded long-acting reversible contraception options to include IUD and implant insertion and removal at SCCHD.

2020 – HIGHLIGHTS

- Accredited by the Michigan Public Health Accreditation Commission.
- Covid-19 Response – communications: 37 Facebook live events to inform the general public and to answer questions; 7,752 calls; 1,352 emails; 1,213 complaints.
- 52,902 employee hours associated with Covid-19 response; 11,245 Covid-19 overtime hours.
- 214 SCCHD leadership meetings related to Covid-19; 33 long-term care/congregate living conference calls; 38 MDHHS /Healthcare coalition conference calls; 36 healthcare provider conference calls; 39 MDHHS/Local Health Department conference calls; 106 Local Emergency Operations meetings.
- 21 Covid-19 Testing Events; 1610 people tested.
- First shipment of Covid-19 vaccine arrive December 21, 2020 and large scale distribution did not occur until 2021.
- Substance Abuse Prevention through Early Action and Knowledge (SPEAK) – 8 full body meetings, 5 informational videos published, 3 coalition sponsored events.
- Substance Abuse Prevention programming – 137 sessions; 299 student completers
- Second Chance Naloxone – 1360 trained; 782 kits distributed, 22 documented overdose reversals.
- Outreach – 136 community referrals, 3633 people assisted with Medicaid applications.
- 10,166 Drinking Water samples analyzed; 217 water wells inspected; 2193 bacterial surface water/beach/pool samples.
- 767 Restaurant inspections, 189 food complaint investigations, 26 new/remodeled plan reviews.
- 31 homes and child care centers inspected for lead-based paint hazards; 224 onsite soil erosion sedimentation control inspections, 57 radon test kits distributed.
- 18 flu vaccination clinics
- 4,293 vaccinations to infants, children, teens and adults; 20 Hepatitis A vaccine clinics; 266 TB skin tests; 11 TB blood test;
- 425 Hep C conventional tests, 211 rapid test (offsite), 46 rapid test (onsite)
- 877 communicable disease investigations (non-Covid); 5 outbreak investigations (non-Covid)
- 576 preschool hearing screenings; 2463 school age hearing screenings; 580 preschool vision screenings; 4891 school age vision screenings.

- Mental Health Services – 563 visits Teen Health PH; 227 visits Teen Health Algonac.
- 39 sessions of LEADS – 3 schools, 374 students; 4 sessions of Signs of Suicide – 107 students.

ADDITIONAL ACCOLADES AND COMMUNITY INVOLVEMENT

- Dr. Mercatante was Blue Water Woman Medical Professional of the year in 2015 and Blue Water Woman of the Decade in 2022.
- Dr. Mercatante served as president of the St. Clair County Medical Society (2019-2020), also presented 7 articles to the SCCMS journal club in 2021.
- Dr. Mercatante served on the United Way Board of Directors
- Dr. Mercatante has served as the co-chair of St. Clair County Community Services Coordinating Board of Directors
- Dr. Mercatante served on the Virtual Learning Academy Board of Directors
- Dr. Mercatante served on the YMCA Board of Directors

7. ***HEALTH OFFICER/ MEDICAL DIRECTOR*** - In the event the Health Officer/ Medical Director steps down, the Health Department would use the procedure outlined below to appoint a replacement.

- Health Officer/Medical Director notifies BOH, Board of Commissioners, County Administrator and MDCH Office of Local Health Services of imminent vacancy.
- Board of Commissioners authorizes County Administrator and County Human Resources office to begin search for appropriate candidates for Health Officer/Medical Director.
- Review and determination of qualifications with MDCH, Office of Local Health Services.
- Position advertised and applications received.
- Applications reviewed by County Administrator, Board of Commissioners HR Director; Board of Health; Health Officer/Medical Director.
- Interviews occur.
- Credentialing and reference checks completed
- Communication and consultation with MDCH Office of Local Health Services seeking review and approval of candidate.

- Appointment of HO/MD by Board of Commissioners -See attachments for correspondence from MDCH approving the qualifications of the Health Officer/Medical Director.

ST. CLAIR COUNTY
DIRECTOR/HEALTH OFFICER

Outline for Recruitment Process

Director/Health Officer Recruitment/Selection Committee

Voting Members:

1. one (1) Board of Commissioner
2. Administrator/Controller
3. Chairperson – Health Advisory Committee

Support/Assistance provided by:

1. Medical Director
2. Current Director/Health Officer
3. Human Resource Director
4. Other staff as determined

Tentative Timeline

October, 2008 – Review job description and state requirements
November, 2008 – Advertise for the position (including appropriate journals and state associations)
December 31, 2008 – Deadline for applications
January, 2009 – Review applications and begin selection process
Late January/February 2009 – Begin interview process
Late February/March 2009 – Final Selection process
March 18, 2009 – Recommendation to Board of Commissioners for Approval
April 20, 2009 – Start Date for New Director/Health Officer

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VISION: We are the leader in innovative, customer-centered government.

M N: To continually improve public services that enhance the community for citizens and future generations of St. Clair County.

February 25, 2009

Wallace Evans, Chairman
St. Clair County Board of Commissioners
200 Grand River
Port Huron, Mi 48060

Dear Chairman Evans:

The Health Department Health Officer Recruitment Committee met on February 5, 2009, and again in conjunction with the Board of Health on February 12, 2009. I have attached a summary of both meetings for your review.

As you will ascertain from the February 12th meeting, the recruitment committee has recommended that the Health Department's administrative structure be reorganized to combine the health officer and medical director positions and offer the position to the current medical director, Annette Mercatante, M.D., who was successfully interviewed at the February 12th Board of Health meeting. This reorganization would also require the current deputy administrator to assume additional duties. I have attached a financial impact detail. Restructuring health department administration in this manner would have a positive financial impact on the county's budget.

In conversations with Jean Chabut, deputy director of Michigan Department of Community Health, it was indicated that Dr. Mercatante's appointment would be favorable.

As the county representative to the Board of Health, and member of the recruitment committee, I recommend the appointment of Dr. Annette Mercatante to the position of Health Officer/Medical Director, and the other staffing changes necessary in support of that appointment.

Sincerely,

Pamela Wall

Cc: Dennis Kearns, Chairman Human Services Committee

Recruitment Committee Activity Summary

Position: Health Department Health Officer

February 5, 2009 – The Recruitment Committee composed of Pamela Wall, Board of Commissioners; Shaun Groden, County Administrator; Dr. Donald Konyha, Board of Health, met and reviewed 31 applications. Following that review the committee moved to request applicant Annette Mercatante, M.D., Medical Director for the department, to appear for an interview before the committee and the Board of Health.

On February 12, 2009, Dr. Mercatante was interviewed by Pamela Wall, Dr. Donald Konyha, and Board of Health members Barbara Britz, R.N., and Marie Muller. Jon Parsons, current director/health officer was also present. Dr. Mercatante responded favorably to questions relative to her financial management, personnel management and general administrative skills. Jon Parsons was asked if the Michigan Department of Community Health would accept Dr. Mercatante's credentials in the expanded role of Medical Director and Health Officer. Parsons advised an inquiry had been directed to Jean Chabut, Deputy Director of Michigan Department of Community Health. Ms. Chabut had advised Dr. Mercatante could serve with MDCH approval provided she completes her Masters in Public Health currently in progress, a local health department mentor is identified, i.e., Dr. Kevin Lokar, Macomb County Health Department, and there is adequate internal administrative support and a delegation of many of the administrative tasks performed by the current health officer. The committee determined the hire of Dr. Mercatante as Health Officer/Medical Director and expanding the role of

the current Deputy Administrator is the direction they agreed to pursue and requested Jon Parsons to prepare and organization restructuring proposal including:

- Job description for the combined health officer/medical director position
- Job description for the expanded role of the Deputy Administrator with new title.
- Draft contract for Dr. Mercatante review with no increase in salary – only adjustment being to benefits.
- Salary schedule for new administrative job description.
- Financial statement describing cost/savings to the department and county relative to the proposal.

This information is attached.

Meeting of Recruitment Committee Minutes – Annette Mercatante, M.D. Interview

Position: Health Officer, St. Clair County

Committee Members Present:

- Dr. Donald Konyha, St. Clair County Board of Health
- Pamela Wall, St. Clair County Board of Commissioners

Staff Present:

- Jon Parsons, St. Clair County Health Officer

The committee met with Dr. Mercatante and offered her the opportunity to discuss her relevant attributes and interest in the position of Health Officer for St. Clair County Health Department.

- Dr. Konyha questioned Dr. Mercatante with regard to personnel management.
- Pamela Wall questioned her financial management skills and knowledge.
- Barbara Britz wanted to know how she felt about a transition from clinical to administrative structure.
- Marie Muller questioned her ability to work with unions.
- Ms. Britz asked about her linkage to the community physicians.

Committee and Board of Health recommended providing proposed contract.

Financial Impact of Redistribution of St. Clair County Health Department Health Officer Full Cost and Responsibilities

- *Eliminates current health officer cost including salary and fringe $145,529*
- *New title and duties to Medical Director → Health Officer/Medical Director*
  - *$10,000 salary increase*
  - *Add transportation*
  - *Add defined contribution*

  Cost = ($25,340)

- *New title and duties to Deputy Administrator*
  - *Health Department Administrator – salary cost = ($9,140)*

Resulting reduction in total Health Department administrative cost = $111,049

DEPARTMENT OF COMMUNITY HEALTH

OFFICE OF PUBLIC HEALTH ADMINISTRATOR

LOCAL HEALTH PERSONNEL

(By authority conferred on the director of public health by section 2495 of 1978 PA 368, MCL 333.2495.

R 325.13001 Definitions.

Rule 1. As used in these rules:

(a) "Code" means 1978 PA 368, MCL 333.1101.

(b) "Health officer" means the administrative officer of a city, county, district, or associated health department who is appointed by the local governing entity or, in the case of a district health department, by the district board of health and who is responsible for the planning, implementation, and evaluation of a public health program designed to prevent disease and disability and to promote health. A health officer shall be a medical health officer or administrative health officer. If the health officer is not a physician, a medical director shall also be employed who is responsible to the health officer for medical decisions.

(c) "Local health department" means local health department as defined in section 1105 of the code.

(d) "Medical director" means a physician who qualifies as a medical health officer but who is employed by a local governing entity or, in the case of a district health department, by the district board of health to provide direction in the formulation of medical public health policy and program operation. A medical director shall be responsible for developing and carrying out medical policies, procedures, and standing orders and for advising the administrative health officer on matters related to medical specialty judgments.

(e) "Public health administrator" means a person who is responsible for developing and implementing good administrative practices and policies for a local health department and its programs.

(f) "Public health physician advisor" means a physician who is responsible for providing public health medical consultation and advice to persons serving under provisional or acting appointments as medical health officers, administrative health officers, or medical directors.

History: 1980 AACS; 2011 AACS.

R 325.13002 Medical health officer; qualifications.

Rule 2. A medical health officer shall be a physician licensed in Michigan as an M.D. or D.O. who complies with 1 of the following requirements:

(a) Is board certified in preventive medicine or public health.

Courtesy of www.michigan.gov/orr

(b) Has an M.P.H. or M.S.P.H. degree and not less than 2 years of full-time public health practice.

(c) Has an unexpired provisional appointment issued by the department under the authority of MCL 325.2495, provided the appointment was issued before the effective date of these rules.

History: 1980 AACS; 2011 AACS.

R 325.13003 Administrative health officer; qualifications.

Rule 3. An administrative health officer shall comply with 1 of the following requirements:

(a) Have an M.P.H. or M.S.P.H. degree and 3 years of full-time public health administrative experience.

(b) Have a related graduate degree and 5 years of full-time public health administrative experience.

(c) Have a bachelor's degree and 8 years of full-time public health experience, 5 years of which shall have been in the administration of a broad range of public health programs.

History: 1980 AACS.

R 325.13004 Medical director; qualifications.

Rule 4. A medical director shall have the same qualifications as a medical health officer.

History: 1980 AACS.

R 325.13004a Medical director; requirements.

Rule 4a. A medical director shall comply with all of the following requirements:

(a) Except as provided in subdivision (c) of this rule, a medical director shall devote his or her full time to the needs of a local health department.

(b) For purposes of this rule, "full time" means 32 hours or more per week.

(c) If a local health department serves a population of not more than 250,000 and cannot obtain full time medical direction, the time may be reduced to not less than 16 hours per week. This exception does not apply if the medical director is covering 3 or more local health departments, even if the combined population served is not more than 250,000. Medical directors covering 3 or more local health departments must be full time, regardless of the total combined population.

History: 2011 AACS.

R 325.13005 Public health administrator; qualifications.

Courtesy of www.michigan.gov/orr

Rule 5. A public health administrator shall comply with either of the following requirements:

(a) Have an M.P.H. or M.S.P.H. degree, or equivalent graduate degree, and 3 years of full-time administrative experience.

(b) Have a bachelor's degree and 5 years of full-time public health administrative experience.

History: 1980 AACS.

R 325.13006 Public health physician advisor; qualifications.

Rule 6. A public health physician advisor shall be a physician licensed in Michigan as an M.D. or D.O. who complies with either of the following requirements:

(a) Is board certified in preventative medicine or public health.

(b) Has an M.P.H. or M.S.P.H. degree and 3 years of public health experience.

History: 1980 AACS.

R 325.13007 Provisional appointments; medical health officers; administrative health officers; medical directors.

Rule 7. (1) A provisional appointment of a medical health officer, medical director, or administrative health officer may be made for a period of not more than 3 years, if an arrangement satisfactory to the state health director is made for the fulfillment of the appropriate qualifications specified in these rules, and if during such time a qualified public health physician advisor is appointed.

(2) A provisional medical health officer or medical director shall be a physician licensed in Michigan as an M.D. or D.O., but with less than the necessary qualifications for permanent appointment as specified in these rules.

(3) A provisional administrative health officer shall have an M.P.H., M.S.P.H., or equivalent graduate degree, or a bachelor's degree in a health-related field and not less than 3 years of public health experience.

History: 1980 AACS.

R 325.13008 Acting health officers; medical directors; appointments.

Rule 8. (1) If a health officer position is vacant, the local governing entity or in the case of a district health department the district board of health shall appoint an acting health officer. If a medical director position is vacant, the health officer shall appoint an acting medical director. Such appointments shall be for 6 months, subject to the approval of the state health director, and may be renewed upon his approval. Approval shall be based on the performance of the individual and the efforts being made to hire a qualified, permanent, full-time person.

(2) If the person appointed to the position of acting health officer or acting medical director does not meet the appropriate qualifications specified in these rules, an arrangement shall be made for consultation and advice. This may be provided without

Courtesy of www.michigan.gov/orr

charge by the state department of public health or, subject to approval of the state health director, through local arrangement by a person meeting the appropriate qualifications.

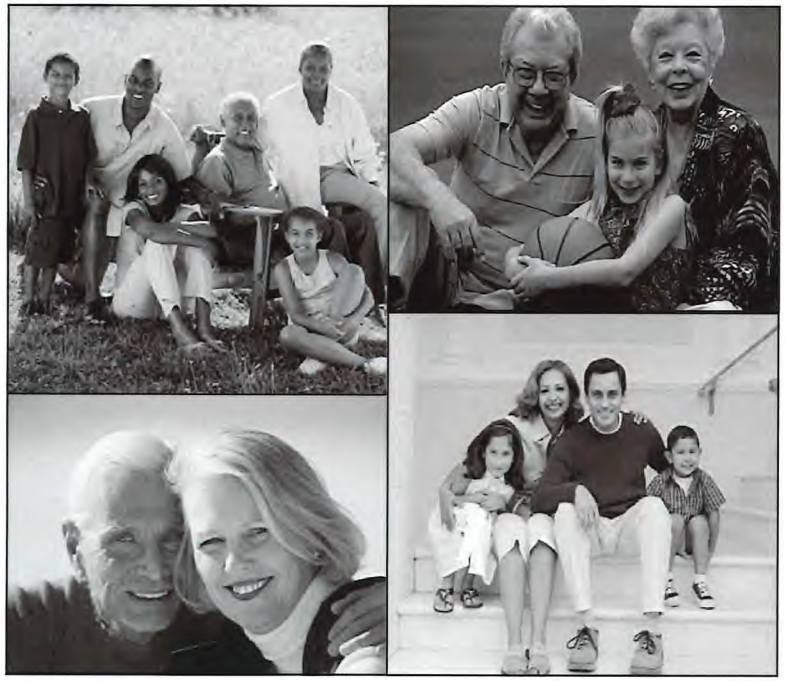
History: 1980 AACS.

R 325.13009 Rescission.

Rule 9. R 327.47 of the Michigan Administrative Code, appearing on pages 7918 and 7919 of the 1979 Annual Supplement to the Code, is rescinded.

History: 1980 AACS.

Courtesy of www.michigan.gov/orr



Michigan's Guide to Public Health for Local Governing Entities

County Commissioners, Boards of Health, and City Councils

November 2006

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Disclaimer: This document is for information purposes only and not intended as a substitute for legal advice from a competent professional. For legal advice, readers should consult with their own counsel. While every attempt has been made to assure the information presented is accurate as of September 2006, laws do change, and readers will need to confirm accuracy of various laws cited.

Michigan laws are available on the Internet.
For statutes: http://www.legislature.mi.gov
For administrative rules: http://www.michigan.gov/cis/0,1607,7-154-10576_35738---,00.html

Introduction

You will face many challenges as members of local governing entities (LGEs) – always balancing community values, local health priorities, private citizen and business needs against scarce taxpayer dollars. You will be dealing with such issues as emerging global infectious diseases, the provision of health promotion and disease prevention and appropriate limits of policy and regulatory programs all within the context of limited resources. As an elected official, you are charged with the public's trust to be a good fiscal steward along with protecting and promoting the health of your community. By updating your knowledge of the public health field, you will increase your ability to make decisions based on sound public health practice that will ultimately benefit the community you serve.

The purpose of *Michigan's Guide to Public Health for Local Governing Entities* is to present a broad overview of public health, its accomplishments and impact, public health in Michigan, and key public health responsibilities of a LGE and health officer. We hope you find this *Guide* useful in your role as LGE members. It also contains references and electronic links in the Acknowledgements, References and Resources section for more in depth study. All references to documents, articles, and websites are numerically listed within the *Guide* and cited in the endnotes on pages 26-27. Public health, as in any specialized field, has professional terms, acronyms and definitions. A glossary of main terms used in the *Guide* is located in Appendix II.

Michigan Department of Community Health (MDCH), through Michigan statute, is the state health department (SHD). To reduce confusion with titles, SHD will be used when referencing their role in public health. The MDCH title will be used when referencing their broader role in the administration of Medicaid, mental health, and substance abuse programs statewide.

Your community needs you!

As a county commissioner, board of health or township/city council member, you have a legal responsibility to protect and promote the health of your community. You have an opportunity to provide vision, leadership and policy to make your community a safer, healthier place to live.

What is Public Health?

From the highly visible preparations for a possible pandemic flu outbreak, the continuing threat of bioterrorism to the growing awareness that we face an epidemic of obesity, today's headlines provide constant reminders of the importance of public health. Public health works everyday and sometimes around the clock, to promote and protect the public's health and safety from various ongoing threats. The tools public health uses to respond to these urgent and, at times, unexpected public crises are the same tools it uses every day.

Examples of public health tools:

- Community health assessment (identify health priorities)
- Disease and mortality surveillance (investigate, track and record keeping)
- Laboratory testing
- Epidemiology (study of diseases within and between populations)
- Environmental monitoring (air, water, waste)
- Distribution of medicines and vaccines
- Community collaboration and partnership
- Health education and promotion

Public health services help communities become healthy places to live, work and play. They serve as resources for reliable health information and protect communities against environmental hazards. Public health is about understanding and preventing disease and injury across the entire population. It works to assure access for all population groups within the community to health care services. Public health focuses on promoting health and preventing disease before an individual becomes sick. It is a public and private partnership that improves health status by applying science to medical practice, personal behavior and public policy.

Public health services touch lives and directly impact families in many ways.

Public health ensures that:



- Drinking water is safe
- Air is clean
- Sewage is contained
- Restaurants serve safe, untainted food
- Children are vaccinated against disease
- Health care emergency response plans are in place for natural and human-made disasters
- Family planning services are available to educate on reproductive choices and to reduce the number of maternal and infant illness and death
- Screening programs are available to identify possible health risks
- Diseases are investigated to reduce illness for those at risk and prevent the spread of infections
- Access to health care services available for all populations within the community

Public Health Impact and Achievements

Society feels the impact of public health everyday. During the 20th century, the health and life expectancy of persons living in the United States improved dramatically. Since 1900, the average lifespan of US residents has risen from 48 to nearly 78 years, a 30-year increase. Advances in public health are responsible for at least 25 of those increased years.

In the last 100 years, public health has:

- Significantly reduced the case numbers of measles, rubella, tetanus, diphtheria and Haemophilus influenza type b through vaccinations;
- Saved lives through education and promotion of safety belts, child safety seats, bicycle and motorcycle helmets; decreased drinking and driving, in collaboration with transportation and public safety;
- Provided safer workplaces through reduction of severe injuries and deaths related to mining, manufacturing, construction and transportation;
- Drastically reduced the number of illnesses and deaths from typhoid and cholera by control of infectious water-borne diseases through cleaner drinking water and improved sanitation;
- Reduced the number of deaths from coronary heart disease and stroke through smoking cessation programs and blood pressure control, coupled with improved access to early detection and better treatment;

Vaccines are highly cost effective: for every $1.00 spent against potential disease, society saves:[1]

Diphtheria, Tetanus and accellular Pertussis (DTaP)..... $27.00
Measles, Mumps and Rubella (MMR) $26.00
Perinatal Hepatitis B..... $14.70

- Provided safer and healthier foods through promotion of hand-washing, pasteurization, and refrigeration; decreased food contamination through restaurant inspections; reduced diseases caused by nutritional deficiencies such as rickets, goiter and pellagra through public health policies and food fortification programs;
- Increased the number of healthy babies and mothers through better hygiene, nutrition, and access to health care;
- Reduced infant, child and maternal death through family planning choices providing health benefits, opportunities for counseling and screening, and barriers against HIV/AIDS and other sexually transmitted diseases;



- Decreased tooth decay in children and tooth loss in adults by adding fluoride to drinking water; and
- Reduced the number of new smokers and smoking-related deaths through identification of tobacco use as a health hazard, promotion of smoking cessation and policies to reduce exposure to environmental tobacco smoke.[2]

The US government spends $1,390 per person per year to treat disease and $1.21 to prevent disease.[3]

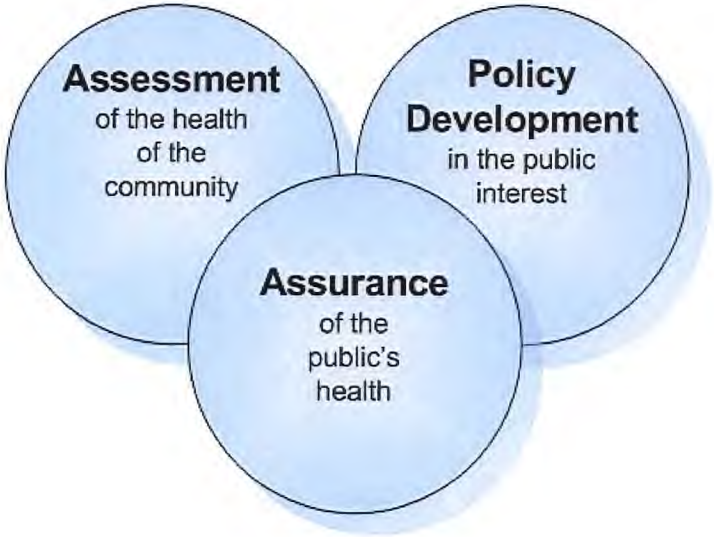
Michigan's Public Health System

Public health in Michigan includes a wide variety of public, private and community resources. The role of government in public health focuses on three core functions: assessment, policy development and assurance.[4]

- **Assessment** *(Learning what the most important health problems are)* Assessment information is used to develop community health priorities. Assessment data are based on birth, illness and death statistics, available heath resources, unmet health needs and citizens' feelings about their personal health.

- **Policy development** *(Deciding what to do based on assessments)* Information gathered through assessments are used to develop state and local health policies. These policies are incorporated into community priorities and plans, public agency budgets, local ordinances and statutes and services provided.

- **Assurance** *(Doing it well or making sure someone else does it well)* Assurance is monitoring the quality of those health services provided.



Michigan's **public health system** is made up of state and local governments, communities, the health care delivery system (hospitals and clinics), employers and businesses, media, and universities and colleges. Each of these players has an important role in assuring success of the public's health.

Michigan's public health system began in 1873 with creation of a State Board of Health. It was initially formed to deal with the growing number of deaths and disability from explosive oil lamps and arsenic wall paper.[5] The State Board of Health evolved over the years into the current state health department (SHD).

In 1996, the former Michigan Department of Public Health was combined with another state department, two offices and the Medical Services Administration to form the current **Michigan Department of Community Health (MDCH).** State health department functions now reside within MDCH. Through reorganization, the department has even broader oversight than public health. Of the 19 state departments, MDCH has the largest state budget appropriation of $10.3 billion for fiscal year 2006. MDCH services are planned and delivered through these areas:

- ***Medicaid*** - health care coverage for people with limited incomes

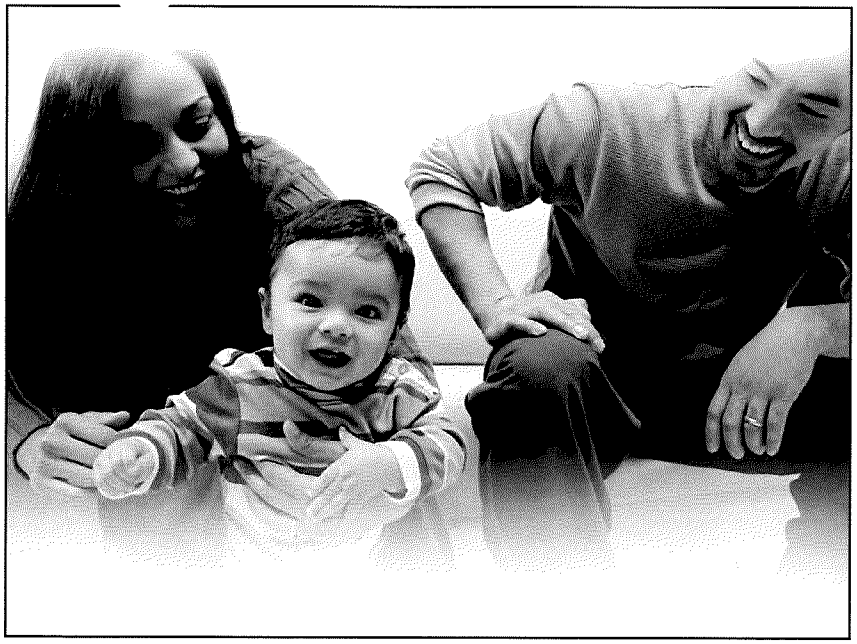
- ***Mental health*** - services for people who have a mental illness or a developmental disability, and services for people who need care for substance abuse

- ***Public health*** - health needs assessment, health promotion, disease prevention, and accessibility to appropriate health care for all citizens

- ***Drug control policy*** - drug law enforcement, treatment, education and prevention programs

- ***Office of services to the aging*** - promoting independence and enhancing the dignity of Michigan's older persons and their families

- ***Crime victims' services*** - administering crime victims' rights fund, investigating and processing crime victim compensation, and administering federal Victims of Crime Act grants



Public health in Michigan is governed by the Public Health Code (PHC), PA 368, of 1978. State public health law and regulation are critical in granting authority along with defining roles and responsibilities of a government public health system. Michigan has one of the most comprehensive and contemporary codes in the nation and has been a source of study through a national project researching model state public health acts.[6]

Michigan law clearly defines public health and responsibility for its delivery resting with the SHD. The SHD shall "*continually and diligently endeavor to prevent disease, prolong life, and promote the public health through organized programs*" (MCL 333.2221). They also *"shall promote an adequate and appropriate system of local health services throughout the state and shall endeavor to develop and establish arrangements and procedures for the effective coordination and integration of all public health services including effective cooperation between public and nonpublic entities to provide a unified system of statewide health care"* (MCL 333.2224).

Michigan's PHC allows the state health department the option to grant local health departments authority to act on its behalf for primary responsibility in delivery of public health prevention and control programs unless legal barriers exist (MCL 333.2235). The SHD has exercised this option and delivery of public health in Michigan happens at the local level through local health departments.

Other Michigan state departments/agencies with public health responsibilities include:

- Department of Human Services (child/adult care facilities)
- Department of Agriculture (food protection)
- Department of Environmental Quality (public/private sewer and water supply)
- Department of Education (hearing and vision)

The **Michigan State Legislature** provides overall policy direction through legislation. Administrative rules are developed by state agencies and have the effect of law.

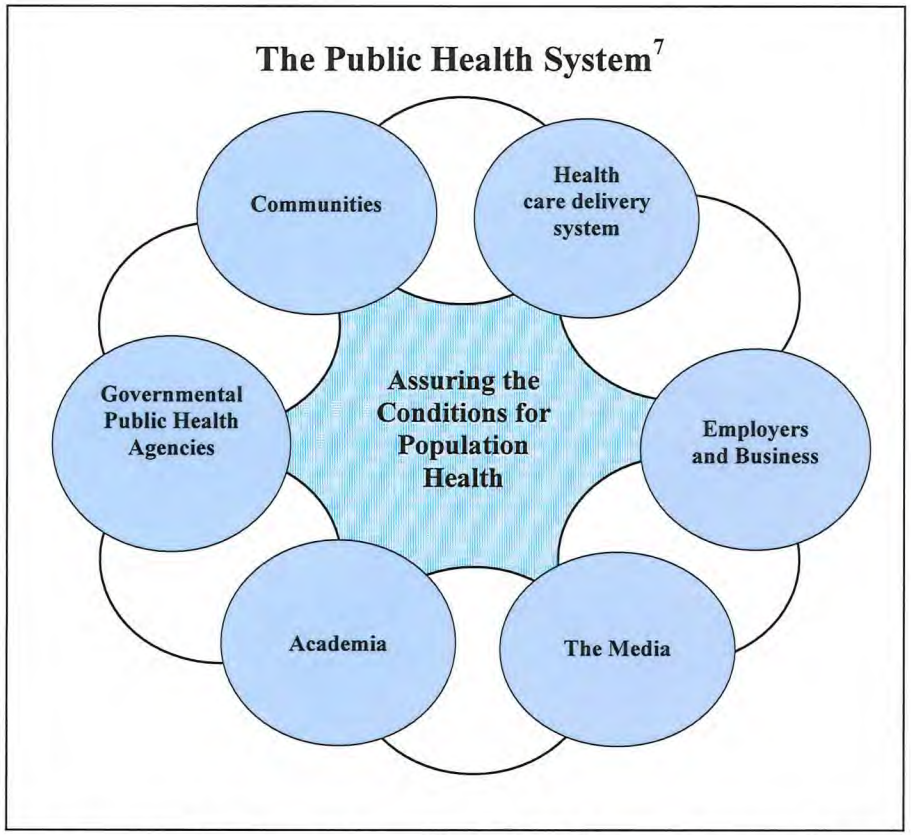
Michigan's federal Public Health agency partners are mostly organized within the U.S. Department of Health and Human Services (DHHS). Within DHHS is the U.S. Public Health Service. The federal Centers for Disease Control and Prevention (CDC), a division of the U.S. Public Health Service, provides technical expertise to local and state public health agencies when outbreaks occur, or when uncommon or new diseases appear. The CDC undertakes research and develops epidemiologic (the study of the spread of diseases within and between populations), medical and managerial approaches for the public health field. Some state and local agencies receive grant funds from DHHS agencies.

Other federal agencies with public health responsibilities include the U.S. Department of Agriculture, Food and Drug Administration, Environmental Protection Agency, Occupational Safety and Health Administration, and various branches of the military.

Public health is not only the responsibility of government, the health care delivery system, business, the media and academia, but of the community. The community is defined as individuals and individuals associating or organizing (community-based organizations) to accomplish common goals. The health of neither individuals nor populations occurs in a vacuum. No one person or community is completely safe unless all are safe.

Communities and individuals can impact the public's health through education on health issues, personal behavior change, involvement and partnering with local health departments to identity local health issues through a community health assessment and improvement process.

Another component of the public health system is the **health care delivery system** made up of hospitals, clinics, physicians and nurses, dentists, mental health, urgent care, community health centers, pharmacists, and insurance plans. These groups are crucial as access to health care is important in determining health of a population and an individual. Health insurance coverage is also associated with better health outcomes for children and adults.



Businesses and employers have wide-ranging influence on communities, employees, and society in general. They influence healthy work environments through their organizational culture, climate and worksite wellness policies and programs.

Both the news and entertainment **media** shapes public opinion and influences decision-making, with possible critical effects on population health. They have the capability to provide accurate and sufficient coverage of public health information.

Colleges and universities, such as the University of Michigan's School of Public Health, have important public health roles. They have opportunities to educate and train current and future public health workforce; conduct research and apply it to pertinent public health disciplines; and engage in community, public and professional service.

Local Governing Entity and Legal Authority for Public Health

Local governing entities (LGE) are ultimately responsible for local public health administration and governance in response to state and local laws, rules and regulations. LGEs should understand required services and other legal mandates local health departments need to perform. LGEs also establish public health regulations and fees for services. They approve the local health department's budget, approve its plan of organization and appoint health officers.

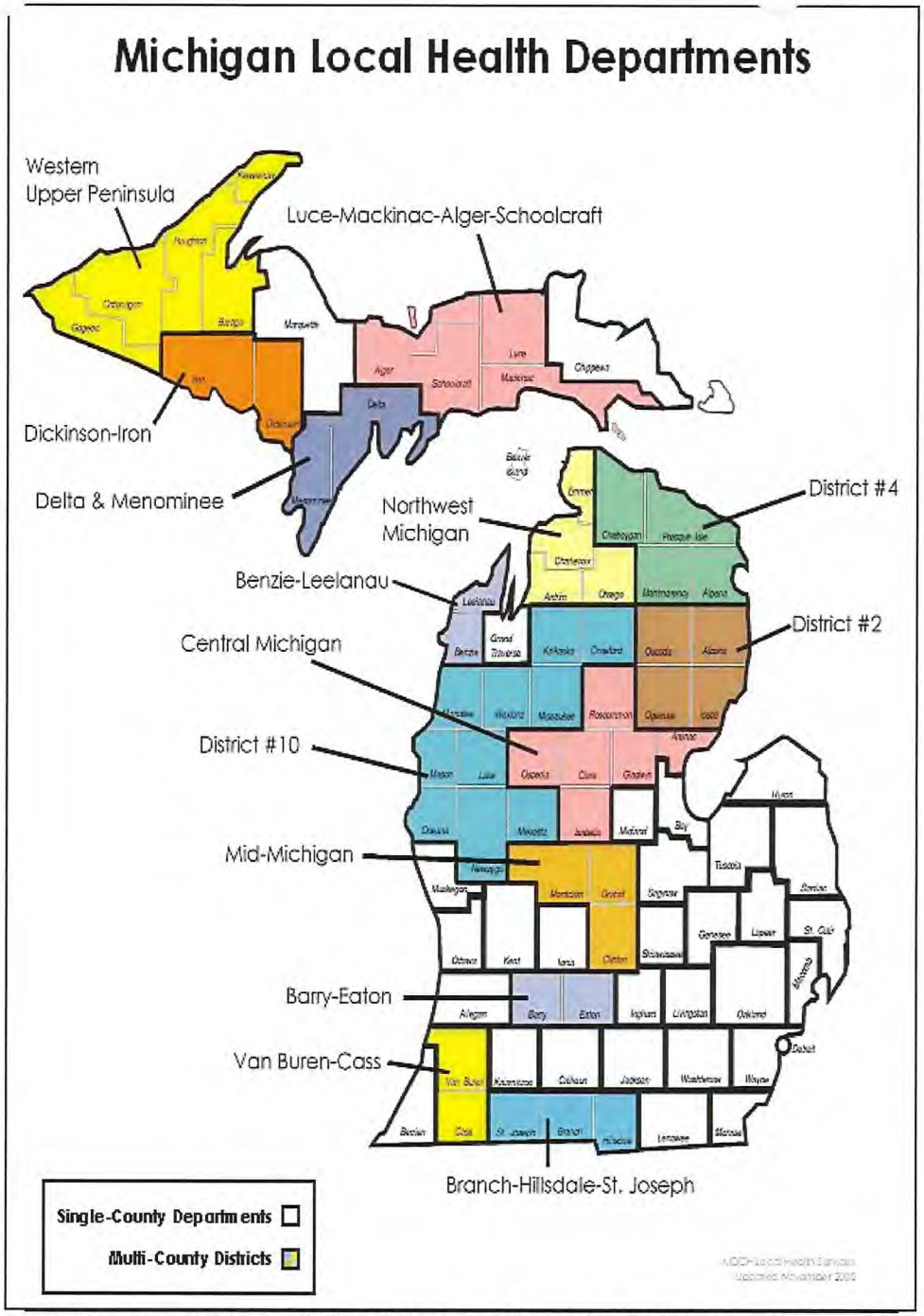
Local governing entities, local health departments and health officers have several legal requirements as listed in Michigan's PHC. Laws are frequently complex and explanations should be done by experts within the field. When listing key responsibilities, *Michigan's Guide to Public Health for Local Governing Entities* does not interpret, but quotes Michigan statute or PHC commentary directly. All PHC citations referenced are listed fully in Appendix I.



Key Local Governing Entity Public Health Responsibilities

The table below represents a partial listing of key public health responsibilities of a local governing entity as quoted directly from the original source cited in the right hand column.

Local Governing Entity Authority/Action	Reference[8-9]
Except if a district health department is created pursuant to section 2415, the LGE of a county shall provide for a county health department which meets the requirements of this part, and may appoint a county board of health.	MCL 333.2413 code
It should be noted that the appointment of a county board of health (except where there is a district health department) has been made optional.	MCL 333.2413 commentary
Administration and governance of public health at the local level	MCL 333.2413 commentary
Provide the funds and approve the budget for operation of the LHD	MCL 333.2413 & MCL 333.2483 commentary
Composition of district health board, if applicable	MCL 333.2415 code
Appoint a full-time local health officer who meets requirements set by SHD	MCL 333.2428 commentary
Concurrence or disapproval authorizing LHD to adopt regulations	MCL 333.2441 & 333.2442 commentary
Fix and require payment of fees for services authorized or required to be performed by the local health department	MCL 333.2444 code
[A LHD and its] local governing entity shall provide or demonstrate the provision of each required service which the local health department is designated to provide.	MCL 333.2473 (2) code



Local Health Departments – City, County, and Multi-County Districts

Michigan has 83 counties served by 45 LHDs through a city, county or a multi-county district health department. Detroit, as the only Michigan city with a population over 750,000, is eligible and has chosen a single city health department approach (MCL 333.2421). Each LHD is a part of local government and separate from the state health department.

LHDs provide services in response to:

- Laws passed by the federal and Michigan state legislature; a sampling of programs required by statue includes: HIV/AIDS, immunization, family planning, food protection, public/private sewer and water supply;
- Rules - An administrative rule is a state agency's written regulation, statement, standard, policy, ruling, or instruction that has the force and effect of law. An agency writes rules under authority of state statute, the Michigan Administrative Procedures Act (PA 306 of 1969), the Michigan Constitution, and applicable federal law;
- Needs identified and funded by the U.S. Congress and federal agencies, such as the Centers for Disease Control and Prevention and Health Resources and Services Administration;
- Local health needs identified through a community health assessment process, such as early childhood intervention and youth tobacco prevention; and
- Other programs funded from a variety of grant sources, including the Kellogg Foundation and Robert Wood Johnson Foundation.

Key Local Health Department Responsibilities

The tables below represents a partial listing of key local health department responsibilities as quoted directly from their original source and cited in the right hand column.

Local Health Department Authority/Action	Reference[8-9]
Have a plan of organization approved by SHD.	MCL 333.2431 (1) (a)
Demonstrate ability to provide required services.	MCL 333.2431 (1) (b)
Demonstrate ability to defend and indemnify employee for civil liability sustained in the performance of official duties except for wanton and willful misconduct.	MCL 333.2431 (1) (c)
Report to the SHD at least annually on its activities, including information required by the department.	MCL 333.2431 (2)
Shall continually and diligently endeavor to prevent disease, prolong life, and promote the public health through organized programs; Required services designated pursuant to part 23 shall be directed at the following specific objectives: (a) Prevention and control of environmental health hazards. (b) Prevention and control of diseases (c) Prevention and control of health problems of particularly vulnerable population groups (d) Development of health care facilities and agencies and health services delivery systems (e) Regulation of health care facilities and agencies and health services delivery systems to the extent provided by state law.	MCL 333.2433 (1) and MCL 333.2473 (1)
Implement and enforce laws for which responsibility is vested in the local health department.	MCL 333.2433 (2) (a)

Local Health Department Authority/Action	Reference[8-9]
Utilize vital and health statistics and provide for epidemiological and other research studies for the purpose of protecting the public health.	MCL 333.2433 (2) (b)
Make investigations and inquiries as to: (i) The causes of disease and especially of epidemics. (ii) The causes of morbidity and mortality. (iii) The causes, prevention, and control of environmental health hazards, nuisances, and sources of illness.	MCL 333.2433 (2) (c)
Plan, implement, and evaluate health education through the provision of expert technical assistance, or financial support, or both.	MCL 333.2433 (2) (d)
Provide or demonstrate the provision of required services as set forth in section 2473(2).	MCL 333.2433 (2) (e)
Plan, implement, and evaluate nutrition services by provision of expert technical assistance or financial support, or both.	MCL 333.2433 (2) (g)
May adopt regulations necessary or appropriate to implement or carry out the duties or functions vested by law in the local health department.	MCL 333.2441 (1)
A local health department and its local governing entity shall provide or demonstrate the provision of each required service which the local health department is designated to provide.	MCL 333.2473 (2)
Submit annually to the SHD a program statement approved by the local governing entity defining the status of the current required and allowable services the local health department provides.	MCL 333.2484 code
Participate in the Michigan Local Public Health Accreditation Program	Contract with MDCH

Listing of LHD Required Services

Although LHDs can elect to carry out other programs and services in response to identified community health needs or grant opportunities, there are several required services based in rule or statute. Required service definition is a combination of basic, mandated and local public health operations categories. Each of the three categories of services is an expression of their various locations within statute and law. The entire matrix of required services with PHC citations can be found in the Plan of Organization Guide, Appendix III. Programs identified in the matrix follow:

- Immunizations
- Infectious/communicable disease control
- STD Control
- TB Control
- Emergency management – community health annex
- Prenatal Care
- Family planning services for indigent women
- Health education
- Nutrition services
- HIV/AIDS services; reporting, counseling and partner notification
- Care of individuals with serious communicable disease or infection
- Hearing and vision screening
- Public swimming pool inspections
- Campground inspection
- Public/private on-site wastewater
- Food protection
- Pregnancy test related to informed consent to abortion
- Public/private water supply

Michigan Local Public Health Accreditation

What is local public health accreditation?

The Michigan Local Public Health Accreditation Program reviews Michigan's 45 LHDs on their ability to meet standards developed by state and local public health professionals. The MDCH oversees the program. Its goals are to assist in continuous quality improvement; assure a uniform set of standards that define public health; assure a process by which the state can ensure local level capacity to address core functions; and provide a mechanism for accountability.

What is the accreditation process?

The Accreditation process measures a LHD's ability to meet program requirements. There are three primary steps:

- Self-Assessment: An internal review of statutory powers and duties, local public health operations, and categorical grant-funded services.
- On-site Review: State agency reviewers, through examination of required documentation and discussions with staff, verify the LHD is meeting all requirements.
- Corrective Plans of Action: LHDs that do not initially meet all requirements develop and implement corrective plans of action to ensure all requirements are met.



Assuring and enhancing the quality of local public health in Michigan

How can local governing entities help?

As a local Board of Commission and/or Board of Health member, you have an important statutory obligation to promote and protect the health of your constituents. This responsibility is mainly carried out through the work of the LHD. The Board of Commissioners/Health provides the oversight and support that assures the LHD meets the standards included in the Accreditation process. Accreditation affirms you have a strong LHD with the capacity and structure to implement statutory duties and responsibilities. To provide the necessary oversight and support you can do the following:

- Place public health programs and services high on your priority list
- Increase your knowledge about your responsibility for public health protection
- Learn about public health programs and services available in your community
- Support your LHD in its efforts to become or remain Accredited
- Discuss Accreditation with your health officer during board meetings
- Arrange for a visit to your LHD during the week of Accreditation On-site review
- Read the On-site Review Report that describes results of the Accreditation process
- Celebrate the success of your LHD's accomplishment when it receives Accreditation

Where can I learn more about accreditation in Michigan?

To learn more about the Michigan Local Public Heath Accreditation Program visit the website at:

www. accreditation.localhealth.net

Or contact the Michigan Department of Community Health at

517-335-8024.

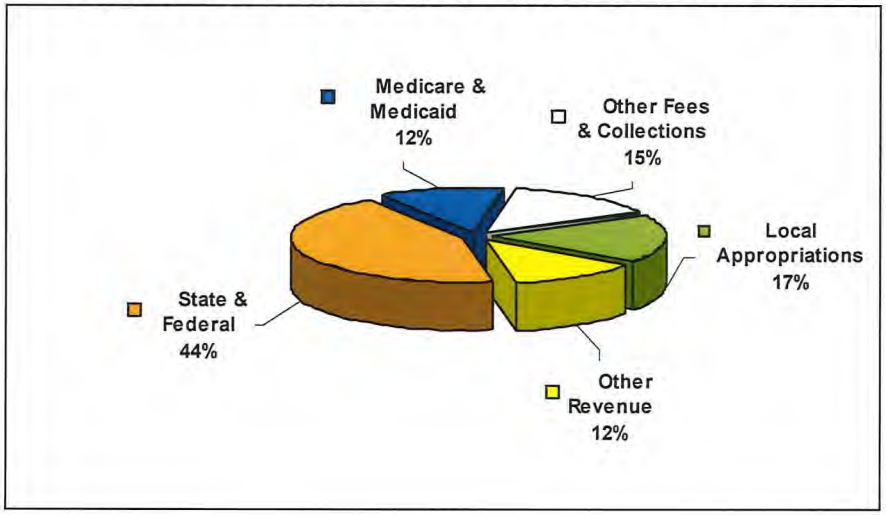
Local Public Health Department Funding

Over the years, federal and state revenues have decreased placing more demands on local tax dollars to fund local health department budgets. Although each LHD will vary on the percentage of revenue coming from state and federal resources, on average, this is still the largest revenue category. Most federal funds are distributed by the MDCH as "pass-through" money; the state also contributes resources. This mixture of state and federal dollars is distributed to the LHD through the Comprehensive Planning, Budgeting and Contracting (CPBC) agreement.

Some of the programs funded through CPBC include:

- Immunizations
- Infectious/communicable disease control
- Family planning
- Emergency preparedness
- Food protection

2003/2004 Average Budgeted Revenues for 45 LHDs[10]



Contractual Requirements of MDCH

The Comprehensive Planning, Budgeting and Contracting (CPBC) agreement is a contractual agreement between MDCH and each of Michigan's 45 LHDs. The contract is the administrative and legal mechanism through which categorical grants and other funds are disbursed or allocated to LHDs to fund required services. This agreement contains the majority of MDCH funded programs provided through LHDs. For fiscal year 2005/2006, the 45 CPBC agreements collectively contain 62 local health service programs and funding of $101,623,860.

Each CPBC agreement contains standard legislative requirements that outline general terms and conditions along with budget instructions and reporting requirements specific to each program funded.

Health Officer

Local governing entities hire health officers who are charged with administration of local health departments and are responsible for hiring employees to carry out agency functions. A health officer can be a governing entity's best public health resource, assisting in answering questions from the LGE and the communities they serve. By state administrative rule, a health officer requires specific education and training in public health (Michigan Department of Community Health, Administrative Rule R325.13001- 325.13004). Health officers have explicit authority and responsibility related to protecting the public's health. Examples include declaring a public health emergency due to a disease outbreak or other public health threat; notifying the public about health risks; and taking necessary legal actions that may include isolating those carrying infectious diseases, quarantining people or places when a health threat is suspected, excluding ill children from school, closing a restaurant, and stopping construction or habitation when unsafe public sewage disposal or drinking water conditions exist.

Common Health Officer Roles

As the chief executive officer for their jurisdiction, health officers typically perform similar roles and responsibilities. Common activities performed across jurisdictions include:

- Represent and principle spokesperson for local health department;
- Provide leadership during a public health threat or emergency;
- Establish relationships with key entities, such as county commissioners, boards of health, city council, medical community, media and the public;

- Develop and present local health department budget to LGE;
- Recommend public health policy changes to LGE;
- Monitor infectious diseases and environmental health;
- Interpret and communicate health data and information; identify priorities and emerging disease trends and; mobilize and educate the community and help them decide on actions to address problems.

Key Health Officer Responsibilities

The table below represents a partial listing of key public health responsibilities of health officers as quoted directly from the original source and cited in the right hand column.

Health Officer Authority/Action	Reference[8-9]
Responsible for the planning, implementation, and evaluation of a public health program designed to prevent disease and disability and to promote health	MDCH Administrative Rule R325.13001
Administrator responsible for performing the duties assigned or delegated to the local health department	MCL 333.2428 commentary
Have powers necessary or appropriate to perform the duties and exercise the powers given by law to the LHD and which are not otherwise prohibited by law	MCL 333.2433 (2) (f) code
Issues an emergency order to control an epidemic	MCL 333.2453 code
Order to abate a nuisance	MCL 333.2455 code
May order an autopsy where necessary to carry out the functions vested in a local health department by this code	MCL 333.2855 code
Inform a marriage license applicant of a potential spouse's HIV status as positive; partner notification	MCL 333.5119 and MCL 333.5131 code
Issue a warning to an individual deemed a health threat to others	MCL 333.5203 code
Protect the public health in an emergency	MCL 333.5207 code

Acknowledgements, References, and Resources

Acknowledgements

Michigan's Guide to Public Health for Local Governing Entities: County Commissioners, Boards of Health, and City Councils was facilitated by the Michigan Department of Community Health, Public Health Administration, Local Health Services in collaboration with the Michigan Public Health Institute, Michigan Association for Local Public Health, Michigan Association of Counties, and several local and state program representatives. Special appreciation to Washington State Department of Health and Washington State Board of Health for allowing us to model our work after their *Guidebook for Local Board of Health Members*.

The Public Health Administration of the Michigan Department of Community Health will coordinate periodic *Guide* review and update, as needed. Updates will be a joint local/state community process involving Michigan Association of Counties, Michigan Association for Local Public Health, Michigan Public Health Institute and other stakeholders. The *Guide* will be printed and shared with current LGE members and health officers and may be downloaded electronically at **www.malph.org** and **www.michigan.gov/mdch**. We welcome comments and opinions in order to improve quality of future editions. To share feedback or order additional copies, please call 517-335-8024.

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[2] Centers for Disease Control and Prevention (CDC), U.S. Department of Health and Human Services. "Ten Great Public Health Achievements—United States, 1900-1999." *Morbidity and Mortality Weekly Report,* 1999/48 (12); 241-243.

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[8] Richard Strichartz. *Commentary on the Michigan Public Health Code.* University of Michigan, Ann Arbor, Michigan: Institute of Continuing Legal Education, 1982.

[9] Public Health Code, Public Act No. 368 of 1978.

[10] Michigan Association for Local Public Health. Retrieval May 8, 2006 from http://www.malph.org/page.cfm/46/

Resources

Michigan Department of Community Health *(State Health Department)*: http://www.michigan.gov/mdch

Michigan Public Health Institute: http://www.mphi.org

Michigan Association for Local Public Health: http://www.malph.org

Michigan Association of Counties: http://www.micounties.org

Michigan Local Public Health Accreditation Program: http://www.accreditation.localhealth.net

University of Michigan School of Public Health: http://www.sph.umich.edu

Administrative Rules for Health Officers and Medical Directors:

http://www.state.mi.us/orr/emi/admincode.asp?AdminCode=Number&Admin_Num=30800001&RngHigh=32599408

Michigan Public Health Code: http://www.legislature.mi.gov/(pbbtpm55gr4xcu453pmqupa0)/mileg.aspx?page=getobject&objectname=mcl-act-368-of-1978

Healthy People 2010: http://www.cdc.gov/nchs/hphome.htm

National Association of County and City Health Officials: http://www.naccho.org

National Association of Local Boards of Health: http://www.nalboh.org

Operational Definition of Functional Local Health Department: http://www.naccho.org/pubs/product1.cfm?Product_ID=9

Appendix I

Michigan Public Health Code and Administrative Rules (Excerpts)

MCL 333.2406. "Local governing entity" means:

(a) In case of a single county health department, the county board of commissioners.

(b) In case of a district health department, the county boards of commissioners of the counties comprising the district.

(c) In case of a district health department which includes a single city health department, the county boards of commissioners of the counties comprising the district and the mayor and city council of the city.

(d) In case of a single city health department, the mayor and city council of the city.

In the case of a local health department serving a county within which a single city health department has been created pursuant to section 2422, the county board of commissioners elected from the districts served by the county health department.

MCL 333.2411 Division of powers and duties.

(1) Where the governing entity of a local health department includes a unified county, the powers and duties vested in the county board of commissioners and county executive in that county shall be divided in accordance with PA 139 of 1973.

Where the local governing entity of a local health department includes a city, the powers and duties vested in the mayor and city council shall be divided as provided by law and the city charter.

MCL 333.2413 County health department; county board of health.

Except if a district health department is created pursuant to section 2415, the local governing entity of a county shall provide for a county health department which meets the requirements of this part, and may appoint a county board of health.

MCL 333.2415 Creation of district health department; composition of district board of health.

Two or more counties or a city having a population of 750,000 or more and 1 or more counties, by a majority vote of each local governing entity and with

approval of the department, may unite to create a district health department. The district board of health shall be composed of 2 members from each county board of commissioners or in case of a city and county district 2 members from each county board of commissioners and 2 representatives appointed by the mayor of the city. With the consent of the local governing entities affected, a county or city may have a greater number of representatives.

MCL 333.2428 Local health officer; appointment; qualifications; powers and duties.

(1) A local health department shall have a full-time local health officer appointed by the local governing entity or in case of a district health department by the district board of health. The local health officer shall possess professional qualifications for administration of a local health department as prescribed by the department.

The local health officer shall act as the administrative officer of the board of health and local health department and may take actions and make determinations necessary or appropriate to carry out the local health department's functions under this part or functions delegated under this part and to protect the public health and prevent disease.

MCL 333.2431 Local health department; requirements; report; reviewing plan for organization of local health department; waiver.

(1) A local health department shall:

(a) Have a plan of organization approved by the department.

(b) Demonstrate ability to provide required services.

(c) Demonstrate ability to defend and indemnify employees for civil liability sustained in the performance of official duties except for wanton and willful misconduct.

(d) Meet the other requirements of this part.

(2) Each local health department shall report to the department at least annually on its activities, including information required by the department.

(3) In reviewing a plan for organization of a local health department, the department shall consider the fiscal capacity and public health effort of the applicant and shall encourage boundaries consistent with those of planning agencies established pursuant to federal law.

(4) The department may waive a requirement of this section during the option period specified in section 2422 based on acceptable plan development during the planning period described in section 2424 and thereafter based on acceptable progress toward implementation of the plan as determined by the department.

MCL 333.2433 Local health department; powers and duties generally.

(1) A local health department shall continually and diligently endeavor to prevent disease, prolong life, and promote the public health through organized programs, including prevention and control of environmental health hazards; prevention and control of diseases; prevention and control of health problems of particularly vulnerable population groups; development of health care facilities and health services delivery systems; and regulation of health care facilities and health services delivery systems to the extent provided by law.

(2) A local health department shall:

(a) Implement and enforce laws for which responsibility is vested in the local health department.

(b) Utilize vital and health statistics and provide for epidemiological and other research studies for the purpose of protecting the public health.

(c) Make investigations and inquiries as to:

(i) The causes of disease and especially of epidemics.

(ii) The causes of morbidity and mortality.

(iii) The causes, prevention, and control of environmental health hazards, nuisances, and sources of illness.

(d) Plan, implement, and evaluate health education through the provision of expert technical assistance, or financial support, or both.

(e) Provide or demonstrate the provision of required services as set forth in section 2473(2).

(f) Have powers necessary or appropriate to perform the duties and exercise the powers given by law to the local health officer and which are not otherwise prohibited by law.

(g) Plan, implement, and evaluate nutrition services by provision of expert technical assistance or financial support, or both.

(3) This section does not limit the powers or duties of a local health officer otherwise vested by law.

MCL 333.2441 Adoption of regulations; purpose; approval; effective date; stringency; conflicting ordinances; violation; penalty.

(1) A local health department may adopt regulations necessary or appropriate to implement or carry out the duties or functions vested by law in the local health department. The regulations shall be approved or disapproved by the local governing entity. The regulations shall become effective 45 days after

approval by the local health department's governing entity or at a time specified by the local health department's governing entity. The regulations shall be at least as stringent as the standard established by state law applicable to the same or similar subject matter. Regulations of a local health department supersede inconsistent or conflicting local ordinances.

(2) A person who violates a regulation is guilty of a misdemeanor, punishable by imprisonment for not more than 90 days, or a fine of not more than $200.00, or both.

333.2442 Adoption of regulation; notice of public hearing.

Before adoption of a regulation the local health department shall give notice of a public hearing and offer any person an opportunity to present data, views, and arguments. The notice shall be given not less than 10 days before the public hearing and not less than 20 days before adoption of the regulation. The notice shall include the time and place of the public hearing and a statement of the terms or substance of the proposed regulation or a description of the subjects and issues involved and the proposed effective date of the regulation. The notice shall be published in a manner calculated to give notice to persons likely to be affected by the proposed regulation. Methods which may be employed, depending on the circumstances, include publication of the notice in a newspaper of general circulation in the jurisdiction, or when appropriate, in a trade, industry, governmental, or professional publication.

MCL 333.2444 Fees for services; expenses and compensation.

(1) A local governing entity, or in case of a district the district board of health, may fix and require the payment of fees for services authorized or required to be performed by the local health department. The local governing entity or district board may revoke, increase, or amend the fees. The fees charged shall not be more than the reasonable cost of performing the service.

(2) Members of a local board of health may receive necessary traveling expenses for attending meetings and may receive compensation as determined by the local governing entity for each meeting attended.

333.2453 Epidemic; emergency order and procedures; involuntary detention and treatment.

(1) If a local health officer determines that control of an epidemic is necessary to protect the public health, the local health officer may issue an emergency order to prohibit the gathering of people for any purpose and may establish procedures to be followed by persons, including a local governmental entity, during the epidemic to insure continuation of essential public health services and enforcement of health laws. Emergency procedures shall not be limited to this code.

(2) A local health department or the department may provide for the involuntary

detention and treatment of individuals with hazardous communicable disease in the manner prescribed in sections 5201 to 5238.

333.2455 Building or condition violating health laws or constituting nuisance, unsanitary condition, or cause of illness; order; noncompliance; warrant; assessment and collection of expenses; liability; judicial order; other powers not affected.

(1) A local health department or the department may issue an order to avoid, correct, or remove, at the owner's expense, a building or condition which violates health laws or which the local health officer or director reasonably believes to be a nuisance, unsanitary condition, or cause of illness.

(2) If the owner or occupant does not comply with the order, the local health department or department may cause the violation, nuisance, unsanitary condition, or cause of illness to be removed and may seek a warrant for this purpose. The owner of the premises shall pay the expenses incurred.

(3) If the owner of the premises refuses on demand to pay expenses incurred, the sums paid shall be assessed against the property and shall be collected and treated in the same manner as taxes assessed under the general laws of this state. An occupant or other person who caused or permitted the violation, nuisance, unsanitary condition, or cause of illness to exist is liable to the owner of the premises for the amount paid by the owner or assessed against the property which amount shall be recoverable in an action.

(4) A court, upon a finding that a violation or nuisance may be injurious to the public health, may order the removal, abatement, or destruction of the violation or nuisance at the expense of the defendant, under the direction of the local health department where the violation or nuisance is found. The form of the warrant to the sheriff or other law enforcement officer may be varied accordingly.

(5) This section does not affect powers otherwise granted to local governments.

MCL 333.2473 Specific objectives of required services; demonstrating provision of service; contracts.

(1) Required services designated pursuant to part 23 shall be directed at the following specific objectives:

(a) Prevention and control of environmental health hazards.

(b) Prevention and control of diseases.

(c) Prevention and control of health problems of particularly vulnerable population groups.

(d) Development of health care facilities and agencies and health services delivery systems.

(e) Regulation of health care facilities and agencies and health services delivery systems to the extent provided by state law.

(2) A local health department and its local governing entity shall provide or demonstrate the provision of each required service which the local health department is designated to provide.

(3) The department may enter into contracts necessary or appropriate to carry out this section.

MCL 333.2483 Conditions for reimbursement.

A local health department desiring reimbursement under sections 2471 to 2498 shall:

(a) Submit annually to the department a program statement approved by the local governing entity defining the status of the current required and allowable services the local health department provides. After review and approval by the department, the program statement shall serve as a basis of determining priorities for local development with appropriate state policy and technical assistance.

(b) Submit annually to the department the budget approved by the local governing entity. The budget shall reflect the program statement and include the required services which the local health department provides, other health services proposed for state reimbursement as allowable services, and services proposed for full local or categorical state or federal funding. After review, the department shall determine the services eligible as allowable services for state reimbursement. Determinations regarding proposed allowable services shall be made annually for each local health department.

333.2484 Agreement implementing standards; basis for reimbursement; operating advance; adjustments.

(1) Standards of scope, quality, and administration promulgated under section 2495 shall be implemented through an agreement between the department and the local governing entity. An agreement under this subsection shall specify at least the minimum activities agreed upon as necessary for substantial compliance with rules and shall be based upon findings in the annual program statement of the local health department.

(2) A local health department shall be reimbursed on the basis of approved program performance reports as required by this section and sections 2481 and 2483 and on the basis of prescribed fiscal reports reflecting actual, reasonable, and allowable costs incurred pursuant to rules promulgated under section 2495. An operating advance may be provided which shall be replenished as the costs are reported. Adjustments shall be made as necessary to compensate for payments previously made.

333.2855 Autopsy; physician to perform; consent; ordering of autopsy; exceptions; removal, retention, or use of pituitary gland; conditions; charge; submitting pituitary gland for treatment of human being; agreement.

(1) An autopsy shall not be performed upon the body of a deceased individual except by a physician who has been granted written consent to perform the autopsy by whichever 1 of the following individuals assumes custody of the body for purposes of burial: parent, surviving spouse, guardian, or next of kin of the deceased individual or by an individual charged by law with the responsibility for burial of the body. If 2 or more of those individuals assume custody of the body, the consent of 1 is sufficient. This section shall not prevent the ordering of an autopsy by a medical examiner or a local health officer.

(2) This section shall not apply to a department of anatomy in a school of medicine in this state, or to an autopsy, postmortem, or dissection performed pursuant to and under the authority of any other law.

(3) A local health officer may order an autopsy if necessary to carry out the functions vested in a local health department by this code.

333.5119 Individual applying for marriage license; availability of tests for venereal disease and HIV infection; educational materials; informing HIV infected applicants of test results; definitions.

(1) An individual applying for a marriage license shall be advised through the distribution of written educational materials by the county clerk regarding prenatal care and the transmission and prevention of venereal disease and HIV infection. The written educational materials shall describe the availability to the applicant of tests for both venereal disease and HIV infection. The information shall include a list of locations where HIV counseling and testing services funded by the department are available. The written educational materials shall be approved or prepared by the department.

(2) A county clerk shall not issue a marriage license to an applicant who fails to sign and file with the county clerk an application for a marriage license that includes a statement with a check-off box indicating that the applicant has received the educational materials regarding the transmission and prevention of both venereal disease and HIV infection and has been advised of testing for both venereal disease and HIV infection, pursuant to subsection (1).

(3) If either applicant for a marriage license undergoes a test for HIV or an antibody to HIV, and if the test results indicate that an applicant is HIV infected, the physician or a designee of the physician, the physician's assistant, the certified nurse midwife, or the certified nurse practitioner or the local health officer or designee of the local health officer administering

the test immediately shall inform both applicants of the test results, and shall counsel both applicants regarding the modes of HIV transmission, the potential for HIV transmission to a fetus, and protective measures.

(4) As used in this section:

(a) "Certified nurse midwife" means an individual licensed as a registered professional nurse under part 172 who has been issued a specialty certification in the practice of nurse midwifery by the board of nursing under section 17210.

(b) "Certified nurse practitioner" means an individual licensed as a registered professional nurse under part 172 who has been issued a specialty certification as a nurse practitioner by the board of nursing under section 17210.

(c) "Physician" means an individual licensed as a physician under part 170 or an osteopathic physician under part 175.

(d) "Physician's assistant" means an individual licensed as a physician's assistant under part 170 or part 175.

333.5131 Serious communicable diseases or infections of HIV infection and acquired immunodeficiency syndrome; confidentiality of reports, records, data, and information; test results; limitations and restrictions on disclosures in response to court order and subpoena; information released to legislative body; applicability of subsection (1); immunity; identification of individual; violation as misdemeanor; penalty.

(1) All reports, records, and data pertaining to testing, care, treatment, reporting, and research, and information pertaining to partner notification under section 5114a, that are associated with the serious communicable diseases or infections of HIV infection and acquired immunodeficiency syndrome are confidential. A person shall release reports, records, data, and information described in this subsection only pursuant to this section.

(2) Except as otherwise provided by law, the test results of a test for HIV infection or acquired immunodeficiency syndrome and the fact that such a test was ordered is information that is subject to section 2157 of the revised judicature act of 1961, 1961 PA 236, MCL 600.2157.

(3) The disclosure of information pertaining to HIV infection or acquired immunodeficiency syndrome in response to a court order and subpoena is limited to only the following cases and is subject to all of the following restrictions:

(a) A court that is petitioned for an order to disclose the information shall determine both of the following:

(i) That other ways of obtaining the information are not available or would not be effective.

(ii) That the public interest and need for the disclosure outweigh the potential for injury to the patient.

(b) If a court issues an order for the disclosure of the information, the order shall do all of the following:

(i) Limit disclosure to those parts of the patient's record that are determined by the court to be essential to fulfill the objective of the order.

(ii) Limit disclosure to those persons whose need for the information is the basis for the order.

(iii) Include such other measures as considered necessary by the court to limit disclosure for the protection of the patient.

(4) A person who releases information pertaining to HIV infection or acquired immunodeficiency syndrome to a legislative body shall not identify in the information a specific individual who was tested or is being treated for HIV infection or acquired immunodeficiency syndrome.

(5) Subject to subsection (7), subsection (1) does not apply to the following:

(a) Information pertaining to an individual who is HIV infected or has been diagnosed as having acquired immunodeficiency syndrome, if the information is disclosed to the department, a local health department, or other health care provider for 1 or more of the following purposes:

(i) To protect the health of an individual.

(ii) To prevent further transmission of HIV.

(iii) To diagnose and care for a patient.

(b) Information pertaining to an individual who is HIV infected or has been diagnosed as having acquired immunodeficiency syndrome, if the information is disclosed by a physician or local health officer to an individual who is known by the physician or local health officer to be a contact of the individual who is HIV infected or has been diagnosed as having acquired immunodeficiency syndrome, if the physician or local health officer determines that the disclosure of the information is necessary to prevent a reasonably foreseeable risk of further transmission of HIV. This subdivision imposes an affirmative duty upon a physician or local health officer to disclose information pertaining to an individual who is HIV infected or has been diagnosed as having acquired immunodeficiency syndrome to an individual who is known by the physician or local health officer to be a contact of the individual who is HIV infected or has been diagnosed as having acquired immunodeficiency syndrome. A physician or local health officer may discharge the affirmative duty imposed under this subdivision by referring the individual who is HIV

infected or has been diagnosed as having acquired immunodeficiency syndrome to the appropriate local health department for assistance with partner notification under section 5114a. The physician or local health officer shall include as part of the referral the name and, if available, address and telephone number of each individual known by the physician or local health officer to be a contact of the individual who is HIV infected or has been diagnosed as having acquired immunodeficiency syndrome.

(c) Information pertaining to an individual who is HIV infected or has been diagnosed as having acquired immunodeficiency syndrome, if the information is disclosed by an authorized representative of the department or by a local health officer to an employee of a school district, and if the department representative or local health officer determines that the disclosure is necessary to prevent a reasonably foreseeable risk of transmission of HIV to pupils in the school district. An employee of a school district to whom information is disclosed under this subdivision is subject to subsection (1).

(d) Information pertaining to an individual who is HIV infected or has been diagnosed as having acquired immunodeficiency syndrome, if the disclosure is expressly authorized in writing by the individual. This subdivision applies only if the written authorization is specific to HIV infection or acquired immunodeficiency syndrome. If the individual is a minor or incapacitated, the written authorization may be executed by the parent or legal guardian of the individual.

(e) Information disclosed under section 5114, 5114a, 5119(3), 5129, 5204, or 20191 or information disclosed as required by rule promulgated under section 5111(1)(b) or (i).

(f) Information pertaining to an individual who is HIV infected or has been diagnosed as having acquired immunodeficiency syndrome, if the information is part of a report required under the child protection law, (g) Information pertaining to an individual who is HIV infected or has been diagnosed as having acquired immunodeficiency syndrome, if the information is disclosed by the department of social services, the department of mental health, the probate court, or a child placing agency in order to care for a minor and to place the minor with a child care organization licensed under 1973 PA 116, MCL 722.111 to 722.128. The person disclosing the information shall disclose it only to the director of the child care organization or, if the child care organization is a private home, to the individual who holds the license for the child care organization. An individual to whom information is disclosed under this subdivision is subject to subsection (1). As used in this subdivision, "child care organization" and "child placing agency" mean those terms as defined in section 1 of 1973 PA 116, MCL 722.111.

(6) A person who releases the results of an HIV test or other information described in subsection (1) in compliance with subsection (5) is immune from civil or criminal liability and administrative penalties including, but not limited to, licensure sanctions, for the release of that information.

(7) A person who discloses information under subsection (5) shall not include in the disclosure information that identifies the individual to whom the information pertains, unless the identifying information is determined by the person making the disclosure to be reasonably necessary to prevent a foreseeable risk of transmission of HIV. This subsection does not apply to information disclosed under subsection (5)(d), (f), or (g).

A person who violates this section is guilty of a misdemeanor, punishable by imprisonment for not more than 1 year or a fine of not more than $5,000.00, or both, and is liable in a civil action for actual damages or $1,000.00, whichever is greater, and costs and reasonable attorney fees. This subsection also applies to the employer of a person who violates this section, unless the employer had in effect at the time of the violation reasonable precautions designed to prevent the violation.

333.5203 Warning notice generally.

(1) Upon a determination by a department representative or a local health officer that an individual is a carrier and is a health threat to others, the department representative or local health officer shall issue a warning notice to the individual requiring the individual to cooperate with the department or local health department in efforts to prevent or control transmission of serious communicable diseases or infections. The warning notice may also require the individual to participate in education, counseling, or treatment programs, and to undergo medical tests to verify the person's status as a carrier.

(2) A warning notice issued under subsection (1) shall be in writing, except that in urgent circumstances, the warning notice may be an oral statement, followed by a written statement within 3 days. A warning notice shall be individual and specific and shall not be issued to a class of persons. A written warning notice shall be served either by registered mail, return receipt requested, or personally by an individual who is employed by, or under contract to, the department or a local health department.

333.5207 Protection of public health in emergency; affidavit; court order; taking individual into custody; transporting individual to emergency care or treatment facility; temporary detention; notice of hearing; continued temporary detention; petition.

(1) To protect the public health in an emergency, upon the filing of an affidavit by a department representative or a local health officer, the circuit court may order the department representative, local health officer, or a peace officer to take an individual whom the court has reasonable cause to believe is a

carrier and is a health threat to others into custody and transport the individual to an appropriate emergency care or treatment facility for observation, examination, testing, diagnosis, or treatment and, if determined necessary by the court, temporary detention. If the individual is already institutionalized in a facility, the court may order the facility to temporarily detain the individual. An order issued under this subsection may be issued in an ex parte proceeding upon an affidavit of a department representative or a local health officer. The court shall issue an order under this subsection upon a determination that reasonable cause exists to believe that there is a substantial likelihood that the individual is a carrier and a health threat to others. An order under this subsection may be executed on any day and at any time, and shall be served upon the individual who is the subject of the order immediately upon apprehension or detention.

(2) An affidavit filed by a department representative or a local health officer under subsection (1) shall set forth the specific facts upon which the order is sought including, but not limited to, the reasons why an emergency order is sought.

(3) An individual temporarily detained under subsection (1) shall not be detained longer than 72 hours, excluding Saturdays, Sundays, and legal holidays, without a court hearing to determine if the temporary detention should continue.

(4) Notice of a hearing under subsection (3) shall be served upon the individual not less than 24 hours before the hearing is held. The notice shall contain all of the following information:

(a) The time, date, and place of the hearing.

(b) The grounds and underlying facts upon which continued detention is sought.

(c) The individual's right to appear at the hearing.

(d) The individual's right to present and cross-examine witnesses.

(e) The individual's right to counsel, including the right to counsel designated by the circuit court, as described in section 5205(13).

(5) The circuit court may order that the individual continue to be temporarily detained if the court finds, by a preponderance of the evidence, that the individual would pose a health threat to others if released. An order under this subsection to continued temporary detention shall not continue longer than 5 days, unless a petition is filed under section 5205. If a petition is filed under section 5205, the temporary detention shall continue until a hearing on the petition is held under section 5205.

Administrative Rules

R325.13001 Definitions.

Rule1. As used in these rules:

(a) "Health officer" means the administrative officer of a city, county, district, or associated health department who is appointed by the local governing entity or, in the case of a district health department, by the district board of health and who is responsible for the planning, implementation and evaluation of a public health program designed to prevent disease and disability and to promote health. A health officer shall be a medical health officer or administrative health officer. If the health officer is not a physician, a medical director shall also be employed who is responsible to the health officer for medical decisions.

(b) "Medical director" means a physician who qualifies as a medical health officer but who is employed by a local governing entity or, in the case of a district health department, by the district board of health to provide direction in the formulation of medical public health policy and program operation. A medical director shall be responsible for developing and carrying out medical policies, procedures, and standing orders and for advising the administrative health officer on matters related to medical specialty judgments. A medical director shall devote his or her full time to the needs of the local health department, except that if the department serves a population of not more than 150,000 and cannot obtain full-time medical direction, the time may be reduced to not less than 16 hours per week.

(c) "Public health administrator" means a person who is responsible for developing and implementing good administrative practices and policies for a local health department and its programs.

"Public health physician advisor" means a physician who is responsible for providing public health medical consultation and advice to persons serving under provisional or acting appointments as medical health officers, administrative health officers, or medical directors.

R 325.13002 Medical health officer; qualifications.

Rule 2. A medical health officer shall be a physician licensed in Michigan as an M.D. or D.O. who complies with 1 of the following requirements:

(a) Is board certified in preventive medicine or public health.

(b) Has an M.P.H. or M.S.P.H. degree and not less than 2 years of full-time public health practice.

(c) Has not less than 3 years of full-time public health practice and 24 graduate credits acceptable toward a public health degree.

R 325.13003 Administrative health officer; qualifications.

Rule 3. An administrative health officer shall comply with 1 of the following requirements:

(a) Have an M.P.H. or M.S.P.H. degree and 3 years of full-time public health administrative experience.

(b) Have a related graduate degree and 5 years of full-time public health administrative experience.

(c) Have a bachelor's degree and 8 years of full-time public health experience, 5 years of which shall have been in the administration of a broad range of public health programs.

R 325.13004 Medical director; qualifications.

Rule 4. A medical director shall have the same qualifications as a medical health officer.

Appendix II

Glossary of Terms and Definitions

Administrative Rule: "Rule" means an agency regulation, statement, standard, policy, ruling, or instruction of general applicability that implements or applies law enforced or administered by the agency, or that prescribes the organization, procedure, or practice of the agency, including the amendment, suspension, or rescission of the law enforced or administered by the agency.

Avian Influenza virus: Usually refers to influenza A viruses found chiefly in birds, but infections can occur in humans.

Assessment: Public health tracks the circumstances of birth, illness and death, and the factors that surround these events, as well as available health resources and their application, unmet needs and citizens' perceptions about their health.

Assurance: Monitoring the quality of all health services provided – public and private.

Comprehensive Planning, Budgeting and Contracting (CPBC): A contract between the MDCH and each local health department that contains all of the MDCH funded programs administered by the local health departments.

DTaP: A childhood vaccine for Diphtheria and Tetanus and accellular Pertussis childhood vaccine.

Epidemic: Spreading rapidly and extensively by infection and affecting many individuals in an area or a population at the same time.

Epidemiology: Study of the spread of diseases within and between populations.

Local Health Department (LHD): The primary organization responsible for the organization, coordination, and delivery of those services and programs in the area served by the local health department.

Local Governing Entity: See page 28 MCL 333.2406 definition of a local governing entity.

Local Health Services (LHS): An organizational entity within the Department of Community Health, Public Health Administration that supports local jurisdictional service delivery capacities, as applicable under the Public Health Code. LHS provides administration and oversight of the Michigan Local Public Health Accreditation Program.

Michigan Association of Counties (MAC): For more than a century, MAC has provided a unified, nonpartisan voice for Michigan's 83 counties. MAC is the cornerstone of communication and cooperation between Michigan's 699 elected county commissioners, local personnel, state and federal legislatures, decision-makers, media and the general public.

Michigan Association for Local Public Health (MALPH): Organized to represent Michigan's 45 city, county, and district health departments before the state and federal legislative and executive branches of government.

Michigan Compiled Laws (MCL): All existing general and permanent laws of the state.

Michigan Department of Agriculture (MDA): Serves, promotes and protects the food, agricultural, environmental and economic interests of the people of Michigan. In its dual role of regulator and marketer, MDA provides Michigan citizens with quality services and information by working cooperatively with many state, federal and local agencies and other organizations including universities, colleges and associations.

Michigan Department of Community Health (MDCH): Responsible for health policy and management of the state's publicly-funded health service systems. An estimated two million Michigan residents are served annually through either Medicaid, local public health, mental health, substance abuse programs, services to the aging and victims of crime.

Michigan Department of Environmental Quality (MDEQ): Protects and enhances Michigan's environment and public health through law enforcement in order to promote the appropriate use of, limit the adverse effects on, and restore the quality of the environment.

Michigan Local Public Health Accreditation Program: The Michigan Local Public Health Accreditation Program seeks to assure and enhance the quality of local public health in Michigan by identifying and promoting the implementation of public health standards for local public health departments, and evaluating and accrediting local health departments on their ability to meet these standards.

MMR: A childhood vaccine for Measles, Mumps and Rubella.

Operational Definition of a Functional Local Health Department: Standards which describe what every person, regardless of where they live, should reasonably expect from their local health department. The definition provides a framework by which LHDs are accountable to the state health department, the public and local governing entities. Standards are organized around the ten essential public health services. Link to the online booklet: http://www.naccho.org/pubs/product1.cfm?Product_ID=9

Pandemic Influenza: Flu that causes a global outbreak, or pandemic, of serious illness that spreads easily from person to person.

Public Act (PA): Bills that have been approved by the Legislature and signed into law by the Governor, filed with the Secretary of State, and assigned a Public Act number.

Public Health: The science and practice of protecting and improving the health of a community through preventive medicine, health education, control of communicable diseases, application of sanitary measures, and monitoring of environmental hazards.

Public Health Code (PHC): Public Act No. 368, as amended in 1978. Michigan's Public Health Code is a detailed comprehensive state policy on health, delineating the authority and responsibility of each government entity within the state which deals with public health, and containing appropriate recommendations for implementation by executive and legislative action.

Plan of Organization (POO): This document should inform the local community as to the statutory role of local health departments. The Plan also assures the state health director that a local health department has the capacity to successfully carry out its required duties and responsibilities.

Policy Development: Information taken from assessment data is used to develop state and local health policies. Policies are incorporated into community priorities and plans, public agency budgets and local ordinances and statutes.

Appendix III

Michigan Department of Community Health
LOCAL HEALTH DEPARTMENT (LHD)
PLAN OF ORGANIZATION GUIDE

A. Legal Basis

The following citations are the legal basis for the Michigan Department of Community Health (MDCH) to require a Plan of Organization. Citations are taken from the PHC (PA 378 of 1978).

1. *PHC – PART 22 - STATE DEPARTMENT OF PUBLIC HEALTH*

333.2235 Local health department; authorization to exercise power or function; primary organization as to services and programs; exceptions; summary reports.

(1) Except as provided in subsection (3), the department may authorize a local health department to exercise a power or function of the department where not otherwise prohibited by law or rule. *(Refer to the Public Health Code, if needed, for subsection 3.)*
(2) The director, in determining the organization of services and programs which the department may establish or require under this code, shall consider a local health department which meets the requirements of part 24 to be the primary organization responsible for the organization, coordination, and delivery of those services and programs in the area served by the local health department.

2. *PHC – PART 24 – LOCAL HEALTH DEPARTMENTS*

MCL 333.2431 Local health department; requirements; report; reviewing plan for organization of local health department; waiver.

(1) A local health department shall:
(a) Have a plan of organization approved by the department.

(b) Demonstrate ability to provide required services. (Refer to Attachment A for required services).

(c) Demonstrate ability to defend and indemnify employees for civil liability sustained in the performance of official duties except for wanton and willful misconduct.

3. SUMMARY
Section 2235 of the PHC gives broad delegatory power to MDCH to assign primary responsibility for the delivery of services to Local Health Departments (LHDs) who meet the requirements set forth in Part 24 of the PHC.

Part 24 of the PHC spells those requirements out; most notably a local health department shall have a plan of organization approved by the department and demonstrate ability to provide required services.

B. Frequency Requirement

To meet these obligations the State Health Department shall require a local health department to submit its plan of organization:

(1) once every three years, and
(2) two months before the scheduled LHD Accreditation On-site Evaluation, and,
(3) using the requirements listed in Section C and the checklist in Attachment D.

C. LHD Plan of Organization: Requirements and Format

1. LEGAL RESPONSIBILITIES AND AUTHORITY
(a) Outline or list state and local statutory authority (*Refer to Attachment B for a survey of state laws).*
(b) Briefly describe the governing entity relationship with the local health department. Include the relationship with both the Board of Health and Board of Commissioners, and others if applicable.
(c) Briefly describe the manner in which a local health department defends and indemnifies employees for civil liability sustained in the performance of official duties except for wanton and willful misconduct (include the name of the carrier).
(d) Briefly describe, if applicable, the agreement, contract, or arrangement for others to assist the local health department in carrying out its Food Service Sanitation Program responsibilities.

2. LHD ORGANIZATION
(a) Organizational chart contains official positions (titles) and lines of authority and displays names of Directors and higher level managers.
(b) Documentation of board approval of Local Health Department (LHD) Plan of Organization.
(c) List annual LHD total operating budget amount and total number of FTEs for public health services. Include documentation indicating local governing entity approval of budget.
(d) Briefly describe Information Technology capacity available to access and

distribute current public health information.

3. MISSION, VISION AND VALUES
   (a) Contains a clear, formally written, publicized statement of the local health department's mission (may include the LHD's Vision, Values, Goals, Objectives).

4. LOCAL PLANNING AND COLLABORATION INITIATIVES
   (a) Outline or list LHD-specific priorities.
   (b) Outline or list the LHD activities to plan or pursue priority projects with available resources.
   (c) Outline or list community partnerships and collaborative efforts.

5. SERVICE DELIVERY
   (a) Outline or list the LHD's locations (including addresses), services, and hours of operation *(Refer to Attachment A for a matrix of services of local public health).*

6. REPORTING AND EVALUATION
   (a) Briefly describe the LHD's efforts to evaluate its activities.
   (b) Outline or list the LHD's mechanism to report on its activities to the community and its board or other governing entity.

7. HEALTH OFFICER AND MEDICAL DIRECTOR

   (a) *Outline the LHD procedure for the appointment of a Health Officer and Medical Director.
   (b) Contains correspondence, such as a letter, memorandum, or other statement, from the Michigan Department of Community Health MDCH) approving the qualifications of the Health Officer and Medical Director (*refer to Attachment C for health officer and medical director requirements and qualifications review).*

   ***NOTE**: The appointment procedure must include approval by MDCH prior to local appointment. (LHDs should make their human resources entity aware of the requirement for MDCH qualifications review/approval before local appointment.) Local health departments and/or their human resources entity should consult MDCH throughout the appointment process and obtain confirmation that candidates meet qualifications according to the applicable sections of the public health code and/or administrative rules. MDCH typically requires 30 days notice to review qualifications.

Attachment A — Matrix of Local Public Health

Services	Rule or Statutory Citation	Required = Basic + Mandated + LPHO				Allowable	Notes
		1	1.A.	1.B.	1.C.	2	
Immunizations	PA 349 of 2004 – Sec. 218 and 904; MCL 333.9203; R325.176	X	X	X	X		
Infectious/ Communicable Disease Control	MCL 333.2433; Parts 51 and 52; PA 349 of 2004 – Sec. 218 and 904; R325.171 et seq.	X	X	X	X		
STD Control	PA 349 of 2004 -- Sec. 218 and 904; R325.177	X	X	X	X		
TB Control	PA 349 of 2004 – Sec. 218	X	X	X			
Emergency Management – Community Health Annex	PA 349 of 2004 – Sec. 218 MCL 30.410	X	X	X			Basic Service under Appropriations Act and Mandated Service, if required, under Emergency Management Act.
Prenatal Care	P.A. 349 of 2004 – Sec. 218	X	X				
Family planning services for indigent women	MCL 333.9131; R325.151 et seq.	X		X			

Services	Rule or Statutory Citation	Required = Basic + Mandated + LPHO				Allowable	Notes
Health Education	MCL 333.2433	X		X			
Nutrition Services	MCL 333.2433	X		X			
HIV/AIDS Services; reporting, counseling and partner notification	MCL 333.5114a; MCL 333.5923; MCL 333.5114	X		X			
Care of individuals with serious Communicable disease or infection	MCL 333.5117; Part 53; R325.177	X		X			(4) Financial liability for care rendered under this section shall be determined in accordance with part 53.
Hearing and Vision Screening	MCL 333.9301; PA 349 of 2004 – Sec. 904; R325.3271 et seq.; R325.13091 et seq.	X		X	X		
Public Swimming Pool Inspections	MCL 333.12524; R325.2111 et seq.	X		X			Required, if "designated"
Campground Inspection	MCL 333.12510; R325.1551 et seq.	X		X			Required, if "designated"

Services	Rule or Statutory Citation	Required = Basic + Mandated + LPHO				Allowable	Notes
Public/Private On-site wastewater	MCL 333.12751 to MCL 333.12757; R299.2901 et. seq. R323.2210 and R323.2211	X		X	X		Alternative waste treatment systems regulated by local public health.
Food Protection	PA 92 of 2000; MCL 289.3105; PA 349 of 2004 – Sec. 904	X		X	X		
Pregnancy test related to informed consent to abortion	MCL 333.17015(18)	X		X			
Public/Private Water Supply	MCL 333.1270 to MCL 333.12715; R325.1601 et. seq.; MCL 325.1001 to MCL 325.1023; R325.10101 et. seq.	X			X		
Allowable Services						X	This category would include all permissive responsibilities in statute or rule that happen to be eligible for cost reimbursement.
Other Responsibilities as delegated and agreed-to	MCL333.2235(1)					X	This category is NOT connected to express responsibilities within statute, but refers entirely to pure delegation by the department as allowed. In addition to general provision, the Code allows

							delegations for specified functions.

Name	Citation	Description
1. Required Service	MCL 333.2321(2); MCL 333.2408; R325.13053	Means: (A) a basic service designated for delivery through Local Public Health Department (LPH), (B) local health service specifically required pursuant to Part 24 or specifically required elsewhere in state law, or (C) services designated under LPHO.
1.A. Basic Service	MCL 333.2311; MCL 333.2321	A service identified under Part 23 that is funded by appropriations to MDCH or that is made available through other arrangements approved by the legislature. Defined by the current Appropriations Act and could change annually. For FY 2005: immunizations, communicable disease control, STD control, TB control, prevention of gonorrhea eye infection in newborns, screening newborns for 8 conditions, community health annex of the MEMP, and prenatal care.
1.B. Mandated Service	MCL 333.2408	The portion of required services that are not basic services, but are "required pursuant to this part [24] or specifically required elsewhere in state law."
1.C. LPHO	P.A. 349 of 2004 – Sec. 904	Funds appropriated in part 1 of the MDCH Appropriations Act that are to be prospectively allocated to LPH to support immunizations, infectious disease control, STD control and prevention, health screening, vision services, food protection, public water supply, private groundwater supply, and on-site sewage management.
2. Allowable Services	MCL 333.2403; R325.13053	"Means a health service delivered [by LPH] which is not a required service but which the department determines is eligible for cost reimbursement".
PA 349 of 2004		Fiscal year 2005 Appropriations Act for the Department of Community Health.

Attachment B

LAWS APPLICABLE TO LOCAL PUBLIC HEALTH (LPH)

Public Health Code (PA 368 of 1978)
MCL § 333.1105 – Definition of Local Public Health Department
MCL § 333.1111 – Protection of the health, safety, and welfare
Part 22 (MCL §§ 333.2201 *et seq.*) – State Department
Part 23 (MCL §§ 333.2301 *et seq.*) – Basic Health Services
Part 24 (MCL §§ 333.2401 *et seq.*) – Local Health Departments
Part 51 (MCL §§ 333.5101 *et seq.*) – Prevention and Control of Diseases and Disabilities
Part 52 (MCL §§ 333.5201 *et seq.*) – Hazardous Communicable Diseases
Part 53 (MCL §§ 333.5301 *et seq.*) – Expense of Care
MCL § 333.5923 – HIV Testing and Counseling Costs
MCL § 333.9131 – Family Planning
Part 92 (MCL §§ 333.9201 *et seq.*) – Immunization
Part 93 (MCL §§ 333.9301 *et seq.*) – Hearing and Vision
MCL § 333.11101 – Prohibited Donation or Sale of Blood Products
MCL § 333.12425 – Agricultural Labor Camps
Part 125 (MCL §§ 333.12501 *et seq.*) – Campgrounds, etc.
Part 127 (MCL §§ 333.12701 *et seq.*) – Water Supply and Sewer Systems
Part 138 (MCL §§ 333.13801 *et seq.*) – Medical Waste
(Required to investigate if complaint made and transmit report to MDCH – 13823 and 13825)
MCL § 333.17015 – Informed Consent

Appropriations (Current: PA 349 of 2004)
Sec. 218 – Basic Services
Sec. 904 - LPHO

Michigan Attorney General Opinions
OAG, 1987-1988, No 6415 – Legislative authority to determine appropriations for local health services
OAG, 1987-1988, No 6501 – Reimbursement of local department for required and allowable services

Food Law of 2000 (PA 92 of 2000)
MCL §§ 289.1101 *et seq.*
Specifically:
MCL § 289.1109 – Definition of local health department
MCL § 289.3105 – Enforcement, Delegation to local health department

Natural Resources and Environmental Protection Act (PA 451 of 1994)
Part 31- Water Resources Protection
Specifically: MCL §§ 324.3103 Powers and Duties and 324.3106- (Establishment of pollution standards)

Part 22 - Groundwater Quality rules (on-site wastewater treatment)
Part 117 - Septage Waste Services
Specifically: MCL §§ 324.11701 - 324.11720

Land Division Act (PA 288 of 1967)
MCL § 560.105(g) - Preliminary Plat Approvals
MCL § 560.109a - Parcels less than 1 acre
MCL § 560.118 - Health Department Approval

Condominium Act (PA 59 of 1978)
MCL § 559.171a - Approval of Condominiums not served by public sewer and water

Safe Drinking Water Act (PA 399 of 1976)
MCL § 325.1016 - Public Water Supplies
Agreements with Local health departments to administer

This document may serve as a survey of appropriate laws, but may not be considered exhaustive or as a limit to responsibilities required by law.

Attachment C

LHD HEALTH OFFICER AND MEDICAL DIRECTOR REQUIREMENTS AND QUALIFICATIONS REVIEW

A. Legal Basis and Qualifications:

The following Public Health Code citations and rules are the legal basis for the MDCH requirements.

1. Health Officer:

a. **MCL 2428 Local health officer; appointment; qualifications; powers and duties.**
Sec. 2428

(1) A local health department shall have a full-time local health officer appointed by the local governing entity or in case of a district health department by the district board of health. The local health officer shall possess professional qualifications for administration of a local health department as prescribed by the department.

(2) The local health officer shall act as the administrative officer of the board of health and local health department and may take actions and make determinations necessary or appropriate to carry out the local health department's functions under this part or functions delegated under this part and to protect the public health and prevent disease.

These qualifications are:

(1) Has correspondence, such as a letter, memorandum, or other statement, from the Michigan Department of Community Health approving the appointment of the health officer, **and**

(2) Has an M.P.H. or M.S.P.H. degree and 3 years of full-time public health administrative experience, **or**

(3) Has a related graduate degree and 5 years of full-time public health administrative experience, **or**

(4) Has a bachelor's degree and 8 years of full-time health experience, 5 years of which shall have been in the administration of a broad range of public health programs.

2. Medical Officer

a. R325.13002 – A medical health officer shall be a physician licensed in Michigan as an M.D. or D.O. who complies with the requirements listed in this section.

State Qualifications have been revised. See document

R325.13004 – A medical director shall have the same qualifications as a medical health officer.

R325.13001 - A medical director shall devote his or her full time to the needs of the local health departments except that if the department serves a population of not more than 150,000 and cannot obtain full-time medical direction, the time may be reduced to not less than 16 hours per week.

b. These qualifications are:

(1) Has correspondence, such as a letter, memorandum, or other statement, from the Michigan Department of Community Health approving the appointment of the medical director, **and**

(2) Is board certified in preventive medicine or public health, **or**

(3) Has an M.P.H. or M.S.P.H. degree and not less than 2 years of full-time public health practice, **or**

(4) Has not less than 3 years of full-time public health practice and 24 graduate credits acceptable toward a public health degree.

B. Verification and Approval Process:

Prior to health officer or medical director appointment, the LHD and/or the local human resources official submit evidence of qualifications to the Michigan Department of Community Health.

(1) The following documents shall be submitted to the Department for approval prior to appointment for both Health Officers and Medical Directors:

(a) Current Curriculum Vitae
(b) Copy of Diploma (s) or other proof of degree completion
(c) Proof of Enrollment into Masters of Public Health program (if applicable)

(2) In addition to the above, the following documentation shall be submitted for Medical Directors:

(a) Copy of Current Michigan Physician's License
(b) Copy of Proposed Contract reflecting hours of service to LHD
(c) Written documentation of arrangements for a public health physician advisor (if applicable)

(3) MDCH typically requires 30 days notice to review qualifications and credentials. After MDCH review and approval the following shall be submitted with respect to Health Officers:

(a) A copy of the local governing entity (or in the case of a district health department by the district board of health)

resolution approving the appointment.

Attachment D

LOCAL HEALTH DEPARTMENT (LHD) PLAN OF ORGANIZATION CHECKLIST

Submitted	Description
	1. LEGAL RESPONSIBILITIES
	A. Outline or list State and Local Statutory Authority for your LHD.
	B. Brief description of the Governing Entity Relationship with the LHD.
	C. Brief description of the manner in which the LHD defends and indemnifies employees for civil liability sustained in the performance of official duties except for wanton and willful misconduct (include the name of the carrier).
	D. Briefly describe, if applicable, delegation of Food Service Sanitation Program responsibilities. Include name and contracted entity(ies).
	2. LHD ORGANIZATION
	A. Organizational chart contains official positions (titles) and lines of authority and displays names of Directors and higher level managers.
	B. Documentation of board approval of LHD Plan of Organization.
	C. List annual LHD total operating budget amount and total number of FTEs for public health services. Include documentation indicating local governing entity approval of budget.
	D. Briefly describe information technology capacity needed to access and distribute up-to-date public health information.
	3. MISSIONS, VISION AND VALUES
	A. Contains a clear, formally written, publicized statement of the LHD's mission (may include the LHD's Vision, Values, Goals, Objectives).
	4. LOCAL PLANNING AND COLLABORATION INITIATIVES
	A. Outline or list LHD-specific priorities.
	B. Outline or list the LHD activities to plan or pursue priority projects with available resources.
	C. Outline or list community partnerships and collaborative efforts.

Submitted	Description
	5. SERVICE DELIVERY
	A. List the LHD's locations (including addresses), services, and hours of operation.
	6. REPORTING AND EVALUATION
	A. Briefly describe the LHD's efforts to evaluate its activities.
	B. Outline or list the LHD's mechanism to report on its activities to the community and its governing entity.
	7. HEALTH OFFICER AND MEDICAL DIRECTOR
	A. Procedure for appointment of a Health Officer and a Medical Director
	B. HEALTH OFFICER: MDCH Approval – Letter, memo, other.
	C. MEDICAL DIRECTOR: MDCH Approval – Letter, memo, other.
	8. LHD Plan Of Organization Approval Form

Attachment E

LOCAL HEALTH DEPARTMENT (LHD) PLAN OF ORGANIZATION

APPROVAL FORM

This approval form is to be signed by the health officer and the chairperson either of the board of commissioners or board of health. In the case of a city health department, the mayor or city council president shall sign. Completion of this form is required and submitted to MDCH with the LHD Plan of Organization.

I have reviewed the Plan of Organization for _____ .

(insert local health department name)

The Plan and related documentation accurately reflect the organization of services and programs for the area served by the local health department. We affirm this Plan, as submitted, fulfills all the requirements set forth in the LHD Plan of Organization Guide.

Health Officer Name (please print): _____

Health Officer Signature: _____

Date: _____

Board Chairperson Name_____

Board Name: _____

Chairperson Signature: _____

Date: _____

Comments:



November 2006

Medical Health Officer

Class Code: 601D528601

Bargaining Unit: CONFIDENTIAL AND NON UNION EMPLOYEES

COUNTY OF ST. CLAIR
Established Date: Jan 31, 2018
Revision Date: Apr 1, 2020

SALARY RANGE

$97.99 Hourly
$191,087.00 Annually

POSITION SUMMARY:

This is the primary medical and administrative professional position serving the local health department. The Health Officer/Medical Director is responsible for the protection of the public's health through the establishment and maintenance of basic public health services. The Health Officer/Medical Director works with considerable freedom of professional and administrative action, subject to administrative direction and major policies established by the Michigan Department of Community Health and the County Board of Commissioners acting through the advisory Board of Health and County Administration. The Health Officer/Medical Director shall be responsible for developing and carrying out medical policies, procedures, and standing orders and for advising the department's administrator and the department's administrative staff on matters related to providing public health services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Primary responsibility is the administration of the local health department with authority and responsibility to protect health, prevent disease and disability and further improvement of the public's health.
- Act in accordance with the Michigan Public Health Code and Administrative Rules.
- Bringing medical specialty judgment to bear upon the development of Health Department program planning, implementation, policies, procedures, priorities and evaluation methodologies.
- Represent and act as principal spokesperson for the St. Clair County Health Department.
- Provide leadership during a public health threat or emergency.
- Interpret and communicate health data and information; identify priorities and emerging disease trends and; mobilize and educate the community on health problems.
- Meet regularly with the Advisory Board of Health, to provide them current status and information on the provision of public of health in addition to those matters that deal directly or indirectly with the prevention, containment, and/or control of disease, including treatment and medical rehabilitation.
- Keep the Board of Health, county administration, the medical community and other interested parties advised on current and proposed legislation as it has, or may have an impact on public health and private medicine.
- Represent the interests of the Board of Health in regional and statewide organizations and projects that may affect the health services in St. Clair County.

- Chief medical consultant for all public health programs.
- Responsible for the development, review and approval of standing orders, clinical protocol and procedures as well as providing guidance in the provision of medical services by the department.
- Carrying out such specific public health related clinical duties as may be agreed upon.
- Maintaining medical liaison with community physicians, when possible and other health personnel, institutions and organizations insuring that whenever feasible, these have an opportunity to be involved in the development and/or implementation of public health programs.
- Mandatory participation in orientation and training for basic public health emergency preparedness and response concepts.
- Other duties as assigned.

SUPERVISION RECEIVED:
The Director/Health Officer works under the general supervision of the County Administrator, the Advisory Board of Health, the County Board of Commissioners in accordance with the Michigan Public Health Code, MCL 333.2431.

SUPERVISORY RESPONSIBILITIES:
Directs a team of multidisciplinary public health professionals and support staff whose goal is to continually and diligently endeavor to prevent disease, prolong life, and promote the public health through organized programs.

EXPERIENCE, SKILLS, EDUCATION:
- Licensed to practice as a physician and surgeon in Michigan.
- Possession of a Master's degree in the field of Public Health or considerable experience and training in the field of public health medicine.
- Manage and direct departmental operations, including budgeting, strategic planning. Knowledge of and interpret applicable federal, state and local regulations. Develop, apply and explain department and County procedure and policies. Plan and coordinate work staff activities, prioritize, instruct, set deadlines, objectives, measure success, and make recommendations and resolve issues. Methods of research, planning, conducting and implementing major studies or projects. Design and recommend new forms, reports or procedures. Ability to understand and work in complex data processing system, analyze data and exercise sound financial judgment. Analyze administrative problems, evaluate alternatives and implement sound solutions. Prepare and present reports, speeches or training programs to groups. Provide training and guidance in handling difficult or complex problems or resolving escalated complaints or disputes. Work independently with limited direct supervision. Coordinate activities with other departments.
- Writing, reading, mathematical principles; proficient computer skills-Microsoft Office Suite, Outlook; exercise sound judgment and decision making in accordance with policies and procedures; ability to research and problem solve independently; knowledge of County operations and functions; ability to prioritize and time manage; handle stressful situations, provide effective and friendly customer service; support the County's mission and values; ability to think critically where necessary.
- Knowledge or understanding of basic administrative tasks: operate standard office equipment; document management; prepare and maintain records, various correspondences and reports; answer general inquiries and refer as necessary; answer telephone calls, process mail, order supplies/equipment; prepare meeting agendas, attend meetings, record/transcribe/distribute minutes; entering, transcribing, recording, storing or maintaining information in written or electronic form with speed and accuracy; maintain calendars, arrange meetings, schedule rooms and equipment as necessary.

- Ability to communicate effectively and efficiently with management, co-workers and clients; obtain and communicate accurate information; apply common sense understanding to complex instructions and respond accordingly; communicate complex ideas through graphs, charts, presentations, reports or other professional correspondence.

ESSENTIAL ABILITIES FOR ALL ST. CLAIR COUNTY JOB CLASSIFICATIONS;

- Ability to demonstrate predictable, reliable, and timely attendance.
- Ability to read, write & communicate in English; follow written and verbal instruction and understand basic mathematics and figure checking.
- Ability to interpret and apply procedures, rules, technical information, instructions, manuals to complete tasks accurately and on schedule.
- Ability to learn from directions, observations, and mistakes; and apply procedures using good judgment.
- Ability to use discretion and maintain sensitive and confidential information.
- Ability to work independently or part of a team; ability to interact appropriately with others such as County officials, employees, vendors and the general public.
- Ability to work under supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.
- Adaptability to change in the work environment, managing competing demands and ability to deal with frequent changes, delays or unexpected events.
- Knowledge of principles and processes for providing customer and personal services including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction
- Proficient skills using Microsoft Office programs including, but not limited to: Word, Excel, Access, and Outlook required. Proficiency may be tested.

CONDITIONS OF EMPLOYMENT:

- Prior to starting employment, the candidate must complete a satisfactory background check. The background check is understood to encompass all forms of pre-employment screening, including but not limited to: drug screen, physical, criminal background, driving record, sex offender registry, education, training and licensing verification, employment history, credit check, and professional and personal references.
- Must possess a valid State of Michigan operator license and maintain this license throughout employment in this position.
- Required to report to duty when called upon in the event of a Public Health Emergency regardless of declaration.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without accommodations. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Speak to others to convey information effectively.
- Read, interpret and understand procedures, rules, technical information, instructions and manuals.
- Hear and understand information presented through spoken words and sentences.
- Specific vision requirement includes close vision, distance vision, color and depth perception.
- Use hands to operate a computer, handle materials and operate equipment.
- Push or pull carts, reach with hands and arms forward, above and below shoulder level.
- Lift, move or carry objects, equipment and supplies weighing up to 25 pounds.
- Sit, bend, stoop, crouch, crawl and kneel in an ergonomically correct manner.
- Stand and walk, climb stairs.
- Normal office hours are from 8:00 a.m. through 4:30 p.m.
- Generally works in a normal office environment.
- The noise level in the work environment is moderate with many interruptions.
- Due to the nature of the work hours may include overtime, evenings or weekends.
- Position may require frequent travel for training, various County departments and community events.

- The employee frequently works in areas where universal precautions and confrontation avoidance techniques are required, and is occasionally exposed to risk from bodily fluids or client actions.

Disclaimer: The statements contained in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not to be construed as an exhaustive list of all job requirements or duties performed. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER: It is the policy of St. Clair County not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, marital status, disability that does not prevent performing essential job functions or because he or she is a protected veteran.

EMPLOYMENT AGREEMENT

BETWEEN

THE COUNTY OF ST CLAIR, MICHIGAN

AND

ANNETTE MERCATANTE, M.D., MPH

WHEREAS, the County of St. Clair, a municipal corporation, hereafter referred to as the County has by and through its elected legislative body, the BOARD OF COMMISSIONERS, hereafter referred to as the Board established the position of HEALTH OFFICER/MEDICAL DIRECTOR, hereafter referred to as, "Employee", and;

WHEREAS, the Board has ascribed and shall continue to ascribe certain duties and responsibilities to the Health Officer/Medical Director, and in accordance with the laws of the State of Michigan, and;

WHEREAS, the Board has employed Annette Mercatante, hereafter referred to as the "Health Officer/Medical Director" and/or Employee, in the position of Health Officer/Medical Director pursuant to an employment agreement which has expired and the parties have agreed to the terms set forth herein as a successor employment agreement ;

NOW, THEREFORE, in consideration of the promises recited herein, the parties enter into this EMPLOYMENT AGREEMENT, hereafter Agreement, as follows:

Section 1 - Duties

1.1:_ The County hereby agrees to employ at-will Annette Mercatante as Health Officer/Medical Director and Annette Mercatante hereby accepts the offer of employment and promises to perform the duties thereof in accordance with the laws of the State of Michigan, the

resolutions of the board and to perform such other duties, tasks and functions which the Board shall from time to time assign.

1.2:_ The employee agrees to be available by phone for consultation twenty-four hours a day, seven days a week. When the employee will be unavailable, employee agrees to arrange back-up medical coverage with another physician and advise the department.

1.3:_ The employer shall be responsible for the renewal and any associated fees of all medical and drug licensing requirements for the Medical Director position.

Section 2 - Term of Agreement

2.1: Effective term of the Agreement will be July 1, 2019 through June 30, 2022.

2.2: The Board may terminate this Agreement at its discretion at any time with or without cause. In the event the Board terminates this Agreement or chooses not to renew the agreement, during such a time that employee is willing to perform the duties, the Employee shall be entitled to the following:

1) This agreement shall not limit, prevent or otherwise interfere with the right of the employer to terminate, with or without case, the services of the employee at any time, subject only to 2.2.3 of this section.

2) This agreement shall not limit, prevent or otherwise interfere with the right of the employee to resign at any time from the County, subject only to 2.2.4 of this section.

3) A lump sum cash payment of severance pay equivalent to the schedule outlined in the Employee Handbook. Be it further provided, the Employee shall not be entitled to such severance payment in the event of termination for an act or acts, which violates

a state or federal law, a violation of state licensing regulations or for an act or acts involving moral turpitude.

4) In the event the employee voluntarily resigns her position with the employer, the employee shall give the employer six (6) months written notice and is not subject to severance pay.

Section 3 - Salary Compensation

3.1 The Employee shall be entitled to an annual salary of $$183,667 for the duration of this agreement. The salary shall be paid on the normal County pay cycle with required deductions. The employee is not eligible to earn compensatory time or overtime.

3.2 The Employee shall receive the same cost of living adjustments that are provided to CANUE employees, if any, during the term of this Agreement.

Section 4 - Fringe Benefits

4.1: The Employee shall be entitled to the fringe benefits, including healthcare, generally provided exempt employees of the County, as set forth in the St. Clair County Employee Handbook unless otherwise stipulated herein. Fringe benefits shall be administered in accordance with the St. Clair County Employee Handbook or consistent with the policy or practice governing the fringe benefits of exempt employees of the County, unless otherwise stipulated herein.

4.2: The Employee shall be entitled to participate in the flexible benefits program as long as such program is offered to exempt employees of the County. The administrative rules,

regulations, policies and practices governing the flexible benefits program among exempt employees of the County shall govern the flexible benefits program available to the Employee.

4.3: The Employee shall be entitled to Group Health Care, Dental Insurance, Life Insurance, and Disability Insurance as described in the St. Clair County Employee Handbook as are currently provided or as amended from time to time in the Employee Handbook or by action of the Board of Commissioners.

4.4: The Employee shall be entitled to celebrate the same paid holidays celebrated by exempt employees of the County, which generally reflects the holiday schedule adopted by the Michigan Supreme Court.

4.5: The Employee shall earn thirty (30) vacation days annually which will accrue March 1st of each year.

4.6: The Employee shall be subject to the Sick Day and Disability policy set forth in the St. Clair County Employee Handbook. Sick days may only be used for the purposes provided in the St. Clair County Employee Handbook.

4.7: The Employee may participate in the pre-funding of retirement health care and the defined contribution plan in accordance with the Board of Commissioners Resolution 08-32, or as amended from time to time.

Section 5 - Reimbursements

5.1 The Employee shall be entitled to a transportation allowance in the amount of $300 bi-weekly. Employee is not eligible for mileage reimbursement.

5.2: Employee shall be eligible for reimbursement of reasonable business related travel expenses as provided in the annual budget and allowable in accordance with the County policies.

5.3 The Employee shall hold medical malpractice liability insurance in the amounts of $200,000 per claim, $600,000 annual aggregate. The policy shall stipulate that St. Clair County and its Health Department as additional insured. The insurance carrier providing such coverage shall be subject to approval by the Employer, which approval shall not be unreasonably withheld. The terms of the policy shall require the insurance carrier to provide the employer with not less than thirty (30) days advance notice of termination or non-renewal of such policy. The employer agrees to pay the cost of the policy premium. The employee shall work with the County and participate in risk reduction activities designed to lower premium costs.

Section 6 - Performance Evaluation and Goals and Objectives

6.1: The Administrator/Controller shall review and evaluate the performance of the Employee on an annual basis.

6.2: The Administrator/Controller and Health Officer/Medical Director shall annually set attainable defined measurable goals and objectives for Employee. Further, the Administrator/Controller shall prioritize goals and objectives and may at its discretion determine reasonable time frames for the accomplishment of goals and objectives. Goals and objectives shall be reduced to writing in order to be recognized as formal and enforceable upon the Employee.

Section 7 - Professional Membership

7.1: The County may budget and pay for professional dues, membership fees and subscriptions on behalf of the Health Officer/Medical Director to participate in an amount not to exceed $2,500 annually, which shall be expended from the Health Department budget.

Section 8 - Indemnification

8.1: The County shall defend, save harmless and indemnify the Health Officer/Medical Director against any tort, professional liability claim or demand or other legal action arising out of an alleged act or omission in the performance of the Health Officer/Medical Director's duties and responsibilities except when such an act, action or omission is unlawful, unethical or immoral.

Section 9 - Other Terms and Conditions

9.1: The County, upon consultation with the Employee, shall fix any such other terms and conditions of employment as may be deemed appropriate and necessary. Be it provided that no term or condition shall be considered valid until mutually agreed by both parties and executed in writing by the hand of the Board Chairperson or Administrator/Controller.

Section 10 - Agreement Execution

10.1: In witness whereof, the County of St. Clair has caused this Agreement to be signed on its behalf by the Administrator/Controller, and duly attested by Administrative Analyst I, and

the Employee which shall bind all covenants and promises stipulated herein for the term of this agreement.

Dated:

EMPLOYEE

Annette Mercatante, M.D., MPH

EMPLOYER
County of St. Clair, MI

Kerry Hepting, CPA
Administrator/Controller

Witnessed by:

Kristine Morris
Administrative/Legislative Coordinator

Health Officer & Medical Director - Wage Analysis 2022

County	2022 - Health Officer Salary	Health Officer - maximum WR	2022 - Medical Director - Salary	Combined Total Costs	Separate position or combined position?	Employment contract or standard employee?	Other Information	Population
Allegan	$113,984	$130,187	$76,030	$190,014	separate	MD is irreg. part-time employee **19.5 hrs/wk**	both reg. employees; MD rate: $74.98/hr	120,502
Bay	$87,918	$87,918	$108,160	$196,078	separate	MD is contracted -PT minimun **16 hr/wk**	MD: paid hourly: $130/hr plus mileage, etc.	103,856
Berrien	$97,267	$130,347	$105,000	$202,267	separate	HO - acting; MD - contracted PT	MD - **min. 16/wk** - $126.20/hr	154,316
Calhoun	$129,162	$129,162	$82,971	$212,133	separate	MD contract: $6845/mo - **10 hrs/week**	MD $157.97/hr AND $828 for malpractice	134,310
Eaton	$112,112	$112,112	$64,896	$177,008	separate	MD is contract - provisional appt. **16 hr/wk**	Covers: Barry &Eaton; MD $78/hr - pd $2496 bi-wkly	109,175
Grand Traverse	$111,429	$111,429		$111,429	separate	MD is contracted - PT **currently vacant**		95,238
Jackson	$131,796	$131,796	$60,000	$191,796	separate	MD contracted - PT $5000/mo; **min. 16/wk**	short term contract; MD $72.12/hr	160,366
Lenawee	$93,300	$93,300		$93,300	separate	MD is contract via AP	vacant HO	99,423
Livingston	$131,731	$131,731		$131,731	separate	HO - std; MD contract (34% of costs) - per MPHC,**16hrs/wk**	contract with Washtenaw for MD	193,866
Monroe	$113,298	$113,298	$51,138	$164,435	separate	MD is pt employee (no contract)	MD is ME as well;	154,809
Muskegon		$117,478		$0	separate	both reg. FT employees (no jds)	MD range: $124 to $158 per hour; waiting on clarification	175,824
Saginaw	$116,689	$125,001	$182,188	$298,877	separate	HO -employment contract; MD-contract 50% time	MD **18.75 hr/wk**@$186.85	190,124
Macomb	$127,447	$127,447	$161,219	$288,666	separate	both FT salaried		881,217
Lapeer			$40,000	$40,000	separate	MD is contracted - part-time	2 days per month	88,619
Sanilac			$20,000	$20,000	separate	MD is contracted - part-time	1 day per month	40,611
Average Comparable Counties	**$112,608**	**$117,813**	**$91,298**	**$209,111**			**$122.89**	
St. Clair County	**$194,909**			**$194,909**	Combined	FT employee - min. 37.5/wk	$99.95 per hour	160,383

Savings for Combined position **$14,202**

Health Officer

Position Description

Status
Full-Time, Nonexempt

Reports to
County Administrator

Compensation
D63

Supervises
Public Health Service Area Team Members

Bargaining Unit
N/A

Position Category
Executive Director

Summary

This position provides leadership and management of all programs, budgets, and team members in the Public Health Service's area. Plans, develops, administers, and implements policies/services within the service area while assuring the team aligns to County's strategic direction, abides to regulations and other requirements. Ensures that the Michigan Public Health Code is adhered to. Collaborates with other sectors of the community to improve the health and wellbeing of the county residents.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position has direct supervisory responsibilities and serves as a coach and mentor for other positions in the department.

1. Directs, communicates, and monitors service area budgeting, financial management, personnel management, strategic direction, continuous quality improvement activities, and program services.
2. Plan, evaluates, implements, and provides leadership to quality public health programs.
3. Communicates, convene and collaborate with other sectors of the community to align resources, raise public health issues, legislative issues, disease reports, program changes for services, policy development
4. Promotes health in all policy awareness with other sectors, laws, financial reports, and related items.
5. Participates in the negotiation of and administers contracts for services, procurement of contracts, and state and federal contracts.
6. Responsible for Enforcement and Summary of Authority of Michigan Public Laws, Allegan County Water and Sewer Regulations and any other regulations to mitigate impact to human health.

7. Ensures appropriate and timely communications are shared with the public and all stakeholders related to public health issues.
8. Acts as the County's HIPAA Privacy Officer for the Public Health Service area to assure that applicable federal privacy and confidentiality laws are met.
9. Provides training, direction, and consultation in the investigation of communicable disease outbreaks, environmental health hazards, and other public health emergencies.
10. Attends various meetings and acts as the official representative of the county; acts as a member and/or advisor to various boards, committees, commissions and organizations.
11. In cooperation with Human Resources, makes hiring, termination and disciplinary decisions; provides counseling, re-training and performance improvement plans in accordance with applicable policies.

Competencies

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving
- The 10 Essential Public Health Services
- Public Health Core Competencies

Supervisory Responsibility

This position has direct supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. There is travel for this role due to the meetings that are in different locations. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

Travel

Travel is required to access County buildings and other locations both locally and regionally.

Required Education and Experience

1. Master's degree in public health or related field.
2. Five (5) years of progressively responsible experience in public health administration.
3. Five (5) years of organizational development/strategic planning.

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____Date_____

Barry-Eaton District Health Department

HEALTH OFFICER
Pay Grade: M-6
Bloodborne Pathogen Risk: Category A

General Summary

The Health Officer serves under the direction of the Board of Health and is responsible for enforcing Federal and State laws and local regulations pertaining to public health. Serves as the chief administrative officer providing leadership and oversight for the day-to-day operations of the department, researches and makes recommendations for policy changes and oversee the development of the department budget. Responsible for implementing agency policies and programs relating to public health and serves as a liaison between the agency and the public.

Essential Functions

1. Ensures public health programs are implemented in each county and offices operate as efficiently as possible.

2. Ensures a qualified public health staff which is trained to address the evolving needs of the agency.

3. Responsible for Board of Health orientation and communication on current public health issues.

4. Plans, develops, recommends and implements the agency's budget.

5. Provides overall leadership to the agency and has ultimate responsibilities for staff and functions of the department.

6. Enforces federal, state, and local regulations pertaining to public health and serves as a liaison to those groups

7. Seeks legal remedies to abate public health hazards or to prevent the spread of communicable diseases.

8. Serves as chief spokesperson and liaison for the agency regarding public health operations.

9. Facilitates administrative staff meetings to coordinate health services, address operational problems and to explain changes in agency policies and procedures.

10. Responsible for working with the Board of Health, administrative staff, and others to develop a comprehensive strategic plan for the agency.

11. Responsible for working with the Board of Health to hire and supervise the Medical Director.

12. Collaborates with other community leaders to address community health needs. Participates in local, regional and state associations to promote local public health issues.

13. Responsible for the hiring, training and supervision of administrative staff members, i.e., deputy health officer and division directors.

14. Participates in continuing education to insure current public health practice and standards are being implemented..

Other Functions

1. Maintains client and employee confidentiality as required by policy and law.

2. In time of public emergency, may be required to report for assigned duties inside or outside of the BEDHD.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications

Education: Possession of a Master's Degree in Public Health, Public Administration or equivalent, and must meet the minimum requirements established by the rules and regulations pursuant to the Michigan Public Health Code, 1978, P.C. 368, as amended, as it relates to Health Officer (see Attached).

Experience: Five years of public health administrative and management experience.

Other Requirements:

- Approval of the Michigan Department of Community Health as required by Michigan's Public Health Code.
- Knowledge of the principles and practices of public health administration, the techniques of program planning, program development and program evaluation, working knowledge of statistics and budget administration.
- Valid Michigan driver's license and a vehicle for business use or other ability to travel to client homes and/or other worksites throughout the District.
- Ability to enter and retrieve data, create, understand and troubleshoot complex documents, multi-level spreadsheets and presentations. Ability to perform basic computer functions such as logging on and off, changing passwords, opening a program and related operations. Ability to perform intermediate computer functions such as searching network drives for files, attaching and/or opening files within email [internal and external] and advanced computer functions such as mapping network drives, installing printers, and related

operations. Demonstrate advanced knowledge of all Microsoft Office products and how to use them efficiently, including the ability to create macros, formulas, and perform related procedures. Ability to use the internet to research and download information. Ability to logically work through use of a new software package using manual or online help.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to sit for extended periods.
- Must have corrected hearing and vision to normal range.
- Ability to use office equipment including computer, telephone, calculator, fax and copier.
- Ability to lift and move up to 25 lbs.

Working Conditions:

- Work is performed in a variety of settings including office, out-of-doors, in regulated facilities, and driving environments.
- Some work is performed in varying temperatures and humidity.
- Regular contact with other staff and the public including those resistant to public health interventions.

LHD HEALTH OFFICER & MEDICAL DIRECTOR REQUIREMENTS AND QUALIFICATIONS REVIEW

A. Legal Basis and Qualifications:

The following Public Health Code citations and rules are the legal basis for the MDCH requirements.

1. Health Officer:

a. **333.2428 Local health officer; appointment; qualifications; powers and duties.**

Sec. 2428

(1) A local health department shall have a full-time local health officer appointed by the local governing entity or in case of a district health department by the district board of health. The local health officer shall possess professional qualifications for administration of a local health department as prescribed by the department.

(2) The local health officer shall act as the administrative officer of the board of health and local health department and may take actions and make determinations necessary or appropriate to carry out the local health department's functions under this part or functions delegated under this part and to protect the public health and prevent disease.

b. These qualifications are:

1) Has correspondence, such as a letter, memorandum, or other statement, from the Michigan Department of Community Health approving the appointment of the health officer, **and**

2) Has an M.P.H. or M.S.P.H. degree and 3 years of full-time public health administrative experience, **or**

3) Has a related graduate degree and 5 years of full-time public health administrative experience, **or**

4) Has a bachelor's degree and 8 years of full-time health experience, 5 years of which shall have been in the administration of a broad range of public health programs.

April 17, 2013 F.L.S.A.: Exempt

N O T I C E

There is a job vacancy with the **BAY COUNTY HEALTH DEPARTMENT.**

JOB TITLE: **DIRECTOR OF DEPARTMENT OF COMMUNITY HEALTH**

RATE OF PAY: **$62,254.40 per year entry, progressing to $73,236.80 per year after 4 years** (MN14)

General Summary:
As the director of the Department of Community Health, is responsible for the administration, planning, implementation and evaluation of public and community health programs designed to prevent disease and disability and promote health. Supervises the daily operational activity of the Health Department and provides general supervision to the Director of the Bay County Division on Aging and the Bay County Medical Examiner. Supervision is general, received from the Bay County Executive. This is an at-will position.

Typical Duties:
1. Directs and manages the planning, organizing, staffing, evaluation, budget preparation/maintenance and financial functions required in the daily operations of the department.
2. Reviews activities related to personnel administration and information technology.
3. Engages in a supervisory and coordinating role with all program and division directors within the department.
4. Provides oversight in strategic planning, budgeting and monitoring financial outcomes.
5. Establishes priorities, monitors and evaluates the effectiveness and efficiency of public health programs, and develops and implements plans to improve services.
6. Responsible for the review, development, and implementation of policies, procedures, processes, and guidelines in compliance with legislation, regulations, and policies. Develops and administers departmental policies and internal controls, which conform to state and local laws and statutes, and the goals and objectives of the County.
7. Responsible for enforcement of public health laws, statutes, codes and regulations within Bay County.
8. Provides oversight in the investigation related to causes of specific diseases, morbidity and mortality, and environmental health hazards, nuisances, and sources of illness.
9. Seeks legal remedies to abate public health hazards or to prevent the spread of communicable diseases.
10. Works closely with the Medical Director to establish priorities and manage the ongoing work of the department.
11. Interacts and serves as a liaison on a regular basis with the County, state and federal agencies concerning public and community health-related issues, disease reports, program changes, policy development, new laws, financial reports, and related items.
12. Participates in and/or reports to a variety of meetings, committees, professional associations, Boards, and/or other related groups.
13. Serves as HIPAA Privacy Officer for Bay County.
14. Prepares and reviews departmental reports, surveillance systems, and grant proposals.
15. Supports and participates in community efforts addressing public health concerns.
16. Prepares and justifies annual departmental budget to County Executive and Finance Department.
17. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Bay County. Perform emergency response roles, as required. Responds to public health emergencies, emergency exercises, and emergency response training activities.
18. All other duties as assigned.

The above statements are intended to describe the general nature of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all job duties by personnel so classified.

Qualifications:
Qualified applicants will possess a master's degree in public health or a master of science in public health degree and 3 years of full-time public health administrative experience, *or* have a related graduate degree and 5 years of full-time public health administrative experience, *or* have a bachelor's degree and 8 years of full-time public health experience, 5 years of which shall have been in the administration of a broad range of public health programs. Must be computer literate. Applicants may be required to take written and/or other examinations.

Physical: This position involves sitting, being mobile, bending and/or standing for significant periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: generally, 20 pounds of force up to one third of the time. Must have a valid operator's permit.

Knowledge, Skills, Abilities, Competencies (minimum requirements):
Proficiency in English, grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc. Knowledge of generally accepted accounting and bookkeeping principles. Extensive knowledge of public health theory and practices. Extensive knowledge of laws, codes, and regulations pertaining to public health. General knowledge and ability to use a personal computer to prepare reports,

maintain records, search for and compile data. Advanced interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers and representatives of other agencies. Knowledge of basic supervisory and employee management principles. Skilled in assigning, prioritizing, monitoring and reviewing work assignments. Skilled in mentoring and training employees with varying educational backgrounds and aptitudes. Appropriately and effectively represent the County at a variety of community events and activities in support of positive public relations initiatives, and develop liaison relationships between the community and the County. Skilled in researching and resolving problems in order to ensure compliance. Ability to consistently demonstrate sound ethics and judgment. Ability to think analytically and apply sound judgment, solve problems, make effective decisions and act with integrity. Ability to facilitate meetings effectively and efficiently. Ability to accurately organize and maintain paper documents and electronic files.
Ability to maintain the confidentiality of information and professional boundaries. Ability to use County resources effectively and efficiently.

Make application online at **www.baycounty-mi.gov** or via US mail or in person at the Bay County Personnel Department, 515 Center Avenue, Suite G102, Bay City, Michigan 48708-5121 no later than **May 17, 2013.**

AN EQUAL OPPORTUNITY EMPLOYER

"BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY STATUS IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, ITS PROGRAMS AND ACTIVITIES."

G:\POSTINGS\Health Director 5-2013.wpd

BERRIEN COUNTY

JOB DESCRIPTION

TITLE: Health Officer **CODE:** 0251

DEPARTMENT: Health

GENERAL SUMMARY:

As a public officer, the Health Officer is appointed by, and serves at the pleasure of, the Board of Commissioners (BOC), as the administrative officer of the Berrien County Health Department (BCHD) and is subject to the direction and supervision of the BOC, its appropriate Parent Committee and the County Administrator, reporting directly to the County Administrator. With advice from the Berrien County Health Board (BCHB), the Health Officer recommends policies through the County Administrator to the BOC and with oversight from the County Administrator ensures implementation of BOC approved policies. In consultation with the BCHB, the County Administrator will annually evaluate the Health Officer's job performance. The Health Officer's duties include:

1. Taking actions and making determinations necessary to protect the public health and prevent disease;
2. Enforcing Federal, State, and local laws/regulations pertaining to public health;
3. Providing leadership and oversight for the day-to-day operations of the BCHD; and
4. Serving as the Health Department's liaison with the Michigan Department of Health & Human Services, other governmental entities and the public.

TYPICAL DUTIES:

1. Ensures efficient office and program operations at BCHD locations in Benton Charter Township, Niles and Three Oaks and elsewhere if needed.
2. Ensures a qualified public health staff that is trained to address the evolving needs of the BCHD and the community.
3. Responsible for BCHB meetings; prepares agendas/reports, advises BCHB on issues concerning public health, performs ongoing communication with BCHB members regarding BCHD performance.
4. Develops, recommends, and implements the BCHD's budget and seeks opportunities to strengthen the BCHD's fiscal stability via grant development, third-party reimbursements, and service fee adjustments.
5. Ensures fully-accredited status within the Michigan Local Public Health Accreditation program.
6. Enforces federal, state, and local regulations pertaining to public health.
7. In consultation with and at the direction of the County Administrator, serves as spokesperson and liaison for the BCHD regarding public health matters.
8. Facilitates administrative staff meetings to coordinate health services, review and refine the BCHD's policies and procedures, and continuously improves processes and outcomes.

9. Responsible for working with the BCHB, the BCHD staff, and community partners to develop and implement a comprehensive strategic plan for the BCHD.
10. Responsible for working with the BCHB to recommend to the BOC an individual to serve as the BCHD's Medical Director and for supervision of the Medical Director.
11. Collaborates with other community leaders and organizations to address community public health needs in Berrien County.
12. Participates in local, regional, and state associations to promote and address local public health issues.
13. Responsible for the hiring, training, and supervision of administrative staff members, i.e., division directors, managers and supervisors.
14. Performs other related duties as needed.

MINIMUM QUALIFICATIONS:

Education: Possession of a Master of Public Health (MPH) degree.

Experience: Five years of progressively more responsible public health administrative experience.

SPECIAL REQUIREMENTS:

- Possession of a valid vehicle operator's license and a vehicle is required.
- Approval of the Michigan Department of Health & Human Services (MDHHS) as required by the Michigan Public Health Code.
- In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County.

DESIRED CORE COMPETENCIES & SKILLS:

<u>Analytical/Assessment</u>

- Reviews health status assessments of populations and their related determinants of health conducted by the BCHB and other organizations
- Expands access to public health data and information for the BCHB, staff and public
- Ensures the application of ethical principles in the collection, maintenance, use and dissemination of data and information
- Integrates the findings from quantitative and qualitative data into BCHD operations
- Determines community specific public health trends from quantitative and qualitative data
- Uses information technology effectively to collect, store, and retrieve data

<u>Policy Development/Program Planning</u>

- Evaluates information relevant to specific public health policy issues
- Identifies policy options for the organization using knowledge of Michigan Public Health Code
- Develops policy for the BCHD with guidance from the BCHB for presentation to the BOC for approval
- Ensures public health programs are consistent with public health laws and regulations
- Ensures that public health laws are enforced fairly and consistently
- Ensures the consistency of policy integration into BCHD plans, procedures, structures, and programs

- Integrates emerging trends of the fiscal, social, and political environment into public health strategic planning

Communication

- Communicates in writing and orally, in person, and through electronic means, with linguistic and cultural proficiency
- Ensures that the BCHD seeks input from other organizations and individuals
- Ensures a variety of approaches are considered and used to disseminate public health information
- Applies communication and group dynamic strategies in interactions with individuals and groups
- Communicates the role of the BCHD to other entities within the health system
- Ensures health literacy is considered in all communications

Cultural Competency

- Ensures that the BCHD has strategies for interacting with persons from diverse backgrounds
- Ensures consideration of the role of cultural, social, and behavioral factors in the accessibility, and delivery of public health services
- Promotes diversity within the public health workforce

Community Dimensions of Practice

- Establishes linkages with key stakeholders
- Ensures collaboration and partnership of key stakeholders through the development of formal and information agreements and understandings
- Maintains partnerships with key stakeholders, especially elected officials from the townships, municipalities, and County
- Integrates the role of governmental and non-governmental organizations in the delivery of public health services
- Advances community involvement in the development of BCHD policies and programs
- Defends public health policies, programs, and resources

Public Health Sciences

- Incorporates the Core Public Health Functions and Ten Essential Services of Public Health into the practice of public health sciences
- Applies the basic public health sciences (including, but not limited to biostatistics, epidemiology, environmental health services administration, and social and behavioral health sciences) into BCHD policies and programs
- Integrates a review of the scientific evidence related to a public health issue, concern, or intervention into public health practice

Financial Planning and Management

- Assists the BCHB in managing its governance, proceedings, member orientation and continuing education
- Ensures that programs are managed within current and forecasted budget constraints
- Critiques strategies for determining budget priorities
- Recommends budgetary priorities for the organization
- Establishes a performance management system

Leadership Systems Thinking

- Incorporates ethical standards of practice into all BCHD interactions with organizations, communities, and individuals
- Advocates for individual, team, and organizational learning opportunities within the BCHD
- Ensures the measuring, reporting, and continuous improvement of BCHD organizational performance
- Ensures BCHD organizational practices are in concert with changes in the broader public health system and the larger social, political, and economic environment
- Ensures the effective management of BCHD organizational change

OTHER FUNCTIONS:

- *Practices and supports visionary leadership* – works with the BCHB, staff, and other stakeholders to develop and articulate a vision for the BCHD and encourages others to share the vision; assures the integration of the BCHD into the public health system.
- *Creates sense of mission* – articulates and models professional values and ethics; facilitates the BCHD's mission development and reassessment; develops policies and processes that transform mission and vision into action.
- *Serves as effective change agent* – facilitates application of systems thinking; develops and implements performance management and evaluation strategies; facilitates strategic and tactical assessment and planning; facilitates empowerment of staff and community partners to take action; generates ideas and approaches to solving public health problems.
- *Displays competency in public health policy advocacy* – identifies and analyzes public health policy issues and alternatives; utilizes principles of medical advocacy to communicate the public health mission to stakeholders; works with community coalitions and advocacy groups; guides the community and organization in seeking policy change and action on public health issues; transforms policy decisions approved by the BOC into BCHD and community programs and services.
- *Manages organizational dynamics* – assesses BCHD organizational environment, needs, assets, resources and opportunities; develops new organizational structures utilizing knowledge of organizational learning, behavior and culture.
- *Employs inter-organizational collaborating mechanisms* – includes key stakeholders in collaborative ventures; develops collaborative and partnering strategies, including task forces and coalitions; facilitates networking of all stakeholders; develops collaborative strategic plans.

- *Focuses on team-building* – develops BCHD organizational team structures and systems focused on customer service, continuous quality improvement, and achieving accreditation standards; serves as a facilitator in the development and mediation of teams.

The example duties listed above are intended to describe the general nature and level of work being performed by the individual serving as the Berrien County Health Officer. This is not an exhaustive list of all job duties performed by the Berrien County Health Officer.

Approved: _____ June 2021

BERRIEN COUNTY PUBLIC POSTING

Health Officer ($94,894 - $127,167) Required: Possession of a Master of Public Health (MPH) degree and five years of progressively more responsible public health administrative experience. Possession of a valid vehicle operator's license and a vehicle is required. Approval of the Michigan Department of Health & Human Services (MDHHS) as required by the Michigan Public Health Code. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County. A Berrien County application, resume and cover letter are required for this position. Duties: As a public officer, the Health Officer is appointed by, and serves at the pleasure of, the Board of Commissioners (BOC), as the administrative officer of the Berrien County Health Department (BCHD) and is subject to the direction and supervision of the BOC, its appropriate Parent Committee and the County Administrator, reporting directly to the County Administrator. With advice from the Berrien County Health Board (BCHB), the Health Officer recommends policies through the County Administrator to the BOC and with oversight from the County Administrator ensures implementation of BOC approved policies. In consultation with the BCHB, the County Administrator will annually evaluate the Health Officer's job performance. The Health Officer's duties include: Taking actions and making determinations necessary to protect the public health and prevent disease; Enforcing Federal, State, and local laws/regulations pertaining to public health; Providing leadership and oversight for the day-to-day operations of the BCHD; and Serving as the Health Department's liaison with the Michigan Department of Health & Human Services, other governmental entities and the public. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities. Please contact Personnel for a more extensive job description.

HEALTH DEPARTMENT Deputy Health Officer ($74,862 - $100,322) Required: Masters Degree in public health, public administration, business administration or in a health or human services related field. The MPH is preferred. A minimum of four years of experience in a public health or related human service agency; OR Bachelors Degree in public health, public administration, business administration or in a health or human services related field and a minimum of six years of experience in a public health or related human service agency. Duties: Under the general direction of the Health Officer, is responsible for a wide variety of functions focused particularly on ensuring the Department is meeting its strategic objectives as defined by accreditation standards, internal plans, and contracts. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities. Please contact Personnel for a more extensive job description.

CALHOUN COUNTY

JOB TITLE: HEALTH OFFICER

REPORTS TO: COUNTY ADMINISTRATOR/CONTROLLER

STATUS: EXEMPT

JOB SUMMARY:

The Health Officer is responsible for all operational aspects of the Health Department, including budgeting, financial performance, planning, organizing, leading, promoting and evaluating public health policy and programs for the protection of Calhoun County's public health care as specified under state and local legal codes. Adheres to the vision to ensure Calhoun County continues to progress and prosper by supporting an engaged workforce, continuously improving processes, maintaining financial stability and delivering valuable services to customers. This position is appointed by the Calhoun County Board of Commissioners, with input and support of the Board of Health. State of Michigan approval is also required per the public health code.

PRIMARY DUTIES & RESPONSIBILITIES:

1. Responsible for the planning, implementation, and evaluation of a public health program designed to prevent disease, disability and to promote health, as well as all other key duties and responsibilities as described in the Michigan Public Health Code.

2. Develops and manages the Health Department budget, including but not limited to, fund development with Federal, State and local partnerships, fiscal monitoring, and interfacing with various levels of County personnel in preparation and presentation of budget(s).

3. Executes programmatic and regulatory responsibilities pursuant to Federal, State and local law/ordinances. Evaluates programs and provides quality assurance.

4. Provides effective leadership to the Health Department staff and develops/maintains an engaged workforce that delivers a high level of professional service. Provides oversight in the administration and evaluation of various health programs.

5. Actively communicates and acts as a liaison and official representative of the Health Department to Federal, State and local agencies, various boards, committees and commissioners.

6. Establishes, implements and administers administrative policies and procedures for the Health Department. Executes the terms of County policies, procedures, and labor agreement(s). Assists in the collective bargaining process.

7. Provides leadership during public health disasters and ensures that the department is prepared through compliance with generally accepted emergency readiness competencies for public health workers.

8. Collect, interpret, and communicate health related data and information. Identifies priorities and emerging disease trends, work towards actions to address problem areas, and communicates plans with the public.

9. Cooperates with Federal, State and local government agencies in the legislative and programmatic proposals relevant to public health.

10. Coordinates and integrates Health Department programs with those programs of other health and related organizations/institutions in the community.

11. Approves and directs the presentations of educational public health programs and initiatives.

12. Performs other duties as assigned.

JOB QUALIFICATIONS:

1. The job requires a Master's Degree in Public Health or related graduate degree and 3 years of full time public health administrative experience; or a related graduate degree and 5 years of full time health administrative experience; or a bachelor's degree and 8 years of full time health experience, 5 years of which shall have been in the administration of a broad range of public health programs. Individual must be eligible and ultimately approved by the State of Michigan as a Health Officer.

2. Leadership experience and management skills necessary to develop and maintain a positive and professional working environment for staff, as well as to effectively oversee the daily operations and administration of the Health Department.

3. The ability to effectively communicate with the general public, government officials, and various levels of County personnel in the exchange of information.

4. The ability to network with others and to build trusting relationships with employees, co-workers, elected officials, department heads, and the public. A professional appearance and demeanor is required.

5. Mental ability to frequently handle simultaneous projects requiring concentration and attention to detail with frequent distractions due to people and/or telephone calls. Frequently required to handle pressures related to meeting deadlines, fulfilling scheduling requirements, and dealing with concerned citizens, employees, etc.

6. Professionalism is an absolute necessity, along with the ability to appropriately handle both confidential information and sensitive situations.

7. Computer skills necessary to effectively utilize word processing, database, spreadsheet and presentation software applications for the creation and compilation of various documents, communications and reports. Ability to use the Internet and e-mail.

8. Must have a valid Michigan driver's license.

WORKING CONDITIONS:

1. Normal office environment with little, if any, discomfort due to heat, noise and the like.

2. On-call availability to handle work problems, attend meetings, handle emergencies/crisis situations at all hours is required.

3. Extended work days (beyond eight hours/day) and irregular work hours are occasionally required.

4. On-call availability to handle work problems, attend meetings, handle emergencies/crisis situations, etc. at all hours is occasionally required.

5. Frequent travel to Lansing, as well as community sites. Periodic travel also required between the various County buildings.

6. Attendance at Board of Commissioners meetings is periodically required.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

(Last Revised January 2017)

GRAND TRAVERSE COUNTY, MI
HEALTH OFFICER JOB DESCRIPTION

Title:	**Health Officer**

GENERAL SUMMARY

Primary functions of the job are to serve as the chief administrative officer of the Public Health Department, assume responsibility for all health-related activities within the County, and supervise staff performing County public health functions.

Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.

This position may require irregular hours. This position may require travel by the employee in the employee's own vehicle.

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Directs and manages the planning, organizing, staffing, evaluation, budget preparation/maintenance and financial functions required in the daily operations of the department.
- Supervises designated staff, including interviewing and selecting of job applicants, training, overseeing work, participating in disciplinary decisions and actions, and establishing and evaluating appropriate performance standards in accordance with County objectives.
- Provides oversight in strategic planning, budgeting and monitoring financial outcomes.
- Establishes priorities, monitors and evaluates the effectiveness and efficiency of public health programs, and develops and implements plans to improve services.
- Processes, compiles, researches, and analyzes complex public health data and other information, and prepares and verifies reports, correspondence, and other documents utilizing applicable software, within established procedures.
- Responsible for the review, development, and implementation of policies, procedures, processes, and guidelines in compliance with legislation, regulations, and policies. Develops and administers departmental policies and internal controls, which conform to state and local laws and statutes, and the goals and objectives of the County.
- Provides oversight in the investigation related to causes of specific diseases, morbidity and mortality, and environmental health hazards, nuisances, and sources of illness.
- Communicates and collaborates with local, state, and federal agencies regarding public health issues, disease reports, program changes, policy develops, new laws, financial reports, and related items.
- Participates in and/or reports to a variety of meetings, committees, professional associations, Boards, and/or other related groups.
- Serves as a liaison with County, state, and federal agencies concerning public and community health related issues.
- Seeks legal remedies to abate public health hazards or to prevent the spread of communicable diseases.
- Responds to public health emergencies, emergency exercises, and emergency response training activities.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Masters of Public Health and three years full-time public health administrative experience, or;
- Related graduate degree and five years full-time public health administrative experience.

CERTIFICATIONS, LICENSES (minimum requirements)

- Appointment is subject to Michigan Department of Community Health approval.
- Requires a valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.

CONDITIONS OF EMPLOYMENT (minimum qualification - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

DISTINGUISHING CHARACTERISTICS

Work involves the origination of models, concepts, theories that are new to the field, and where no prototype exists in the overall organization and few, if any guidelines exist. Leadership judgment, and risk management skills are needed to deal with largely undefined issues or to find solutions to unyielding problems. Errors at this level could lead to the loss of life or major harm or life impairment.

This job is not part of a series.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- May be required to climb or balance; reach with hands and arms; sit; stand; stoop, kneel, or crouch; talk and hear; smell; use hands to finger, handle, or feel.
- Position occasionally works in an outdoor environment with exposure to weather-related heat and cold, rain, wind, and related elements.
- May be exposed to fumes or airborne particles, infectious diseases, criminal suspects or prison inmates.
- May occasionally be required to lift/move up to 50 pounds.

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Knowledge of generally accepted accounting and bookkeeping principles
- Extensive knowledge of public health theory and practices
- Extensive knowledge of laws, codes, and regulations pertaining to public health

- General knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data
- Advanced interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Knowledge of basic supervisory and employee management principles.
- Knowledge of applicable employee rights, protections and avenues of appeal
- Knowledge of applicable policies and procedures governing the hiring, employment and separation of employees
- Skill in assigning, prioritizing, monitoring, and reviewing work assignments
- Skill in mentoring and training employees with varying educational backgrounds and aptitudes
- Skill in anticipating potential personnel issues and taking appropriate action
- Ability to understand managerial policies and prioritize the needs of the unit.
- Appropriately and effectively represent the County at a variety of community events and activities in support of positive public relations initiatives, and develop liaison relationships between the community and the County.
- Skill in researching and resolving problems in order to ensure compliance
- Ability to interpret and explain complex policies, processes, regulations, and applicable laws in layman's terms
- Ability to consistently demonstrate sound ethics and judgment
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to facilitate meetings effectively and efficiently
- Ability to accurately organize and maintain paper documents and electronic files
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently

JACKSON COUNTY

HEALTH OFFICER

General Summary

Under the direction of the County Administrator/Controller, serves as the chief executive officer regarding the non-medical activities of the Jackson County Health Department. Plans, develops, implements, and evaluates department programs in accordance with established policies. Researches and makes recommendations for changes to departmental policies. Develops the department's operating budget and monitors budget expenditures throughout the year. Represents the department to local, state, and federal officials to the advantage of the department and the public health profession.

Under the direction of the Jackson Health Network President and Chief Operating Officer, responsible for development and management of coordinated systems-level improvement efforts and clinical-community linkages to improve population health, experience of care, and reduced per capita health care costs.

Essential Functions

1. Supervises staff directly and through subordinate managers to ensure a high level of professional service and the maintenance of health standards. Oversees the personnel management functions of employment interviewing and selection, training, assigning functions, scheduling, reviewing and evaluating performance, and addressing employee relations issues. Participates in interviewing and hiring department personnel.

2. Directs the evaluation and maintenance of proper documentation for services rendered, as required by the Michigan Department of Community Health and other funding agencies. Reviews activity reports and health records prepared by staff and assesses the quality of services provided.

3. Directs and monitors departmental budgeting and financial management activities, including budget preparation/maintenance and financial functions. Identifies and ensures correction of problem areas.

4. Directs and monitors departmental personnel management activities. Identifies and ensures correction of problem areas.

5. Recommends policy, programs, and services to the Board of Commissioners and County Administrator/Controller, assists the Board **of** Commissioners and the County Administrator/Controller in making policy decisions and informs the Board of Commissioners of health care and related issues.

6. Implements Board of Commissioners decisions including policies, procedures, provision of services, and achievement of programmatic and financial objectives and direction of staff.

7. Collaborates and cooperates with various local, state, and federal agencies concerning public health matters. Regularly confers with other public health representatives to resolve problems of mutual concern and eliminate any duplication of efforts. Identifies opportunities for innovation and coordinates with community leaders and stakeholders to develop and organize improvement plans based on evidence based research and practices, data, and collaborative participation.

8. Initiates and facilitates systematic improvements to improve health care and public health outcomes through health care redesign, clinical-community linkages, patient activation, integration of health information technology and care coordination.

9. Seeks to integrate effective clinical and community-based services and expand accessibility across the continuum.

10. Continuously oversees multiple initiatives with diverse team members in various stages of development; establishes a course of action to accomplish specific goals; facilitates progress; allocates resources appropriately, problem-solves effectively; and evaluates success.

11. Develops and maintains coordinated community infrastructure and systems needed to optimize collaboration, including data and financial systems.

12. Advocates for payor arrangements that support a more holistic approach to population health and care delivery, including improved reimbursement for community based services.

13. Directs the development and implementation of strategic, workforce development, and quality improvement policies and plans that advance health improvement goals and objectives in Jackson County and department public health service delivery.

14. Serves as incident commander for health-related emergencies. Organizes and directs public health emergency preparedness and response efforts within the city and county of Jackson.

15. Negotiates and administers contracts for provision of services, procurement contracts, and state and federal contracts. Participates in labor contract negotiations and administers those contracts applicable to the Health Department.

Other Functions

16. None listed.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Jackson County Core Values:

Quality and Efficiency- Our employees are committed to continuous improvement and getting the most value for the public resources entrusted to them.

Integrity and Ability- Our employees behave in a fair and ethical manner and demonstrate a strong commitment to public services.

Teamwork and Community- Our employees work collaboratively with each other and the community to achieve shared goals.

Employment Qualifications

Education: Possession of a Masters Degree in Public Health, Public Administration, Business Administration, Management, or a related field.

Experience: Seven years of progressively more responsible and extensive knowledge of health care and community based systems of care, and public health programmatic experience. Experience leading multidisciplinary teams. Expertise in collaborative process improvement and project management.

Other Requirements: Valid Michigan Driver's License.

Relevant Skills/Specialized Equipment Knowledge:

- Basic office equipment such as telephone, calculator, photocopier, FAX, etc.
- Photographic, audio and video equipment
- Computer programs including word processing, spreadsheets, database entry and maintenance, and financial applications.
- Strong analytic skills and experience interpreting population health data and conducting outcomes evaluation.
- Demonstrated financial and personnel management experience.
- Ability to collaborate with community organizations and health care systems to coordinate activities.

FLSA Status: Exempt

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to access office files.
Ability to enter and access information using a computer.
Ability to travel throughout the county to various locations.

Working Conditions:

Works in office conditions and travels to other locations to attend meetings and conferences.

_____ _____

Human Resources Dept. Head

Health Officer

Closes On: January 25, 2022 at 04:00 PM EST

Location:	Human Services Building, Adrian, MI 49221
Department:	Health Department
Job Status:	Full-Time
Days:	Mon., Tue., Wed., Thu., Fri.
Rate of Pay:	NU7560 $41.5883 - $47.8460
Status:	Accepting Applications
Details:	Required Resume Upload

Apply Now

JOB DESCRIPTION SUMMARY

An appointed public official, the Health Officer serves as the administrator of the Health Department and is responsible for taking actions and making determinations necessary to protect the public's health and prevent disease. The Health Officer works in consultation with the Medical Director and the Board of Health to determine public health policy in Lenawee County. The Health Officer is responsible for enforcing Federal, State, and local laws/regulations pertaining to public health. Provides leadership and oversight for the day-to-day operations of the Department by implementing agency policies and serves as liaison between the agency and the public. The Health Officer serves under the direction of the County Administrator.

ESSENTIAL FUNCTIONS:

- Analyze community resources for health service delivery and determine health needs. Collaborates with leaders and organizations to address community health needs in Lenawee County.
- Plan, coordinate and administer a variety of public health and environmental health activities throughout the County.
- Plan, develop and execute public health projects, programs and procedures for the protection of the public health.
- Serves as chief spokesperson and liaison for the agency regarding public health matters.
- Ensures fully-accredited status within the Michigan Local Public Health Accreditation program.
- Serves as the Health Department's liaison with the Michigan Department of Health & Human Services, other governmental entities and the public.
- Participates in community organizations and local, regional, and state associations to promote and address the health and safety of Lenawee County citizens.
- Assures active leadership participation in the Lenawee Health Network. Actively participate in the Community Health Assessment process and in the development of the Community Health Improvement Plan.
- Facilitates administrative staff meetings to coordinate health services, review and refine agency polices and procedures, and continuously improve processes and outcomes.
- Ensures a qualified public health staff which is trained to address the evolving needs of the agency and community.

- Responsible for Board of Health meetings; prepares agendas/reports, advises Board of Health on issues concerning public health, performs ongoing communication with Board members regarding agency performance.
- Promote and coordinate Quality Assessment and Quality Improvement and Evaluation activities.
- Must adhere to departmental standards in regard to HIPAA and other privacy standards.
- Perform related work as required.

DESIRED CORE COMPETENCIES AND SKILLS:

Analytical/Assessment

- Assures access to public health data and information for the Board of Health, staff and public.
- Ensures the application of ethical principles in the collection, maintenance, use, and dissemination of data and information.
- Integrates the findings from quantitative and qualitative data into organizational operations.
- Determines community specific trends from quantitative and qualitative data.
- Uses information technology effectively to collect, store, and retrieve data.

Policy Development/Program Planning

- Evaluates information relevant to specific public health policy issues.
- Identifies policy options for the organization using knowledge of Michigan public health law.
- Develops policy for the organization with guidance from the Board of Health.
- Ensures public health programs are consistent with public health laws and regulations.
- Ensures that public health laws are enforced fairly and consistently.
- Ensures the consistency of policy integration into organizational plans, procedures, structures and programs.
- Integrates emerging trends of the fiscal, social, and political environment into public health strategic planning.

Communication

- Communicates in writing and orally, in person, and through electronic means, with linguistic and cultural porficiency.
- Ensures that the organization seeks input from other organizations and individuals.
- Ensures a variety of approaches are considered and used to disseminate public health information.
- Applies communication and group dynamic strategies in interactions with individuals and groups.
- Communicates the role of the local health department to other entities within the health system.
- Ensures health literacy is considered in all communications.

Cultural Competency

- Ensures that the organization has strategies for interacting with persons from diverse backgrounds.
- Ensures the consideration of the role of cultural, social, and behavioral factors in the accessibility, availability, acceptability, and delivery of public health services.

- Promotes diversity within the public health workforce.

Community Dimensions of Practice

- Establishes linkages with key stakeholders.
- Ensure that collaboration and partnership of key stakeholders through the development of formal and informal agreements and understandings.
- Maintains partnerships with key stakeholders, including elected officials, schools, healthcare providers and human service agencies.
- Integrates the role of governmental and non-governmental organizations in the delivery of public health services.
- Advances community involvement in the development of polices and programs.
- Defends public health polices, programs, and resources.

Public Health Sciences

- Incorporates the Core Public Health Functions and Ten Essential Services of Public Health into the practice of public health sciences.
- Applies the basic public health sciences (including, but not limited to biostatistics, epidemiology, environmental health sciences, health services administration, and social and behavioral health sciences) into public health policies and programs.
- Integrates a review of the scientific evidence related to a public health issue, concern, or intervention into public health practice.

Financial Planning

- Ensures that programs are managed within current and forecasted budget constraints.
- Critiques strategies for determining budget priorities.
- Recommends budgetary priorities for the organization.

Leadership and Systems Thinking

- Incorporates ethical standards of practice into all interactions with organizations, communities, and individuals.
- Advocates for individual, team, and organizational learning opportunities within the organization.
- Ensures the measuring, reporting, and continuous improvement of organizational performance.
- Ensure organizational practices are in concert with changes in the broader public health system and the larger social, political, and economic environment.
- Ensures the effective management of organizational change.

OTHER FUNCTIONS:

- *Practices and supports visionary leadership* - works with the Board of Health, staff, and other stakeholders to develop and articulate a vision for the organization and encourages others to share the vision.

- *Creates sense of mission* - articulates and models professional values and ethics; facilitates organizational mission development and reassessment; develops policies and processes that translate mission and vision into action.
- *Serves as effective change agent* - facilitates application of systems thinking; develops and implements performance management and evaluation strategies; facilitates strategic and tactical assessment and planning; facilitates empowerment of staff and community partners to take action; generates ideas and approaches to solving public health problems.
- *Displays competency in public health policy advocacy* - identifies and analyzes public health policy issues and alternatives; utilizes principles of media advocacy to communicate the public health mission to stakeholders; works with community coalitions and advocacy groups; guides the community and organization in seeking policy change and action on public health issues; translates policy decisions into organizational and community programs and services.
- *Manages organizational dynamics* - assesses organizational environment, needs, assets, resources and opportunities; develops new organizational structures utilizing knowledge of organizational learning, behavior and culture.
- *Employs inter-organizational collaborating mechanisms* - includes key stakeholders in collaborative ventures; develops collaborative and partnering strategies, including task forces and coalitions; facilitates networking of all stakeholders; develops collaborative strategic plans.
- *Focuses on team-building* - develops organizational team structures and systems focused on customer service, continuous quality improvement, and achieving accreditation standards; serves as a facilitator in the development and mediation of teams.

(The above statements are intended to describe the general nature and level of work to be performed. They are nt intended as an exhaustive list of all duties performed by personnel so classified.)

SPECIAL REQUIREMENTS:

- Approval of the Michigan Department of Health and Human Services as required by the Michigan Public Health Code.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.
- Ability to attend meetings scheduled at times other than normal business hours.
- Willingness to continue advanced education as required.
- Skill in the use of office equipment and technology, including Microsoft Suite applications and software programs with the ability to be trained on specific software.
- Valid driver's license with good driving record.
- Current proof of insurance (for personal vehicle).

MINIMUM QUALIFICATIONS:

An employee in this class, upon appointment, should have the equivalent of one of the following (Public Health Code, Act 368 of P.A. 1978, R 325.13003, Rule 3):

- Have a M.P.H. or M.S.P.H. degree and three (3) years of full-time public health administrative experience.
- Have a related graduate degree and five (5) years of full-time public health administrative experience.

- Have a bachelor's degree and eight (8) years full-time public health experience, five (5) years of which shall have been in the administration of broad range of public health programs.

LIVINGSTON COUNTY
JOB DESCRIPTION

HEALTH OFFICER

Supervised By: County Administrator
Supervises: All employees of the Department of Public Health, either directly or indirectly
FLSA Status: Exempt

Position Summary:

Under the direction of the County Administrator, is responsible for the overall function of developing the County's health programs and overseeing department services and operations. Assures the delivery of public health services in the community per the Michigan Public Health Code and enforces federal, state and local laws and regulations pertaining to population and environmental health and sanitation.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Plans, organizes, and directs all aspects of departmental operations, including personnel, budgeting, planning, and general administration. Develops and implements departmental policies, procedures and regulations.

2. Assesses department operations, staffing levels, facilities, and equipment. Analyzes budgetary and resource needs, makes recommendations for improvements, and implements changes. Monitors operational costs and makes recommendations for increasing efficiency.

3. Prepares and presents annual budget requests, administers departmental budget, and ensures that the authorized budgetary and purchasing procedures are properly used.

4. Assigns or delegates responsibility for assignment of work, directs personnel, evaluates performance of all employees and assures necessary training and professional development. Takes disciplinary action according to established procedures.

5. Directs the operation of all Department of Public Health programs, community health incidents, community assessment, planning and policy, including educating and guiding the Board of Commissioners' decisions related to public health philosophy and practice.

6. Administers and enforces federal, state and local laws and regulations pertaining to population health. Provides leadership during community health incidents and communicable disease outbreaks, consults with community responders, health care providers and state agencies as required. Issues imminent threat/emergency orders as required to protect the public health.

7. Oversees environmental health services, personal and public health programs and healthy community promotion. Meets regularly with managers to review activities, coordinate work effort, discuss and resolve problems and assure adherence to the Department of Public Health's goals, objectives and policies.

8. Directs the development of policies, programs and practices to promote the health of individuals, families and community, including developing short and long term plans, identifying sources of funding to support services, and overseeing the development of proposals for submission to public and private funding sources.

9. Represents the department regarding public health concerns and program to external audiences. Maintains effective working relationships with business leaders, media, elected officials, leaders in the health care community, and funding organizations.

10. Negotiates and oversees all contract arrangements between the department and independent contractors who providing services for the department, community or health care organizations and business associates.

11. Directs and maintains the emergency preparedness function of the department. Provides direction to the department's emergency response planning, policy and exercise. Assumes responsibility during public health emergencies, and consults with the Medical Director and management team to develop appropriate public information, orders and procedures.

12. Directs the development and implementation of program evaluation studies and other quality assurance processes.

13. Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.

14. Complies with the Department of Public Health's quality improvement policy and actively participates in the quality improvement plan.

15. Performs other duties as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Master's Degree in public health administration or related field and seven years of progressively more responsible experience in public health administration.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Approval of the Director of the Michigan Department of Community Health.
- Michigan Vehicle Operator's License.
- Thorough knowledge of the professional public management techniques involved in budgeting, personnel administration and resource management and the ability to identify and implement new best practices.
- Thorough knowledge of the principles and practices of population health, the State Public Health Code, State Communicable Disease Rules, Safe Drinking Water Act and the Michigan Food Code.
- Thorough knowledge of the principles and practices of public health, applicable local, state and federal laws and rules and strategic planning for health.
- Considerable knowledge of policy and procedure development practices and program development and implementation principles.
- Skill in assembling and analyzing data, preparing comprehensive and accurate reports and formulating policy and service recommendations.
- Skill in effectively communicating ideas and concepts orally and in writing, and making presentations in public forums.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite applications and software programs utilized by the Department of Public Health.
- Ability to attend meetings scheduled at times other than normal business hours.

- Ability to respond to emergencies or service needs on a 24-hour basis.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate. Though applicable safety procedures are documented and utilized, the incumbent may be exposed to unsanitary or unhygienic materials, individuals and situations in the course of performing required duties.

Macomb County, MI
Job Description

Classification Title	Director/Health Officer
Department	Health Department
Union Representation	Non-Union
FLSA Status	Exempt
Pay Grade	$85,213.18 - $121,284.92. Includes County car, vehicle allowance, and other stipends as indicated.
Employment Relationship	At-Will

GENERAL SUMMARY

Under direction, is responsible for the overall management and administration of the activities and operations of the Macomb County Health Department; directs and coordinates public health activities; exercises supervision over a wide variety of managerial, professional and support personnel; performs related duties as assigned.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Develops the Department strategic plan.

Plans, develops and administers overall Department operations and component programs.

Develops, recommends and implements policies regarding administrative and programmatic operations in all areas; establishes general program priorities, procedures and practices.

Directs and coordinates continuous and ongoing assessment of the County's public health status for early identification of potential problems and develops strategies as appropriate.

Ensures compliance with the Public Health Code and other applicable laws, regulations and statutes.

Plans, organizes and develops budget requests for meeting public health requirements and concerns of the County; administers Department budget.

Cooperates with lay groups, Federal, state and other local governmental agencies in the development of legislative proposals relating to public health.

Directs the delivery of public health services to the community and coordinates the delivery of such services with other health, social and community service organizations, including but not limited to other agencies within the Department of Health and Community Services.

Acts as the official representative of the County as a member and/or advisor to various boards, committees, commissions and organizations.

Serves with other Health and Community Services agency leaders as a member of the Health and Community Services Executive Management team.

Approves and directs the presentation of educational programs.

Approves and directs the Department's social media presence.

Assures that the Department meets State of Michigan accreditation and quality assurance guidelines; evaluates and pursues national accreditation and program-specific accreditation as indicated.

Performs related duties as assigned.

QUALIFICATIONS

Required Education and Experience

- A Masters Degree in Public Health or a directly related field from an accredited college or university.
- A minimum of eight (8) years of experience in public health administration/management.
- Previous supervisory experience.

Preferred Education and Experience

- Supervisory experience within a union environment.

Required Licenses or Certifications

- Possession of a valid Michigan driver's license and operable insured automobile for authorized travel.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Laws, codes and regulations pertaining to public health.
- Current developments in the field of public health and private health care.
- Principles and practices of public health administration.
- Social determinants of health in Macomb County.
- Applying public health theory and practices.
- Overseeing the administration and operations of a large, complex organization.

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships.

- Performing a variety of duties, often changing from one task to another of a different nature.
- Assigning, prioritizing, monitoring, and reviewing work assignments.
- Effective written and verbal communication methods to conduct meetings and make group presentations.
- Observing problems and analytically design solutions.
- Managing and supervising employees to apply best industry standards and methods.

Ability to:

- Establish and maintain effective working relationships with administrative, professional and support staff within the Health Department and with officials and staff of local, Federal and State government organizations and private organizations.
- Direct, supervise and organize the work of a wide variety of managerial, professional and support staff.
- Cope with difficult and/or emergent situations requiring immediate decisions in accordance with Departmental policies and objectives.
- Ability to exercise mature judgment and initiative in analyzing problems and recommending solutions.
- Effectively speak, write and understand the English language
- Effectively speak, write and understand a language other than English is preferred
- Understand and carry out oral and/or written instructions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information
- Work independently
- Ability to conduct oneself with tact and courtesy

WORK ENVIRONMENT/CONDITIONS

- *The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job.*

N/S=Never/Seldom O=Occasionally F/C= Frequently/Continuously

Work Environment	**N/S**	**O**	**F/C**
Office or similar indoor environment			**X**
Outdoor environment		**X**	
Street environment (near moving traffic)	**X**		
Construction site	**X**		
Confined space	**X**		
Exposures	**N/S**	**O**	**F/C**
Individuals who are hostile or irate	**X**		
Individuals with known violent backgrounds	**X**		
Extreme cold (*below 32 degrees)*	**X**		
Extreme heat (above 100 degrees)	**X**		
Communicable diseases		**X**	
Moving mechanical parts	**X**		
Fumes or airborne particles	**X**		
Toxic or caustic chemicals, substances or waste	**X**		
Loud noises (*85+ decibels)*	**X**		
Blood Borne Pathogens	**X**		

PHYSICAL DEMANDS

- *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

N/S=Never/Seldom O=Occasionally F/C= Frequently/Continuously

Demand	Frequency			Description
Physical	**N/S**	**O**	**F/C**	
Balancing	**X**			On even or uneven surfaces/ground
Bending		**X**		Tasks involve forward or backward bending at the waist
Climbing/Working at Heights	**X**			Tasks involve climbing up or down stairs, ladders, scaffolding and platforms
Crawling	**X**			Inspecting in confined spaces. Moving about on hands and knees
Digging	**X**			Tasks involve manual digging
Driving	**X**			Tasks involve operating any motor powered vehicle on sealed and unsealed roads
Grasping	**X**			Tasks involve gripping, holding, clasping with fingers or hands
Kneeling	**X**			Tasks involve flexing/bending at the knees and ankles to work at low levels
Manual Dexterity			**X**	Tasks involve fine finger movements i.e., keyboard operating, writing
Lift/Carry				Tasks involve raising/lowering or moving objects from one level/position to another (covered by the items below)
Up to 10 pounds				
11-24 pounds	**X**			
25-34 pounds	**X**			
35-50 pounds	**X**			
51-74 pounds	**X**			
75-99 pounds	**X**			
Over 100 pounds	**X**			
Push / Pull	**X**			Tasks involve pushing/pulling objects away from or towards the body
Reaching		**X**		Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended
Sitting			**X**	Tasks involve remaining in a seated position during the task performance
Standing		**X**		Tasks involve standing in an upright position without movement
Walking		**X**		Walking considerable distances in the facility on multiple surfaces
Running	**X**			Running considerable distances in the facility on multiple surfaces

Macomb County, MI
Job Description

GENERAL REQUIREMENTS AND DISCLAIMERS

Complies with P.A. 390, as amended, known as the State's Emergency Management Act and the County's Emergency Management resolution as well as all related plans, policies and procedures covered by those statutes.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment amongst other possible accommodations.

AUTHORIZATION:

_____ _____

Human Resources and Labor Relations Approval Date

Date created:	8/26/2020
Dates revised:	M/D/YYYY

Monroe County
Health Officer

Department:	Public Health	**Wage Grade:**	Rye - 18
FLSA Status:	Exempt	**Affiliation:**	Non-Union

GENERAL SUMMARY:

Michigan law creates the position of Health Officer as the administrator of the County's Health Department, charged with the responsibility of taking actions and making determinations necessary to protect the public health and prevent disease, and to carry out the legal function of the Health Department. Under the direction of the County Administrator, serves as the non-medical chief executive officer regarding the activities of the Health Department. Provides overall direction and supervision to the Health Department and plans, develops, implements, and evaluates department programs in accordance with policies established by the Board. Researches and makes recommendations for changes to departmental policies. Develops the department's operating budget and monitors budget expenditures throughout the year. Represents the department to local, state, and federal officials to the advantage of the department and the public health profession.

ESSENTIAL FUNCTIONS:

[An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.]

- Recommends policies, programs, and services to the County Administrator, assists in making policy decisions, and informs the Board of Commissioners of health care and related issues. Implements decisions including policies, procedures, and provision of services as specified by the County Administrator, Michigan Department of Community Health or as specified in contracts and/or grants.

- Prepares program plans and budgets for consideration of the Board of Commissioners with provisions made for appropriate medical specialty judgment by the Medical Director. Directs and monitors departmental budgeting and financial management activities. Identifies and ensures correction of problem areas.

- Works with the Medical Examiner to formulate and implement policies and procedures for the county office of Medical Examiner.

- Supervises staff directly and through subordinate managers to ensure a high level of professional service and the maintenance of health standards. Oversees the personnel management functions of employment interviewing and selection, training, assigning functions, scheduling, reviewing and evaluating performance, and addressing employee relations issues.

- Evaluates the performance of personnel and the effectiveness of departmental program. Directs the evaluation and maintenance of proper documentation for services rendered, as required by the Michigan Department of Community Health and other funding agencies. Reviews activity reports and health records prepared by management staff and assesses the quality of services provided.

- Collaborates and cooperates with other county departments and various community, state, and federal agencies concerning public health matters. Regularly confers with other public health representatives to resolve problems of mutual concern and eliminate any duplication of efforts.

- Advises county and state officials of anticipated health problems and organizes local and/or state resources to address and resolve them.

- Represents the interest of the Board of Commissioners in regional and statewide organizations and projects that may affect health services in the County. Maintains effective working relationships with community business and labor leaders, elected officials at the local, state, and national level, leaders in the health care community, various state departments, and with funding organizations such as foundations.

- Informs the County Administrator, Board of Commissioners, the medical community, and other interested parties on current and proposed legislation that has, or may have, an impact on public health.

- Negotiates and administers contracts for provision of services, procurement contracts, and state and federal contracts.

- Ensures that clinical documentation regarding clients is maintained confidential and consistent with Health Department policies and procedures, and state federal confidentiality requirements.

- Participates with the Emergency Management Director/Coordinator in planning and implementing county policies and procedures to respond to emergency or disaster situations impacting public health and /or threats to the environment.

- Cooperates with other county department heads and community agencies to ensure availability and accessibility of health services in the community.

- Perform other related duties as required.

- During a public health emergency, may be required to report for specialized duties or perform emergency response roles, inside or outside Monroe County.

Other Functions

This function requires the leadership of the Health Officer in community wide policy development and often direct participation in committees, task forces, and participation on other boards of directors.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

EMPLOYMENT QUALIFICATIONS: *(The qualifications listed below are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.)*

Education:
Possession of a Master's Degree in Public Health, Master of Science in Public Health, Master's Degree in Public Administration or a related field.

Experience:
Seven years of progressively more responsible public health administrative and programmatic experience.

Other Requirements:
Possession of a valid driver's license.

Knowledge of:

- Principles and practices of employee management
- Principles and practices of budget development and administration, including multiple budgets and varied funding sources
- Department mission, vision, goals, and objectives to carry out assignments
- Funding sources and community resources for support of health programs and activities
- Functions and practices of policy-making boards and commissions
- Applicable laws, regulations, policies and procedures
- Research, data analysis and report preparation techniques
- Computer applications related to the work
- Appreciation of the contribution of the multi-disciplinary group in public health

Skill in:

- Planning, organizing and directing a specified health program and related activities.
- Planning and the work of others and training others in work procedures.
- Interpreting, applying and explaining complex laws, policies and regulations.
- Negotiating and monitoring contracts and resolving conflicts.
- Setting priorities, coordinating multiple projects and meeting critical deadlines.
- Using sound, independent judgment within established policy and procedural guidelines
- Preparing clear, concise and effective written materials
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Ability to:

- Exercise leadership
- Recognize the needs and concerns of people and to maintain constructive relationships in dealing with them
- Communicate effectively both orally and in writing
- Attend work regularly and work under stressful conditions

Creative skills to assess community public health needs, develop, implement, maintain, and evaluate services/programs including funding, service delivery, and quality against established parameters and/or guidelines

Physical Requirements: (This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements)

Ability to access office files

Ability to enter and access information using a computer

Vision to read printed materials as well as a computer screen

Hearing and speech sufficient to comminute in person or over the phone.

Ability to travel throughout the county and state to various locations

Working Conditions:

Works in office conditions and travels to other locations to attend meetings and conferences. Ability to work in office and offsite locations where there could be potential threats to health and safety.

SAGINAW COUNTY
JOB DESCRIPTION

TITLE: Health Officer FLSA: Exempt

POSITION SUMMARY: Serves as chief administrative officer for the Saginaw County Department of Public Health under the general direction of the Board of Commissioners and County Controller/CAO, and advisory direction of the Board of Public Health. In accordance with policies established by the Board of Commissioners, plans, develops, implements, and evaluates initiatives, programs, services and practices to protect and promote the health of individuals, families and the community. Carries out the powers and duties as defined in the Michigan Public Health Code and assures delivery of public health services to the community. Performs administrative functions such as strategic planning, budgeting, policy development, emergency preparedness planning, workforce development, interpretation and enforcement of Public Health laws and regulations, quality assurance, public relations and program evaluation. Directly responsible for the daily operation of the department and represents the County on all matters of public health concern. Develops and implements policies, protocols, and procedures to ensure the cost-effective utilization of available resources. Actively pursues opportunities at the local, state, and federal levels to expand the resources available to meet Department goals and the public health needs of the County. Provides leadership, direction, and supervision to a large staff of managerial, professional, technical and support service employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

General Administration/Leadership

1. Recommends departmental public health policies, programs and services to the Board of Public Health and Board of Commissioners.

2. Monitors the promulgation of new, and amendment of existing rules, regulations and requirements by the federal Centers for Disease Control, US Department of Health and Human Services, US Department of Agriculture, Occupational Health and Safety Administration, Food and Drug Administration, Environmental Protection Agency, Michigan Department of Health and Human Services, Michigan Department of Agriculture and Rural Development, and Michigan Department of Environmental Quality and other regulatory agencies to ensure the Department policies, protocols, procedures and practices have been adjusted accordingly. Informs the Controller/CAO, Board of Commissioners, Board of Public Health, the medical community and other interested parties of current and proposed legislation that has, or may have, an impact on public health.

3. Determines policies relative to management of department in areas such as planning, organization, personnel utilization, budgeting and related fiscal management. Meets with Board of Commissioners, Human Services Committee and Board of Public Health regarding priorities and funding of operations and projects.

4. Maintains the department's accreditation status with the Michigan Local Public Health Accreditation Program.

5. Assists the Board of Public Health in its efforts to function effectively. Develops goals and direction with the Board, ensures member orientation, provides board member training as needed. Attends meetings of the Board of Public Health, reports to the Board about the Department's operational needs and recommendations. Serves as staff along with Division

Director(s) for the Board of Public Health preparing and distributing agendas to meetings, assisting the Board of Public Health members with questions and providing other requests. Provides recommendations to the Board of Public Health for strategies and tactics which will promote health and reduce risk factors for preventable diseases.

6. Must apply leadership as evidenced through his/her decision making, passion and attitude to inform and influence the values, policies and actions of including but not limited to other agencies, organizations and individuals and act as champion of the Health Department's strategic plan.

7. Maintains effective liaison with Michigan Department of Health and Human Services and other state/federal agencies. Negotiates the annual contract or special program contracts with Michigan Department of Health & Human Services or other appropriate federal, state and local agencies.

Program Development and Evaluation

1. Establishes program priorities and facilitates development of appropriate procedures and practices in public health and support services. Recommends programs and actions to Board of Public Health.

2. Under the Direction of the Board of Commissioners and the County Controller/CAO, directs the development of short and long range plans and strategies to ensure the availability of programs and resources to support the public health needs of the County. Consults with the Board of Public Health on the development of the plans and strategies. Provides oversight, direction and development of community's health strategic plan, assure that plan aligns with County's strategic direction.

3. Develops and directs the administration of program evaluation to assess the efficacy of Health Department programs and services in achieving health objectives for target populations and over-all public health goals. Collaborates with the Medical Director to ensure that all health care practices, procedures and protocols conform to current standards of medical practices. Evaluates safety of programs for staff and the public and implements needed improvements.

4. Develops and directs the implementation of quality assurance and quality control practices and protocols to ensure continuous improvement in the programs and services delivered by the Health Department. Visits and observes program and services areas. Oversees the delivery of direct and indirect services to clients.

5. Determines public health needs in community and researches methods of adjusting existing programs and services to meet such needs or establish new programmatic efforts.

6. Works with the Department staff and various community agencies to identify unmet health needs and develop comprehensive programs and community policies to meet those needs.

7. Advises county and state officials of anticipated health problems and organizes local and/or state resources to address and resolve them.

Personnel

1. Provides direction, leadership and guidance to departmental managerial staff and executive team members. Supervises the delivery of public health services to the community and coordinates these services with other health, social, and community organizations.

2. Using personnel management skills provides direction and leadership in activities concerning personnel transactions such as hiring, performance evaluations, promotions, disciplinary actions and terminations. Consults with Personnel Director on employment decisions. Responsible for on-going workforce development training for all staff to ensure public health core competencies. Oversees the scheduling of staff and assignment of work. Promotes harmonious labor/management relations.

3. Meets with union and employee representatives regarding labor/management relations.

4. Facilitates administrative division staff meetings to coordinate health services, review and refine agency policies and procedures and continuously improve processes and outcomes.

Financial

1. Identifies potential sources of funding to supplement and expand County resources for programs and services and develops and/or supervises the development of funding proposals for submission to public and private funding agencies.

2. Directs the development of the annual Health Department operating and capital budgets in cooperation with Division Directors for consideration by the Controller/CAO and the Board of Commissioners. Identifies and ensures correction of problem areas. Develops plans and budget to assure physical facilities are sufficient to meet the needs of public health delivery. Responsible for presenting proposed Health Department budget to Board of Public Health for its review and approval.

3. Assesses department operations, staffing levels, facilities and equipment. Analyzes budgetary and resource needs, makes recommendations for improvements, and implements changes. Monitors operational costs and makes recommendations for increasing efficiency.

4. Negotiates and oversees all contract arrangements made between the Department and independent/corporate contractors providing services for the Department and between the Department and the community or healthcare organizations.

5. Directs and monitors the business functions of the Department, including billing, accounting and fiscal control.

Public Relations/Outreach

1. Speaks to community groups and news media on a variety of public health, health promotion, and health care concerns. Serves as County spokesman on public health matters.

2. Meets and confers with representatives of other governmental units, school districts, community agencies, and spokespersons for lay groups regarding delivery of public health services and related matters.

3. Cooperates with other agencies to assure availability and accessibility of health service in the community. Advises county officials of anticipated public health problems and organizes community resources to devise solutions to health issues. Provides leadership to multipurpose collaborative bodies and develops integrated strategy planning for the community.

4. Prepares and delivers a variety of financial, program evaluation and other reports and presentations to the Board of Public Health, Board of Commissioners, Health and Human Services Committee Michigan Department of Health And Human Services and other internal and external constituencies.

5. Promotes health programs such as immunizations, family planning, and disease prevention, delivers speeches and represents the County at public appearances, meetings, and community activities.

6. Supervises preparation of the Annual Report to be delivered to the County Board of Commissioners and the Michigan Department of Health and Human Services as well as state and local news media.

7. Regularly confers with other public health representatives to resolve problems of mutual concern and eliminate any duplication of effort.

8. Develops and implements the Department's social media policy and strategy.

Enforcement/Operations

1. Provides guidance in coordination of epidemiological investigations of disease outbreaks and risk assessment. Issues imminent threat/emergency orders as required to protect the public's health.

2. Enforces state laws and local regulations as designated by the Michigan Public Health Code and Saginaw County Environmental Health Code.

3. Seeks legal remedies to abate public health hazards or to prevent the spread of communicable diseases. May petition Court to abate immediate health hazard.

4. Provides direction to the Department's emergency preparedness planning, policy development and exercises. Assumes responsibility for the direction of the agency during public health emergency, consulting with the Medical Director and executive team as necessary, to evaluate an emergency situation and develop appropriate response actions. Acquires knowledge to be competent in appropriate response roles.

5. Assures protection of confidential health information and that the Department complies with all applicable medical record privacy and confidentiality laws.

6. Ensures that all Department practices and procedures with respect to client medical records and personal health information comply with HIPAA and all other statutory rules and regulations governing the integrity and confidentiality of said information.

7. Directs the evaluation and maintenance of proper documentation for services rendered as required by the Michigan Department of Health and Human Services, Department of

Environmental Quality and Department of Agriculture and Rural Development and other funding agencies. Reviews activity reports and health records prepared by staff and assesses the quality of service provided.

INCIDENTAL DUTIES AND RESPONSIBILITIES:

1. May serve as an officer or member of various health related community agencies which promote the general goals of the Health Department.

2. Attends meetings, seminars, workshops, and community events related to the public health mission.

(The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all duties and responsibilities required of personnel so classified.)

REPORTING RELATIONSHIPS:

Reports to: Board of Commissioners and Controller/CAO. Frequently attends meetings with Human Services Committee. May meet with Labor Relations Committee, Budget and Audit Committee or other standing Committees. Regularly reports to Board of Public Health.

Supervises: Directly supervises Division Directors, an Emergency Preparedness Director, a Data Analyst, an Administrative Assistant and a Medical Director. Indirectly supervises entire department of approximately 75 employees.

WORKING CONDITIONS/ENVIRONMENT: Works in normal office environment. Because of the multiple sites within the health department and the needs to meet with other officials or groups, it is common to drive to other locations; sometimes in bad weather. Works appropriate hours to adequately oversee and interact with all staff during hours of operation and on-call or emergency situations The Health Officer is expected to be available 24/7.

QUALIFICATIONS:

Education: M.P.H. or M.S.P.H. degree and 3 years of full-time public health administrative experience, or a related graduate degree and 5 years of full-time public health administrative experience, or a bachelor's degree and 8 years of full-time public health experience, 5 years of which shall have been in the administration of a broad range of public health programs. Must meet requirements of and be certified by Michigan Department of Health and Human Services as a Health Officer.

Experience: See required public health experience above that is prescribed by the Michigan Department of Health and Human Services pursuant to the Michigan Public Health Code.

Knowledge, Skills and Abilities: Must have extensive knowledge of public health administration, possess management and leadership skills, and have the ability to relate to all segments of the community. Analytical ability, planning skills, the ability to handle difficult, emotional people, and excellent communication skills are essential.

Thorough working knowledge of the principles and practices of public health administration and public health policy development.

Thorough working knowledge of leadership and supervisory principles and practices and personnel management. Skill in mentoring and training employees with varying educational background and aptitudes. Skill in anticipating potential personnel issues and taking appropriate action.

Thorough working knowledge of the principles and practices of clinical and community medicine, health education, epidemiology, and environmental health administration.

Thorough working knowledge of local, state and federal health code, statutes, rules and regulations, including Title X, HIPAA, CLIA, Michigan Public Health Code (PA 368 of 1978 and amended) Michigan Communicable Disease Rules, and appropriate methods for the enforcement thereof.

Working knowledge of the Safe Water Drinking Act (PA 399 of 1976, as amended, the Michigan Food Code, the Michigan Food Act of 2000 (PA 92 of 2000), FDA Hazard Analysis and Critical Control Point Program (HACCP) , Michigan Water Well Construction and Pump Instillation Code (Part 127 of Public Act 368 of 1978, as amended.)

Thorough working knowledge of health care practitioner licensing requirements.

Thorough working knowledge of professional standards of practice and ethics for public health practitioners. Ability to consistently demonstrate sound ethics and judgment.

Thorough working knowledge of the principles and practices of budget preparation and control.

Thorough working knowledge of the principles and practices of medical record documentation and medical records management.

Thorough working knowledge of the provisions of OSHA/MIOSHA for clinical health care providers.

Thorough working knowledge of strategic planning.

Thorough working knowledge of evaluation theory and its applications.

Thorough working knowledge of program assessment and quality improvement principles, practices, protocols and tools.

Thorough working knowledge of proposal development and grant writing principles and practices.

Excellent interpersonal and human relations skills. Excellent oral and written communication skills.

Computer literacy and working knowledge of word-processing, spreadsheet, database and project management software.

Ability to interact positively and professionally with elected officials, customers, community and business representatives, community health care partners, regulatory agency representatives and auditors, accreditation auditors, employees, vendors and members of the general public with widely diverse cultural and socio-economic backgrounds and varying levels of health knowledge and interpersonal skills.

Advanced interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.

Skill in assigning, prioritizing monitoring and reviewing work assignments.

Thorough working knowledge of health care accreditation requirements and standards.

Strong leadership skills to focus on short term objectives without losing site of long term goals, looking at the impact of outputs instead of the volume of said outputs, breaking down barriers, bridging positional and philosophical gaps and caring about those he/she serves.

Possess creativity in solving challenges/problems and engaging staff and external stakeholders in achieving Departmental mission, vision and goals.

Physical/Mental Requirements: Must possess hearing acuity to converse on the telephone. Ability to drive an automobile is required due to need to visit several health department sites and meetings at other locations. Some walking and standing is required; however, accommodation for handicapped person could be made. Most possess mental capacity to solve difficult problems, use logic, plan, manage, and analyze complex situations. May be exposed to fumes or airborne particles and infectious diseases. Required to read regular and small print, view and produce written and electronic documents, enter data in a computer keyboard with repetitive keystrokes.

(Listed qualifications are for guidance in filling this position. Any combination of education and experience that provides the necessary knowledge, skills, and abilities will be considered; however, mandatory licensing or certification requirements cannot be waived. Physical/mental requirements cannot be waived unless specifically indicated.)

WRITTEN BY: Roberta Bellemore TITLE: Controller/CAO DATE: 11/20/2017

REVIEWED BY: [signature] TITLE: Personnel Director DATE: 11/20/17

APPROVED BY: [signature] TITLE: Labor Chair DATE: 11/21/17

Medical Director

Position Description

Status
Irregular Part Time, Nonexempt

Reports to
Health Officer

Compensation
meddir

Supervises
None

Bargaining Unit
N/A

Position Category
Director

Summary

Under administrative direction of the Health Officer, this position is responsible for overseeing the development and evaluation of standards of medical care throughout the agency, providing medical direction to the agency's personal and environmental staff, and advising the Health Officer in matters of medical policy. Establishing and maintaining effective working relationships with representatives of professional societies and health agencies at the local, state and federal level to insure the compliance of the County's various health programs with national and statewide medical guidelines are major aspects of the work.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. As part of the Public Health Administrative Team provides feedback on development, planning, and implementation of public health services.
2. Consults with and advises public health professionals, and team members on public health medical and policy matters. Interfaces with and acts as liaison to the public, private and non-profit health care sector to improve public health outcomes.
3. Acts as medical liaison to other local health departments, the Michigan Department of Health and Human Services, health systems and other providers, and local medical societies.
4. Establishes and implements policies, procedures and standing orders to ensure that all Public Health medical practices and services comply with statutory requirements, best evidenced based practice, ethics, and quality and accreditation standards.
5. Assists in the enforcement of state laws and local regulations pertaining to public health.
6. Assist the Health Officer in the strategic short and long term planning efforts for the Public Health Department and provides leadership in policy development and coordination of the provision of health care services on a community-wide basis.
7. Assists the Public Health in public health investigations.

8. Provides overall direction for physicians, nurses and other health professionals in local health department programs relative to medical policies and procedures.
9. Provide expert medical direction in disease, illness, and environmental harm control. Act under the direction of the Health Officer in times of a disaster utilizing medical expertise.

Competencies

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving
- Public Health Core Competencies
- Ten Essential Public Health Services

Supervisory Responsibility

This position does not have direct supervisory responsibilities.

Work Environment

This job operates in mainly in an office environment. This position may be exposed to communicable diseases, blood and other bodily fluids. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the work environment; operate a computer and other machinery; and move or transport files or other items to meetings and other locations.

Travel

Travel is required to access County buildings and other locations throughout Allegan County.

Required Education and Experience

1. Doctorate (Ph.D, Ed.D, MD, JD) Degree
2. Possession of a current Physician license in the State of Michigan.
3. Four (4) years of experience as a public health physician and/or primary care physician.
4. Possession of a valid Michigan Driver's License.

Preferred Education and Experience

1. Master's Degree in Public Health is preferred.

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____Date_____

BARRY-EATON DISTRICT HEALTH DEPT

Medical Director

Bloodborne Pathogen Risk: Category A

General Summary

Under administrative direction, provides medical oversight of the agency's public health promotion and protection programs, establishes medical care policy and guidelines, provides medical practice oversight for clinic, laboratory and primary care operations, provides medical perspective and leadership in emergency response activities of the agency, serves as liaison to local medical community, and promotes the development and implementation of partnerships and collaborations to provide effective community based public health services.

Essential Functions

1. Assist in the development and implementation of public health policy consistent with mission and goals of the agency
2. Assure agency services meet medical standards of professional practice, ethics and accreditation.
3. Organizes and facilitates staff development activities
4. Develop and assure appropriate clinical practice protocols
5. Guides agency response to communicable disease surveillance and investigations
6. Directs medical emergency response activities
7. Seek and analyze data to identify health trends, risks, and opportunities.
8. Support the development of health-related data reports for agency reports to community including website based reports.
9. Provides medical practice oversight for primary care operations
10. Provides medical practice perspective and guidance to primary care partnerships with other organizations and community partners
11. Reviews clinical practice by developing and participating in medical record audits,
12. Guide medical response to unusual or emergency events under agency's all-hazard emergency response plan
13. Provides required statutory oversight of PAs and ARNPs
14. Widely promotes public health mission in varied venues

Other Functions

1. Maintains client and employee confidentiality as required by policy and law.
2. In time of public emergency, may be required to report for assigned duties inside or outside of the BEDHD.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications

Education: M.D. or D.O. degree from an accredited school of medicine, license to practice medicine in the State of Michigan and one of the following requirements:

1. Is Board certified in preventive medicine or public health.
2. Has a M.P.H. or an M.S.P.H. degree and not less than two years of full-time public health practice.
3. Has not less than three years of full-time public health practice and twenty-four graduate credits acceptable towards a public health degree.

Experience:

Other Requirements:

1. Knowledge of public health systems, including structure, roles, functions, responsibility, and financing.
2. Working knowledge of epidemiology and clinical services in a public health setting
3. Effective written and oral communication skills utilized in reports, articles and presentations to diverse audiences.
4. Ability to develop and implement policies and procedures related to medical practice and clinical services
5. Ability to work well with people of diverse backgrounds. Valid Michigan driver's license and a vehicle for business use or other ability to travel to client homes and/or other worksites throughout the District.
6. Ability to enter and retrieve data, create basic documents or charts. Ability to problem solve basic hardware and software problems. Ability to perform basic computer functions such as logging on and off, changing passwords, opening a program and related operations. Knowledge of all Microsoft Office products and what they are used for. Ability to easily adapt to new programs.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to sit for extended periods.
- Ability to frequently stand and walk over a variety of terrain.
- Ability to lift and move up to 25 lbs.
- Must have corrected hearing and vision to normal range.
- Ability to use office equipment including computer, telephone, calculator, fax and copier.

Working Conditions:

- Work is performed in a variety of settings including office, out-of-doors, in regulated facilities, client homes and driving environments.
- Some work is performed in varying temperatures and humidity.
- Regular contact with other staff and the public including those resistant to public health interventions.

LIVINGSTON COUNTY
JOB DESCRIPTION

MEDICAL DIRECTOR

Supervised By: Health Officer
Supervises: Personnel engaged in medical procedures
FLSA Status: Exempt

Position Summary:

Under the direction of the Health Officer, is responsible for the coordination and oversight of all medical care and services administered through the County. Ensures patients receive health care of the highest quality while resources are utilized in the most cost-effective manner. Collaborates with the Health Officer in development of the public health care plans and provides recommendations to the Board regarding services and programs. Provides leadership and guidance in developing and monitoring the quality assurance program. Delivers ambulatory and primary care services and provides medical guidance.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Provides direct patient care within the County clinics.

2. Provides leadership and oversight of the delivery of medical care by clinical staff through supervision and audits; serves as a mentor and manages the resolution of practice related problems. Participates in clinical consultations and provides medical expertise and guidance as appropriate.

3. Participates in the recruitment and selection process of medical providers and provides regular performance reviews and feedback. Facilitates medical students/resident training opportunities. Participates in the hiring of medical providers and coordinates the credentialing process. Assists in the development of standards and qualifications for providers. Provides oversight of the nurse practitioner collaborative practice agreements and organizes and leads the provider staff meetings and other meetings as needed.

4. Establishes standards of care and maintains medical policies and guidelines for the clinics. Updates clinical guidelines, protocols and procedures and works to ensure that clinical staff adhere to, and carry out those protocols and procedures.

5. Provides oversight of utilization and risk management activities including monitoring of

service utilization, adherence to corporate compliance plan, attainment of productivity targets, etc.

6. Provides leadership in directing the compliance and quality improvement activities and performs chart and peer reviews.

7. Serves as a liaison to the medical community at large including the local medical societies, medical schools, as well as community physicians.

8. Assists in the development of clinical and patient care contracts for services provided by community-based physician groups and/or other services and ensures compliance to contract agreements.

9. Implements and oversees the accreditation process for the County clinics and for performance improvement processes, reviews patient complaints and results of patient satisfaction surveys, and supports disparity collaborative as established.

10. Provides guidance and participates in the after-hours on-call system.

11. Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.

12. Complies with the Department of Public Health's quality improvement policy and actively participates in the quality improvement plan.

13. Performs other duties as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Medical Degree from an accredited school of medicine and five years Board certified experience in family or internal medicine.

- The County, at its discretion, may consider an alternative combination of formal education and work experience.

- License to practice medicine in the State of Michigan and Board certification in family practice or internal medicine.

- Michigan Vehicle Operator's License.

- Thorough knowledge of the principles and practices of practicing medicine and public health administration.

- Considerable knowledge of clinical standards and procedures, training medical/clinical staff, and State of Michigan requirements for clinic accreditation.

- Skill in assembling and analyzing data, preparing comprehensive and accurate reports, and formulating policy and service recommendations.

- Skill in effectively communicating ideas and concepts orally and in writing, and making presentations in public forums

- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, and the public.

- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.

- Skill in the use of office equipment and technology, including Microsoft Suite applications, software programs utilized by the Department of Public Health and applicable medical devices.

- Ability to attend meetings scheduled at times other than normal business hours.

- Ability to respond to emergencies or service needs on a 24-hour basis.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a clinical or office setting where the noise level is quiet and sometimes moderate. Though applicable safety procedures are documented and utilized, the incumbent may be exposed to unsanitary or unhygienic materials, individuals and situations in the course of performing required duties.

ST. CLAIR COUNTY
HEALTH DEPARTMENT

Our Community. Our Environment.

3415 28th Street Port Huron MI 48060

ANNETTE MERCATANTE MD, MPH
MEDICAL HEALTH OFFICER

GREG BROWN
ADMINISTRATOR

ADVISORY BOARD OF HEALTH

MARIE J. MULLER
CHAIRPERSON

JOHN F. JONES
VICE CHAIRPERSON

ARNOLD KOONTZ
SECRETARY

MONICA STANDEL

CHERYL SMITH, R.N.

HOWARD HEIDEMANN
CO. COMMISSIONER

Divisions

ADMINISTRATION
P 810.987.5300
F 810.985.2150

DENTAL CLINIC
P 810.984.5197
F 810.984.0747

EMERGENCY PREPAREDNESS
P 810.987.5300
F 810.987.0630

ENVIRONMENTAL HEALTH
P 810.987.5306
F 810.985.5533

HEALTH EDUCATION
P 810.987.5300
F 810.985.2150

NURSING DIVISION
P 810.987.5300
F 810.985.4487

TEEN HEALTH
P 810.987.1311
F 810.987.0651

WIC PROGRAM
P 810.987.8222
F 810.966.2898

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September 21, 2018

Michigan Department of Health and Human Services
Attention: Office of Local Health Services
333 South Grand Avenue
Lansing, Michigan 48933

Dear Local Health Services Office,

Enclosed you will find the 2018 Plan of Organization for St. Clair County Health Department. We are submitting this Plan in accordance with the Michigan Public Health Code and LPH Accreditation requirements. As part of the documentation a copy of the 2017 SCCHD Annual Report has been included.

If you need additional information or have any questions, please feel free to contact me at (810) 987-5300, extension 1403.

Thank you.

Sincerely,

Greg Brown

Greg Brown, B.S., R.S.
Administrator
St. Clair County Health Department

Enclosures: SCCHD Plan of Organization (flash drive)

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Our Community. Our Environment.

3415 28th Street Port Huron MI 48060

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MEDICAL HEALTH OFFICER

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COUNTY COMMISSIONER

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F 810.966.2898

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August 22, 2018

Karry Hepting
County Administrator
St. Clair County
200 Grand River
Port Huron, Michigan 48060

Re: For BOC Approval – St. Clair County Health Department
2018 Plan of Organization (Accreditation)

Dear Ms. Hepting,

In November the Health Department will again be going through the State of Michigan's Local Health Department Accreditation process. A requirement is that each Local Health Department have a Plan of Organization approved by the Board of Commissioners every three years. Our last plan was approved in 2015.

I have enclosed the 2018 Plan of Organization that we have prepared for the St. Clair County Health Department. I will place the Health Department's Plan of Organization on the September 6th Human Services Committee agenda for Board approval. I will plan on being at that meeting to answer any questions that the Board members may have.

Thank You.

Sincerely,

Greg Brown
Administrator
St. Clair County Health Department

LOCAL HEALTH DEPARTMENT (LHD)
PLAN OF ORGANIZATION

Attachment E

APPROVAL FORM

This approval form is to be signed by the Health Officer and the chairperson of your agency's local governing entity. Completion of this form is required and submitted to MDHHS with the LHD Plan of Organization. If this Plan of Organization or the Health Officer changes subsequent to submission to the MDHHS Office of Local Health Services, this approval form must be re-signed by the appropriate local authorities referenced herein and re-filed with the MDHHS Office of Local Health Services.

I have reviewed the Plan of Organization for St. Clair County Health Dept.

(Insert local health department name)

The Plan and related documentation accurately reflect the organization of services and programs for the area served by the local health department. We affirm this Plan, as submitted, fulfills all the requirements set forth in the LHD Plan of Organization Guide.

Health Officer Name: Annette Mercatante MD, MPH

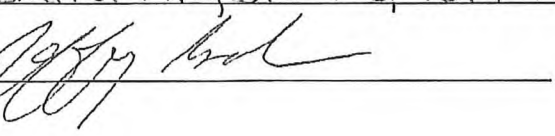
Health Officer Signature: 

Date: 9-19-18

Local Governing Entity Chairperson Name: Jeffrey Bohm

Local Governing Entity Name: County of St. Clair, MI

Mailing Address: 200 Grand River Ave, Ste 203, Port Huron, MI 48060

Chairperson Signature: 

Date: 9/20/18

LOCAL HEALTH DEPARTMENT
PLAN OF ORGANIZATION
CHECKLIST

Submitted	Description
	PLAN OF ORGANIZATION **1. LEGAL RESPONSIBILITIES**
☒	A. Outline or list State and Local Statutory Authority for your LHD.
☒	B. Brief description of the Governing Entity Relationship with the Local Health Department (LHD).
☒	C. Brief description of the manner in which your LHD defends and indemnifies employees for civil liability sustained in the performance of official duties except for wanton and willful misconduct (include the name of the carrier).
☒	D. Briefly describe, if applicable, Delegation of Food Service Sanitation Program responsibilities. Include name and contracted entity or entities.
☒	E. Exposure Plan for Blood Borne Pathogens. Chemical Hygiene Plan (Hazard Communication Plan).
	2. LHD ORGANIZATION
☒	A. Organizational chart contains official positions (titles) and lines of authority and displays names of Directors and higher level managers.
☒	B. Documentation of board approval of Local Health Department Plan of Organization.
☒	C. List annual LHD total operating budget amount and total number of FTEs for public health services. Include documentation indicating local governing entity approval of budget and copy of most recent budget.
☒	D. 1. Responses to audit findings. 2. Sub-recipient monitoring issues and responses. 3. Corrective action regarding (1) and (2) above.
☒	E. Briefly describe information technology capacity needed to access and distribute up-to-date public health information.
	3. MISSIONS, VISION AND VALUES
☒	A. Contains a clear, formally written, publicized statement of the local health department's mission (may include the LHD's Vision, Values, Goals, & Objectives).
	4. LOCAL PLANNING AND COLLABORATION INITIATIVES
☒	A. Outline or list LHD-specific priorities.
☒	B. Outline or list the LHD activities to plan or pursue priority projects with available resources.
☒	C. Outline or list community partnerships and collaborative efforts.
	5. SERVICE DELIVERY
☒	A. Outline or list the LHD's locations (including addresses), services, and hours of operation.
	6. REPORTING AND EVALUATION
☒	A. Briefly describe the LHD's efforts to evaluate its activities.
☒	B. Outline or list the LHD's mechanism to report on its activities to the community and its governing entity. Provide copies of all annual reports that were disseminated publicly during the current MLPHAP accreditation cycle.
	7. HEALTH OFFICER AND MEDICAL DIRECTOR
☒	A. Procedure for appointment of a Health Officer and Medical Director
	B. **HEALTH OFFICER:**
☒	1. MDHHS Approval – Letter, memo, other.
	C. **MEDICAL DIRECTOR:**
☒	1. MDHHS Approval – Letter, memo, other.
☒	**8. LHD Plan Of Organization Approval Form**

St. Clair County Health Department

Plan of Organization

2018

1. a. ***LEGAL RESPONSIBILITIES AND AUTHORITY*** -
St. Clair County Health Department provides services and enforcements under the state and local laws listed in the enclosed attachment.

b. ***LOCAL GOVERNING ENTITY RELATIONSHIP WITH ST. CLAIR COUNTY HEALTH DEPARTMENT***

The St. Clair County Board of Commissioners (BOC) is the governing entity for the St. Clair County Health Department. The Board of Commissioners is made up of 7 publicly elected jurisdictional members representing the defined districts in St. Clair County. The BOC meets monthly in regular session and once monthly in committees. Issues relative to the Health Department are reported on in the Human Services Committee. The Board of Commissioners appoints a six member Board of Health whose members serve 2 year terms. One of those six BOH members is a Board of Commissioners member and reports to the BOC on Health Department/BOH activity. The SCCHD Health Officer/Medical Director provides a direct report to the Board of Commissioners regularly when requested and when specific issues arise. Generally requests for updates occur quarterly to every 6 months.

The Board of Commissioners appoints an Administrator/Controller who serves as the day to day operations manager for County activity. The Administrator/Controller has several county departments, including the Health Department, for which he is directly responsible. The SCCHD Health Officer/Medical Director and/or Department Administrator meet with the Administrator/Controller regularly to provide updates on department activities.

c. ***LIABILITY AND INDEMNIFICATION***

St. Clair County is self-insured for up to $15 million per occurrence through Michigan Municipal Risk Management Authority. Health Department employees, including nurses and nurse practitioners, are indemnified through this coverage. The Health Department purchases a medical malpractice insurance policy for the department's medical director with liability limits in the amount of $200,000 to $600,000. See attachments.

d. ***FOOD SERVICE SANITATION***

St. Clair County Health Department receives funding from the Michigan Department of Agriculture and Rural Development (MDARD) for Food Service Sanitation Program activities.

e. ***EXPOSURE CONTROL PROGRAM***

St. Clair County Health department has a robust program to address blood borne pathogens and hazard communication.

2. ***LHD ORGANIZATION***

a. Organizational chart contains official positions (titles) and lines of authority and displays names of directors and higher level managers.

See Attachment - Organizational Chart

b. Documentation of local governing entity approval of Local Health Department (LHD) Plan of Organization.

See Attachment – SCC Board of Commissioners Minutes indicating date of approval of Plan of Organization.

c. Listed below is St. Clair County Health Department's total operating budget for 2017. The department currently has 73.0 FTE positions.

County Appropriation	1,586,399
State Funding	3,039,475
Fees	1,862,599
Total Revenue	6,743,237

There were no significant audit findings from 2017, see attached.

Also, see Attachments for the December 14, 2017 Board of Commissioners minutes for approval of the 2018 budget.

d. ***INFORMATION TECHNOLOGY CAPACITY***

Internet connectivity - The St. Clair County Health Department in Port Huron is connected to the Internet via a fiber connection through the St. Clair County Information Technology Data Center and utilizes a direct Comcast high-speed Internet connection as a backup source in the event county access is not available.

Sources of public health information- The St. Clair County Health Department staff is able to access, utilize, research, report and distribute public health information through a number of sources, including the Internet , internal/government /organizational websites; applications, and/or local information distribution tools. Examples include:

- MDSS (Michigan Disease Surveillance System) – State-wide web-based communicable disease data collection and surveillance system.
- MiHAN (Health Alert Network) – State-wide web-based 24/7 communication alerting system to public health and medical partners.
- MCIR (Michigan Care Improvement Registry) - All-hazards module to track persons affected, treated and/or provide prophylaxis.
- MITRAIN – Integrated training network.
- CDC (Center for Disease Control)
- World Health Organization
- Travax – Foreign Travel application
- ETEAM - Emergency management tool
- St. Clair County Health Department website (www.scchealth.co)
- Email
- 800 Mhz radios and satellite phones
- Broadcast faxing capabilities to local agencies and medical professionals
- Video conferencing capability
- MDCH for state and local level statistics as well as other health information.

- Webcast
- EPI-X
- EDSS (Emergency Department Surveillance System)
- WEIDSS (Early Warning Infectious Disease Surveillance System)
- HSEES (Hazardous Substances Emergency Events Surveillance)
- Social Media (Facebook, Twitter)

3. ***MISSION, VISION AND VALUES*** - The St. Clair County Health Department's Mission Statement is publicized in the Department's Annual Report and on the Department's website as follows: St. Clair County Health Department will be the trusted local expert in population and preventive health practices; encouraging effective community partnerships, eliminating barriers to health resources, protecting the community from health threats; and encouraging stewardship of the environment.

4. ***LOCAL PLANNING AND COLLABORATION INITIATIVES***

   a. Listed below are current LHD specific community ***planning priorities***.
      - Watershed Plans/Storm Water Permit.
      - Preparing for the next Community Health Needs Assessment.
      - Coordinating efforts to battle the opioid crisis in the community.
      - Collaboration with the city of Port Huron to address lead contamination in rental homes.
      - Health improvement activities including primary care access, obesity and lifestyle, suicide prevention, cardiovascular disease prevention.
      - Pandemic event preparedness.

   b. Listed below are ***priority projects*** St. Clair County Health Department plans to pursue with available resources.
      - Complete the Community Health Improvement Plan.
      - Implement a formal quality improvement and performance management program.
      - Pursue a Syringe Service Program.
      - Expand our SUD education and Nalaxone program through additional funding from Region 10 PIHP.

c. Listed below are community ***partnerships and collaborative efforts*** currently underway within St. Clair County.

- Watershed Planning – St. Clair County Board of Commissioners; St. Clair County Storm Water Permit; County small communities; Dept. of Environmental Quality; St. Clair County Road Commission; St. Clair County Drain Commission.
- Lead hazard abatement in rental homes – Port Huron building department.
- Tele-Medicine at our Teen Health Center – Detroit Medical Center.
- Hepatitis A outbreak- local non-profits, community centers, local businesses, SCC Detention Center.
- Adolescent Health – County School Districts; Michigan Dept. of Community Health; Michigan Primary Care Association; Michigan Dept of Education.
- Health/medical emergency preparedness and local regional response – Hospitals, Fire, EMS, Law Enforcement, Physicians, Border Protection, Courts, MDCH, CDC, Media.
- Healthy Community Initiatives to encourage residents to eat better, move more and avoid tobacco in collaboration with human service agencies, hospitals, schools, MSUE, local recreation departments and Michigan Department of Community Health.
- Health/Medical Local/Regional Emergency Preparedness and Response.
- Adolescent Obesity – Teen Health Center Lifestyles Program, YMCA; local endocrinologist.
- Mueller Brass lead contamination- MDEQ, MDHHS, MIOSHA, MSU Extension.
- Certified Food Inspector training- Sanilac County Health Department.

See Attachments for other ways in which St. Clair County Health Department staff is involved in community coalitions, task forces and committees addressing community health issues.

5. ***SERVICE DELIVERY*** – St. Clair County Health Department provides services to community residents at the main location located at 3415-28th Street, Port Huron.

Teen Health Center, on the grounds of Port Huron High School, provides acute care, preventive health care, counseling, and mental health services to adolescents in St. Clair County.

The Center of Port Huron, Walk-in services available every Tuesday and Wednesday from 9:00am – 4:30pm Services include vaccines, STD/HIV testing, pregnancy testing, condom distribution, and Outreach services that help people find health insurance, medical, dental and mental health care, food, clothing, and much more.

Women, Infants, & Children (WIC) services will be available every Thursday from 9:00am – 4:30pm (closed 12:00 – 1:00pm).

6. ***REPORTING AND EVALUATION***

a. ***Mechanisms for evaluation*** - The SCCHD has several mechanisms for evaluating its activities including:

- Annual department/division/program strategic action plans.
- Agency-wide client surveys every 18 months.
- Year-round client comment cards are made available to clients for their immediate feedback after receiving services.
- Monthly Administrative Staff meetings
- Monthly Division/Program staff meetings
- Health Officer meetings with Board of Health, County Administrator, Board of Commissioners and/or BOC Human Services Committee
- Participant Rights/Grievance Procedure – which affords clients the right to register a formal complaint.
- Community Services Coordinating Body – Community-wide quality improvement mechanism.
- Annual Health Department staff evaluations.
- CPBC reporting requirements.
- Program participant evaluations
- After action reports (AARs) generated from drills, exercises or real events.
- Program reviews
- Accreditation process

b. ***Community Reporting*** – St. Clair County Health Department uses the following mechanisms to evaluate and report on its activities to the community and Board of Commissioners:

- Annual Report to the Community, local, regional and state partners.
- Health Officer/Medical Director and Administrator meet monthly with Board of Health
- Health Department Administration meets routinely with County Administrator/Controller
- Health Officer/Medical Director provides County Board of Commissioners with monthly points of interest.
- Health Officer/Medical Director/Director of Health Education and Planning provide routine updates at monthly Community Services Coordinating Body meetings.
- Accreditation process
- Current Public Health issues/information is shared via burst fax to providers, and the Health Department website and social media for the public.

7. ***HEALTH OFFICER/ MEDICAL DIRECTOR*** - In the event the Health Officer/ Medical Director steps down, the Health Department would use the procedure outlined below to appoint a replacement.

- Health Officer/Medical Director notifies BOH, Board of Commissioners, County Administrator and MDCH Office of Local Health Services of imminent vacancy.
- Board of Commissioners authorizes County Administrator and County Human Resources office to begin search for appropriate candidates for Health Officer/Medical Director.
- Review and determination of qualifications with MDCH, Office of Local Health Services.
- Position advertised and applications received.
- Applications reviewed by County Administrator, Board of Commissioners HR Director; Board of Health; Health Officer/Medical Director.
- Interviews occur.
- Credentialing and reference checks completed
- Communication and consultation with MDCH Office of Local Health Services seeking review and approval of candidate.

- Appointment of HO/MD by Board of Commissioners -See attachments for correspondence from MDCH approving the qualifications of the Health Officer/Medical Director.

ATTACHMENT B

LAWS APPLICABLE TO LOCAL PUBLIC HEALTH (LPH)

Public Health Code (PA 368 of 1978)
MCL § 333.1105 – Definition of Local Public Health Department
MCL § 333.1111 – Protection of the health, safety, and welfare
Part 22 (MCL §§ 333.2201 *et seq.*) – State Department
Part 23 (MCL §§ 333.2301 *et seq.*) – Basic Health Services
Part 24 (MCL §§ 333.2401 *et seq.*) – Local Health Departments
Part 51 (MCL §§ 333.5101 *et seq.*) – Prevention and Control of Diseases and Disabilities
Part 52 (MCL §§ 333.5201 *et seq.*) – Hazardous Communicable Diseases
Part 53 (MCL §§ 333.5301 *et seq.*) – Expense of Care
MCL § 333.5923 – HIV Testing and Counseling Costs
MCL § 333.9131 – Family Planning
Part 92 (MCL §§ 333.9201 *et seq.*) – Immunization
Part 93 (MCL §§ 333.9301 *et seq.*) – Hearing and Vision
MCL § 333.11101 – Prohibited Donation or Sale of Blood Products
MCL § 333.12425 – Agricultural Labor Camps
Part 125 (MCL §§ 333.12501 *et seq.*) – Campgrounds, etc.
Part 127 (MCL §§ 333.12701 *et seq.*) – Water Supply and Sewer Systems
Part 138 (MCL §§ 333.13801 *et seq.*) – Medical Waste
(Required to investigate if complaint made and transmit report to MDCH – 13823 and 13825)
MCL § 333.17015 – Informed Consent

Appropriations (Current: PA 252 of 2014)
Sec. 218 – Basic Services
Sec. 904 - ELPHS

Michigan Attorney General Opinions
OAG, 1987-1988, No 6415 – Legislative authority to determine appropriations for local health services
OAG, 1987-1988, No 6501 – Reimbursement of local department for required and allowable services

Food Law of 2000 (PA 92 of 2000)
MCL §§ 289.1101 *et seq.*
Specifically:
MCL § 289.1109 – Definition of local health department
MCL § 289.3105 – Enforcement, Delegation to local health department

Natural Resources and Environmental Protection Act (PA 451 of 1994)
Part 31- Water Resources Protection
Specifically: MCL §§ 324.3103 Powers and Duties and 324.3106- (Establishment of pollution standards)
Part 22 - Groundwater Quality rules (on-site wastewater treatment)
Part 117 - Septage Waste Services
Specifically: MCL §§ 324.11701 - 324.11720

Land Division Act (PA 288 of 1967)
MCL § 560.105(g) - Preliminary Plat Approvals
MCL § 560.109a - Parcels less than 1 acre
MCL § 560.118 - Health Department Approval

Condominium Act (PA 59 of 1978)
MCL § 559.171a - Approval of Condominiums not served by public sewer and water

Safe Drinking Water Act (PA 399 of 1976)
MCL § 325.1016 - Public Water Supplies
Agreements with Local health departments to administer

This document may serve as a survey of appropriate laws, but may not be considered exhaustive or as a limit to responsibilities required by law.

ATTACHMENT A

MATRIX OF SERVICES OF LOCAL PUBLIC HEALTH

Services	Rule or Statutory Citation	Required = Basic + Mandated + ELPHS				Allowable	Notes
		1	1.A.	1.B.	1.C.	2	
Immunizations	PA 252 of 2014 – Sec. 218 and 904; MCL 333.9203; R325.176	X	X	X	X		
Infectious/ Communicable Disease Control	MCL 333.2433; Parts 51 and 52; PA 252 of 2014 – Sec. 218 and 904; R325.171 et seq.	X	X	X	X		
STD Control	PA 252 of 2014 -- Sec. 218 and 904; R325.177	X	X	X	X		
TB Control	PA 252 of 2014 – Sec. 218	X	X	X			
Emergency Management – Community Health Annex	PA 252 of 2014 – Sec. 218 MCL 30.410	X	X	X			Basic Service under Appropriations Act and Mandated Service, if required, under Emergency Management Act.
Prenatal Care	P.A. 252 of 2014 – Sec. 218	X	X				
Family planning services for indigent women	MCL 333.9131; R325.151 et seq.	X		X			

Services	Rule or Statutory Citation	Required = Basic + Mandated + ELPHS				Allowable	Notes
Health Education	MCL 333.2433	X		X			
Nutrition Services	MCL 333.2433	X		X			
HIV/AIDS Services; reporting, counseling and partner notification	MCL 333.5114a; MCL 333.5923; MCL 333.5114	X		X			
Care of individuals with serious Communicable disease or infection	MCL 333.5117; Part 53; R325.177	X		X			(4) Financial liability for care rendered under this section shall be determined in accordance with part 53.
Hearing and Vision Screening	MCL 333.9301; PA 252 of 2014 – Sec. 904; R325.3271 et seq.; R325.13091 et seq.	X		X	X		
Public Swimming Pool Inspections	MCL 333.12524; R325.2111 et seq.	X		X			Required, if "designated"
Campground Inspection	MCL 333.12510; R325.1551 et seq.	X		X			Required, if "designated"

Services	Rule or Statutory Citation	Required = Basic + Mandated + ELPHS				Allowable	Notes
Public/Private On-site wastewater	MCL 333.12751 to MCL 333.12757; R299.2901 et. seq. R323.2210 and R323.2211	X		X	X		Alternative waste treatment systems regulated by local public health.
Food Protection	MCL 289.3105; PA 252 of 2014 – Sec. 904	X		X	X		
Pregnancy test related to informed consent to abortion	MCL 333.17015(18)	X		X			
Public/Private Water Supply	MCL 333.1270 to MCL 333.12715; R325.1601 et. seq.; MCL 325.1001 to MCL 325.1023; R325.10101 et. seq.	X			X		
Allowable Services						X	This category would include all permissive responsibilities in statute or rule that happen to be eligible for cost reimbursement.
Other Responsibilities as delegated and agreed-to	MCL333.2235(1)					X	This category is NOT connected to express responsibilities within statute, but refers entirely to pure delegation by the department as allowed. In addition to general provision, the Code allows delegations for specified functions.

Name	Citation	Description
1. Required Service	MCL 333.2321(2); MCL 333.2408; R325.13053	Means: (A) a basic service designated for delivery through Local Public Health Department (LPH), (B) local health service specifically required pursuant to Part 24 or specifically required elsewhere in state law, or (C) services designated under LPHO.
1.A. Basic Service	MCL 333.2311; MCL 333.2321	A service identified under Part 23 that is funded by appropriations to MDCH or that is made available through other arrangements approved by the legislature. Defined by the current Appropriations Act and could change annually.
1.B. Mandated Service	MCL 333.2408	The portion of required services that are not basic services, but are "required pursuant to this part [24] or specifically required elsewhere in state law."
1.C. ELPHS	P.A. 252 of 2014 – Sec. 904	Funds appropriated in part 1 of the MDCH Appropriations Act that are to be prospectively allocated to LPH to support immunizations, infectious disease control, STD control and prevention, health screening, vision services, food protection, public water supply, private groundwater supply, and on-site sewage management.
2. Allowable Services	MCL 333.2403; R325.13053	"Means a health service delivered [by LPH] which is not a required service but which the department determines is eligible for cost reimbursement".
PA 252 of 2014		Fiscal year 2014-2015 Appropriations Act for the Department of Community Health.

St. Clair County Ordinances

Environmental Health Code – St. Clair County

Environmental Health Code – Enforcement – Resolution 02-30 Amendment to the Environmental Health Code for St. Clair County

St. Clair County Regulation Eliminating Smoking In Public and Private Worksites and Public Places, Not Including Bars and Restaurants, April 2007

ST. CLAIR COUNTY HEALTH DEPARTMENT

Our Community. Our Environment.

3415 28th Street Port Huron MI 48060

ANNETTE MERCATANTE MD, MPH
MEDICAL HEALTH OFFICER

GREG BROWN
ADMINISTRATOR

ADVISORY BOARD OF HEALTH

MARIE J. MULLER
CHAIRPERSON

JOHN F. JONES
VICE CHAIRPERSON

ARNOLD KOONTZ
SECRETARY

MONICA STANDEL

CHERYL SMITH, R.N.

HOWARD HEIDEMANN
CO. COMMISSIONER

Divisions

ADMINISTRATION
P 810.987.5300
F 810.985.2150

DENTAL CLINIC
P 810.984.5197
F 810.984.0747

EMERGENCY PREPAREDNESS
P 810.987.5300
F 810.987.0630

ENVIRONMENTAL HEALTH
P 810.987.5306
F 810.985.5533

HEALTH EDUCATION
P 810.987.5300
F 810.985.2150

NURSING DIVISION
P 810.987.5300
F 810.985.4487

TEEN HEALTH
P 810.987.1311
F 810.987.0651

WIC PROGRAM
P 810.987.8222
F 810.966.2898

www.scchealth.co
/scchdmi | @scchdmi

August 27, 2018

Ms. Karry Hepting
Administrator/Controller
St. Clair County
200 Grand River
Port Huron, Michigan 48060

Dear Karry,

Enclosed you will find Health Department policies and forms that require legal review prior to our Local Health Department Accreditation in November, 2018. There have been no significant changes to these documents since their last review in 2015. Please forward these materials to legal counsel for appropriate review and ask that a written response from this review be sent to my attention. Thank you.

Sincerely,

Greg Brown, Administrator
St. Clair County Health Department

Enclosures:
Immunization Waiver -Policy
HIV/STI Recalcitrant and "Health Threat to Others" Policy
HIV/STI Warning Notice - Initial
HIV/STI Warning Notice Subsequent
Recalcitrant/Health Threat to Others Flow Chart
Health Threat to Others Referral Form
Client Acknowledgement
Clients with Existing HIV/AIDS Diagnosis Policy
HIV Confidentiality Policy
Food Detention Notice of Hearing and Orders
Meeting Minutes Detail (Food Hearing)
Food Protection Program Enforcement Procedures
Food Program Procedures – License Limitations
Food Program – Warning Notice
Food Program – Notice of Office Consultation
Food Program - Notice of Informal Hearing
Food Program – Notice of Formal Hearing
Food Program – License Revocation Order
Food Program - Stop Work Order
Smoke Free Law – Enforcement Steps
Health Department Civil Citation

FLETCHER FEALKO SHOUDY & FRANCIS, P.C.
ATTORNEYS & COUNSELORS
1411 THIRD STREET FOURTH FLOOR SUITE F
PORT HURON, MICHIGAN 48060
TELEPHONE (810) 987-8444
FACSIMILE (810) 987-8149

GARY A. FLETCHER
WILLIAM L. FEALKO III
TODD J. SHOUDY
T. ALLEN FRANCIS
MARC W. OSWALD
DANA L. VANDREW
VICTORIA R. FERRES

DAVID C DEVENDORF
Of Counsel

September 10, 2018

Greg Brown, Administrator
St. Clair County Health Department
3415 28th Street
Port Huron, MI 48060

Dear Mr. Brown:

I reviewed the Health Department policies and forms you sent which generally deal with Food Program Enforcement, Smoke Free Law, Immunizations and Infectious Diseases. I reviewed the law that applies to these policies and forms and compared the policies and forms to the various statutes and regulations that apply. Based on this review, in my opinion, the policies and forms I reviewed are in compliance with Michigan law and regulations.

Very truly yours,

FLETCHER FEALKO
SHOUDY & FRANCIS, P.C.

Gary A. Fletcher

MICHIGAN MUNICIPAL
RISK MANAGEMENT
AUTHORITY

CERTIFICATE OF COVERAGE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder except to the extent shown below. This certificate does not amend, extend, or alter the coverage contained in the Authority's Joint Powers Agreement and coverage attachments thereto.

This is to certify that a Self-Insured Program has been undertaken by the member listed below through the Authority pursuant to Act 138 P.A. 1982.

The coverage provided by the Authority is as follows:

1. Liability coverage for general liability, automobile (including Michigan No-Fault), law enforcement, and public officials liability; in the sum of $15,000,000 each occurrence inclusive of loss adjustment and defense costs.
2. Property Coverage including loss to real & personal property, to amounts stipulated in coverage documents and overview for this member.
3. Motor Vehicle Physical Damage Coverage for the vehicles stipulated in the Coverage Document.
4. X Information only.
5. _ The entity named below is included in the scope of protection as respects claims arising from a COVERED CONTRACT as defined in the MMRMA Liability and Motor Vehicle Physical Damage Coverage Document.
6. X Other (as described here): **COVERAGE ABOVE INCLUDES THE ST. CLAIR COUNTY HEALTH DEPARTMENT.**

This certificate is issued in accordance with and is subject to all provisions of the Joint Powers Agreement, Coverage Documents, reinsurance agreements, MMRMA rules, regulation and administrative procedures. Should the member identified below withdraw from the Authority, or its Authority Membership be otherwise terminated, the Authority shall endeavor to notify the certificate holder in writing thirty (30) days in advance thereof, but failure to furnish such notice shall impose no obligation or liability of any kind upon the Authority, or its representatives.

Certificate Holder:
TO WHOM IT MAY CONCERN

Member:
COUNTY OF ST. CLAIR
200 GRAND RIVER AVE, SUITE 203
PORT HURON, MI 48060

Certificate Expiration Date: January 1, 2019
Date Issued: January 1, 2018

Member Number: # M0001174
Effective Date of Membership: December 14, 1985

Distribution:
Ms. Lori Parent, County of St. Clair
MMRMA Underwriting

Authorized Representative

IBEX
INSURANCE AGENCY

P.O. Box 3355
Farmington Hills, Michigan 48333-3355
877-888-IBEX (4239) 248-538-0470 Fax 248-538-0471 www.ibexagency.com

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 3/1/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Somerset Ins. Agency Group, Inc 5700 Crooks, Suite #212 Troy MI 48098 Phone: 248-637-5390 Fax: 248-637-5398	CONTACT NAME: Ken Finlay PHONE (A/C, No, Ext): 248-637-5390 FAX (A/C, No): 248-637-5398 E-MAIL ADDRESS: kfinlay@thesomersetgrp.com
INSURED Annette Mercatante, MD 3415 28th Street Port Huron MI 48060	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : MI. Hawley Insurance Company INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY [X] CLAIMS-MADE [ ] OCCUR [X] Professional Liability GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:			MMN0000314	03/01/2018	03/01/2019	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG Deductible	$ 200,000 $ $ $ $ 600,000 $ $ 5,000
	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $ $
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE AGGREGATE	$ $ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N [ ] N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Retroactive Date: 03/01/2008

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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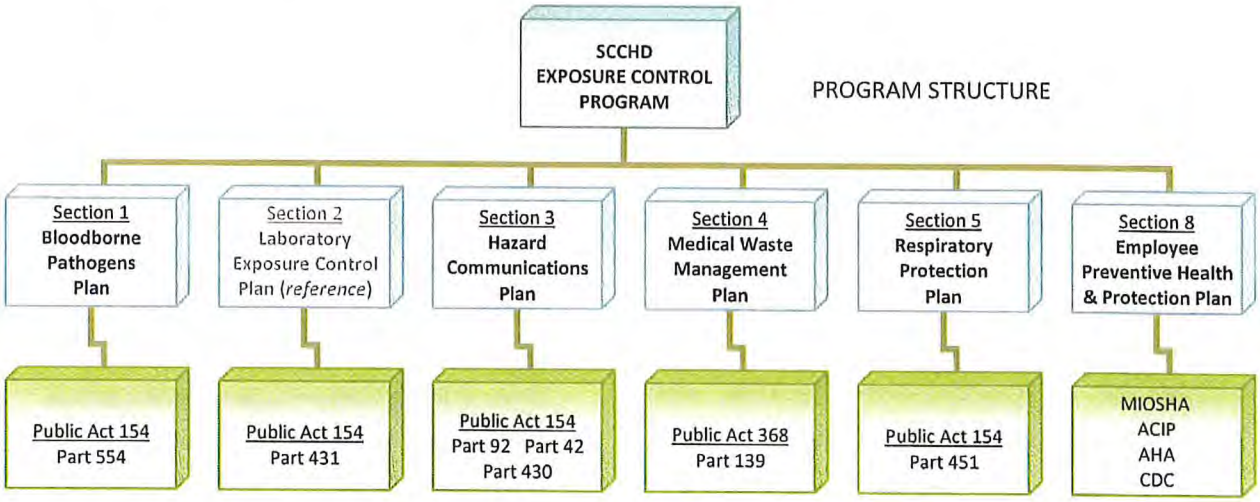
Policy: **Exposure Control Program**
Last Revision Date: **January 1, 2018**

Policy



St. Clair County Health Department (SCCHD) is committed to providing a safe and healthy work environmental for all staff. In pursuit of this goal, the department has developed an *Exposure Control Program* (ECP) to outline and describe key health and safety policies and procedures for the protection of department employees. This program is in accordance to the State of Michigan Occupational Safety and Health Act 154 of 1974, and strives to:

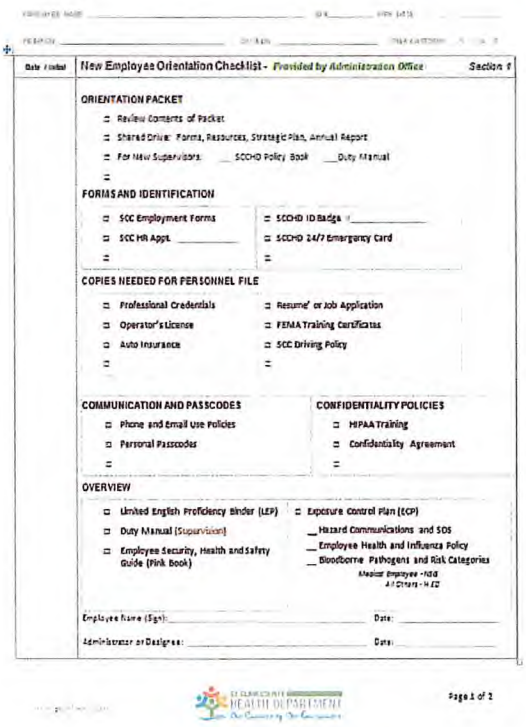
1. Identify, minimize and eliminate employee exposures and/or occupational hazards
2. Train, educate and guide at-risk health department employees in ways to eliminate or reduce the risk of exposure hazards
3. Provide employees the appropriate preventive health requirements and options
4. Identify and provide necessary interventions, personal protection devices, and equipment



AT-RISK EMPLOYEES

Depending on job duties, some employees will be considered to be AT RISK of exposure to bloodborne pathogens or other substances are advised upon hire of this risk. This classification of employees is required to receive *Bloodborne Pathogen* education and training upon hire and annually thereafter. Employees who are not at risk are encouraged to take the training, but not required. Training records are maintained by the employee's supervisor, and the administration office.

The *Employee Preventive Health and Protection Plan* provides opportunity for all employees of St. Clair County Health Department to be evaluated and vaccinated against preventable diseases at little or no cost. Employees are directed to contact an Employee Health Nurse for an appointment.



New Employee Orientation Checklist - *Provided by Administration Office*

ORIENTATION PACKET
- Review Contents of Packet
- Shared Drive: Forms, Resources, Strategic Plan, Annual Report
- For New Supervisors: ___ SCCHD Policy Book ___ Duty Manual

FORMS AND IDENTIFICATION
- SCC Employment Forms
- SCC HR Appt. _____
- SCCHD ID Badge #_____
- SCCHD 24/7 Emergency Card

COPIES NEEDED FOR PERSONNEL FILE
- Professional Credentials
- Operator's License
- Auto Insurance
- Resume' or Job Application
- FEMA Training Certificates
- SCC Driving Policy

COMMUNICATION AND PASSCODES
- Phone and Email Use Policies
- Personal Passcodes

CONFIDENTIALITY POLICIES
- HIPAA Training
- Confidentiality Agreement

OVERVIEW
- Limited English Proficiency Binder (LEP)
- Duty Manual (Supervision)
- Employee Security, Health and Safety Guide (Pink Book)
- Exposure Control Plan (ECP)
  - ___Hazard Communications and SDS
  - ___Employee Health and Influenza Policy
  - ___Bloodborne Pathogens and Risk Categories

Employee Name (Sign): _____ Date: _____

Administrator or Designee: _____ Date: _____

Page 1 of 2

EMPLOYEE TRAINING

A copy of the program binder is provided to and maintained in each health department division. All employees are required to be oriented by the respective supervisor to the location of the binder and are familiar with its intent and purpose. It is the employee's responsibility to know how this applies to the work environment and what to do to prevent unnecessary exposure to contaminated blood or body fluids and/or other potential exposure incidents.

Base Plan: Exposure Control Program Management Overview

Section 1: Bloodborne Pathogens

Section 2: Laboratory Exposure Control – reference only

Section 3: Hazard Communications

Section 4: Medical Waste Management

Section 5: Respiratory Protection

Section 6: Cleaning Schedules

Section 7: *Open*

Section 8: Employee Preventive Health and Protection

Reference:

Section 9: (MDHHS) Category A Agents and Standing Orders

Section 10: (CDC) Personal Protective Equipment

Section 11: *Open*

Section 12: (MDHHS) Norovirus Cleaning Procedure

Section 13: (CDC) Community Strategy for Pandemic Influenza

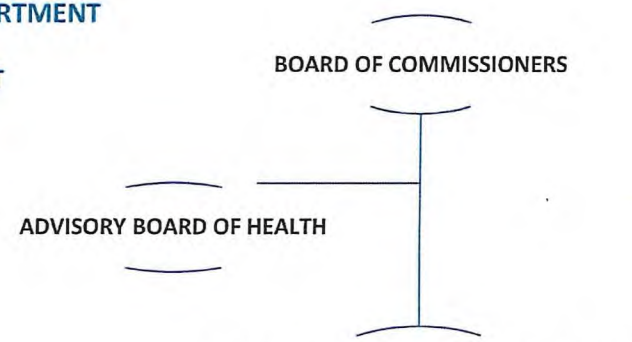
Section 14: (OSHA) Pandemic Influenza and the Workplace

Section 15: Open

Employees continue receive ECP training at various stages of employment and the trainings are documented. The process begins at hire, orienting new employees to the *Exposure Control Program* (ECP) following a standardized checklist which serves as a record of employee training. Divisional and program supervisors/coordinators have the responsibility to further support employee training with updates and briefings, and assure employees receive annual updates and refreshers as required. Department Administration, Health Education, Preventive Health and Emergency Preparedness and Response provide annual and/or as needed training opportunities for all employees.

ST. CLAIR COUNTY HEALTH DEPARTMENT

ORGANIZATIONAL CHART



STATUTORY ADMINISTRATIVE ENTITIES

Michigan Department of Health & Human Services

Michigan Department of Environmental Quality

Michigan Department of Agriculture and Rural Development

ADMINISTRATIVE SERVICES
Greg Brown, BS

Business Office
Accounts Payable/Receivable
Financial Reporting
Program Planning /Evaluation
Budget/Revenue Management
Purchasing
Management Information
Compliance
Contract Management
Personnel Management
Health Improvement Projects

ENVIRONMENTAL HEALTH
Steve Demick, BS RS

Food Service Sanitation
On-Site Sewage Disposal Systems
Drinking Water Wells
Soil Erosion and Sediment Control
Storm Water Program
Illicit Discharge Elimination
Bathing Beach Monitoring
Lead/Asbestos Inspections
Public Swimming Pools
Campgrounds
Body Art Facilities
Environmental Education

HEALTH EDUCATION AND PLANNING
Jennifer Michaluk, M. Ed, CHES

Community/School/Staff
Education/Training
Health Promotion
Public Information Officer
Media/Public Relations
Website/Social Media
Consultation Services
Community Assessment/Planning
Outreach Services
Substance Abuse Prevention

EMERGENCY PREPAREDNESS AND RESPONSE
Diane Forys, BS RS

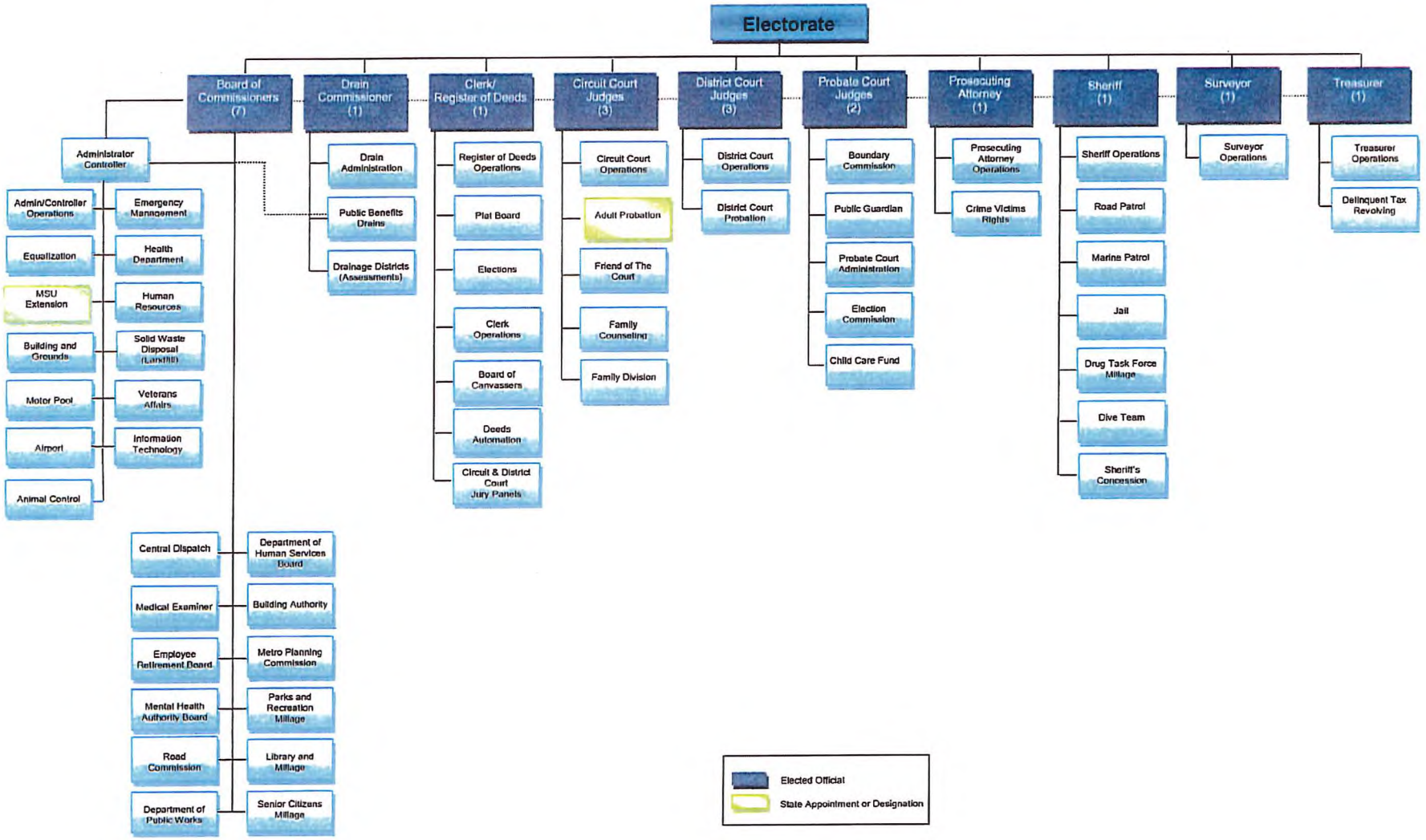
Emergency Preparedness Liaison
Preparedness and Response Plans
Emergency Coord. Center Operations
Risk and Tactical Communications
Readiness Assessments
Training, Drills, and Exercises
SNS Subject Matter Expert
MiVolunteer and MiHAN Administrator
Mobile Field Units

NURSING
Elizabeth King, RN BSN

Biologic Distribution
Clinic Services
Communicable Disease
Children's Special Health Care Services
Employee Health
Immunizations
Lead Testing
Maternal Infant Health
MDCH Immunization Filed Rep.
Public Health Nursing
Teen Health Center
Women, Infant, Children (WIC)
Nutrition Services
Vision & Hearing Screening
Oral Health/Fluoride

DENTAL CLINIC MCDC
Administration / Health Ed.

Dental Education
Dental Outreach
Referrals to Community
Dental Clinic of St. Clair County.


Electorate
Board of Commissioners (7)
Drain Commissioner (1)
Clerk/ Register of Deeds (1)
Circuit Court Judges (3)
District Court Judges (3)
Probate Court Judges (2)
Prosecuting Attorney (1)
Sheriff (1)
Surveyor (1)
Treasurer (1)
Administrator Controller
Admin/Controller Operations
Emergency Management
Equalization
Health Department
MSU Extension
Human Resources
Building and Grounds
Solid Waste Disposal (Landfill)
Motor Pool
Veterans Affairs
Airport
Information Technology
Animal Control
Drain Administration
Public Benefits Drains
Drainage Districts (Assessments)
Register of Deeds Operations
Plat Board
Elections
Clerk Operations
Board of Canvassers
Deeds Automation
Circuit & District Court Jury Panels
Circuit Court Operations
Adult Probation
Friend of The Court
Family Counseling
Family Division
District Court Operations
District Court Probation
Boundary Commission
Public Guardian
Probate Court Administration
Election Commission
Child Care Fund
Prosecuting Attorney Operations
Crime Victims Rights
Sheriff Operations
Road Patrol
Marine Patrol
Jail
Drug Task Force Millage
Dive Team
Sheriff's Concession
Surveyor Operations
Treasurer Operations
Delinquent Tax Revolving
Central Dispatch
Medical Examiner
Employee Retirement Board
Mental Health Authority Board
Road Commission
Department of Public Works
Department of Human Services Board
Building Authority
Metro Planning Commission
Parks and Recreation Millage
Library and Millage
Senior Citizens Millage
Elected Official
State Appointment or Designation

HEALTH DEPARTMENT

In October, 1942, the St. Clair County Board of Supervisors established the City and County Coordinated Health Department. Since that beginning, the present day St. Clair County Health Department has evolved with the mission reflected in Michigan's Public Health Code to continually and diligently endeavor to prevent disease, prolong life, and promote the public health through organized programs, including:

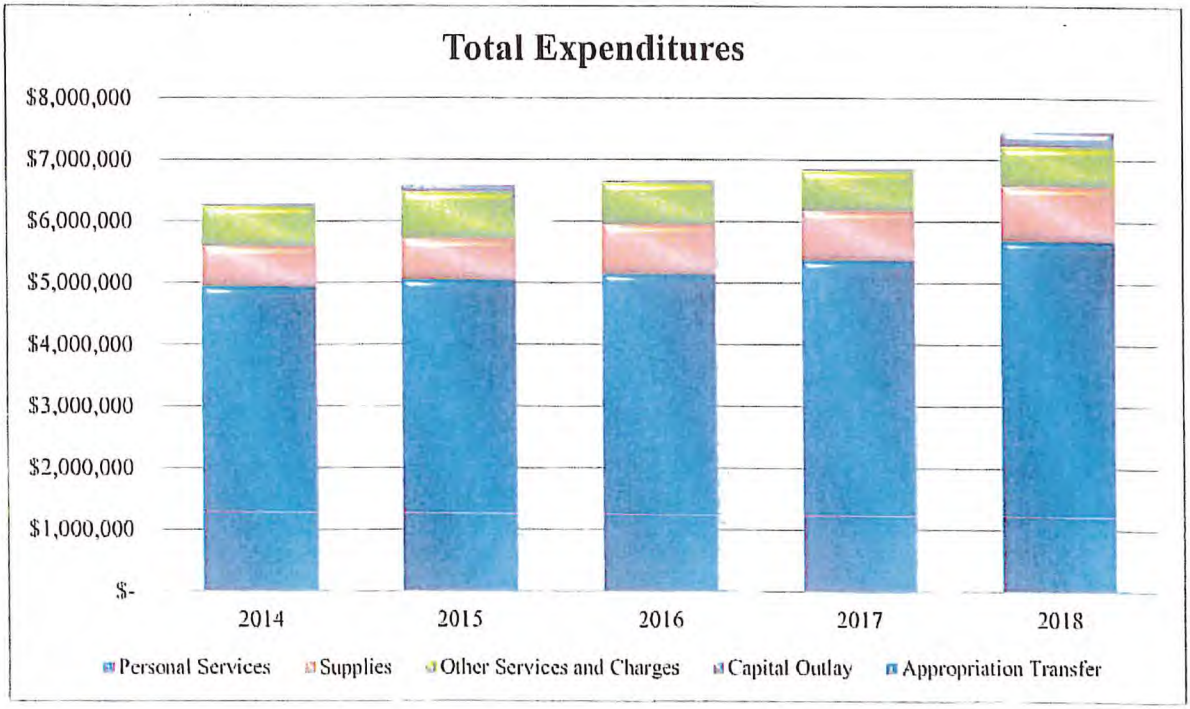
- prevention and control of environmental health hazards
- prevention and control of diseases
- prevention and control of health problems of particularly vulnerable population groups
- development of health care facilities and health delivery systems
- regulation of health care facilities and health services delivery systems to the extent provided by law.

To this end, St. Clair County Health Department will assure the accessibility of appropriate, and quality personal, public, and environmental health services to St. Clair County residents and their families.

Local authority and control is provided to the Health Department by the St. Clair County Board of Commissioners. The Board has appointed a six member Board of Health who meet monthly and serve in an advisory capacity and as a review board for department activities and policies.

HEALTH DEPARTMENT – Continued

	2014 Actual	2015 Actual	2016 Actual	2017 Amended Budget	2018 Adopted Budget
Revenues:					
Licenses & Permits	$ 205,405	$ 224,531	$ 220,127	$ 224,500	$ 229,500
State Grants	919,390	923,705	1,203,199	1,168,113	1,196,788
Federal Grants	1,923,583	1,865,042	1,760,459	1,871,362	2,002,565
Intergovernmental	42,385	47,460	18,532	2,210	3,210
Charges for Services	2,129,312	2,367,273	1,769,295	1,635,634	1,936,171
Other Revenues	388,837	486,411	419,192	255,019	303,519
Other Financing Sources	1,520,000	1,580,400	1,601,323	1,586,399	1,701,420
Total Revenues:	$ 7,128,912	$ 7,494,822	$ 6,992,127	$ 6,743,237	$ 7,373,173
Expenditures:					
Personal Services	$ 4,950,057	$ 5,057,553	$ 5,148,633	$ 5,381,421	$ 5,689,218
Supplies	$ 645,924	$ 659,271	$ 798,601	$ 795,572	$ 892,442
Other Services and Charges	$ 653,351	$ 761,164	$ 688,394	$ 656,754	$ 644,676
Capital Outlay	$ 39,100	$ 108,061	$ 31,133	$ 23,340	$ 246,837
Appropriation Transfer	$ -	$ -	$ -	$ -	
Total Expenditures:	$ 6,288,432	$ 6,586,049	$ 6,666,762	$ 6,857,087	$ 7,473,173



Department Personnel	Full Time	Part Time	Temporary
Medical Director/Health Officer	1	-	-
Health Administrator	1	-	-
Nursing Director	1	-	-
Environmental Health Director	1	-	-
Regional Immunization Coordinator	1	-	-
Environmental Health Coordinator	2	-	-
Public Health Nurse Coordinator	5	-	-
Health Educator	2	-	-
Nurse Practitioner - Masters	2	-	-
Public Health Nurse	8	3	-
Public Health Nurse Supervisor	3	-	-
Business Office Manager	1	-	-
Account Clerk II	2	1	-
Account Clerk III	1	-	-
Clerk I	-	1	-
Clerk II	13	4	-
Emergency Preparedness Planner	1	-	-
Sanitarian I	4	-	-
Sanitarian II	2	-	-
Executive Assistant	2	-	-
Public Health Technician	5	-	-
Database/Network Specialist	0.5	-	-
Registered Dietitian	1	1	-
Vision/Hearing Technician	-	4	-
Social Worker	-	1	-
Secretary	2		
Breastfeeding Counselor			1
Informatics Coordinator	1		
Environmental Educator	1	-	-
Health Educator Coordinator	1		
Board of Health	-	-	6
Environmental Health Appeals Board	-	-	6
Total	64.5	15	13

St. Clair County Board of Commissioners
200 Grand River
Port Huron, MI 48060
December 14, 2017 at 6:00 PM

Agenda Item 1 - Pledge of Allegiance

Agenda Item 2 – Roll Call
McConnell, Tomion, Heidemann, Bohm, Dunn, Rushing, Gratopp present

Agenda Item 3 – Additions/Deletions/Changes to the Agenda

Motion by Commissioner Heidemann, supported by Commissioner Dunn to add Resolution 17-48 ratifying the Collective Bargaining Agreement with the 72nd District Court to agenda as item 11 AB. Passed by voice vote.

Agenda Item 4 - Approval of Agenda

Motion by Commissioner Gratopp, supported by Commissioner McConnell to approve the Agenda. Passed by voice vote

Agenda Item 5 – Approval of Minutes of Previous Meeting:

Moved by Commissioner McConnell, supported by Commissioner Dunn, to approve and file the minutes of the 11/9/17 Commission Meeting and the 12/7/17 Standing Committee Meetings. Passed by voice vote.

Agenda Item 6– Proclamations

None

Agenda Item 10 – Unfinished Business

None

Agenda Item 11A: Approval of County Disbursements - October 2017

Moved by Commissioner Rushing, supported by Commissioner Dunn, to approve the County disbursements for October 2017 in the amount of $37,462,957.94. Passed 7-0

Agenda Item 11B: Policy 342 - Salary and Wage - REVISIONS

Moved by Commissioner Tomion, supported by Commissioner McConnell, to approve the revisions to Policy 342 – Salary and Wage. Passed by voice vote.

Agenda Item 11C: Resolution 17-38 Adopting 2018 Special Revenue Fund Budgets and Amending the 2017 General and Special Revenue Funds Budgets

Moved by Commissioner Gratopp, supported by Commissioner Rushing, to adopt Resolution 17-38 Adopting 2018 Special Revenue Fund Budgets and Amending the 2017 General and Special Revenue Funds Budgets. Passed 7-0.

Agenda Item 11D: Resolution 17-36 Establishing Elected and Non-Elected Officers Wages for 2018

Moved by Commissioner Dunn, supported by Commissioner McConnell, to adopt Resolution 17-36 Establishing Elected and Non-Elected Officers Wages for 2018. Passed 6-1. Rushing Nay

Stewart,
Beauvais
& Whipple P.C.
CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

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

To the Board of Commissioners
of St. Clair County
Port Huron, Michigan

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of St. Clair County, Michigan (the "County"), as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the County's basic financial statements, and have issued our report thereon dated June 20, 2018.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the County's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control. Accordingly, we do not express an opinion on the effectiveness of the County's internal control.

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

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

We noted certain matters that we reported to management in a separate letter dated June 20, 2018.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Stewart, Beavers & Wyatt

Certified Public Accountants

June 20, 2018

Stewart,
Beauvais
& Whipple P.C.
CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

AUDIT COMMUNICATION LETTER

June 20, 2018

To the Board of Commissioners
of St. Clair County
Port Huron, Michigan

We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of St. Clair County, Michigan (the "County") for the year ended December 31, 2017 and have issued our report thereon dated June 20, 2018. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter to you dated March 31, 2018. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by St. Clair County are described in Note 1 to the financial statements. As described in Note 20 to the financial statements, the County implemented GASB Statement No. 74, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*. As a result, note disclosures and additional required information is reported to better inform the reader on the postemployment benefit plan and on the net other postemployment benefit liability of the County. We noted no transactions entered by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

Management's estimate of the closure and postclosure costs of the landfill, which is based on a report received from external engineers outlining future expected costs and the percentage filled to date.

Management's estimate for the allowance for doubtful accounts for landfill, airport, personal property tax, and CDBG loan receivables, which is based on history with various customers, knowledge of current customer situations, amounts received after year-end, and history with residents and loan programs.

Management's estimate for the liabilities for health care insurance, property and liability insurance, workers' compensation, etc., including claims incurred but not reported, which is based on statements of claims received after year-end and historical data.

Management's estimate of the net pension liability, net OPEB liability, and OPEB obligation, which are based on the reports conducted by a contracted agent.

Management's estimate for depreciation, which is based on historical data and estimated useful lives.

We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were:

The disclosure of the custodial credit risk of deposits in Note 3 to the financial statements indicates the County holds $54,095,266 of total deposits, of which $19,165,941 is insured, with the remaining $34,929,325 uninsured/uncollateralized.

The disclosure of the fair value measurement of the County's investments in Note 3 to the financial statements. The disclosure is particularly sensitive to the financial statement users because approximately $114,000,000 or 34% of the County's investments (42% of the Basic Retirement System and Other Postemployment Benefits Investments) are in Partnerships and Hedge Funds valued at NAV as a practical expedient and are not classified within the fair value hierarchy.

The disclosure of the County's net pension liability and the related deferred outflows of resources and deferred inflows of resources, as reported in Note 11 to the financial statements, due to the significant balance of the reported liability and related deferrals.

The disclosure of other postemployment benefits in Note 12 to the financial statements describes the benefits provided to retirees other than pensions. This disclosure is particularly sensitive to financial statement users because of the dollar amount of the net OPEB obligation at year-end and the future impact this number may have if the County does not fund the annual required contribution.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole (we also proposed and management accepted a number of closing entries).

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated June 20, 2018.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

In the Independent Auditor's Report On Internal Control Over Financial Reporting and On Compliance and Other Matters, which is presented in the County's single audit, we did not note any material weaknesses in internal control.

In addition to the Independent Auditor's Report on Internal Control, we noted a few other items that, although are not considered material weaknesses or significant deficiencies, could improve controls, the operational efficiency, and/or compliance with laws and regulations. These items are discussed in Attachment A.

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship, and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to management's discussions and analysis, the major funds' budgetary comparisons, and pension schedules, which are required supplementary information (RSI) that supplement the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the combining and individual financial statements and schedules, the combining General Fund schedules, the capital assets used in the operation of governmental funds schedules, and the combining and individual statements for a discretely presented component unit, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the letter of transmittal or the statistical section, which accompany the financial statements but are not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on it.

Restriction on Use

This information is intended solely for the use of the County Board of Commissioners and management of St. Clair County and is not intended to be, and should not be, used by anyone other than these specified parties.

Stewart, Beaman & Hyde

Certified Public Accountants

Attachment A

The following is a list of items that we discussed with administration that are not considered material weaknesses or significant deficiencies, however, are items that could improve controls, the operational efficiency of the accounting department, and/or compliance with laws and regulations:

A detailed listing of inmate reimbursement receivables should be maintained and reconciled to the General Ledger on a monthly/quarterly basis.

As of December 31, 2017, the amount due for inmate housing is not recorded on the County's accounting records. Although we understand that most of these amounts are uncollectible, to increase controls the County should maintain a detailed listing of the amounts outstanding, billings for the period and collections during the period, write-offs, etc.

The Inmate Trust and the District Court Bonds & Restitution Accounts should be periodically reconciled to the supporting documentation.

During our audit, we noted that the Inmate Trust Account is not reconciled to the supporting documentation periodically throughout the year. At December 31, 2017, the bank account had a balance of $196,252; however, the supporting documentation listing of ownership only amounted to $135,797. Likewise, the District Court Bonds and Restitution Account had cash of $101,515 and open bonds, trusts, and restitutions of $69,842 at December 31, 2017.

We recommend that the bank accounts be reconciled monthly to the supporting reports and documentation with any differences investigated.

The County should consider a policy for the retention and destruction of time sheets.

It was noted during fieldwork that different departments of the County have different policies for retaining and destroying original signed timesheets. We recommend that the County establish a policy in accordance with applicable laws to establish the length of time departments are to maintain time records that are signed by both the employee and supervisor and when and how they are to be destroyed.

The County should review the receipting process.

It was noted during the audit that several departments have one employee performing the majority of the cash receipting process, i.e. billing, receipting, preparing deposits, and having the ability to void receipts, etc. It was also noted that all departments are including a summary of cash received with deposits to the Treasurer; however, not all departments that have a billing/receipting system are including those reports with the deposit. Not including the source document creates a risk of error and misappropriation.

We recommend that, to the extent possible in the smaller departments, other individuals be involved in the receipting process to segregate these duties or provide for someone independent to monitor the process. We also recommend that departments that have billing/receipting software include the daily summary of receipts from the system with the deposit to the Treasurer's office.

HEALTH DEPARTMENT -

An accounts receivable ledger should be produced at the end of each month.

The Health Department currently bills for a number of services that are paid by various insurance companies and/or the individual receiving services. A printout is available as of each month-end indicating the amount of fees that were still outstanding, however the receivable, including a calculation/evaluation of the amount that would be considered uncollectible, has not been recorded on the general ledger.

We recommend that a report be printed, evaluated, and maintained at the end of each month detailing the outstanding balances of the receivable and allowance for accounts deemed uncollectible, with balances recorded and adjusted each month in the general ledger.

CLERK -

Detailed information of pistol permits held in trust should be available.

It is our understanding that monies collected for pistol permits are held in trust until the County is billed by the State at the time the permit is issued. During the audit, it was communicated that there is not a listing available of whose money is held in trust.

We recommend a listing of deposits made be maintained to ensure the County is aware of who has paid and agree the billing from the State to the outstanding deposit listing to ensure proper billing by the State.

ANIMAL CONTROL -

Controls set up on software should be reviewed.

It is our understanding that the software utilized by animal control allows a user to modify information in the system with no indication that a change has been made.

We recommend the County discuss this with the software vendor to see if the ability to modify the receipts after the fact could be eliminated, or if not, at a minimum the report indicate any receipts that were modified.

RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

NICK A. KHOURI
STATE TREASURER

June 25, 2018

Request for Improvement of Deficiencies - Corrective Action Plan
Fiscal Year: 2017
Municipality Code: 740000
Report ID Number: 79341

Sent Via Email
St Clair County
dhazelwood@stclaircounty.org

Dear Governing Body:

The Community Engagement and Finance Division has received the audit report for the fiscal year referenced above. It is the responsibility of this division to administer certain State statutes. Consequently, your audit has been reviewed to determine compliance with budgeting, accounting, auditing, and statutory compliance related activities. This review has identified issues that we believe need your attention.

Please note the following issues corresponding to response(s) on the auditing procedures report:

- Actual expenditures exceeded the amounts authorized in the budget. Please describe actions being taken to prevent budget variances.

The matters described above are either violations of State statute or are deficiencies of the local unit that may impede the local unit's ability to comply with State statute. Therefore, please submit to us, within **30 days** from the date of this letter, a detailed Corrective Action Plan to resolve the above-mentioned matters including other deficiencies noted in your audit report. Additional deficiencies in your report are usually found in the form of comments and recommendations located toward the end of the report. The plan should identify each Auditing Procedure Report question listed above, each additional deficiency, the corrective action to be taken, the supporting documentation requested, if any, and the date in which the action is to be implemented.

Please submit your Corrective Action Plan by logging into the department's online filing site at: Michigan Department of Treasury/online report. You must request local unit user access if one does not already exist.

Failure to respond within 30 days or an inability to demonstrate that corrective action has been implemented may result in one or more of the following:

- Denial of subsequent year qualified status under Public Act 34 of 2001, the Revised Municipal Finance Act (possibly preventing your municipality the ability to borrow money);
- Subject the local unit to an audit and/or review performed by Department of Treasury auditors at the expense of the local unit.

If you have any questions, contact the audit review staff at (517) 373-3227 (option 0) or email questions to LAFD_Audits@michigan.gov.

Sincerely,

Cary Jay Vaughn, CPA, CGFM
Audit Manager
Community Engagement and Finance Division

COUNTY OF ST.CLAIR

Office of the Administrator/Controller

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200 Grand River Avenue
Suite 203
Port Huron, MI 48060
Fax: 810-985-3463
www.stclaircounty.org

June 25, 2018

State of Michigan
Department of Treasury
Local Fiscal Accountability Division
PO Box 30728
Lansing, MI 48909

RE: Corrective Action Plan for 2017 Audit

To Whom It May Concern:

On June 25, 2017, St. Clair County received a letter requesting response to the following issues on the FY 2017 auditing procedures report (APR):

- Actual expenditures exceeded the amounts authorized in the budget.

At St. Clair County, we strive to operate within budgeted allotments; however, in 2017 the County experienced a few unexpected expenditures at year-end, which resulted in exceeding amounts authorized in the budget. The expenses were unforeseen and occurred after the Board's last meeting in 2017 (when final budget adjustments were approved).

Moving forward, the County is committed to monitoring department budget activity on a monthly basis and will communicate with department heads to ensure that budgeted expenditures are appropriate. When unforeseen expenses occur, budget adjustments will be presented to the Board of Commissioners as soon as possible.

Please accept this as St. Clair County's Corrective Action Plan.

Sincerely,

Danielle Hazlewood

Danielle Hazlewood
Deputy Controller/Finance Director

St. Clair County Health Department Staff Involvement
Community Coalitions, Task Forces & Committees
Addressing Community Health
2018

Child Fatality Review Team
Committee that investigates child fatalities for prevention purposes.

Parenting Workgroup
Committee that provides support & educational opportunities for parents of all ages.

PHASD Health Advisory Committee
Coalition to encourage healthy lifestyle behavior among PHASD staff, students & parents.

Community Services Coordinating Body & CSCB Steering Committee
County wide multi-purpose collaborating body.

Child & Family Services Network
Subcommittee of CSCB focusing on services & programs for SCC children & their families.

Southeastern MI HIV/AIDS Council
Advisory board whose mission is to strengthen a coordinated regional response to HIV/AIDS awareness and treatment.

Healthy Lifestyles Workgroup
Promotes nutrition, physical activity, elimination of smoking to facilitate the reduction of SCC obesity, diabetes and other chronic disease rates.

SCC Smoke-Free Team
Coalition engaged to advocate for smoke-free environments, distribute resources for smoking cessation & encourage youth smoking prevention.

Mom Connect
Support group for pregnant or breastfeeding moms.

Tobacco Free Michigan
State-wide organization to advocate for clean indoor air.

Public Health Protection Team
Internal group focused on CD prevention.

Teen Health Center Advisory Board
Develops & approves policies & procedures; recommend types of services & educational materials provided at THC; & acts a liaison between the Center & the community.

Community Action Agency Board
Mission to promote health care access, medical/dental services, immunizations, nutritional early education, mental health & disability diagnosis of Head Start population.

SCC Great Start Collaborative
Mission to have a coordinated system of community resources & supports to assist SCC families in providing a great start for children ages birth through age 5.

SCC Suicide Prevention Committee
Focuses on community awareness of suicide; depression education; increasing intervention services & provide support services for survivors of suicide.

School Health Community Alliance
Mission is to educate & promote school-based & community linked health services, as well as educate the community regarding the health needs of youth.

Sex Ed Advisory Boards
Review & approve all reproductive health material that will be used within the area school districts.

BCCC Program Advisory Board
Mission is to provide support for & to promote the SCCHD BCCCP.

SCC Advisory Board of Health
Oversee SCCHD financial & program activity and recommend policy.

SCC Board of Commissioners Committee
Human services health community for governing entity & recommend or approve funding program activity.

MI State Medical Society-Board of Directors
Promotion of health, maintenance of ethical standards & advocate role w/ state legislature.

Public Health Committee- MSMS
Promotion of public health/liaison w/ MDCH.

Local Interagency Council for Early-On
Local coordination of Early-On program- subcommittee membership & outreach.

SC4 Nursing Program Advisory Board
Community input & approval of curriculum and capital expenditures.

PHH Maternal & Special Child Committees
Community representatives, coordination of services, CQI & program planning.

PHH Continuum of Care Subcommittee of OB efficiency
team-provides service/program planning from pregnancy through age 1.

Thumb Area MIHP Coordinators Committee
provides program planning, sharing & support.

MIHP Providers Meetings
held bimonthly w/ coordinators & state auditors to share concerns of MSS/ISS programs.

Community "Baby Shower"
Planning committee for Community "Baby Shower" held to teach the public about healthy pregnancies & outcomes.

Early-On/RESA
Bimonthly meetings for tracking & referrals of high risk 0-3 years.

Consortium of Aging
Coordination of services provided to elderly in SCC.

Senior Outreach Services Serving Seniors in St. Clair County
Since 2001 dedicated professionals have gathered to improve the lives of seniors within St. Clair County by sharing information and resources.

Nursing Administration Forum
State-wide meeting on local public health nursing administration.

MI Environmental Health Association
Provide education & developing professionalism & protocols in environmental health.

SE MI Environmental Health Association
Responsible for informing & educating Sanitarians in the field of environmental health.

MI Emergency Management Association
Educational & professional training in the field for emergency management & response.

SCC Local Emergency Planning Committee
Committee who established policies & procedures used in the county during emergency/disaster situations.

SCC Homeland Security- Emergency Management
Evaluates & establishes plans for& Advisory Boardemergency/disaster events in the county.

National Environmental Health Association
Promotes furthering environmental health& professionalism of Sanitarians.

MI Association of Local Public Health
Promotes public health in MI through education & legislation.

American Public Health Association
Promotes health issues nationwide.

MI Association of Local EH Administrators
Adminstrative organization to promote environmental health.

SCC Environmental Education Network
County, local & nonprofit agency collaboration to create large projects such as an Earth Fair celebration.

SCC Emergency Management EH Issues
Sub-committee that reviews plansfor industries within the county forenvironmental concerns under the SARA Title 3 Program I requirements.

Septic Tank Appeals Board
Responsible for hearing appeals presented by any person who has been denied a permit/license for anindividual sewage disposal system orinstallation of a private water well.

Great Lakes Chapter of SOPHE
The Society of Public Health Education promotes the health of all people by stimulating research, developing criteria for professional preparation, and elevating performance

standards for the practice of health education.

SCC Immunization Coalition
Collaborative coalition to address community immunization improvement.

Behavioral Health Science Forum
Statewide group of health education specialists.

Impact
Coalition of community representatives committed to strengthening Port Huron's sense of community through arts & cultural development.

SCC Senior Connections
Committee to assess the needs of the vunerable seniors in our community & how we as a community may better those needs.

SCC Community Protection Plan
Mission is to protect vunerable adults from abuse, neglect & exploitation by coordinating services and activities through a network of committed community organizations.

Region 2 North Planning Board
Regional (St. Clair, Macomb, Oakland Counties) "bio-defense" planning board to direct, coordinate, authorize expenditures necessary to implement pre/post bio-terrorism event planning.

Region 2 North Advisory Board
Acting body of the Region 2 North Planning Board, in conjunction with appointed subcommittees; tasked with drafting and implementation of a regional pre-hospital and hospital bio-terrorism preparedness.

SE MI (SNS-CRI) Public Health Consortium
Public health emergency planning, response & communications for Macomb, Oakland, St. Clair, Lapeer, Wayne, Monroe, Wastenaw, Livingston & City of Detroit—(EPCs).

SCC Medical Control Authority
Hospital & emergency services committee for developing emergency medical protocols.

SCC Citizens Corp Advisory Council
SCC Office of Homeland Security & Emergency Management Advisory Council that coordinates county-wide approach in planning response activities.

Lake St. Clair/St. Clair River Protection and Restoration Partnership
A partnership to identify and collaborate on funding restoration opportunities within the Lake St. Clair Watershed through the federally-funded Great Lakes Restoration Initiative.

SEMCOG Southeast Michigan Regional Public Education Partners
SEMCOG engages watershed planning groups and numerous communities to coordinate efforts and create outreach tools to assist municipalities in storm water management related to low impact development techniques, Phase II permit requirements, and watershed management plans.

Illicit Discharge Elimination Program (IDEP) Planning Group
The goal of this workgroup is to organize and provide five trainings over five years to the southeast Michigan region focused on illicit discharge elimination and storm water pollution prevention as it relates to requirements of the storm water permit. The training program consists of workshops, fact sheets, posters, and online modules.

Northeastern Watersheds Advisory Group
Since 2003, the SCCHD coordinates efforts for 19 municipalities and educational institutions to assist members in meeting Phase II storm water permit requirements in the most cost effective manner to improve water quality of streams, rivers, lakes, creeks, drains, and ditches, as mandated by the MDEQ. The SCCHD leads extensive discussion and provides recommendations on storm water permit compliance.

Belle River Watershed Advisory Group
This advisory group oversees the grant-funded watershed management plan process to help assess current conditions throughout the entire Belle River watershed and recommend solutions. Ultimately, this plan is a tool that guides policy makers, resource managers, and community organizations to restore and protect the rivers, streams, and wetlands throughout the watershed.

Anchor Bay/ Lake St. Clair Watershed Advisory Group
SEMCOG engages watershed planning groups and numerous communities in coordinating efforts and creating tools to assist municipalities in meeting Phase II requirements.

Environmental Education Network
The St. Clair County Environmental Education Network was developed in May 2002, and consists of county and local agencies and nonprofit groups committed to environmental education in St. Clair County. The main function is to produce the annual Earth Fair event.

Blue Water Sturgeon Festival Planning Committee
The Sturgeon Festival is a partnership between natural resource agencies, government, industry, scientists, anglers, and recreationalists in order to highlight the ecosystem approach to managing fish and wildlife in the St. Clair River and to remove the lake sturgeon from the Michigan Threatened Species list.

Binational Public Advisory Council for the St. Clair River
The BPAC includes representatives from various economic sectors, first nations, municipalities, and the public across the international border on both sides of the St. Clair River. BPAC was required to develop the St. Clair River Remedial Action Plan under the International Joint Commission which identifies actions needed to clean up the river.

MCRUD
The mission of the Michigan Coalition to Reduce Underage Drinking (MCRUD) is to provide leadership on state and national issues and to assists individuals, grassroots groups, and organizations to reduce underage drinking locally

Building Community Partners Workgroup:
Advancing, Advocating and Assisting At-Risk Youth and Families of St. Clair County.

St. Clair County Health Department
Locations/Services/Hours of Operation

2018

Main Office - 3415-28th Street, Port Huron, Michigan 48060
Monday 10:00 a.m.-6:30 p.m. Tuesday thru Friday 8:00 a.m.- 4:30 p.m.
Phone: (810) 987-5300
Fax: (810) 985-2150

Personal Health Services including:
Adult/Child Immunizations,
Communicable Disease Control
STD Control, including Low morbidity HIV testing
Family Planning
TB Control
MIHP (MSS/ISS)
Pregnancy testing related to informed consent
Vision and Hearing Screening
Outreach Program
Children's Special Health Care Services
Childhood Lead Poisoning Protection Program
Public Health Nursing
Biologic Distribution
Fluoride Varnish
Oral Health Assessments

Health Education
Health Promotion
Community/Staff/School Education
Media Relations
Staff/Community Audio-Visual/Educational Materials Library
Community Health Assessment/Planning
Public Information
Prescription Drug Coalition
Nalaxone Program
Tobacco Coalition

WIC Program (Nutrition services)
Nutrition Assessments
Nutrition Counseling
Nutrition Education
Benefit Distribution

Environmental Health services including:
Swimming pool inspections
Food Service Sanitation
Campground inspections
On-site Sewage Disposal Inspection Program
Food Service Protection
Public/Private Water Supply testing/inspection
Bacterial Water Testing (wells, pools, surface water
Well Water Permits
Well Water Site Evaluations
Non-Community Water Supplies
Body Art Facilities
Lead Abatement
Public Health Complaint Investigations
Illicit Discharge Elimination Program
Storm Water Program
Soil Erosion & Sedimentation Control

Dental Clinic – for children and adults with Medicaid, uninsured, low income and special populations

Public Health Emergency Preparedness & Response
Preparedness and Emergency Protocol Planning and Response Training
Inter-Agency Communication/Liaison
Risk and Needs Assessment
Staff Training and Exercises
Health Alert Network Liaison
Mobile Emergency Unit/Supplies and Inventory

Administrative Services
Program Planning and Evaluation
Financial Management, Reporting and Budgeting
Purchasing/Accts Payable/Accts Receivable
Information Management
Contract and Personnel Management
Compliance

BRANCH LOCATIONS AND SERVICES

Teen Health Center
(On the campus of Port Huron High School)
2215 Court Street
Port Huron, Michigan 48060

Adolescent health services including acute medical care, physical examinations, immunizations, STI/HIV testing, counseling, health education, mental health services, and smoking cessation intervention to St. Clair County youth ages 10 through 21 years. Late hours by appointment.

The Center of Port Huron
723 Court Street
Port Huron Michigan 48060

Walk-in services available every Tuesday and Wednesday from 9:00am – 4:30pm (closed 12:00 – 1:00pm) Services include vaccines, STD/HIV testing, pregnancy testing, condom distribution, and Outreach services that help people find health insurance, medical, dental and mental health care, food, clothing, and much more!

Women, Infants, & Children (WIC) services will be available every Thursday from 9:00am – 4:30pm (closed 12:00 – 1:00pm). Walk-ins welcome, appointments preferred. For WIC appointments,

ATTACHMENT C

LHD HEALTH OFFICER AND MEDICAL DIRECTOR REQUIREMENTS AND QUALIFICATIONS REVIEW

A. **Legal Basis and Qualifications:**
The following Public Health Code citations and rules are the legal basis for the MDCH requirements.

1. **Health Officer:**

a. **MCL 2428 Local health officer; appointment; qualifications; powers and duties.**
Sec. 2428
(1) A local health department shall have a full-time local health officer appointed by the local governing entity or in case of a district health department by the district board of health. The local health officer shall possess professional qualifications for administration of a local health department as prescribed by the department.
(2) The local health officer shall act as the administrative officer of the board of health and local health department and may take actions and make determinations necessary or appropriate to carry out the local health department's functions under this part or functions delegated under this part and to protect the public health and prevent disease.

These qualifications are:
(1) Has correspondence, such as a letter, memorandum, or other statement, from the Michigan Department of Community Health approving the appointment of the health officer, and
(2) Has an M.P.H. or M.S.P.H. degree and 3 years of full-time public health administrative experience, or
(3) Has a related graduate degree and 5 years of full-time public health administrative experience, or
(4) Has a bachelor's degree and 8 years of full-time health experience, 5 years of which shall have been in the administration of a broad range of public health programs.

2. **Medical Officer**

a. R325.13002 – A medical health officer shall be a physician licensed in Michigan as an M.D. or D.O. who complies with the requirements listed in this section.

R325.13004 – A medical director shall have the same qualifications as a medical health officer.

R325.13001 and R325.13004a - A medical director shall devote his or her full time to the needs of the local health departments except that if the department serves a population of not more than 250,000 and cannot obtain full-time medical direction, the time may be reduced to not less than 16 hours per week.

b. These qualifications are:

(1) Has correspondence, such as a letter, memorandum, or other statement, from the Michigan Department of Community Health approving the appointment of the medical director, and

(2) Is board certified in preventive medicine or public health, or

(3) Has an M.P.H. or M.S.P.H. degree and not less than 2 years of full-time public health practice, or

(4) Has an unexpired provisional appointment issued by the department under the authority of MCL 325.2495, provided the appointment was issued before the effective date of these rules.

B. **Verification and Approval Process:**
Prior to health officer or medical director appointment, the LHD and/or the local human resources official submit evidence of qualifications to the Michigan Department of Community Health.

(1) The following documents shall be submitted to the Department for approval prior to appointment for both Health Officers and Medical Directors:
(a) Current Curriculum Vitae
(b) Copy of Diploma (s) or other proof of degree completion

(c) Proof of Enrollment into Masters of Public Health program (if applicable)

(2) In addition to the above, the following documentation shall be submitted for Medical Directors:

(a) Copy of Current Michigan Physician's License and Michigan Drug Control License

(b) Copy of Proposed Contract reflecting hours of service to LHD

(c) Written documentation of arrangements for a public health physician advisor (if applicable)

(3) MDCH typically requires 30-day notice to review qualifications and credentials. After MDCH review and approval the following shall be submitted with respect to Health Officers:

(a) A copy of the local governing entity (or in the case of a district health department by the district board of health) resolution approving the appointment.

RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF COMMUNITY HEALTH
LANSING

OLGA DAZZO
DIRECTOR

October 28, 2011

Annette M. Mercatante MD, MPH
Medical Health Officer
St. Clair County Health Department
3415 28th Street
Port Huron, Michigan 48060

Dear Dr. Mercatante:

Congratulations on your recent academic achievement!

Michigan continually strives to maintain a cadre of qualified medical directors and health officers in accordance with applicable statutory requirements and administrative rules.

Your successful attainment of the MPH credential is a credit to yourself as well as to the St. Clair County Health Department. Additionally, this satisfies the requirements of Rule 325.13002 relative to Medical Health Officer qualifications.

We are pleased to recognize you as a fully qualified Medical Health Officer in Michigan's public health network and appreciate the decision of the Board of Commissioners to extend your contract at its June meeting.

We look forward to continued collaboration with you as we work towards a healthier Michigan.

Please contact Local Health Services at (517) 335-8928 with any local health concerns.

Sincerely,

Jean Chabut

Jean Chabut, Deputy Director
Public Health Administration

cc: William Kaufman, Administrator/Controller
St. Clair County Health Department

EMPLOYMENT AGREEMENT
BETWEEN
ST. CLAIR COUNTY BOARD OF COMMISSIONERS
AND
JON B. PARSONS, M.P.H.

THIS AGREEMENT, made and entered into this 4th day of December, 1995, by and between the St. Clair County Board of Commissioners, hereinafter referred to as the "employer", and JON B. PARSONS, M.P.H., hereinafter referred to as the "employee", both of whom understand as follows:

WHEREAS, the employer desires to employ the services of JON B. PARSONS as Director, Health Officer of the St. Clair County Health Department in accordance with the laws of the State of Michigan and the resolutions of the St. Clair County Board of Commissioners; and

WHEREAS, the employee desires to accept employment as director, health officer of the St. Clair County Health Department.

NOW, THEREFORE, in consideration of the covenants herein contained, the parties agree as follows:

SECTION I - DUTIES

The employer hereby agrees to employ JON B. PARSONS as the director, health officer of the St. Clair County Health Department in accordance with the laws of the State of Michigan and resolutions of the St. Clair County Board of Commissioners, and to perform such other duties and functions as the employer from time to time assign.

SECTION II - TERMINATION AND SEVERANCE PAY

A. Nothing contained herein shall limit, prevent, or otherwise interfere with the right of the employer to terminate the services of the employee at any time, subject only to the provisions set forth in paragraph C and D of this section.

B. Nothing in this agreement shall prevent, limit, or otherwise interfere with the employee to resign at any time from his position with the County, subject only to the provisions set forth in paragraph E of this section.

C. In the event employee is terminated by the employer or this contract is not renewed during such time that employee is willing to perform the duties of director, health officer, the employer agrees to pay employee a lump sum cash payment equal to three (3) months aggregate salary or severance pay. However, if the employee is terminated because of his conviction of any illegal act involving the performance of his duties, the employer shall have no obligation to pay the aggregate severance sum designated.

D. In the event the employer at any time reduces the salary or other financial benefits of the employee or refuses to comply with the provisions contained herein, or the employee resigns following a suggestion by a majority of the County Board of Commissioners that he resign, then the employee may at his option be deemed to be "terminated" within the meaning of this agreement, and shall be entitled to the aggregate payment provided for in C above.

E. In the event the employee voluntarily resigns his position with the employer, the employee shall give the employer two (2) months notice in advance.

SECTION III - SALARY

The Employer agrees to pay the employee a 1996 annual salary of $61,476 and a 1997 annual salary of percentage increase equivalent to the amount granted non-affiliated county employees payable in installments at the same time as other employees of the county are paid. The employer may increase said base salary and/or other benefits of employee in such amounts and to such extent as the employer may desire.

SECTION IV - DUES

The employer hereby agrees to budget and allocate annually sufficient funds to pay for the reasonable expenses of employee's necessary travel and living to represent the employer at the annual American Public Health Association Conference for the professional advancement of the employee as director, health officer and as is necessary for the conduct of the employer's business. The employer also agrees to budget and pay employees' dues in the American Public Health Association, and in such other civic and professional groups as is deemed necessary by the employer.

SECTION V - GENERAL BENEFITS

Employee shall be entitled to all benefits enjoyed by other non-affiliated employees of the county. Such benefits shall include, but not be limited to: twenty-four (24) vacation days per year; accumulated sick leave; holidays; longevity pay; compensatory time; conference expenses; medical and dental and $50,000.00 term life insurance policy; all in accordance with provisions of the County Personnel Policies.

The employee, being under contract and not eligible under the county retirement system, the employer agrees to pay to the International City Management Association Retirement Corporation the same percentage of salary on behalf of the employee that it pays into the St. Clair County Retirement System for all other county employees. The employer agrees to execute the necessary deferred compensation and trust agreement with the International City Management Association Retirement Corporation. In addition to the Board's contribution to said retirement fund, the employee has the right to make such voluntary contributions as he deems fit. The employer agrees to reimburse the employee for business related travel expenses reasonably and necessarily incurred in performing the duties under this agreement.

The employer agrees to provide the employee a transportation allowance of $190.00 bi-weekly, in addition the employee shall be entitled to mileage reimbursement and conference expenses for county related activities.)

SECTION VII - TERMS

This agreement shall become effective January 1, 1996 and continue in full force and effect until January 1, 1998. In the event either party desires to terminate or to change provisions of this agreement, written notice shall be given to the other party a minimum of ninety (90) days prior to the expiration date of this agreement. Nothing contained herein shall prevent the parties hereto from by mutual agreement amending this agreement at any time.

IN WITNESS WHEREOF, the parties hereto set their hands and seals on the day and year first above written.

IN THE PRESENCE OF:

FOR ST. CLAIR COUNTY BOARD OF COMMISSIONERS

St. Clair County Board of Commissioners -Authorized Signature

IN THE PRESENCE OF:

Jon B. Parsons, M.P.H.
Director, Health Officer

EMPLOYMENT AGREEMENT
BETWEEN
ST. CLAIR COUNTY BOARD OF COMMISSIONERS
AND
JON B. PARSONS, M.P.H.

THIS AGREEMENT, made and entered into this 17th day of December, l997, by and between the ST. CLAIR COUNTY BOARD OF COMMISSIONERS, hereinafter referred to as the "employer", and JON B. PARSONS, M.P.H., hereinafter referred to as the "employee", both of whom understand as follows:

WHEREAS, the employer desires to employ the services of JON B. PARSONS as director, health officer, of the St. Clair County Health Department in accordance with the laws of the State of Michigan and the resolutions of the St. Clair County Board of Commissioners; and,

WHEREAS, the employee desires to accept employment as director, health officer of the St. Clair County Health Department;

NOW, THEREFORE, in consideration of the covenants herein contained, the parties agree as follows:

SECTION I - DUTIES

The employer hereby agrees to employ JON B. PARSONS as the director, health officer of the St. Clair County Health Department in accordance with the laws of the State of Michigan and resolutions of the St. Clair County Board of Commissioners, and to perform such other duties and functions as the employer shall from time to time assign.

SECTION II - TERMINATION AND SEVERANCE PAY

A. Nothing contained herein shall limit, prevent, or otherwise interfere with the right of the employer to terminate the services of the employee at any time, subject only to the provisions set forth in paragraph C and D of this section.

B. Nothing in this agreement shall prevent, limit, or otherwise interfere with the employee to resign at any time from his position with the County, subject only to the provisions set forth in paragraph E of this section.

C. In the event employee is terminated by the employer or this contract is not renewed during such time that employee is willing to perform the duties of director, health officer, the employer agrees to pay employee a lump sum cash payment equal to three (3) months aggregate salary or severance pay. However, if the employee is terminated because of his conviction of any illegal act involving the performance of his duties, the employer shall have no obligation to pay the aggregate severance sum designated.

D. In the event the employer at any time reduces the salary or other financial benefits of the employee or refuses to comply with the provisions contained herein, or the employee resigns following a suggestion by a majority of the County Board of Commissioners that he resign, then the employee may at his option be deemed to be "terminated" within the meaning of this agreement, and shall be entitled to the aggregate payment provided for in C above.

E. In the event the employee voluntarily resigns his position with the employer, the employee shall give the employer two (2) months notice in advance.

SECTION III - SALARY

The employer agrees to pay the employee a 1998 annual salary of ~~$64,903.~~64,588.00 00 and a 1999 annual salary of percentage increase equivalent to the amount granted non-affiliated county employees payable in installments at the same time as other

employees of the county are paid. The employer may increase said base salary and/or other benefits of employee in such amounts and to such extent as the employer may desire.

SECTION IV - DUES

The employer hereby agrees to budget and allocate annually sufficient funds to pay for the reasonable expenses of employee's necessary travel and living to represent the employer at the annual American Public Health Association Conference for the professional advancement of the employee as director, health officer and as is necessary for the conduct of the employer's business. The employer also agrees to budget and pay employee's dues in the American Public Health Association, and in such other civic and professional groups as is deemed necessary by the employer.

SECTION V - GENERAL BENEFITS

Employee shall be entitled to all benefits enjoyed by other non-affiliated employees of the county. Such benefits shall include, but not be limited to: twenty-four (24) Five 2.5 vacation days per year; accumulated sick leave; holidays; longevity pay; compensatory time; conference expenses; medical and dental and $50,000.00 term life insurance policy; all in accordance with provisions of the County Personnel Policies.

The employee, being under contract and not eligible under the county retirement system, the employer agrees to pay to the International City Management Association Retirement Corporation the same percentage of salary on behalf of the employee that it pays into the St. Clair County Retirement System for all other county employees. The employer agrees to execute the necessary deferred compensation and trust agreements with the International City Management Association Retirement

Corporation. In addition to the Board's contribution to said retirement fund, the employee has the right to make such voluntary contributions as he deems fit. The employer agrees to reimburse the employee for business related travel expenses reasonably and necessarily incurred in performing the duties under this agreement.

The employer agrees to provide the employee a transportation allowance of $190.00 bi-weekly. In addition the employee shall be entitled to mileage reimbursement and conference expenses for county related activities.

SECTION VII - TERMS

This agreement shall become effective January 1, 1998 and continue in full force and effect until January 1, 2000. In the event either party desires to terminate or to change provisions of this agreement, written notice shall be given to the other party a minimum of ninety (90) days prior to the expiration date of this agreement. Nothing contained herein shall prevent the parties hereto from by mutual agreement amending this agreement at any time.

IN WITNESS WHEREOF, the parties hereto set their hands and seals on the day and year first above written.

IN THE PRESENCE OF:

Mary J Sams

FOR: ST. CLAIR COUNTY
BOARD OF COMMISSIONERS

Judith Kaeyaert

St. Clair County
Board of Commissioners
Authorized Signature

IN THE PRESENCE OF:

Elaine Kropf

Jon B. Parsons

Jon B. Parsons, M.P.H.
Director, Health Officer

JBP:ek
Parsons.ica

HEALTH DEPARTMENT

County of St. Clair, Michigan

3415-28TH STREET, PORT HURON, MICHIGAN 48060

ADMINISTRATION	(810) 987-9396
BUSINESS OFFICE	(810) 987-9396
ENVIRONMENTAL HEALTH	(810) 987-5306
FAX	(810) 985-2150
NURSING DIVISION	(810) 987-5300
MEDICAL EXAMINER	(810) 982-4111

JON B. PARSONS, M.P.H.
DIRECTOR, HEALTH OFFICER

DAVID M. C. HISLOP, M.D.
MEDICAL DIRECTOR,
MEDICAL EXAMINER

ADVISORY
BOARD OF HEALTH

WILLIAM E. SMILEY, CHAIRPERSON
DONALD H. KONYHA, D.V.M., VICE-CHAIRPERSON
ROBERT SNODDY, SECRETARY
DENNIS MURRAY
JUDITH A. KEEGAN

ALGONAC BRANCH 794-9327
BLUE WATER BRIDGE CLINIC 987-7130
CAPAC BRANCH 395-4661
CHILDREN'S SPECIAL HEALTH CARE 987-6102
DENTAL CLINIC 984-5197
FAMILY PLANNING 987-6108
HEALTH EDUCATION 987-5300
IMMUNIZATION 987-8216
INFANT SUPPORT SERVICES 987-5401

LABORATORY 987-5305
MATERNAL SUPPORT SERVICES 987-4903
MEDICAID MEDICAL CASE MANAGEMENT—OMBUDSMAN 987-5577
SUBSTANCE ABUSE COORDINATING AGENCY 987-8922
TEEN HEALTH CENTER 987-1311
W.I.C. PROGRAM 987-8222
YALE BRANCH 387-3293

December 3, 1997

Mr. Donald E. Dodge
Administrator/Controller
St. Clair County
201 McMorran Blvd.
Port Huron, MI 48060

Re: Health Department Director
Employment Agreement Renewal

Dear Mr. Dodge:

My current 24-month contract expires December 31, 1997. Attached is an agreement for the next 24-months (Jan. 1, 1998 - Dec. 31, 2000). There are no changes in this agreement other than a 2.5% salary adjustment which is equivalent to the amount granted non-affiliated county employees. Two copies are provided. Upon review and approval, please return one signed copy for my record.

Sincerely,

ST. CLAIR COUNTY HEALTH DEPARTMENT

Jon B. Parsons, M.P.H.
Director, Health Officer

JBP:sp

Enclosure(s)

EXHIBIT I

EMPLOYMENT AGREEMENT

BETWEEN

ST. CLAIR COUNTY BOARD OF COMMISSIONERS

AND

JON B. PARSONS, M.P.H.

THIS AGREEMENT, made and entered into this 16th day of December, 1999, by and between the ST. CLAIR COUNTY BOARD OF COMMISSIONERS, hereinafter referred to as the "employer", and JON B. PARSONS, M.P.H., hereinafter referred to as the "employee", both of whom understand as follows:

WHEREAS, the employer desires to employ the services of JON B. PARSONS as director, health officer, of the St. Clair County Health Department in accordance with the laws of the State of Michigan and the resolutions of the St. Clair County Board of Commissioners; and,

WHEREAS, the employee desires to accept employment as director, health officer of the St. Clair County Health Department;

NOW, THEREFORE, in consideration of the covenants herein contained, the parties agree as follows:

SECTION I - DUTIES

The employer hereby agrees to employ JON B. PARSONS as the director, health officer of the St. Clair County Health Department in accordance with the laws of the State of Michigan and resolutions of the St. Clair County Board of Commissioners, and to perform such other duties and functions as the employer shall from time to time assign.

SECTION II - TERMINATION AND SEVERANCE PAY

A. Nothing contained herein shall limit, prevent, or otherwise interfere with the right of the employer to terminate the services of the employee at any time, subject only to the provisions set forth in paragraph C and D of this section.

SECTION V - GENERAL BENEFITS

Employee shall be entitled to all benefits enjoyed by other non-affiliated employees of the county. Such benefits shall include, but not be limited to: twenty-eight (28) vacation days per year; accumulated sick leave; holidays; longevity pay; compensatory time; conference expenses; medical and dental and $50,000.00 term life insurance policy; all in accordance with provisions of the County Personnel Policies.

The employee, being under contract and not eligible under the county retirement system, the employer agrees to pay to the International City Management Association Retirement Corporation the same percentage of salary on behalf of the employee that it pays into the St. Clair County Retirement System for all other county employees. The employer agrees to execute the necessary deferred compensation and trust agreements with the International City Management Association Retirement Corporation. In addition to the Board's contribution to said retirement fund, the employee has the right to make such voluntary contributions as he deems fit. The employer agrees to reimburse the employee for business related travel expenses reasonably and necessarily incurred in performing the duties under this agreement. The employer agrees to provide the employee a transportation allowance of $190.00 bi-weekly. In addition the employee shall be entitled to mileage reimbursement and conference expenses for county related activities.

SECTION VII - TERMS

This agreement shall become effective January 1, 2000 and continue in full force and effect until January 1, 2002. In the event either party desires to terminate or to change provisions of this agreement, written notice shall be given to the other party a minimum of ninety (90) days prior to the expiration date of this agreement. Nothing contained herein shall prevent the parties hereto from by mutual agreement amending this agreement at any time.

IN WITNESS WHEREOF, the parties hereto set their hands and seals on the day and year first above written.

B. Nothing in this agreement shall prevent, limit, or otherwise interfere with the employee to resign at any time from his position with the County, subject only to the provisions set forth in paragraph E of this section.

C. In the event employee is terminated by the employer or this contract is not renewed during such time that employee is willing to perform the duties of director, health officer, the employer agrees to pay employee a lump sum cash payment equal to three (3) months aggregate salary or severance pay. However, if the employee is terminated because of his conviction of any illegal act involving the performance of his duties, the employer shall have no obligation to pay the aggregate severance sum designated.

D. In the event the employer at any time reduces the salary or other financial benefits of the employee or refuses to comply with the provisions contained herein, or the employee resigns following a suggestion by a majority of the County Board of Commissioners that he resign, then the employee may at his option be deemed to be "terminated" within the meaning of this agreement, and shall be entitled to the aggregate payment provided for in C above.

E. In the event the employee voluntarily resigns his position with the employer, the employee shall give the employer two (2) months notice in advance.

SECTION III - SALARY

The employer agrees to pay the employee an annual salary of $69,513 . The employer may increase said base salary and/or other benefits of employee in such amounts and to such extent as the employer may desire.

SECTION IV - DUES

The employer hereby agrees to budget and allocate annually sufficient funds to pay for the reasonable expenses of employee's necessary travel and living to represent the employer at the annual American Public Health Association Conference for the professional advancement of the employee as director, health officer and as is necessary for the conduct of the employer's business. The employer also agrees to budget and pay employee's dues in the American Public Health Association, and in such other civic and professional groups as is deemed necessary by the employer.

IN THE PRESENCE OF:

FOR: ST. CLAIR COUNTY
BOARD OF COMMISSIONERS

St. Clair County
Board of Commissioners
Authorized Signature

IN THE PRESENCE OF:

Jon B. Parsons, M.P.H.
Director, Health Officer

JBP:ek
Parsons.ica

HEALTH DEPARTMENT

County of St. Clair, Michigan

3415-28TH STREET, PORT HURON, MICHIGAN 48060

ADMINISTRATION	(810) 987-9396
BUSINESS OFFICE	(810) 987-9396
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NURSING DIVISION	(810) 987-5300
MEDICAL EXAMINER	(810) 982-4111

JON B. PARSONS, M.P.H.
DIRECTOR, HEALTH OFFICER

DAVID M. C. HISLOP, M.D.
MEDICAL DIRECTOR,
MEDICAL EXAMINER

ADVISORY
BOARD OF HEALTH

WILLIAM E. SMILEY, CHAIRPERSON
DONALD H. KONYHA, D.V.M., VICE-CHAIRPERSON
ROBERT SNODDY, SECRETARY
JUDITH A. KEEGAN
MARIE J. MULLER

ALGONAC BRANCH 794-9327
BLUE WATER BRIDGE CLINIC 987-7130
CAPAC BRANCH 395-4681
CHILDREN'S SPECIAL HEALTH CARE 987-6102
DENTAL CLINIC 984-5197
FAMILY PLANNING 987-6108
HEALTH EDUCATION 987-5300
IMMUNIZATION 987-8216
INFANT SUPPORT SERVICES 987-5401

LABORATORY 987-5305
MATERNAL SUPPORT SERVICES 987-4903
SUBSTANCE ABUSE COORDINATING AGENCY 987-6922
TEEN HEALTH CENTER 987-1311
W.I.C. PROGRAM 987-8222
YALE BRANCH 387-3293

December 1, 1999

Mr. Troy Feltman, Administrator/Controller
St. Clair County
200 Grand River
Port Huron, Michigan 48060

RE: Health Department Director - Bi-Annual Contract

Dear Troy:

Enclosed is the contract proposal for the Health Department director for the period beginning January 1, 2000 and ending December 31, 2001.

The only changes when compared to the current contract are an increase in vacation days compliant with county personnel policy and an adjustment in the current $66,203/year salary to $69,513/year for the two year contract period. I have enclosed a copy of a 1999 salary survey which shows the base salary requested to be conservative.

I ask for your recommendation to the Board for approval. Please let me know if you or board members have any questions.

Sincerely,

St. Clair County Health Department

Jon B. Parsons, M.P.H.
Director, Health Officer

JBP:EK

enclosures: Salary survey
Current contract

MALPH - 1999 Salary and Compensation Survey

GENCY	POP	POS CODE	FIT	PAY RANGE START	PAY RANGE END	LOCAL POSITION TITLE
strict # 4	74,165	101	4			MED DIR/HEALTH OFFICER
ent	500,631	101	3	81,036	117,503	CHF MED EXAMINER
MAS	33,711	101	3	94,000	94,000	MED DIR/HEALTH OFFICER
arquette	65,442	101	3	100,589	125,778	HEALTH OFFICER/MED DIR
legan	90,509	102	3	46,093	64,542	HLTH OFFICER
ay	111,723	102	3		61,194	DIR/HEALTH OFFICER
errien	161,378	102	3	59,195	79,327	HEALTH OFFICER
enzie-Leelanau	28,727	102	3	58,000	TBD	HEALTH OFFICER
anch/Hlsdale/St.Joe	150,000	102	3	65,000	67,500	HEALTH OFFICER
alhoun	140,000	102	3	69,892	69,892	HEALTH OFFICER
entral Michigan	156,000	102	3	55,745	65,769	HEALTH OFFICER
etroit	1,000,000	102	3	84,000	126,000	PH DIR
ckinson-Iron	40,006	102	3	48,718	61,925	HEALTH OFFICER
strict #2	66,877	102	3	CONTRACT		HEALTH OFFICER
strict #10	235,669	102	3	apprvd by Bd of Hlth		HEALTH OFFICER
enesee	435,393	102	3	84,057	84,507	ADMN HEALTH OFFICER
rand Traverse	73,162	102	3	47,224	59,049	HEALTH OFFICER
uron	34,951	102	3	CONTRACT		HEALTH OFFICER
gham	285,000	102	4	77,299	90,647	DIRECTOR
ıckson	186,476	102	3	57,382	68,979	HEALTH OFFICER
alamazoo	223,411	102	4	70,616	91,808	HUMAN SRVC DEPT DIR
enawee	91,476	102	3	51,251	58,963	HEALTH OFFICER
vingston	147,384	102	3		70,831	HEALTH OFFICER
apeer	81,240	102	3	57,886	57,886	Director and Health Officer
acomb	717,100	102	4	64,083	80,080	Director/Health Officer
id-Michigan	149,924	102	3	59,092	70,444	HEALTH OFFICER/MED DIR
idland	80,000	102	3	56,794	72,278	HEALTH OFFICER
onroe	148,000	102	3	55,786	67,037	PH DIRECTOR
uskegon	158,983	102	3	56,532	71,991	DIRECTOR OF HEALTH & COMM RES.
akland	1,083,592	102	4	64,068	83,349	MANAGER HEALTH DIVISION
ttawa	224,357	102	3	53,640	69,417	Health Officer
aginaw	211,946	102	3	61,797	80,000	ADMINISTRATIVE HEALTH OFFICER
ıiawassee	70,000	102	3	51,413	64,787	DIR/HEALTH OFFICER
Clair	160,000	102		contract 66,203		HEALTH OFFICER
uscola	55,498	102	3	59,748	59,748	HEALTH OFFICER
ashtenaw	303,069	102	3	55,452	82,082	ADMN HEALTH OFFICER
llegan	90,509	103	3	CONTRAC	24,000	MED DIR

EMPLOYMENT AGREEMENT
BETWEEN
THE COUNTY OF ST. CLAIR
AND
JON B. PARSONS, M.P.H.

THIS AGREEMENT, made and entered into this 25th day of April, 2002, by and between The County of St. Clair, hereinafter referred to as the "employer", and JON B. PARSONS, M.P.H., hereinafter referred to as the "employee", both of whom understand as follows:

WHEREAS, the employer desires to employ the services of JON B. PARSONS as director, health officer, of the St. Clair County Health Department in accordance with the laws of the State of Michigan and the resolutions of the St. Clair County Board of Commissioners; and,

WHEREAS, the employee desires to accept employment as director, health officer of the St. Clair County Health Department;

NOW, THEREFORE, in consideration of the covenants herein contained, the parties agree as follows:

SECTION I - DUTIES

The employer hereby agrees to employ JON B. PARSONS as the director, health officer of the St. Clair County Health Department in accordance with the laws of the State of Michigan and resolutions of the St. Clair County Board of Commissioners, and to perform such other duties and functions as the employer shall from time to time assign.

SECTION II - TERMINATION AND SEVERANCE PAY

A. Nothing contained herein shall limit, prevent, or otherwise interfere with the right of the employer to terminate the services of the employee at any time, subject only to the provisions set forth in paragraph C and D of this section.

B. Nothing in this agreement shall prevent, limit, or otherwise interfere with the employee to resign at any time from his position with the County, subject only to the

provisions set forth in paragraph E of this section.

C. In the event employee is terminated by the employer or this contract is not renewed during such time that employee is willing to perform the duties of director, health officer, the employer agrees to pay employee a lump sum cash payment equal to four (4) months aggregate salary or severance pay. However, if the employee is terminated because of his conviction of any illegal act involving the performance of his duties, the employer shall have no obligation to pay the aggregate severance sum designated.

D. In the event the employer at any time reduces the salary or other financial benefits of the employee or refuses to comply with the provisions contained herein, or the employee resigns following a suggestion by a majority of the County Board of Commissioners that he resign, then the employee may at his option be deemed to be "terminated" within the meaning of this agreement, and shall be entitled to the aggregate payment provided for in C above.

E. In the event the employee voluntarily resigns his position with the employer, the employee shall give the employer two (2) months notice in advance.

SECTION III - SALARY

The employer agrees to pay the employee an annual salary of $77,500. The employer will increase said base salary 2.5% annually for the length of the contract and/or other benefits of employee in such amounts and to such extent as the employer may desire.

SECTION IV - DUES

The employer hereby agrees to budget and allocate annually sufficient funds to pay for the reasonable expenses of employee's necessary travel and living to represent the employer at the annual American Public Health Association Conference for the professional advancement of the employee as director, health officer and as is necessary for the conduct of the employer's business. The employer also agrees to budget and pay employee's dues in the American Public Health Association, and in such other civic and professional groups as is deemed necessary by the employer.

SECTION V - GENERAL BENEFITS

Employee shall be entitled to all benefits enjoyed by other non-affiliated employees of the County. Such benefits shall include, but not be limited to: twenty-eight (28) vacation days per year; accumulated sick leave; holidays; longevity pay; compensatory time; conference expenses; medical and dental and $50,000.00 term life insurance policy; all in accordance with provisions of the County Personnel Policies.

The employer agrees to pay to the International City Management Association Retirement Corporation the same percentage of salary on behalf of the employee that it pays into the St. Clair County Retirement System for all other County employees. The employer agrees to execute the necessary deferred compensation and trust agreements with the International City Management Association Retirement Corporation. In addition to the Board's contribution to said retirement fund, the employee has the right to make such voluntary contributions as he deems fit. The employer agrees to reimburse the employee for business related travel expenses reasonably and necessarily incurred in performing the duties under this agreement.

The employer agrees to provide the employee a transportation allowance of $260.00 bi-weekly.

The Employer will provide the Employee with a seven thousand five hundred ($7500.00) dollar annual contribution to a deferred compensation/insurance trust to be established by the Employer and the Employee. The plan will, to the extent possible, be tax free to the employee until he has constructive receipt of the funds. The plan shall be established by separate document and shall vest upon the Employee's retirement from the County.

SECTION VII - TERMS

This agreement shall become effective January 1, 2002, and continue in full force and effect until December 31st, 2004. In the event either party desires to terminate or to change provisions of this agreement, written notice shall be given to

the other party a minimum of ninety (90) days prior to the expiration date of this agreement. Nothing contained herein shall prevent the parties hereto from by mutual agreement amending this agreement at any time.

IN WITNESS WHEREOF, the parties hereto set their hands and seals on the day and year first above written.

IN THE PRESENCE OF:

Jennifer J. Posey

FOR: THE COUNTY OF ST. CLAIR

Authorized Signature

IN THE PRESENCE OF:

Jammie Berger

Jon B. Parsons, M.P.H.
Director, Health Officer

JBP:ek
Parsons.ica

3/22/02

EMPLOYMENT AGREEMENT
BETWEEN
THE COUNTY OF ST. CLAIR
AND
JON B. PARSONS, M.P.H.

THIS AGREEMENT, made and entered into this 10th day of Nov., 2004, by and between The County of St. Clair, hereinafter referred to as the "employer", and JON B. PARSONS, M.P.H., hereinafter referred to as the "employee", both of whom understand as follows:

WHEREAS, the employer desires to employ the services of JON B. PARSONS as director, health officer, of the St. Clair County Health Department in accordance with the laws of the State of Michigan and the resolutions of the St. Clair County Board of Commissioners; and,

WHEREAS, the employee desires to accept employment as director, health officer of the St. Clair County Health Department;

NOW, THEREFORE, in consideration of the covenants herein contained, the parties agree as follows:

SECTION I - DUTIES

The employer hereby agrees to employ JON B. PARSONS as the director, health officer of the St. Clair County Health Department in accordance with the laws of the State of Michigan and resolutions of the St. Clair County Board of Commissioners, and to perform such other duties and functions as the employer shall from time to time assign.

SECTION II - TERMINATION AND SEVERANCE PAY

A. Nothing contained herein shall limit, prevent, or otherwise interfere with the right of the employer to terminate the services of the employee at any time, subject only to the provisions set forth in paragraph C and D of this section.

B. Nothing in this agreement shall prevent, limit, or otherwise interfere with the employee to resign at any time from his position with the County, subject only to the

provisions set forth in paragraph E of this section.

C. In the event employee is terminated by the employer or this contract is not renewed during such time that employee is willing to perform the duties of director, health officer, the employer agrees to pay employee a lump sum cash payment equal to four (4) months aggregate salary or severance pay. However, if the employee is terminated because of his conviction of any illegal act involving the performance of his duties, the employer shall have no obligation to pay the aggregate severance sum designated.

D. In the event the employer at any time reduces the salary or other financial benefits of the employee or refuses to comply with the provisions contained herein, or the employee resigns following a suggestion by a majority of the County Board of Commissioners that he resign, then the employee may at his option be deemed to be "terminated" within the meaning of this agreement, and shall be entitled to the aggregate payment provided for in C above.

E. In the event the employee voluntarily resigns his position with the employer, the employee shall give the employer two (2) months notice in advance.

SECTION III - SALARY

The employer agrees to pay the employee an annual salary of $83,052. The employer will increase said base salary 2% annually for the length of the contract and/or other benefits of employee in such amounts and to such extent as the employer may desire.

SECTION IV - DUES

The employer hereby agrees to budget and allocate annually sufficient funds to pay for the reasonable expenses of employee's necessary travel and living to represent the employer at the annual American Public Health Association Conference for the professional advancement of the employee as director, health officer and as is necessary for the conduct of the employer's business. The employer also agrees to budget and pay employee's dues in the American Public Health Association, and in such other civic and professional groups as is deemed necessary by the employer.

SECTION V - GENERAL BENEFITS

Employee shall be entitled to all benefits enjoyed by other non-affiliated employees of the County. Such benefits shall include, but not be limited to: twenty-eight (28) vacation days per year; accumulated sick leave; holidays; longevity pay; compensatory time; conference expenses; medical and dental and $50,000.00 term life insurance policy; all in accordance with provisions of the County Personnel Policies.

The employer agrees to pay to the International City Management Association Retirement Corporation the same percentage of salary on behalf of the employee that it pays into the St. Clair County Retirement System for all other County employees. The employer agrees to execute the necessary deferred compensation and trust agreements with the International City Management Association Retirement Corporation. In addition to the Board's contribution to said retirement fund, the employee has the right to make such voluntary contributions as he deems fit. The employer agrees to reimburse the employee for business related travel expenses reasonably and necessarily incurred in performing the duties under this agreement.

The employer agrees to provide the employee a transportation allowance of $260.00 bi-weekly.

The Employer will provide the Employee with a seven thousand five hundred ($7500.00) dollar annual contribution to a deferred compensation/insurance trust to be established by the Employer and the Employee. The plan will, to the extent possible, be tax free to the employee until he has constructive receipt of the funds. The plan shall be established by separate document and shall vest upon the Employee's retirement from the County.

SECTION VII - TERMS

This agreement shall become effective January 1, 2005, and continue in full force and effect until December 31st, 2006. In the event either party desires to terminate or to change provisions of this agreement, written notice shall be given to

the other party a minimum of ninety (90) days prior to the expiration date of this agreement. Nothing contained herein shall prevent the parties hereto from by mutual agreement amending this agreement at any time.

IN WITNESS WHEREOF, the parties hereto set their hands and seals on the day and year first above written.

IN THE PRESENCE OF:

FOR: THE COUNTY OF ST. CLAIR

Authorized Signature

IN THE PRESENCE OF:

Jon B. Parsons, M.P.H.
Director, Health Officer

JBP:ek
Parsons.ica

10/10/04

EMPLOYMENT AGREEMENT
BETWEEN
THE COUNTY OF ST. CLAIR
AND
JON B. PARSONS, M.P.H.

THIS AGREEMENT, made and entered into this 13th day of December 2006, by and between The County of St. Clair, hereinafter referred to as the "employer", and JON B. PARSONS, M.P.H., hereinafter referred to as the "employee", both of whom understand as follows:

WHEREAS, the employer desires to employ the services of JON B. PARSONS as director, health officer, of the St. Clair County Health Department in accordance with the laws of the State of Michigan and the resolutions of the St. Clair County Board of Commissioners; and,

WHEREAS, the employee desires to accept employment as director, health officer of the St. Clair County Health Department;

NOW, THEREFORE, in consideration of the covenants herein contained, the parties agree as follows:

SECTION I - DUTIES

The employer hereby agrees to employ JON B. PARSONS as the director, health officer of the St. Clair County Health Department in accordance with the laws of the State of Michigan and resolutions of the St. Clair County Board of Commissioners, and to perform such other duties and functions as the employer shall from time to time assign.

SECTION II - TERMINATION AND SEVERANCE PAY

A. Nothing contained herein shall limit, prevent, or otherwise interfere with the right of the employer to terminate the services of the employee at any time, subject only to the provisions set forth in paragraph C and D of this section.

B. Nothing in this agreement shall prevent, limit, or otherwise interfere with the employee to resign at any time from his position with the County, subject only to the

provisions set forth in paragraph E of this section.

C. In the event employee is terminated by the employer during such time that employee is willing to perform the duties of director, health officer, the employer agrees to pay employee a lump sum cash payment equal to four (4) months aggregate salary or severance pay. However, if the employee is terminated because of his conviction of any illegal act involving the performance of his duties, the employer shall have no obligation to pay the aggregate severance sum designated.

D. In the event the employer at any time reduces the salary or other financial benefits of the employee or refuses to comply with the provisions contained herein, or the employee resigns following a suggestion by a majority of the County Board of Commissioners that he resign, then the employee may at his option be deemed to be "terminated" within the meaning of this agreement, and shall be entitled to the aggregate payment provided for in C above.

E. In the event the employee voluntarily resigns his position with the employer, the employee shall give the employer six (6) months notice in advance. The employer agrees to inform the employee by September 1, 2008 on whether the contract will be renewed.

SECTION III - SALARY

The employer agrees to pay the employee an annual salary of $86,830 for the 2007 period. The employer agrees to pay the employee an annual increase consistent with the adjustment for County Association for Non-Union Employees (CANUE) for the 2008 period and/or other benefits of employee in such amounts and to such extent as the employer may desire.

SECTION IV - DUES

The employer hereby agrees to budget and allocate annually sufficient funds to pay for the reasonable expenses of employee's necessary travel and living to represent the employer at the annual American Public Health Association Conference for the professional advancement of the employee as director, health officer and as is necessary for the conduct of the employer's business. The employer also agrees to

budget and pay employee's dues in the American Public Health Association, and in such other civic and professional groups as is deemed necessary by the employer.

SECTION V - GENERAL BENEFITS

Employee shall be entitled to all benefits enjoyed by other non-affiliated employees of the County. Such benefits shall include, but not be limited to: thirty (30) vacation days per year; accumulated sick leave; holidays; longevity pay; compensatory time; conference expenses; medical and dental and $50,000.00 term life insurance policy; all in accordance with provisions of the County Personnel Policies.

The employer agrees to pay to the International City Management Association Retirement Corporation the same percentage of salary on behalf of the employee that it pays into the St. Clair County Retirement System for all other County employees. The employer agrees to execute the necessary deferred compensation and trust agreements with the International City Management Association Retirement Corporation. In addition to the Board's contribution to said retirement fund, the employee has the right to make such voluntary contributions as he deems fit. The employer agrees to reimburse the employee for business related travel expenses reasonably and necessarily incurred in performing the duties under this agreement.

The employer agrees to provide the employee a transportation allowance of $300 bi-weekly.

The Employer will provide the Employee with a seven thousand five hundred ($7500.00) dollar annual contribution to a whole life insurance trust to be established by the Employer and the Employee. The plan will, to the extent possible, be tax free to the employee until he has constructive receipt of the funds. The plan shall be established by separate document and shall vest upon the Employee's retirement from the County.

SECTION VII - TERMS

This agreement shall become effective January 1, 2007, and continue in full force and effect until December 31st, 2008. In the event either party desires to terminate or to change provisions of this agreement, written notice shall be given to

the other party a minimum of one hundred eighty (180) days prior to the expiration date of this agreement. Nothing contained herein shall prevent the parties hereto from by mutual agreement amending this agreement at any time.

IN WITNESS WHEREOF, the parties hereto set their hands and seals on the day and year first above written.

IN THE PRESENCE OF:

FOR THE COUNTY OF ST. CLAIR

Patricia Anger, Chairperson

IN THE PRESENCE OF:

Jon B. Parsons, M.P.H.
Director, Health Officer

JBP:ek
Parsons2007-08.ica

10/30/06

Dorothea J. Knight
1933 River Road
St. Clair, Michigan 48079
910-329-0046
fax: 810-329-0048

October 24, 2008

Fax: 810-985-3463

TO: ALL COUNTY COMMISSIONERS, SHAUN GRODEN

RE: MY MEMO OF OCT. 23RD AND LETTER TO P. PAVLOV

I spoke with Rep. P. Pavlov this morning, relative to to memo I sent to you yesterday, covering the issue of whether or not dogs in County Licensed Commercial/Service Kennels are required to be rabies inoculated.

He has discussed this issue with somebody in the Attorney General's office and the consensus is that the kenneled dogs must be rabies inoculated.

He said that he will put through a legislative request that the sentence "Proof of vaccination of dogs against shall not be required with the application" be more clearly defined by adding verbiage to it, i.e., but all dogs upon being kenneled must show proof of a rabies vaccination.

In checking around the state, I found that the statement, as written in the law, has been confusing and misinterpreted by many.

Dorothea J. Knight

cc: P. Pavlov

EMPLOYMENT AGREEMENT
BETWEEN
THE COUNTY OF ST. CLAIR
AND
JON B. PARSONS, M.P.H.

THIS AGREEMENT, made and entered into this 15th day of October 2008, by and between The County of St. Clair, hereinafter referred to as the "employer", and JON B. PARSONS, M.P.H., hereinafter referred to as the "employee", both of whom understand as follows:

WHEREAS, the employer desires to employ the services of JON B. PARSONS as director, health officer, of the St. Clair County Health Department in accordance with the laws of the State of Michigan and the resolutions of the St. Clair County Board of Commissioners; and,

WHEREAS, the employee desires to accept employment as director, health officer of the St. Clair County Health Department;

NOW, THEREFORE, in consideration of the covenants herein contained, the parties agree as follows:

SECTION I - DUTIES

The employer hereby agrees to employ JON B. PARSONS as the director, health officer of the St. Clair County Health Department in accordance with the laws of the State of Michigan and resolutions of the St. Clair County Board of Commissioners, and to perform such other duties and functions as the employer shall from time to time assign.

SECTION II - TERMINATION AND SEVERANCE PAY

A. Nothing contained herein shall limit, prevent, or otherwise interfere with the right of the employer to terminate the services of the employee at any time.

B. Employee desires maintain in the position of Director/Health Officer of St. Clair County until April 30, 2009; Therefore, voluntarily retiring from the position after 34 years of service. Nothing in this agreement shall prevent, limit, or otherwise interfere with the employee to resign at any time from his position with the County.

C. In the event the employer at any time reduces the salary or other financial benefits of the employee or refuses to comply with the provisions contained herein, or the employee resigns following a suggestion by a majority of the County Board of Commissioners that he resign, then the employee may at his option be deemed to be "terminated" within the meaning of this agreement

SECTION III - SALARY

The employer agrees to pay the employee a salary of $29,522.20 (plus any cost of living increase for 2009 that may be given to CANUE employees) for the period of January 1, 2009 through April 30, 2009.

SECTION IV - DUES

The employer agrees to budget and pay employee's dues in the American Public Health Association, and in such other civic and professional groups as is deemed necessary by the employer, as long as any said membership/dues are transferrable to the employee's replacement.

SECTION V - GENERAL BENEFITS

Employee shall be entitled to prorated benefits enjoyed by other non-affiliated employees of the County. Such benefits shall include, but not be limited to: vacation days; accumulated sick leave; holidays; longevity pay; compensatory time; medical and dental and $50,000.00 term life insurance policy; all in accordance with provisions of the County Personnel Policies.

The employer agrees to pay to the International City Management Association Retirement Corporation the same percentage of salary on behalf of the employee that it pays into the St. Clair County Retirement System for all other County employees. The employer agrees to execute the necessary deferred compensation and trust agreements with the International City Management Association Retirement Corporation. In addition to the Board's contribution to said retirement fund, the employee has the right to make such voluntary contributions as he deems fit. The employer agrees to reimburse the employee for business related travel expenses reasonably and necessarily incurred in performing the duties under this agreement.

The employer agrees to provide the employee a transportation allowance of $300 bi-weekly for the term of this agreement.

The Employer will provide the Employee with a two thousand five hundred

($2500.00) dollar contribution for the term of this agreement to a whole life insurance trust to be established by the Employer and the Employee. The plan will, to the extent possible, be tax free to the employee until he has constructive receipt of the funds. The plan shall be established by separate document and shall vest upon the Employee's retirement from the County.

SECTION VII - TERMS

This agreement shall become effective January 1, 2009, and continue in full force and effect until April 30, 2009. In the event either party desires to terminate or to change provisions of this agreement, written notice shall be given to the other party a minimum of thirty (30) days prior to the expiration date of this agreement. Nothing contained herein shall prevent the parties hereto from by mutual agreement amending this agreement at any time.

IN WITNESS WHEREOF, the parties hereto set their hands and seals on the day and year first above written.

IN THE PRESENCE OF:

FOR: THE COUNTY OF ST. CLAIR

Wallace Evans, Chairperson

IN THE PRESENCE OF:

Jon B. Parsons, M.P.H.
Director, Health Officer

Employment Agreement Between

St. Clair County Health Department

And

Jon B. Parsons, R.S., M.P.H.

For Health Officer Mentoring Services

The purpose of this contract is to define the terms of an agreement for Jon B. Parsons, hereinafter known as the employee, to provide administrative mentoring services to St. Clair County Health Department and appointed Health Officer known as Annette Mercatante, M.D.

The employee agrees:

1. To provide up to ten (10) hours of mentoring per week as necessary.
2. To provide services at the St. Clair County Health Department offices or by telephone 24/7.
3. To submit a time sheet for services provided.
4. The employee providing services for St. Clair County Health Department solely under the terms of this agreement will receive no other compensation than that identified in this agreement.
5. The employee will provide mentoring services for the following:
    a. Public health assessment, policy development, and assurance
    b. Environmental health policy/development
    c. Public health administration and governance
    d. Budget issues, process and development
    e. Public health threat/emergency issues

f. Health improvement projects

The Department agrees as follows:

1. To work with the employee in establishing a schedule for provision of mentoring time.

2. To compensate the employee for mentoring consultation services provided at a rate of $75.00 per hour.

Both parties agree:

1. To provide a minimum of 24 hours notice when they become aware of a scheduling conflict during scheduled consultation hours. Under circumstances of a planned absence (such as vacations, holidays, training dates, etc.) every effort will be made to re-schedule the consultation hours for a time convenient to both.

2. The term of this agreement shall be for 1 year, beginning May 1, 2009 and ending April 30, 2010.

3. This agreement may be terminated by either party with two weeks notice of intent.

4. Total cost of services under this agreement shall not exceed $10,000 per annum.

For The County of St. Clair _____ Date 5-22-09

The Employee _____ Date 5-22-09

INDEPENDENT CONTRACTOR AGREEMENT
BETWEEN
ST. CLAIR COUNTY HEALTH DEPARTMENT
AND
DENNIS SMALLWOOD, D.O.

MUTUAL AGREEMENT between St. Clair County Health Department, hereinafter referred to as the "department" and Dennis Smallwood, D.O., hereinafter referred to as the "physician" for Dr. Smallwood's provision of public health medical direction and consultation to St. Clair County Health Department.

I. RESPONSIBILITIES OF THE PHYSICIAN

The physician in accordance with the purpose and intent of this agreement will:

1. Provide medical direction to the St. Clair County Health Department. In doing so, the physician agrees to perform within legal and professional limits and in accordance with all applicable job descriptions and policies of the department.
2. The physician acknowledges and agrees that he is not an employee of the St. Clair County Health Department nor any branch or agency thereof; and, that he is not entitled to any benefits other than those benefits specifically stated in this agreement; and further, that he is an independent contractor doing work for St. Clair County Health Department, solely on the basis and under the provisions of this agreement.
3. The physician shall provide an average of 2 days per week on-site service. The physician shall otherwise be available for consultation twenty-four hours a day, seven days a week.

EXHIBIT 7F

4. The physician shall hold medical malpractice liability insurance in the amounts of $500,000 per claim, $1,000,000 annual aggregate. Policy shall stipulate St. Clair County Health Department as a named insured. St. Clair County Health Department agrees to pay 50% of the cost of the policy premium. The physician shall provide the department with a copy of the policy annually.
5. The physician further agrees to defend, indemnify and hold harmless St. Clair County Health Department for acts or omissions incurred in the performance of this agreement. Such liability to the county shall not be limited in any manner to the amount of insurance therefore under the provisions stated above.
6. The physician will comply with Local Health Department Accreditation requirements.
7. The physician will process and provide the department copies of a current State medical practice and drug licenses.

II. DUTIES OF THE DEPARTMENT

For the period of this agreement, the St. Clair County Health Department shall:

a. Pay the physician $48,929 per annum. Pay will be provided at the rate of $4,077 per month for the performance of his duties as medical director.
b. Pay 50% for pre-approved continuing education related to the field of public health.
c. Purchase a medical malpractice insurance policy for the physician as provided in Section I Part 4 hereof.
d. Contribute on behalf of the physician to the ICMA Deferred Compensation Retirement Plan $5472.50 annually in a lump sum at the beginning of each contract year.

e. Pay the physician for holidays when the holiday falls on a day when the physician is regularly scheduled to work.

f. Pay the physician for (18) personal days annually, which accrue January 1st of each year. The personal days may be used at the physician's discretion. The physician shall be entitled to carry forward from the previous year's accrual as many days that when added to the anniversary credit does not exceed twenty-five (25) days. In other words, the physician shall not be entitled to maintain an accrual of more than twenty-five personal days at any time. In addition, the physician will have (2) paid sick days which will accrue on January 1st of each year. Unused sick days may be carried forward from the previous year's accrual but may never exceed 30 days.

g. Upon receipt of proof of payment from the physician the department will reimburse the physician 50% of the following cost: (a) State Medical License (b) State Drug License (c) Malpractice premium and CME costs.

III. GENERAL TERMS

1. This agreement shall commence on the first day of January 2007, and continue through the 31st day of December 2007.

2. This agreement may be terminated without cause by the physician upon the giving of 180 days written notice to the department.

3. This agreement may be terminated without cause by the department upon the giving of 90 days written notice to the physician.

3. Both parties agree that they have read the terms set forth herein and that those terms accurately set forth the understanding of the parties. No party shall be bound by any verbal representations that are not incorporated in this agreement.

4. Any changes to this agreement will be valid only if made in writing and

accepted by both parties to this agreement.

5. This agreement will be reviewed annually and may be renewed with appropriate and timely amendments.

FOR THE ST. CLAIR COUNTY HEALTH DEPARTMENT:

Signature Title Date

PHYSICIAN

Signature Date Social Security No.

MED-DIR07.ICA
12/2/06
ek

INDEPENDENT CONTRACTOR AGREEMENT

BETWEEN

ST. CLAIR COUNTY HEALTH DEPARTMENT

AND

DENNIS SMALLWOOD, D.O.

FOR TB PROGRAM PHYSICIAN/CONSULTANT

THIS AGREEMENT, made and entered into this 5th day of December, 2006, by and between St. Clair County Health Department, hereinafter referred to as the "agency", and Dennis Smallwood, D.O., hereinafter referred to as the "provider", both of whom understand as follows:

WHEREAS, the agency desires to employ the services of Dennis Smallwood, D.O. as TB Clinic physician/consultant for the St. Clair County Health Department, and,

WHEREAS, Dr. Smallwood agrees to accept the responsibility as the TB clinic physician/consultant for the St. Clair County Health Department;

NOW, THEREFORE, in consideration of the covenants herein contained, the parties agree as follows:

THE AGENCY HEREBY AGREES to hire Dr. Smallwood to act as the TB clinic physician/consultant for the St. Clair County Health Department.

THE PROVIDER HEREBY AGREES to perform the duties of physician/consultant consistent with professional practices and within policies and guidelines of St. Clair County Health Department.

DUTIES OF THE PROVIDER

A) Dr. Smallwood, in addition to his duties as SCCHD medical director, agrees to provide TB clinic physician services and consultation for clients of St. Clair County Health Department. Services will be provided as follows:

* 1 TB clinic per month at Health Department
* 1/2 day per week at Health Department for consultation with TB clinic nurse

EXHIBIT 7G

IN WITNESS WHEREOF, the parties hereto set their hands and seals on the day and year first above written.

IN THE PRESENCE OF:

_____

_____
Date

ST. CLAIR COUNTY HEALTH DEPT.

_____
Jon B. Parsons, M.P.H.
Director, Health Officer

IN THE PRESENCE OF:

_____

_____
Date

PHYSICIAN

_____
Dennis Smallwood, D.O.

_____
Address

_____
Social Security Number

Communication Plan

Summary:

ATTACHMENTS:

	Description	Upload Date	Type
🗋	Communicaation Expectation Recommendation	2/11/2022	Cover Memo

COUNTY OF ST. CLAIR
OFFICE OF THE ADMINISTRATOR/CONTROLLER

Karry Hepting, CPA
Administrator/Controller

MEMO

To: Board of Commissioners

From: Karry Hepting

Date: February 11, 2022

Re: Communication Expectation

At the committee meeting on February 3, 2022, the Board directed me to discuss the concerns of the proposed communication procedure with all stakeholders. My conversations with our Medical Health Officer, Emergency Management Director, internal staff, and our local health liaison for the Michigan Department Health and Human Services (MDHHS) all identified the same concerns. The biggest concern was the ability to move quickly in the event of an emergency. MDHHS gave several examples from other local health departments of a situation being discovered and a Public Health Order and response all happening within an hour. She listed PFAS contamination discovered in a drinking water source. The source was ordered to be shut down immediately and bottled water and filters were being distributed to citizens all within a few hour window of the discovery. Another example listed improperly stored chemicals with a very high probability of creating an explosion that could affect a large radius around the facility. The order was issued quickly and allowed first responders to correct the situation prior any loss of property of life. While our two recent health orders did not necessarily have the same immediate dire need, if similar situations as described above were to happen the Medical Health Officer or Emergency Management Director would not be able to act as quickly to correct the immediate threat. There were also concerns expressed that the plan as written is subjective. As we learned from the last event, everyone has a different definition or expectation of what constitutes proper timely communication. It would be very difficult to define solid timelines and parameters because it is very situation dependent.

Everyone is in agreement the Board of Commissioners needs to stay properly informed about what is happening in not only the two departments listed above, but all county departments. That has been highlighted by the lessons learned from the recent Public Health Order. It is the responsibility of all departments under Administration to communicate with myself on any issues impacting operations or the public. This happens daily and issues of particular concern I communicate to the Board based on the situation. For recent issues, the burden of communication has fallen on the department. Going forward, in lieu of a formal communication plan, I recommend it should be the responsibility of the Administrator/Controller to ensure proper communication is provided to the Board based on the situation for all departments reporting to Administration. Departments are expected to communicate timely with me and I will determine the proper form of communication to the Board depending on the situation. I am better able to determine impact of a situation and what requires immediate phone calls, meetings, or just a simple e-mail. Department Heads are experts at running their departments, however many struggle with the best way to communicate with the Board.

Approval of County Disbursements - January 2022

Summary:

ATTACHMENTS:

	Description	Upload Date	Type
🗋	Disbursements Cover Sheet January 2022	2/9/2022	Cover Memo
🗋	Wires January 2022	2/9/2022	Cover Memo
🗋	P-CARDS January 2022	2/9/2022	Cover Memo
🗋	Accounts Payable Register January 2022	2/9/2022	Cover Memo
🗋	Claims Approved by Administrator January 2022	2/9/2022	Cover Memo
🗋	Payroll Expense Detail By Department Report 01-13-2022	2/9/2022	Cover Memo
🗋	Payroll Expense Detail By Department Report 01-27-2022	2/9/2022	Cover Memo
🗋	BWCC Check Register January 2022	2/9/2022	Cover Memo

Approval of County Disbursements
January 2022

Imprest Checking/Wire Transfer Transaction	$	14,318,110.58
P Card Transaction Detail	$	86,908.95
Accounts Payable Transaction Register	$	5,864,712.98
Employee Expense Reimbursement – 01/13/2022	$	5,766.46
Employee Expense Reimbursement – 01/27/2022	$	4,279.43
Blue Water Convention Center	$	56,687.55
	$	20,336,465.95

Imprest Checking/Wire Transfer Transaction — Item 11A

GL Account	Vendor Name	Description	CKID/CK #	CK Date	Dist. Amount
101000	**General Fund**				
101000 - 1202	COUNTY OF ST CLAIR MICHIGAN	REPLENISH IMPREST CHECKING	00078865	01/13/2022	4,530.00
101000 - 1202	COUNTY OF ST CLAIR MICHIGAN	REPLENISH IMPREST CHECKING	00078865	01/13/2022	-4,530.00
			Org Key Total	**101000**	**0.00**
101215	**Clerk**				
101215 - 6898	COUNTY OF ST CLAIR MICHIGAN	REPLENISH IMPREST CHECKING	00078865	01/13/2022	4,530.00
101215 - 7723	US POSTAL SERVICE	JURY SUMMONS POSTAGE ACCT REPL	00078858	01/06/2022	391.37
			Org Key Total	**101215**	**4,921.37**
101253	**Treasurer**				
101253 - 4882	COUNTY OF ST CLAIR MICHIGAN	REPLENISH IMPREST CHECKING	00078860	01/12/2022	-5.21
101253 - 4882	COUNTY OF ST CLAIR MICHIGAN	REPLENISH IMPREST CHECKING	00078861	01/12/2022	-1.54
101253 - 4882	COUNTY OF ST CLAIR MICHIGAN	REPLENISH IMPREST CHECKING	00078864	01/13/2022	-9.62
			Org Key Total	**101253**	**-16.37**
252000	**Convention Center**				
252000 - 1215	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078835	01/03/2022	50,571.45
252000 - 1215	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078835	01/03/2022	-50,571.45
252000 - 1215	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078887	01/24/2022	52,812.99
252000 - 1215	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078887	01/24/2022	-52,812.99
252000 - 1215	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078907	01/31/2022	3,735.73
252000 - 1215	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078907	01/31/2022	-3,735.73
252000 - 1525	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078887	01/24/2022	3,300.00
252000 - 2530	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078907	01/31/2022	1,000.00
			Org Key Total	**252000**	**4,300.00**
252805	**Convention Center**				
252805 - 4882	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078887	01/24/2022	-2.83
252805 - 5420	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078887	01/24/2022	9,487.50
252805 - 5420	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078887	01/24/2022	3,611.14
252805 - 5420	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078887	01/24/2022	177.00
252805 - 5420	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078887	01/24/2022	878.00
252805 - 5420	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078887	01/24/2022	749.51
252805 - 5420	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078887	01/24/2022	9,280.45
252805 - 5420	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078887	01/24/2022	3,408.67
252805 - 5420	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078887	01/24/2022	177.00
252805 - 5420	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078907	01/31/2022	177.37
252805 - 5420	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078907	01/31/2022	7.70
252805 - 5420	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078907	01/31/2022	753.46
252805 - 5420	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078907	01/31/2022	-136.19
252805 - 5420	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078835	01/03/2022	682.66
252805 - 5420	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078835	01/03/2022	177.00
252805 - 5420	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078835	01/03/2022	3,238.99
252805 - 5420	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078835	01/03/2022	9,620.66
252805 - 5420	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078835	01/03/2022	676.09
252805 - 5446	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078835	01/03/2022	56.00
252805 - 5446	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078887	01/24/2022	1,456.45
252805 - 5446	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078887	01/24/2022	2,425.00
252805 - 5528	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078887	01/24/2022	953.87

GL Account	Vendor Name	Description	CKID/CK #	CK Date	Dist. Amount
252805 - 5528	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078887	01/24/2022	1,577.31
252805 - 5528	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078887	01/24/2022	222.60
252805 - 5528	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078887	01/24/2022	195.65
252805 - 5528	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078835	01/03/2022	7,504.50
252805 - 5528	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078835	01/03/2022	131.82
252805 - 5528	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078835	01/03/2022	4,756.43
252805 - 5528	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078835	01/03/2022	274.85
252805 - 5528	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078835	01/03/2022	240.00
252805 - 6749	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078835	01/03/2022	2,468.75
252805 - 6749	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078835	01/03/2022	337.50
252805 - 6749	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078835	01/03/2022	6,944.56
252805 - 6749	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078835	01/03/2022	525.00
252805 - 6749	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078887	01/24/2022	600.00
252805 - 6749	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078887	01/24/2022	226.25
252805 - 7013	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078835	01/03/2022	4,694.94
252805 - 7508	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078887	01/24/2022	291.85
252805 - 7541	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078835	01/03/2022	219.18
252805 - 8300	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078835	01/03/2022	1,095.00
252805 - 8300	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078887	01/24/2022	3,000.00
252805 - 8581	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078887	01/24/2022	210.00
252805 - 8581	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078835	01/03/2022	325.00
252805 - 8647	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078887	01/24/2022	3,860.65
252805 - 8663	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078907	01/31/2022	1,933.39
252805 - 8663	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078835	01/03/2022	1,241.20
252805 - 8680	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078835	01/03/2022	1,132.40
252805 - 8795	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078835	01/03/2022	319.67
252805 - 8795	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078835	01/03/2022	73.93
252805 - 8795	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078835	01/03/2022	35.00
252805 - 8795	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078835	01/03/2022	54.00
252805 - 8795	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078835	01/03/2022	1,160.00
252805 - 8795	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078887	01/24/2022	184.72
252805 - 8795	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078887	01/24/2022	35.00
252805 - 8977	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078835	01/03/2022	25.65
252805 - 8977	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078835	01/03/2022	284.12
252805 - 9142	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078887	01/24/2022	2,471.00
252805 - 9480	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078887	01/24/2022	4,036.20
252805 - 9480	BLUE WATER CONVENTION CENTER I	REPLENISH IMPREST CHECKING	00078835	01/03/2022	2,276.55
			Org Key Total	**252805**	**102,820.17**
268000	**Library**				
268000 - 1002	NORTHSTAR BANK	RECORD TRANSFER	00078888	01/26/2022	825,000.00
			Org Key Total	**268000**	**825,000.00**
276000	**Drug Task Force Millage**				
276000 - 1002	NORTHSTAR BANK	RECORD TRANSFER	00078882	01/19/2022	250,000.00
276000 - 1002	NORTHSTAR BANK	RECORD TRANSFER	00078900	01/27/2022	800,000.00
			Org Key Total	**276000**	**1,050,000.00**
278000	**Senior Millage**				

GL Account	Vendor Name	Description	CKID/CK #	CK Date	Dist. Amount
278000 - 1002	NORTHSTAR BANK	RECORD TRANSFER	00078901	01/27/2022	1,300,000.00
			Org Key Total	**278000**	**1,300,000.00**
677852	**Employees Hospital Insurance**				
677852 - 6749	MEDTIPSTER	DEC 21 INS ADMIN FEE	00078862	01/12/2022	1,333.75
677852 - 6749	MEDTIPSTER	ID CARD CHANGES	00078862	01/12/2022	12.65
677852 - 9142	MEDTIPSTER	DEC 21 INS PRSCR CLAIMS	00078862	01/12/2022	2,301.61
677852 - 9142	BLUE CROSS BLUE SHIELD OF MICH	1/13/22RANGE HEALTH INS PREMIU	00078863	01/13/2022	77,535.23
677852 - 9142	BLUE CROSS BLUE SHIELD OF MICH	12/24-12/31/21 HEALTH INS PREM	00078855	01/06/2022	287,368.16
677852 - 9142	BLUE CROSS BLUE SHIELD OF MICH	01/15-01/21/22 HEALTH INS PREM	00078899	01/27/2022	258,185.20
677852 - 9142	BLUE CROSS BLUE SHIELD OF MICH	01/08-01/14/22 HEALTH INS PREM	00078883	01/20/2022	101,717.88
			Org Key Total	**677852**	**728,454.48**
701000	**Fund 701 Admin**				
701000 - 1206	COUNTY OF ST CLAIR MICHIGAN	REPLENISH IMPREST CHECKING	00078860	01/12/2022	16,625.00
701000 - 1207	COUNTY OF ST CLAIR MICHIGAN	REPLENISH IMPREST CHECKING	00078861	01/12/2022	5,140.00
			Org Key Total	**701000**	**21,765.00**
701253	**Treasurer**				
701253 - 2837	ST CLAIR COUNTY COMMUNITY COLL	REMIT PROP TAX COLLECTED	00078856	01/06/2022	221,138.85
701253 - 2837	ST CLAIR COUNTY RESA	REMIT PROP TAX COLLECTED	00078857	01/06/2022	95,978.97
701253 - 2837	ST CLAIR COUNTY ROAD COMMISSIO	UNDISTRIBUTED TAX COLLECTIONS	00078849	01/03/2022	104.80
701253 - 2837	ST CLAIR COUNTY ROAD COMMISSIO	UNDISTRIBUTED TAX COLLECTIONS	00078850	01/03/2022	277.49
701253 - 2837	ST CLAIR COUNTY ROAD COMMISSIO	UNDISTRIBUTED TAX COLLECTIONS	00078851	01/03/2022	39,545.96
701253 - 2837	ST CLAIR COUNTY COMMUNITY COLL	REMIT PROP TAX COLLECTED	00078873	01/13/2022	367,473.94
701253 - 2837	ST CLAIR COUNTY RESA	REMIT PROP TAX COLLECTED	00078874	01/13/2022	165,052.93
701253 - 2837	ST CLAIR COUNTY ROAD COMMISSIO	REMIT PROP TAX COLLECTED	00078875	01/13/2022	66,634.10
701253 - 2837	ST CLAIR COUNTY COMMUNITY COLL	REMIT PROP TAX COLLECTED	00078884	01/20/2022	1,246,520.18
701253 - 2837	ST CLAIR COUNTY RESA	REMIT PROP TAX COLLECTED	00078885	01/20/2022	805,027.48
701253 - 2837	ST CLAIR COUNTY ROAD COMMISSIO	REMIT PROP TAX COLLECTED	00078886	01/20/2022	221,289.26
701253 - 2837	STATE OF MICHIGAN	SET 11000	00078880	01/14/2022	82,075.59
701253 - 2837	ST CLAIR COUNTY ROAD COMMISSIO	UNDISTRIBUTED TAX COLLECTIONS	00078896	01/27/2022	208,760.15
701253 - 2837	ST CLAIR COUNTY ROAD COMMISSIO	UNDISTRIBUTED TAX COLLECTIONS	00078854	01/05/2022	42,296.78
701253 - 2837	ST CLAIR COUNTY COMMUNITY COLL	REMIT PROP TAX COLLECTED	00078903	01/28/2022	692,837.33
701253 - 2837	ST CLAIR COUNTY RESA	REMIT PROP TAX COLLECTED	00078904	01/28/2022	295,352.82
701253 - 2837	STATE OF MICHIGAN	SET 11000	00078906	01/28/2022	196,669.37
			Org Key Total	**701253**	**4,747,036.00**
702000	**Fund 702 Admin**				
702000 - 1201	COUNTY OF ST CLAIR MICHIGAN	REPLENISH IMPREST CHECKING	00078864	01/13/2022	1,701.81
702000 - 1201	COUNTY OF ST CLAIR MICHIGAN	REPLENISH IMPREST CHECKING	00078864	01/13/2022	-1,701.81
			Org Key Total	**702000**	**0.00**
702131	**Circuit Court**				
702131 - 2625	COUNTY OF ST CLAIR MICHIGAN	REPLENISH IMPREST CHECKING	00078864	01/13/2022	3,600.00
702131 - 2710	COUNTY OF ST CLAIR MICHIGAN	REPLENISH IMPREST CHECKING	00078864	01/13/2022	400.00
702131 - 2710	COUNTY OF ST CLAIR MICHIGAN	REPLENISH IMPREST CHECKING	00078864	01/13/2022	-2,288.57
			Org Key Total	**702131**	**1,711.43**
750000	**Payroll**				
750000 - 2290	UNITED STATES TREASURY	1/13/22 REMIT 941	00078876	01/13/2022	408,764.95
750000 - 2290	UNITED STATES TREASURY	01/03/22 945 W/H	00078852	01/03/2022	119,017.87

GL Account	Vendor Name	Description	CKID/CK #	CK Date	Dist. Amount
750000 - 2290	UNITED STATES TREASURY	01/27/22 REMIT 941	00078897	01/27/2022	456,342.85
750000 - 2308	COUNTY OF ST CLAIR MICHIGAN	01/27/22 RET W/H & CONT	00078889	01/27/2022	267,789.64
750000 - 2308	COUNTY OF ST CLAIR MICHIGAN	1/13/22 RET W/H & CONT	00078866	01/13/2022	258,690.73
750000 - 2310	HUNTINGTON NATIONAL BANK, THE	1/13/22 RTRMNT HC TRUST	00078868	01/13/2022	50,327.44
750000 - 2310	HUNTINGTON NATIONAL BANK, THE	01/27/22 RTRMNT HC TRUST	00078891	01/27/2022	50,543.87
750000 - 2318	NATIONWIDE RETIREMENT SOLUTION	01/27/22 PEBSCO W/H	00078894	01/27/2022	38,627.92
750000 - 2318	NATIONWIDE RETIREMENT SOLUTION	1/13/22 PEBSCO W/H	00078871	01/13/2022	37,322.40
750000 - 2318	NATIONWIDE RETIREMENT SOLUTION	12/30/21 PEBSCO	00078853	01/05/2022	21,340.00
750000 - 2322	HUNTINGTON NATIONAL BANK, THE	1/13/22 457	00078869	01/13/2022	108,622.28
750000 - 2322	HUNTINGTON NATIONAL BANK, THE	01/27/22 457	00078892	01/27/2022	117,205.64
750000 - 2330	MAESTRO	01/14/22 HLTH CARE REIMB	00078878	01/14/2022	6,140.18
750000 - 2330	MAESTRO	01/27/22 HLTH CARE REIMB	00078902	01/28/2022	6,233.05
750000 - 2333	MAESTRO	01/27/22 DEP CARE REIMB	00078902	01/28/2022	1,446.96
750000 - 2333	MAESTRO	01/14/22 DEP CARE REIMB	00078878	01/14/2022	1,046.96
750000 - 2375	MICHIGAN STATE DISBURSEMENT UN	01/27/22 FOC W/H	00078893	01/27/2022	3,640.47
750000 - 2375	MICHIGAN STATE DISBURSEMENT UN	1/13/22 FOC W/H	00078870	01/13/2022	3,640.47
750000 - 2384	OHIO FOC	1/13/22 FOC W/H	00078872	01/13/2022	220.59
750000 - 2384	OHIO FOC	01/27/22 FOC W/H	00078895	01/27/2022	220.59
750000 - 2445	EASTERN MICHIGAN BANK	01/27/22 DIRECT DEPOSIT	00078890	01/27/2022	1,200,335.80
750000 - 2445	EASTERN MICHIGAN BANK	01/14/22 DIRECT DEPOSIT	00078881	01/18/2022	888.53
750000 - 2445	EASTERN MICHIGAN BANK	01/13/21 DIRECT DEPOSIT	00078877	01/14/2022	2,032.91
750000 - 2445	EASTERN MICHIGAN BANK	1/13/22 DIRECT DEPOSIT	00078867	01/13/2022	1,101,384.47
750000 - 2445	EASTERN MICHIGAN BANK	01/03/22 PENS DIRECT DEP	00078848	01/03/2022	1,260,161.41
			Org Key Total	**750000**	**5,521,987.98**
910253	**Dog Licensing**				
910253 - 7700	US POSTAL SERVICE	DEC 21 LOCKBOX FEE	00078859	01/11/2022	247.10
910253 - 7700	US POSTAL SERVICE	JAN 22 LOCKBOX FEE	00078898	01/25/2022	189.75
			Org Key Total	**910253**	**436.85**
990649	**Trailer Tax Fees**				
990649 - 2225	STATE OF MICHIGAN	MOBILE HOME 11001	00078879	01/14/2022	3,322.00
990649 - 2225	STATE OF MICHIGAN	MOBILE HOME 11001	00078905	01/28/2022	6,371.67
			Org Key Total	**990649**	**9,693.67**
				Grand Total	**14,318,110.58**

Procurement Card Transaction Detail

Item 11A

GL Account	Vendor Name	Description	Carlholder Name	Post Date	Dist. Amount
101101 - 5396	HARBOUR VIEW INN	LODG DEP BALDWIN 5/31-6/3/22	POSEY	02/08/2022	1,131.30
101136 - 5400	TROY CLEANERS PO	BOROVICH ROBE CLEANING	GILLIES	02/08/2022	13.64
101136 - 5400	TROY CLEANERS PO	2 BANKSON ROBES CLEANING	GILLIES	02/08/2022	34.10
101136 - 5404	STATE COURT ADMI	CER CERT APPL HEILIG	GILLIES	02/08/2022	60.00
101136 - 5446	AMAZON.COM 6C1X1	SHARPIE GEL PENS	GIRARD	02/08/2022	27.98
101136 - 5446	GILLROYS HARDWAR	10 UTILITY HOOKS	GIRARD	02/08/2022	96.20
101136 - 5446	AMZN MKTP US KN7	5 SONXTRONIC HEADPHONES	GIRARD	02/08/2022	124.95
101136 - 6749	ZOOM.US 888-799-	ZOOM ROOM CONNECT 1/6-2/5/22	GIRARD	02/08/2022	49.00
101136 - 9480	AMAZON.COM GV4A2	2021 APPLE IPAD BOROVICH	FOURNIER	02/08/2022	329.00
101136 - 9480	ZORO TOOLS INC	COURT DEP BAGS DROP BOX	KROLCZYK	02/08/2022	343.43
101138 - 7700	RADIATION SAFETY	XRAY MACHINE REG FEE	TALLMADGE	02/08/2022	138.79
101141 - 6749	PTHURON TIMESHER	JAN 22 TIMES HERALD SUBSCR	SHEVNOCK	02/08/2022	9.99
101149 - 5446	DELRIDGE LEGAL S	MICHIGAN COURT FORMS	KERRIGAN	02/08/2022	64.95
101149 - 8531	SP MHS: MULTI-	GEARS TRAINING	MCMILLAN	02/08/2022	534.73
101149 - 9480	SP MHS: MULTI-	GEARS LIC 12/21/21-12/20/22	MCMILLAN	02/08/2022	138.00
101153 - 5398	LAKESHORE GRAPHI	UNIFORMS	JONES	02/08/2022	70.00
101153 - 7700	LAKESHORE GRAPHI	PROCESSING FEE	JONES	02/08/2022	2.79
101153 - 8531	MATCP MATCP 22N	MATCP CONF ARMSTRONG 3/31-4/1/	JONES	02/08/2022	305.00
101172 - 6749	DOCUSIGN	ESIGNATURE SUBSCR DEC21-DEC22	HEPTING	02/08/2022	300.00
101201 - 8548	GOVERNMENT FINAN	2022 GASB UPDATES	ALDERDYCE	02/08/2022	65.00
101215 - 8300	THORPE PRINTING	ENVELOPES	ALDERDYCE	02/08/2022	1,141.82
101225 - 5404	IAAO ORG	2022 IAAO DUES SEARS	BRIGHT	02/08/2022	225.00
101226 - 8531	WWW.SUPREMETRAIN	W-2 TRAIN DAMON 1/5/22	BARBOUR	02/08/2022	189.00
101226 - 8531	ASSOC CAREER CEN	PAYROLL TRAIN DAMON 1/20/22	BARBOUR	02/08/2022	399.00
101229 - 5398	ON DUTY GEAR - P	UNIFORMS	MCINTYRE	02/08/2022	130.99
101229 - 5446	AMZN MKTP US 5D1	NO BACKUP	MCINTYRE	02/08/2022	137.87
101229 - 5446	AMZN MKTP US 1H6	NO BACKUP	MCINTYRE	02/08/2022	264.07
101229 - 5545	MARATHON PETRO49	GAS	WENDLING	02/08/2022	42.49
101229 - 5545	MARATHON PETRO49	GAS	WENDLING	02/08/2022	47.98
101229 - 5545	MARATHON PETRO49	GAS	WENDLING	02/08/2022	54.47
101229 - 6749	WWW.NCHSOFTWARE.	VIDEO EDITING SOFTWARE	MCINTYRE	02/08/2022	20.50
101229 - 7723	FEDEX 97084432	POSTAGE	LAMAY	02/08/2022	26.95
101229 - 8300	THORPE PRINTING	NO BACKUP	CARL	02/08/2022	133.46

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GL Account	Vendor Name	Description	Carlholder Name	Post Date	Dist. Amount
101229 - 8300	THORPE PRINTING	NO BACKUP	CARL	02/08/2022	166.75
101229 - 8795	MAY SOFT CLOTH C	CAR WASH	WENDLING	02/08/2022	10.00
101229 - 9208	UBER TRIP	VICTIM RIDE	CARL	02/08/2022	63.16
101229 - 9208	BLUE WATER CITY	VICTIM RIDE	CARL	02/08/2022	150.00
101231 - 7228	LAKE HURON VETER	BRUIN MEDICATION	HOLLIS	02/08/2022	114.00
101231 - 7228	LAKE HURON VETER	BRUIN EXAM, MEDICATION	HOLLIS	02/08/2022	133.61
101233 - 5404	MPPOA	2022 MPPOA DUES KROLCZYK	KROLCZYK	02/08/2022	75.00
101233 - 8581	NATIONAL INSITUT	2022 NIGP DUES AGENCY	ALDERDYCE	02/08/2022	280.00
101233 - 8581	STATE OF MI MIDE	2022 COUNTY MI DEAL MEMBERSHIP	ALDERDYCE	02/08/2022	435.00
101259 - 5446	AMZN MKTP US K21	TYPE C EXTENSION CABLE	WILEY	02/08/2022	15.79
101259 - 5446	AMAZON.COM 9R8EP	128GB FLASH DRIVE	WILEY	02/08/2022	18.99
101259 - 5446	GRAYBAR ELECTRIC	10 HUBBELL WIRING DEVICES	REYNOLDS	02/08/2022	94.13
101259 - 5446	GRAYBAR ELECTRIC	POLYTRACK BOXES,WALL PLATES	REYNOLDS	02/08/2022	150.90
101259 - 5446	AMZN MKTP US J82	UPS NETWORK CARD	WILEY	02/08/2022	180.00
101259 - 5446	GRAYBAR ELECTRIC	35 HUBBELL WIRING DEVICES	REYNOLDS	02/08/2022	246.54
101265 - 5446	MARSHALL E CAMPB	CR RET DIMMABLE LIGHTSWITCH	HOULE	02/08/2022	-73.54
101265 - 5446	MENARDS PORT HUR	SAND HD PKG LOT	ZIMMER	02/08/2022	19.85
101265 - 5446	GILLROYS HARDWAR	MOUSE TRAPS	TAYLOR	02/08/2022	38.15
101265 - 5446	NICHOLS	MAINT SUPPLIES	RUTLEDGE	02/08/2022	38.71
101265 - 5446	GILLROYS HARDWAR	OIL ABSORB,CARB CLNR,CUTTER	IGNASH	02/08/2022	46.66
101265 - 5446	JONES EQUIPMENT	PLOW HYD FLUID,CAP,FILL KIT	IGNASH	02/08/2022	70.99
101265 - 5446	MARSHALL E CAMPB	DIMMABLE LIGHTSWITCH	HOULE	02/08/2022	77.22
101265 - 5446	MARSHALL E CAMPB	FLUORESCENT LIGHTS	HOULE	02/08/2022	166.80
101265 - 5446	SUPPLYHOUSE.COM	ELETRONIC DAMPER ACUATOR	RUTLEDGE	02/08/2022	234.62
101265 - 5446	IN ELECTRIC MOT	2 ELEC MOTORS,MOUNT KITS	HOULE	02/08/2022	301.31
101265 - 5446	NICHOLS	MAINT SUPPLIES	RUTLEDGE	02/08/2022	466.55
101265 - 8795	ABC HOME & COMME	INSPECTION LIBRARY 12/29/21	RUTLEDGE	02/08/2022	145.00
101265 - 8795	ABC HOME & COMME	BUG TREATMENT LIBRARY 1/3/22	RUTLEDGE	02/08/2022	465.00
101265 - 9480	NICHOLS	AUTO SCRUBBER	MARSH	02/08/2022	4,788.60
101275 - 5404	EGLE OP TRAIN AN	CSWO CERT RWL HARTSON	HARTSON	02/08/2022	95.00
101275 - 5446	AUTOZONE #2260	BRAKE FLUID	RHEIN	02/08/2022	9.69
101275 - 5446	TRACTOR-SUPPLY-C	OIL DRY ABSORBENT	YOUTSOS	02/08/2022	14.58
101275 - 5446	MEIJER # 229	TRASH BAGS,BRMHANDLE,GLASSCLN	RHEIN	02/08/2022	27.35

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101275 - 5446	THE HOME DEPOT #	BASEBOARD MOULDING	YOUTSOS	02/08/2022	33.48
101275 - 8531	EGLE OP TRAIN AN	EGLE ONLINE TRN HARTSON	HARTSON	02/08/2022	95.00
101301 - 5396	ZEHNDERS ACCOUNT	CR SALES TAX CHGD DEC 2021	BALDWIN	02/08/2022	-10.20
101301 - 5396	WWW.RESERVATIONS	RESERVATION FEE	BALDWIN	02/08/2022	19.99
101301 - 5396	DELTA	AIRFARE SPADAFORE 5/21-25/22	DECAUSSIN	02/08/2022	429.20
101301 - 5398	ON DUTY GEAR LLC	UNIFORM	MASCHKE	02/08/2022	98.00
101301 - 5398	SCOREBOARD N MOR	UNIFORMS	MASCHKE	02/08/2022	212.50
101301 - 5398	ON DUTY GEAR LLC	TACSHELL JACKET	SINGLETON	02/08/2022	236.00
101301 - 5398	ON DUTY GEAR LLC	UNIFORMS	MASCHKE	02/08/2022	236.00
101301 - 5398	GALLS	UNIFORMS	MASCHKE	02/08/2022	291.00
101301 - 5398	ON DUTY GEAR LLC	UNIFORMS	MASCHKE	02/08/2022	350.97
101301 - 5398	ON DUTY GEAR LLC	UNIFORMS	MASCHKE	02/08/2022	1,527.78
101301 - 5400	TROY CLEANERS PO	UNIFORM CLEANING	KING	02/08/2022	9.94
101301 - 5400	TROY CLEANERS PO	UNIFORM CLEANING	KING	02/08/2022	14.91
101301 - 5404	FBI NATIONAL ACA	2022 FBINA DUES KING	KING	02/08/2022	110.00
101301 - 5446	TRACTOR SUPPLY C	NO BACKUP	POHL	02/08/2022	12.99
101301 - 5446	AMZN MKTP US 074	DRONE PROPS	BLAIR	02/08/2022	13.99
101301 - 5446	AMZN MKTP US 3P6	NO BACKUP	BLAIR	02/08/2022	14.99
101301 - 5446	AMAZON.COM D96PF	VEHICLE PARTS	BLAIR	02/08/2022	19.39
101301 - 5446	AMZN MKTP US 1K5	NO BACKUP	BLAIR	02/08/2022	25.98
101301 - 5446	AMZN MKTP US F64	TOURNIQUET HOLDER POUCHES	SINGLETON	02/08/2022	89.94
101301 - 5446	AMAZON.COM 6T23G	NO BACKUP	BALDWIN	02/08/2022	91.98
101301 - 5446	AMZN MKTP US 7M8	STORAGE RACK	BLAIR	02/08/2022	149.97
101301 - 5446	O'REILLY AUTO PA	RADAR TRAILER BATTERIES	FRANCISCO	02/08/2022	273.98
101301 - 6749	IDI	ONLINE INVESTIGATIVE DATA	BLAIR	02/08/2022	76.00
101301 - 6749	SECURAMAX	DATA MGMT VIDEO STORAGE	BLAIR	02/08/2022	140.00
101301 - 7591	REPUBLIC WIRELES	PHONE CURRENT CHGS	SPADAFORE	02/08/2022	115.00
101301 - 7591	REPUBLIC WIRELES	PHONE CURRENT CHGS	POHL	02/08/2022	140.00
101301 - 7591	REPUBLIC WIRELES	PHONE CURRENT CHGS	BLAIR	02/08/2022	145.00
101301 - 7591	REPUBLIC WIRELES	PHONE CURRENT CHGS	JONES	02/08/2022	145.00
101301 - 7591	REPUBLIC WIRELES	PHONE CURRENT CHGS	SURMAN	02/08/2022	145.00
101301 - 7591	REPUBLIC WIRELES	PHONE CURRENT CHGS	BRAUN	02/08/2022	150.00
101301 - 7723	UPS 00000F6E7322	POSTAGE	POHL	02/08/2022	5.42

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101301 - 8531	MICHIGAN ASSOC O	MACP TRAINING SPADAFORE	STOYAN	02/08/2022	50.00
101301 - 8531	MSA	MISSION TRAINING FRANCISCO	FRANCISCO	02/08/2022	100.00
101301 - 8531	PAYPAL MI SHERI	MISSIN TRAINING BUECHE	BUECHE	02/08/2022	100.00
101301 - 8548	PAYPAL PAAM	WARRANT MANUAL	BLAIR	02/08/2022	100.00
101331 - 5398	GALLS	UNIFORMS	STOYAN	02/08/2022	102.25
101331 - 5446	MERCURY MARINE C	WATER PUMP	STOYAN	02/08/2022	224.28
101331 - 9480	SINGLE CYLINDER	CR RET 3 WATER PUMPS	STOYAN	02/08/2022	-1,506.95
101331 - 9480	SINGLE CYLINDER	3 BOAT WATER PUMPS	STOYAN	02/08/2022	1,506.95
101334 - 5446	AMZN MKTP US EZ7	BLOWER BILGE	PFEIFER	02/08/2022	17.13
101334 - 5446	BLT DIVERS SUPPL	VALVE PLUGS	PFEIFER	02/08/2022	32.10
101334 - 5446	AMZN MKTP US B40	8 MOTOROLA BATTERIES	PFEIFER	02/08/2022	495.92
101334 - 5446	MARSHALL E CAMPB	15 CONNCTRS,6EXT CORDS,6CABLES	PFEIFER	02/08/2022	716.16
101334 - 6749	AMAZON PRIME E27	1 WEEK PRIME SUBSCR	PFEIFER	02/08/2022	1.99
101334 - 8531	PSI PCI	3 WEBINAR TRAINING PFEIFER	PFEIFER	02/08/2022	345.00
101351 - 5396	SPRINGHILL SUITE	CR SHORT STAY DECAUSSIN DEC 20	DECAUSSIN	02/08/2022	-85.00
101351 - 5396	DELTA	AIRFARE DECAUSSIN 5/21-25/22	DECAUSSIN	02/08/2022	429.20
101351 - 5398	ON DUTY GEAR LLC	CR RETURN UNIFORM	ADAMS	02/08/2022	-54.99
101351 - 5398	COPQUEST INC	10 QUICK RELEASE BELT LOOPS	ADAMS	02/08/2022	199.60
101351 - 5398	ON DUTY GEAR LLC	UNIFORMS	ADAMS	02/08/2022	272.96
101351 - 5398	ON DUTY GEAR LLC	UNIFORMS	OLEJNIK	02/08/2022	454.95
101351 - 5398	ON DUTY GEAR LLC	UNIFORMS	ADAMS	02/08/2022	477.95
101351 - 5398	ON DUTY GEAR LLC	UNIFORMS & ACCESSORIES	ADAMS	02/08/2022	875.86
101351 - 5446	MENARDS PORT HUR	CAR WASH SUPPLIES	ERABINO	02/08/2022	78.35
101351 - 5446	AMZN MKTP US U02	ROLLING SERVICE CART	HUNTER	02/08/2022	118.99
101351 - 5446	MENARDS PORT HUR	CAR WASH SUPPLIES	ERABINO	02/08/2022	121.70
101351 - 5446	AMAZON.COM 9S4B5	SURGE PROTECTOR,4 STOOLS	OLEJNIK	02/08/2022	202.49
101351 - 5446	TRONEX INTERNATI	EXAM GLOVES	CZARNECKI	02/08/2022	1,566.00
101400 - 5404	AMERICAN PLANNIN	2022 APA DUES SCHRADER	SCHRADER	02/08/2022	347.00
101400 - 6749	ZOOM.US 888-799-	ZOOM VIDEO 12/22/21-1/21/22	STRUCK	02/08/2022	15.89
101400 - 6749	POLL EVERYWHERE,	AUDIENCE POLLLING SUBSCR 1 YR	STRUCK	02/08/2022	499.00
101426 - 5446	AMZN MKTP US 7B4	TV WALL MOUNT DIR OFFICE	WHITE	02/08/2022	16.80
101426 - 5446	AMAZON.COM 0Q975	USB SPEAKERS,AIRWICK REFILLS	WESTMILLER	02/08/2022	47.98
101426 - 5446	AMZN MKTP US TC7	3 MONITOR STAND DEP DIR OFFICE	WHITE	02/08/2022	149.99

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GL Account	Vendor Name	Description	Carlholder Name	Post Date	Dist. Amount
101426 - 5446	AMZN MKTP US SA5	HP MONITOR DEP DIR OFFICE	WHITE	02/08/2022	175.99
101426 - 5446	AMZN MKTP US 674	LG MONITOR DIR OFFICE	WHITE	02/08/2022	199.00
101426 - 6749	ZOOM.US 888-799-	2 ANNL ZOOM VIDEO 1/5/22-1/4/2	WESTMILLER	02/08/2022	254.83
101426 - 8300	THORPE PRINTING	5 VINYL LOGOS	ALDERDYCE	02/08/2022	429.97
101426 - 9480	THORPE PRINTING	EMERG MGMT EOC SIGN	ALDERDYCE	02/08/2022	676.47
101426 - 9480	APPLE STORE #R0	MACBOOK PRO LAPTOP	DECREASE	02/08/2022	2,499.00
101428 - 5446	MENARDS PORT HUR	WIPES,BLEACH,DAWN,BRACKET	HERPEL	02/08/2022	57.97
101428 - 5446	AGT BATTERY LLC	HAZMAT EQUIP BATTERIES	HERPEL	02/08/2022	148.40
101430 - 5446	CHEWY.COM	6 SM ANIMAL TOYS	MILLER	02/08/2022	28.74
101430 - 5446	CHEWY.COM	CAT FOOD	MILLER	02/08/2022	44.99
101430 - 5446	NICHOLS	MAINT SUPPLIES	MILLER	02/08/2022	100.92
101430 - 5446	CHEWY.COM	CAT FOOD,SM ANIMAL TOY,WTRBTTL	MILLER	02/08/2022	157.41
101430 - 5446	NICHOLS	MAINT SUPPLIES	MILLER	02/08/2022	202.47
101430 - 5446	TRACTOR SUPPLY C	AC DOG FOOD	KROLCZYK	02/08/2022	359.85
101661 - 8300	THORPE PRINTING	BUSINESS CARDS HARRISON	ALDERDYCE	02/08/2022	89.97
101661 - 8300	THORPE PRINTING	BUSINESS CARDS BARBERIAN	ALDERDYCE	02/08/2022	89.97
208751 - 5396	GRAND TRAV RESOR	LODG DEP COOPER 3/06-09/22	WINZER	02/08/2022	115.00
208751 - 5396	GRAND TRAV RESOR	LODG DEP BRENSKE 3/08-09/22	GARDNER	02/08/2022	115.00
208751 - 5396	GRAND TRAV RESOR	LODG DEP DELOR 3/06-09/22	DELOR	02/08/2022	149.00
208751 - 5446	AMZN MKTP US 2F1	DOCUMENT FRAMES, CARDS	GARDNER	02/08/2022	39.97
208751 - 8531	MICHIGAN RECREAT	MPARKS REG DELOR 3/06-09/22	DELOR	02/08/2022	450.00
208751 - 8531	MICHIGAN RECREAT	MPARKS CONF BRENSKE 3/06-09/22	BRENSKE	02/08/2022	450.00
230172 - 5446	AMZN MKTP US O87	WATERPROOF LAPTOP BAG	SHANKIN	02/08/2022	29.97
230172 - 8548	AMZN MKTP US XG1	EXAMINE MNTLHEALTH EXPERT	SHANKIN	02/08/2022	43.97
252805 - 5446	AMZN MKTP US 677	2 EMERG LIGHT BATTERIES	DELANGE	02/08/2022	29.68
252805 - 5446	AMZN MKTP US S57	3 SETS POP/BOTTLE OPENERS	GIACUMBO	02/08/2022	35.97
252805 - 5446	AMZN MKTP US SF8	3 SETS POP/BOTTLE OPENERS	DELANGE	02/08/2022	35.97
252805 - 5446	AMZN MKTP US 6H1	MOTION SENSOR LIGHTS	GIACUMBO	02/08/2022	49.98
252805 - 5446	AMAZON.COM 104ZH	8 EXIT SIGN BATTERIES	DELANGE	02/08/2022	109.60
252805 - 5446	LOWES #00695	DUSTMOP,DUSTER,PAINT,RLLRS,TAP	DELANGE	02/08/2022	116.23
252805 - 5446	AMZN MKTP US XT4	RACKS,PARINGKNIVES,ROLLING CAR	GIACUMBO	02/08/2022	181.90
252805 - 5446	AMZN MKTP US YF9	MULTIFOLD PAPER TOWELS	DELANGE	02/08/2022	327.60
252805 - 5446	THE WEBSTAURANT	8 ROLLTOP CHAERS,8 CHAFER TOTE	GIACUMBO	02/08/2022	3,087.33

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252805 - 6749	DNH GODADDY.COM	BWCC.ORG DOMAIN NAME TO 12/22	GIACUMBO	02/08/2022	21.17
252805 - 6749	DNH GODADDY.COM	BWCC.COM,BWCC.NET DMN 12/22	GIACUMBO	02/08/2022	39.34
252805 - 6749	EIG CONSTANTCONT	01/12-02/12/22 EVENT MARKETING	GIACUMBO	02/08/2022	95.00
252805 - 7541	AT&T 1X	ATT PHONE CURRENT CHGS	HAYES	02/08/2022	563.18
252805 - 8300	WIX.COM, INC.	VIDEO HOSTING 12/26/21-1/26/22	GIACUMBO	02/08/2022	9.99
252805 - 8300	GOOGLE GSUITE_S	DEC 21 GOOGLE EVENT MARKETING	GIACUMBO	02/08/2022	60.00
252805 - 8300	GOOGLE ADS437992	JUN 21 GOOGLE EVENT MARKETING	GIACUMBO	02/08/2022	154.97
252805 - 8300	WIX.COM, INC.	ONLINE ADV 1/12/22-1/12/23	GIACUMBO	02/08/2022	299.00
252805 - 8795	MICHIGAN FIRE AL	FIRE ALARM INSPEC 12/22/21	GIACUMBO	02/08/2022	900.00
252805 - 9480	KNOX COMPANY INC	LOCKBOX FOR FIRE DEPT	DELANGE	02/08/2022	486.00
265311 - 5446	AMAZON.COM NI1Y4	FAUST FOOD	BLAIR	02/08/2022	52.85
268792 - 5446	AMZN MKTP US H14	PROGRAM SUPPLIES	VALDEZ	02/08/2022	9.49
268792 - 5446	AMAZON.COM RB5TB	PROGRAM SUPPLIES	VALDEZ	02/08/2022	17.98
268792 - 5446	AMAZON.COM KF0PE	LAMTB PROGRAM SUPPLIES	VALDEZ	02/08/2022	41.80
268792 - 5446	AMAZON.COM DE2FA	LAMTB PROGRAM SUPPLIES	VALDEZ	02/08/2022	60.71
268792 - 5446	AMAZON.COM H46CO	FURNACE FILTERS	VALDEZ	02/08/2022	86.56
268792 - 5446	AMAZON.COM TS7J5	PAPER TOWELS	VALDEZ	02/08/2022	142.62
268792 - 5446	AMZN MKTP US 8S3	DESK CHAIR	VALDEZ	02/08/2022	159.99
268792 - 5446	AMZN MKTP US 9J9	BIG&TALL COMPUTER CHAIR	VALDEZ	02/08/2022	178.98
268792 - 5446	MENARDS KALAMAZO	2 12CUBE STORAGE ORGANIZERS	VALDEZ	02/08/2022	210.66
268792 - 5446	AMZN MKTP US AA1	LAMTB PROGRAM SUPPLIES	VALDEZ	02/08/2022	653.86
268792 - 5446	AMZN MKTP US QO2	3 BARCODE READERS	DAY	02/08/2022	747.00
268792 - 7013	DIGICERT INC	SCCLIB.ORG 1/13/22-1/22/24	FOURNIER	02/08/2022	473.10
268792 - 7700	MENARDS KALAMAZO	PROCESSING FEE	VALDEZ	02/08/2022	4.20
268792 - 8036	FACEBK CPEZD97TC	FACEBOOK AD ORIGAMI MAGIC PROG	ARNOLD	02/08/2022	555.55
268792 - 8531	LIBRARYWORKS.COM	WEBINAR ARNOLD	DAY	02/08/2022	49.00
268792 - 8977	PENSKE TRK LSG 0	TRUCK RENTAL PICK UP DROP BOXE	VALDEZ	02/08/2022	185.29
268792 - 9658	MIDWEST TAPE- LL	AV MATERIAL	ARNOLD	02/08/2022	74.96
268792 - 9658	MIDWEST TAPE- LL	AV MATERIAL	ARNOLD	02/08/2022	782.12
268792 - 9658	MIDWEST TAPE- LL	AV MATERIAL	ARNOLD	02/08/2022	879.82
268792 - 9667	GAN USATODAYCIRC	USA TODAY PERIODICALS	ARNOLD	02/08/2022	372.89
276311 - 5398	AMZN MKTP US UQ3	GUN HOLSTER	TUNICH	02/08/2022	28.99
276311 - 5446	AMZN MKTP US ZA3	FILE FOLDER LABELS	IGNASH S	02/08/2022	28.87

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276311 - 5446	AMAZON.COM 075WZ	PRINTABLE BUSINESS CARDS	IGNASH S	02/08/2022	42.82
276311 - 5446	AMZN MKTP US SK0	FILE FLDR,PPR&BINDER CLIPS,STA	IGNASH S	02/08/2022	52.60
276311 - 5446	AMZN MKTP US 137	NO BACKUP	ZUZGA	02/08/2022	80.70
276311 - 5446	AMZN MKTP US RL2	RIFLE GUN SIGHT	TUNICH	02/08/2022	80.99
276311 - 5446	AMZN MKTP US RU6	36PK GEL PENS,CABLES,CHARGERS	IGNASH S	02/08/2022	85.75
276311 - 5446	MIDWAYUSA COM	3 RIFLE CASES	TUNICH	02/08/2022	119.97
276311 - 5446	AMZN MKTP US S22	NO BACKUP	ZUZGA	02/08/2022	134.50
276311 - 5446	AMZN MKTP US Y86	NO BACKUP	ZUZGA	02/08/2022	134.50
276311 - 5446	AMZN MKTP US AF3	NO BACKUP	ZUZGA	02/08/2022	134.50
276311 - 5446	ON DUTY GEAR - P	HANDCUFFS	SINGLETON	02/08/2022	134.95
276311 - 5446	AMZN MKTP US 0U3	2 HANDCUFFS,3 MAG POUCHES	TUNICH	02/08/2022	233.32
276311 - 8531	MSA	MMRMA TRAIN SINGLETON 1/24-26/	SINGLETON	02/08/2022	100.00
292668 - 5446	MEIJER # 229	MILK	SHERMAN	02/08/2022	8.37
292668 - 5446	GFS STORE #0925	POPTARTS	SHERMAN	02/08/2022	25.98
292668 - 5446	AMZN MKTP US A64	WATER BOTTLES STUDENTS	WEAVER	02/08/2022	25.99
292668 - 5446	LUMBERJACK - 700	PAINT BRSHS,ROLLERS,CONTAINERS	HULL	02/08/2022	33.19
292668 - 5446	MENARDS PORT HUR	PAINT ROLLERS,TRAY,BRUSHES	SKOTCHER	02/08/2022	33.79
292668 - 5446	MENARDS PORT HUR	PAINT EXTN ROLLERS, ROLLERS	SKOTCHER	02/08/2022	42.78
292668 - 5446	MEIJER # 229	SOUP, POP, HOT POCKETS	SHERMAN	02/08/2022	64.16
292668 - 5446	PORT HURON PAINT	PAINT 3 GAL	HULL	02/08/2022	117.00
292668 - 5446	PORT HURON PAINT	PAINT 4 GAL	HULL	02/08/2022	156.00
292668 - 5446	THE WEBSTAURANT	GLOVES,MAYO,RANCH DRESSING	SKOTCHER	02/08/2022	162.82
292668 - 5446	MEIJER # 229	NOODLES,KOOLAID,POP,CANDY,CPCK	SKOTCHER	02/08/2022	173.03
292668 - 5446	GFS STORE #0925	CRACKERS,CHIPS,COOKIES,POPTART	SKOTCHER	02/08/2022	285.71
292668 - 9208	YMCA OF THE BLUE	BASKETBALL CAMP YOUTH	SKOTCHER	02/08/2022	75.00
295682 - 7194	FORT GRATIOT CHA	SET FEE VET PLAQUE J. TOTTEN	SMITH	02/08/2022	53.00
295682 - 7700	FORT GRATIOT CHA	PROCESSING FEE	SMITH	02/08/2022	2.00
295682 - 8036	SAMSCLUB #6660	MEET N GREET ICE,WATER,POP	SMITH	02/08/2022	33.12
517526 - 5446	JACOBSEN INC OF	36 ROLLS SUPERDUPER TAPE	BARNES	02/08/2022	290.36
517526 - 5446	WWW.NORTHERNSAFE	NITRILE GLOVES	BARNES	02/08/2022	476.79
517526 - 5446	VARCO	14 SS ADAPTERS,14 SS COUPLERS	WILLIAMS	02/08/2022	524.51
517526 - 6749	WHITEPAGES	NO BACKUP	WILLIAMS	02/08/2022	4.99
517526 - 6749	GAN TIMES HERALD	TIMES HERALD SUBSCR	WILLIAMS	02/08/2022	45.00

Procurement Card Transaction Detail

Item 11A

GL Account	Vendor Name	Description	Carlholder Name	Post Date	Dist. Amount
517526 - 7723	USPS PO 25873000	POSTAGE	BARNES	02/08/2022	175.56
581537 - 4956	MENARDS PORT HUR	CREDIT MENARDS REBATE	FIORE	02/08/2022	-79.97
581537 - 5404	MI ASSOC OF AIRP	2022 MAAE MEMBERSHIP FIORE	FIORE	02/08/2022	200.00
581537 - 5446	CARQUEST 6176	FUEL TRUCK STARTER	FIORE	02/08/2022	60.71
581537 - 5446	MENARDS PORT HUR	SPACKLING,BTTRS,WD40,SHPTWLS	FIORE	02/08/2022	173.28
581537 - 5446	ZIMMER S SALES &	CHAINSAW, HOLDERS, ADAPTER	FIORE	02/08/2022	230.55
581537 - 7700	MACOMB COUNTY -	NOTARY APP FEE FIORE	FIORE	02/08/2022	10.00
581537 - 7723	USPS PO 25587000	POSTAGE	FIORE	02/08/2022	8.70
581537 - 8531	MI ASSOC OF AIRP	MAAE CONF REG FIORE 2/16-17/22	FIORE	02/08/2022	200.00
581537 - 8795	RANDYS RENTAL	RPR SNOWPLOW BLADE	FIORE	02/08/2022	50.00
595364 - 5446	AMAZON.COM CT4DM	RSAT MATERIAL	DEMOSS	02/08/2022	6.79
595364 - 5446	AMAZON.COM KO9NP	RSAT MATERIAL	DEMOSS	02/08/2022	18.74
595364 - 5446	AMZN MKTP US UT3	RSAT MATERIAL	DEMOSS	02/08/2022	18.75
595364 - 5446	AMAZON.COM ZW2KV	RSAT MATERIAL	DEMOSS	02/08/2022	83.03
639275 - 5446	TRACTOR SUPPLY C	SKIDSTEER OIL	25287	02/08/2022	99.98
677865 - 9175	MARSHALL E CAMPB	FUEL FARM RELAY SWITCH	HOULE	02/08/2022	685.96
910117 - 5446	AMAZON.COM CT4DM	RSAT MATERIAL	DEMOSS	02/08/2022	20.36
910117 - 5446	AMAZON.COM KO9NP	RSAT MATERIAL	DEMOSS	02/08/2022	56.21
910117 - 5446	AMZN MKTP US UT3	RSAT MATERIAL	DEMOSS	02/08/2022	56.26
910117 - 5446	AMAZON.COM ZW2KV	RSAT MATERIAL	DEMOSS	02/08/2022	249.09
910148 - 8531	SP MHS: MULTI-	GEARS TRAINING	MCMILLAN	02/08/2022	1,752.50
910148 - 9480	SP MHS: MULTI-	GEARS LIC 12/21/21-12/20/22	MCMILLAN	02/08/2022	437.00
910253 - 8977	USPS PO 25768000	PO BOX RENTAL TO 01/31/23	ROBERTS	02/08/2022	156.00
920057 - 5446	AERO FILTER INC	AIR HANDLER FILTERS	RUTLEDGE	02/08/2022	115.40
920057 - 5446	AERO FILTER INC	AIR HANDLER FILTERS	RUTLEDGE	02/08/2022	178.20
920057 - 5446	AMZN MKTP US X73	2021 ONKRON ROLLING TV STAND	WILEY	02/08/2022	188.99
920057 - 5446	MARSHALL E CAMPB	COURT SQ COVERS,BOXES,CABLES	HOULE	02/08/2022	214.57
920057 - 5446	AERO FILTER INC	AIR HANDLER FILTERS	RUTLEDGE	02/08/2022	3,571.60
940026 - 4956	MENARDS PORT HUR	MENARDS REBATE CREDIT	KENNER	02/08/2022	-29.26
940026 - 5446	TRACTOR SUPPLY #	PRIMER, PAINT, BOLTS	GRYBOWSKI	02/08/2022	24.14
940026 - 5446	TRACTOR SUPPLY #	WD-40, 2 FITTINGS, GREASE	COLLINS	02/08/2022	37.95
940026 - 5446	AMZN MKTP US 6T8	2 TRIMMER BLADES	KENNER	02/08/2022	40.40
940026 - 5446	MENARDS PORT HUR	TORCH KIT	KENNER	02/08/2022	45.97

Procurement Card Transaction Detail

Item 11A

GL Account	Vendor Name	Description	Carlholder Name	Post Date	Dist. Amount
940026 - 5446	AMZN MKTP US XW3	SD MEMORY CARDS	KENNER	02/08/2022	49.60
940026 - 5446	AMZN MKTP US 6L8	SALT SPREADER SPINNER KIT	KENNER	02/08/2022	56.99
940026 - 5446	AMZN MKTP US NC0	SALT SPREADER AUGER KIT	KENNER	02/08/2022	68.95
940026 - 5446	AMZN MKTP US DG2	SALT SPREADER MOTOR	KENNER	02/08/2022	191.99
940026 - 8795	SQ ROB'S SUPER	SIERRA PICKUP WASH	COLLINS	02/08/2022	12.00
940033 - 4956	MENARDS PORT HUR	MENARDS REBATE CREDIT	STEIN	02/08/2022	-112.66
940033 - 4956	MENARDS PORT HUR	MENARDS REBATE CREDIT	WILLIAMSON	02/08/2022	-63.08
940033 - 5446	GRIZZLY INDUSTRI	CR SALES TAX CHGD	WILLIAMSON	02/08/2022	-18.50
940033 - 5446	MENARDS PORT HUR	ROCKER SWITCH	REBENOCK	02/08/2022	9.98
940033 - 5446	IN WADHAMS EQUI	SNOWPLOW HYD FLUID	WILLIAMSON	02/08/2022	33.44
940033 - 5446	MENARDS PORT HUR	THERMOCOUPLE,NOZZLES,BATTERIES	JOHNSON	02/08/2022	48.02
940033 - 5446	MENARDS PORT HUR	FILTER,PNT BRSHS,BATTERIES,WD4	JOHNSON	02/08/2022	68.04
940033 - 5446	AMZN MKTP US PH7	INK CARTRIDGE	GARDNER	02/08/2022	79.59
940033 - 5446	MENARDS PORT HUR	THERMOSTAT, BRUSH CLEANER	JOHNSON	02/08/2022	85.48
940033 - 5446	MENARDS PORT HUR	OIL,TOGGLE,PAINTERS TAPE,BOARD	WILLIAMSON	02/08/2022	99.90
940033 - 5446	MENARDS PORT HUR	SCREWS,FLTRS,BLADES,BATTERIES	STEIN	02/08/2022	118.95
940033 - 5446	MENARDS PORT HUR	FILTERS,LIGHT BULBS,FILES	JOHNSON	02/08/2022	214.81
940033 - 5446	STE	SNOWPLOW CONTROLLER,PIN KIT	WILLIAMSON	02/08/2022	258.08
940033 - 5446	GRIZZLY INDUSTRI	3 PLANER KNIVES, KNOB	WILLIAMSON	02/08/2022	326.79
940033 - 5446	GRAYBAR ELECTRIC	1000FT CABLE,12 UNICAM,2 SHLV	REYNOLDS	02/08/2022	1,995.60
940033 - 6749	PAYPAL JACXGROU	ASBESTOS RMVL GARDEN CENTER	BRENSKE	02/08/2022	1,091.80
940033 - 7700	STE	PROCESSING FEE	WILLIAMSON	02/08/2022	21.28
940033 - 9480	STE	SNOWPLOW PUSH FRAME	WILLIAMSON	02/08/2022	396.84
950101 - 6749	ZOOM.US 888-799-	ZOOM VIDEO MEMB 1/02-2/01/22	LAND	02/08/2022	14.99
950102 - 6749	HOO HOOTSUITE IN	MEDIA MARKET SCHEDULE TO 12/22	LAND	02/08/2022	348.00
950219 - 5446	GIH GLOBALINDUST	CR LIFT GATE CHGD NOT USED	LAND	02/08/2022	-63.00
950219 - 5446	AMZN MKTP US IJ7	200 CENTRIFUGE TEST TUBES	LAND	02/08/2022	48.89
950219 - 5446	AMZN MKTP US 8F2	450 CENTRIFUGE TEST TUBES	LAND	02/08/2022	110.01
950219 - 5446	AMAZON.COM B77UC	1200 BIC PENS	LAND	02/08/2022	110.37
950219 - 5446	AMZN MKTP US NW0	1000 CENTRIFUGE TUBES	LAND	02/08/2022	170.90
950219 - 5446	AMZN MKTP US RC0	3000 PURELL HAND SANITIZING WI	LAND	02/08/2022	179.50
950219 - 5446	AMZN MKTP US 277	4000 RECLOSABLE PLASTIC BAGS	LAND	02/08/2022	239.56
950219 - 5446	AMZN MKTP US J52	1000 STERILE TEST TUBES	LAND	02/08/2022	281.70

Procurement Card Transaction Detail

Item 11A

GL Account	Vendor Name	Description	Carlholder Name	Post Date	Dist. Amount
950219 - 5446	PROTECTLY.CO	1000 KN95 FACEMASKS	LAND	02/08/2022	300.00
950219 - 5446	GIH GLOBALINDUST	5 NO PARKING SIGNS W BASES	LAND	02/08/2022	1,121.74
950219 - 6749	ZOOM.US 888-799-	ZOOM VIDEO MEMB 1/02-2/01/22	LAND	02/08/2022	14.99
950219 - 6749	ZOOM.US 888-799-	ZOOM VIDEO MEMB 1/02-2/01/22	LAND	02/08/2022	14.99
950219 - 6749	ACUITYSCHEDULING	ACUITY SCHEDULING SUBSCR	LAND	02/08/2022	50.00
950219 - 8300	STAPLES 00	4 COVID PKG LAMINATED POSTERS	BROWN	02/08/2022	179.20
950500 - 5446	AMZN MKTP US R28	2 FLUORESCENT LIGHT COVERS	LAND	02/08/2022	21.99
950500 - 5479	WALMART.COM	CR SALES TAX CHGD	LAND	02/08/2022	-1.90
950500 - 5479	WALMART.COM AU	80% TCA SKIN PEEL KITS	LAND	02/08/2022	33.50
950513 - 5446	AMZN MKTP US O37	24 MAGNTC DRY ERASE ERASERS	LAND	02/08/2022	8.99
950520 - 5446	AMZN MKTP US LJ7	WALL CLOCK,HOOKS,BOOT TRAYS	LAND	02/08/2022	75.92
950520 - 5446	AMAZON.COM 433NX	2 LIGHT FILTERING SHADES	LAND	02/08/2022	113.80
950521 - 5446	AMAZON.COM SE8OC	250 SHEETS SHIPPING LABELS	LAND	02/08/2022	18.17
950525 - 5446	AMZN MKTP US	2021 CR RET DUAL MTR STAND	FOURNIER	02/08/2022	-143.54
950525 - 5446	AMZN MKTP US 3Q2	CABLE&OUTLET CVRS,CORD BUNDLE	WILEY	02/08/2022	134.03
950525 - 5446	AMZN MKTP US EO3	DUAL MONITOR STAND	WILEY	02/08/2022	144.99
950525 - 5446	AMZN MKTP US R72	2021 6 WALLMNTS,3 SURGEPROT	FOURNIER	02/08/2022	947.96
950525 - 9480	CDW GOVT #R03983	4 HP MONITORS	WILEY	02/08/2022	538.24
950525 - 9480	GRAYBAR ELECTRIC	2021 BOGEN AMPLIFIER 250 WATT	REYNOLDS	02/08/2022	936.17
950536 - 5446	AMZN MKTP US G65	MONITOR PRIVACY SCREEN	LAND	02/08/2022	92.97
950536 - 5446	AMZN MKTP US 1T8	MONITOR PRIVACY SCREEN	LAND	02/08/2022	92.97
950541 - 5446	AMZN MKTP US EJ4	4 PK COMBINATION LOCKS	LAND	02/08/2022	8.97
950541 - 8531	ELITE	CR COURSE NOT SELECTED	LAND	02/08/2022	-99.99
950547 - 6749	PAYPAL GRCADVIS	SOCIAL WORKER POSITION ADV	BARBOUR	02/08/2022	325.00
950577 - 5446	AMZN MKTP US OP9	2 IPHONE CHRGRS,1 CAR CHARGER	LAND	02/08/2022	23.48
950601 - 5446	AMAZON.COM OA81R	TWO 2IN BINDERS	LAND	02/08/2022	25.28
950601 - 5446	AMZN MKTP US EM9	PLASTIC STORAGE BOX	LAND	02/08/2022	29.99
950601 - 5446	AMAZON.COM 1M4WS	3RING BINDERS,BINDER DIVIDER T	LAND	02/08/2022	39.01
960001 - 5446	FERGUSON ENT, IN	FAUCET RPR KITS	IGNASH	02/08/2022	39.38
960001 - 5446	FERGUSON ENT, IN	3 TOILET SEATS	IGNASH	02/08/2022	87.82
960001 - 5446	NICHOLS	MAINT SUPPLIES	RUTLEDGE	02/08/2022	124.76
960001 - 5446	MARSHALL E CAMPB	FLUORESCENT LIGHTS	HOULE	02/08/2022	166.80
960001 - 5446	DOWNRIVER REFRIG	3 IGNITION VALVES,3 IGNITORS	TAYLOR	02/08/2022	864.32

Procurement Card Transaction Detail

Item 11A

GL Account	Vendor Name	Description	Carlholder Name	Post Date	Dist. Amount
960001 - 9480	GRAINGER	2 HVAC PARTS DCA ST STEM UP	RUTLEDGE	02/08/2022	1,069.28
960001 - 9480	DOWNRIVER REFRIG	2 LOCHINVAR FAN ASSEMBLY	TAYLOR	02/08/2022	1,411.48
960001 - 9480	NICHOLS	AUTO SCRUBBER	RUTLEDGE	02/08/2022	4,788.60
960004 - 5446	MENARDS PORT HUR	PATCH CEMENT MIX	ZIMMER	02/08/2022	15.98
960004 - 5446	MENARDS PORT HUR	WASHER FLUID, DRAIN CLEANERS	SWEENEY	02/08/2022	27.60
960004 - 5446	DOWNRIVER REFRIG	COOLER FAN MOTOR	TAYLOR	02/08/2022	70.41
960004 - 5446	DOWNRIVER REFRIG	SOLENOID	TAYLOR	02/08/2022	80.82
960004 - 5446	FERGUSON ENT, IN	5 FLUSH VALVES	ZIMMER	02/08/2022	99.95
960004 - 5446	MARSHALL E CAMPB	LIGHTING RELAY SWITCHES	ZIMMER	02/08/2022	110.58
960004 - 5446	DOWNRIVER REFRIG	COIL, SOLENOID, FILTER	TAYLOR	02/08/2022	133.00
960004 - 5446	IN ELECTRIC MOT	FAN EXHAUST MOTOR	HOULE	02/08/2022	159.57
960004 - 5446	DOWNRIVER REFRIG	COIL,RECOVERY CYL SWITCH	TAYLOR	02/08/2022	179.53
960004 - 5446	NICHOLS	MAINT SUPPLIES	RUTLEDGE	02/08/2022	227.07
960004 - 5446	MARSHALL E CAMPB	LIGHTING RELAY SWITCHES	ZIMMER	02/08/2022	237.86
960004 - 5446	APPLIED IND TECH	12 BEARINGS	ZIMMER	02/08/2022	273.14
960004 - 5446	GRAINGER	PRESSURE GAUGE,REDUCING VALVE	RUTLEDGE	02/08/2022	298.48
960004 - 5446	MARSHALL E CAMPB	FLUORESCENT LIGHTS	ZIMMER	02/08/2022	468.90
960004 - 5446	SENTRY SECURITY	4 MIRRORS	MARSH	02/08/2022	486.20
960004 - 5446	NICHOLS	MAINT SUPPLIES	RUTLEDGE	02/08/2022	2,053.08
960004 - 5446	AERO FILTER INC	AIR HANDLER FILTERS	RUTLEDGE	02/08/2022	140.29
960004 - 9480	DOWNRIVER REFRIG	DUAL PRESSURE VALVE	TAYLOR	02/08/2022	290.00
				Grand	**86,908.95**

Accounts Payable Transaction Register

Exhibit 11A

GL Account	Vendor Name	Description		Check #	CK Date	Dist. Amount
101101	**Board of Commissioners**					
101101 -5446	KERR ALBERT OFFICE SUPPLY	DEC 21 OFFICE SUPPLIES		00287791	01/27/2022	32.28
		Total	**Supplies**		**5446**	**32.28**
101101 -8300	CW ENTERPRISES INC	BUS CARDS BOHM		00287263	01/06/2022	69.00
		Total	**Printing and Publishing**		**8300**	**69.00**
			Org Key Total		**101101**	**101.28**
101103	**Other Legislative Activities**					
101103 -6749	STRATEGIC COMMUNICATION SOLUTI	JAN 22 CONSULTING SERVICES		00287372	01/06/2022	6,500.00
		Total	**Professional Services**		**6749**	**6,500.00**
101103 -8300	FEDERATED PUBLICATIONS	NOV 21 PROPOSED 2022 BUDGET		00287457	01/13/2022	1,612.80
101103 -8300	FEDERATED PUBLICATIONS	DEC 21 ADV NTC AVAILABILITY		00287458	01/13/2022	34.00
		Total	**Printing and Publishing**		**8300**	**1,646.80**
101103 -8581	ECONOMIC DEVELOPMENT ALLIANCE	01/01-03/31/22 DUES		00287276	01/06/2022	75,270.00
101103 -8581	NATIONAL ASSN OF COUNTIES	2022 DUES		00287332	01/06/2022	3,261.00
101103 -8581	ST CLAIR COUNTY COMMUNITY MENT	2022 CSCB GREEN MEMBERSHIP		00287360	01/06/2022	5,000.00
		Total	**County Membership**		**8581**	**83,531.00**
101103 -9208	BLUE WATER CONSERVATION DISTRI	FARM BILL TECH CONTRIBUTION		00287245	01/06/2022	2,500.00
101103 -9208	BLUE WATER CONSERVATION DISTRI	FARM BILL TECH CONTRIBUTION		00287245	01/06/2022	7,500.00
		Total	**Miscellaneous**		**9208**	**10,000.00**
			Org Key Total		**101103**	**101,677.80**
101131	**31st Circuit Court**					
101131 -5404	MICHIGAN JUDGES ASSN	2022 DUES LANE		00287323	01/06/2022	275.00
101131 -5404	MICHIGAN JUDGES ASSN	2022 DUES WEST		00287323	01/06/2022	275.00
101131 -5404	MICHIGAN JUDGES ASSN	2022 DUES DAMMAN		00287323	01/06/2022	275.00
		Total	**Employee Dues & Subscriptions**		**5404**	**825.00**
101131 -5446	KERR ALBERT OFFICE SUPPLY	NOV 21 OFFICE SUPPLIES		00287486	01/13/2022	635.26
101131 -5446	KERR ALBERT OFFICE SUPPLY	DEC 21 OFFICE SUPPLIES		00287791	01/27/2022	585.56
		Total	**Supplies**		**5446**	**1,220.82**
101131 -6832	SCHWEIKART, KATHIE	J. REDFIELD		00287522	01/13/2022	14.10
101131 -6832	SCHWEIKART, KATHIE	S. BROWN		00287649	01/20/2022	61.10
101131 -6832	SCHWEIKART, KATHIE	J. JOHNSON		00287649	01/20/2022	35.25
101131 -6832	TORRES, KIMBERLY	TRANSCRIPTS 2022		00287853	01/27/2022	258.50
101131 -6832	TORRES, KIMBERLY	TRANSCRIPTS 2021		00287853	01/27/2022	95.70
		Total	**Contracted Stenographers**		**6832**	**464.65**
101131 -7541	SBC TELECOM INC	CHARGES 12/19/21		00287350	01/06/2022	8.49
		Total	**Telephone**		**7541**	**8.49**
101131 -7591	AIRTOUCH CELLULAR	CHARGES 12/23/21		00287228	01/06/2022	72.02
		Total	**Cellular Phone**		**7591**	**72.02**
101131 -8548	WEST GROUP	DEC 21 WESTLAW PROFLEX SRVCS		00287686	01/20/2022	265.78
101131 -8548	WEST GROUP	DEC 21 WESTLAW EXTRA USAGE CHG		00287686	01/20/2022	271.95
		Total	**Regulatory Updates/Reference**		**8548**	**537.73**
			Org Key Total		**101131**	**3,128.71**
101136	**72nd District Court**					
101136 -5404	MICHIGAN COURT ADMINISTRATION	2022 DUES GIRARD		00287322	01/06/2022	75.00
101136 -5404	MICHIGAN COURT ADMINISTRATION	2022 DUES GILLIES		00287322	01/06/2022	75.00
101136 -5404	SOUTHEAST MICHIGAN COURT ADMIN	2022 DUES GIRARD		00287355	01/06/2022	50.00
101136 -5404	SOUTHEAST MICHIGAN COURT ADMIN	2022 DUES GILLIES		00287355	01/06/2022	50.00
101136 -5404	ST CLAIR COUNTY CRIMINAL JUSTI	2022 DUES GIRARD		00287361	01/06/2022	100.00
101136 -5404	ST CLAIR COUNTY CRIMINAL JUSTI	2022 DUES GILLIES		00287361	01/06/2022	100.00
		Total	**Employee Dues & Subscriptions**		**5404**	**450.00**

Accounts Payable Transaction Register

GL Account	Vendor Name	Description	Check #	CK Date	Dist. Amount
101136 -5446	KERR ALBERT OFFICE SUPPLY	NOV 21 OFFICE SUPPLIES	00287486	01/13/2022	4,139.22
101136 -5446	KERR ALBERT OFFICE SUPPLY	DEC 21 OFFICE SUPPLIES	00287791	01/27/2022	1,462.94
101136 -5446	SCHWEMS RUBBER STAMP AND ENGRA	STAMPS (6)	00287523	01/13/2022	155.10
		Total Supplies		**5446**	**5,757.26**
101136 -6749	FEDERAL ARMORED TRUCK INC	DEC 21 ARMORED COURIER SRVCS	00287759	01/27/2022	367.50
101136 -6749	FEDERAL ARMORED TRUCK INC	DEC 21 ARMORED COURIER MCDC	00287759	01/27/2022	391.70
		Total Professional Services		**6749**	**759.20**
101136 -6782	CROUCHMAN, WILLIAM A	VIS JUDGE 12/21-12/28/21	00287261	01/06/2022	1,832.96
101136 -6782	ETHRIDGE, RUSSELL F	VIS JUDGE 12/21-12/28/21	00287278	01/06/2022	2,265.44
101136 -6782	KELLY, DANIEL J	VIS JUDGE 12/29/21	00287297	01/06/2022	434.72
		Total Visiting Judge Services		**6782**	**4,533.12**
101136 -6815	DEAF COMMUNITY ADVOCAY NETWORK	INTRPRTR 12/07/21	00287221	01/06/2022	237.36
		Total Contracted Interpreters		**6815**	**237.36**
101136 -7541	MICHIGAN BELL TELEPHONE CO	CHARGES 11/29-12/28/21	00287317	01/06/2022	204.98
101136 -7541	MICHIGAN BELL TELEPHONE CO	CHARGES 11/29-12/28/21	00287318	01/06/2022	923.01
101136 -7541	MICHIGAN BELL TELEPHONE CO	CHARGES 12/08-01/07/22	00287628	01/20/2022	67.12
101136 -7541	SBC TELECOM INC	CHARGES 12/19/21	00287350	01/06/2022	2.53
		Total Telephone		**7541**	**1,197.64**
101136 -7591	AIRTOUCH CELLULAR	CHARGES 12/23/21	00287228	01/06/2022	180.05
		Total Cellular Phone		**7591**	**180.05**
101136 -7700	STATE OF MICHIGAN	NOTARY APP FEE ANDERSON	00287366	01/06/2022	10.00
		Total Licenses, Permits, & Fees		**7700**	**10.00**
101136 -7723	US POSTAL SERVICE	REPLENISH POSTAGE METER	00287679	01/20/2022	2,000.00
		Total Postage/Freight		**7723**	**2,000.00**
101136 -8300	METROPOLITAN FORMS AND SYSTEMS	FORMS	00287500	01/13/2022	544.26
101136 -8300	SPEEDY PRINT INC	WINDOW ENVELOPES MC	00287511	01/13/2022	1,047.56
		Total Printing and Publishing		**8300**	**1,591.82**
101136 -8548	INSTITUTE OF CONTINUING LEGAL	MI CRIM JURY INSTR NOV UPDATE	00287482	01/13/2022	396.50
101136 -8548	PROSECUTING ATTORNEYS ASSN OF	2022 WARRANT MANUAL	00287342	01/06/2022	100.00
101136 -8548	WEST GROUP	DEC 21 CLEAR INVESTIGATOR SRVC	00287551	01/13/2022	134.64
101136 -8548	WEST GROUP	DEC 21 WESTLAW PROFLEX SRVC	00287686	01/20/2022	408.89
		Total Regulatory Updates/Reference		**8548**	**1,040.03**
101136 -8647	DTE ENERGY	CHARGES 11/20-12/21/21	00287270	01/06/2022	894.25
		Total Electric Utility		**8647**	**894.25**
101136 -8663	SEMCO ENERGY	CHARGES 11/23-12/23/21	00287525	01/13/2022	610.93
		Total Gas Utility		**8663**	**610.93**
101136 -8795	WASTE MANAGEMENT OF MICHIGAN	JAN 22 WASTE RMVL HAUL MCDC	00287684	01/20/2022	32.53
101136 -8795	XTREME SHREDS LLC	SHREDDING 12/14 & 12/28/21	00287689	01/20/2022	14.00
101136 -8795	XTREME SHREDS LLC	SHREDDING 12/14/21 MCDC	00287689	01/20/2022	40.00
101136 -8795	XTREME SHREDS LLC	PURGE SHREDDING 12/17/21 MCDC	00287689	01/20/2022	27.00
101136 -8795	XTREME SHREDS LLC	PURGE SHREDDING 12/17/21 PHDC	00287689	01/20/2022	172.00
		Total Repairs and Maintenance		**8795**	**285.53**
		Org Key Total		**101136**	**19,547.19**
101138	**Courthouse Security**				
101138 -5398	DOUGLAS THE TAILOR, INC	100 SHOULDER PATCHES	00287438	01/13/2022	270.00
		Total Employer Provided Uniforms		**5398**	**270.00**
101138 -5446	KERR ALBERT OFFICE SUPPLY	NOV 21 OFFICE SUPPLIES	00287486	01/13/2022	136.14
101138 -5446	VANCE OUTDOORS INC	WINCHESTER DUTY AMMO	00287381	01/06/2022	373.40
101138 -5446	VANCE OUTDOORS INC	FREIGHT	00287381	01/06/2022	34.20
		Total Supplies		**5446**	**543.74**

Accounts Payable Transaction Register

Exhibit 11A

GL Account	Vendor Name	Description	Check #	CK Date	Dist. Amount
101138 -9092	CITY OF PORT HURON MICHIGAN	4TH QTR 21 ORD CASES	00287424	01/13/2022	271.59
		Total Local Unit Fee		**9092**	**271.59**
			Org Key Total	**101138**	**1,085.33**
101141	**Friend of the Court**				
101141 -5404	FRIEND OF COURT ASSN	2022 DUES TOPOLEWSKI	00287603	01/20/2022	375.00
101141 -5404	FRIEND OF COURT ASSN	2022 DUES VANDERHEUVEL	00287603	01/20/2022	125.00
101141 -5404	REFEREES ASSN OF MICHIGAN	2022 DUES TOPOLEWSKI	00287643	01/20/2022	35.00
101141 -5404	REFEREES ASSN OF MICHIGAN	2022 DUES VANDERHEUVEL	00287643	01/20/2022	35.00
101141 -5404	REFEREES ASSN OF MICHIGAN	2022 DUES MONZO	00287643	01/20/2022	35.00
101141 -5404	REFEREES ASSN OF MICHIGAN	2022 DUES KASKI	00287643	01/20/2022	35.00
101141 -5404	REFEREES ASSN OF MICHIGAN	2022 DUES EAGEN	00287643	01/20/2022	35.00
		Total Employee Dues & Subscriptions		**5404**	**675.00**
101141 -5446	KERR ALBERT OFFICE SUPPLY	NOV 21 OFFICE SUPPLIES	00287486	01/13/2022	342.38
101141 -5446	KERR ALBERT OFFICE SUPPLY	DEC 21 OFFICE SUPPLIES	00287791	01/27/2022	496.06
101141 -5446	OFFICE DEPOT INC	NOV 21 OFFICE SUPPLIES	00287508	01/13/2022	1,653.82
101141 -5446	OFFICE DEPOT INC	DEC 21 OFFICE SUPPLIES CREDIT	00287816	01/27/2022	-49.84
		Total Supplies		**5446**	**2,442.42**
101141 -6749	FEDERAL ARMORED TRUCK INC	DEC 21 ARMORED COURIER SRVCS	00287759	01/27/2022	367.50
101141 -6749	MGT OF AMERICA LLC	OCT-DEC 21 DHS BILLING SRVC	00287309	01/06/2022	2,350.00
101141 -6749	MGT OF AMERICA LLC	OCT-DEC 21 TIME LOGS	00287309	01/06/2022	616.00
101141 -6749	MOOD MEDIA NORTH AMERICA HOLDI	MUSIC/VOICE ON HOLD PHONE	00287813	01/27/2022	571.76
		Total Professional Services		**6749**	**3,905.26**
101141 -6848	TRUSCOTT, CHARLES W	PROC SRVC RAMADAWOV	00287379	01/06/2022	15.00
101141 -6848	TRUSCOTT, CHARLES W	PROC SRVC SHARP	00287379	01/06/2022	15.00
101141 -6848	TRUSCOTT, CHARLES W	PROC SRVC SWIFT	00287379	01/06/2022	15.00
101141 -6848	TRUSCOTT, CHARLES W	PROC SRVC BASNAW	00287863	01/27/2022	55.00
101141 -6848	TRUSCOTT, CHARLES W	PROC SRVC LAWRENCE	00287379	01/06/2022	40.00
101141 -6848	TRUSCOTT, CHARLES W	PROC SRVC EVANS	00287676	01/20/2022	15.00
101141 -6848	TRUSCOTT, CHARLES W	PROC SRVC LOUDERMILK	00287676	01/20/2022	30.00
101141 -6848	TRUSCOTT, CHARLES W	PROC SRVC SLACK	00287676	01/20/2022	25.00
101141 -6848	TRUSCOTT, CHARLES W	PROC SRVC RAMADANOV	00287676	01/20/2022	25.00
101141 -6848	TRUSCOTT, CHARLES W	PROC SRVC ANGLEBRANDT	00287863	01/27/2022	25.00
101141 -6848	TRUSCOTT, CHARLES W	PROC SRVC LAVERE	00287863	01/27/2022	25.00
101141 -6848	TRUSCOTT, CHARLES W	PROC SRVC LABONTE	00287863	01/27/2022	25.00
101141 -6848	TRUSCOTT, CHARLES W	PROC SRVC JOHNSON	00287863	01/27/2022	25.00
101141 -6848	TRUSCOTT, CHARLES W	PROC SRVC WASHINGTON	00287863	01/27/2022	15.00
101141 -6848	TRUSCOTT, CHARLES W	PROC SRVC WASHINGTON	00287863	01/27/2022	15.00
101141 -6848	TRUSCOTT, CHARLES W	PROC SRVC SEDWICK	00287863	01/27/2022	25.00
101141 -6848	TRUSCOTT, CHARLES W	PROC SRVC STEELE	00287863	01/27/2022	25.00
101141 -6848	TRUSCOTT, CHARLES W	PROC SRVC PALAZZOLO	00287863	01/27/2022	46.00
101141 -6848	TRUSCOTT, CHARLES W	PROC SRVC RUTHERFORD	00287863	01/27/2022	56.00
101141 -6848	TRUSCOTT, CHARLES W	PROC SRVC FAGEL	00287863	01/27/2022	25.00
		Total Contracted Investigators		**6848**	**542.00**
101141 -7013	IMAGESOFT INC	2022 ANNL MNT KOFAX FOC	00287478	01/13/2022	11,212.34
		Total Maintenance Contracts		**7013**	**11,212.34**
101141 -8548	WEST GROUP	DEC 21 ONLINE SUBSCR CHGS	00287687	01/20/2022	135.83
		Total Regulatory Updates/Reference		**8548**	**135.83**
101141 -8795	XTREME SHREDS LLC	SHREDDING 12/14 & 12/28/21	00287689	01/20/2022	56.00
		Total Repairs and Maintenance		**8795**	**56.00**
			Org Key Total	**101141**	**18,968.85**

Accounts Payable Transaction Register

Exhibit 11A

GL Account	Vendor Name	Description	Check #	CK Date	Dist. Amount
101148	**Probate Court**				
101148 -5446	KERR ALBERT OFFICE SUPPLY	DEC 21 OFFICE SUPPLIES	00287791	01/27/2022	526.85
		Total Supplies		**5446**	**526.85**
101148 -6749	STATE OF MICHIGAN	PROBATE CT GUARDIAN SPEC SRVCS	00287368	01/06/2022	18,325.00
101148 -6749	STATE OF MICHIGAN	PROBATE CT GUARDIAN SPEC SRVCS	00287368	01/06/2022	18,325.00
		Total Professional Services		**6749**	**36,650.00**
101148 -6799	EASTER LAW PLLC	D. PROCTOR	00287451	01/13/2022	105.00
101148 -6799	EASTER LAW PLLC	J. GURA	00287451	01/13/2022	120.00
101148 -6799	EASTER LAW PLLC	O. JOHNSON	00287451	01/13/2022	105.00
101148 -6799	EASTER LAW PLLC	K. KENISTON	00287451	01/13/2022	90.00
101148 -6799	EASTER LAW PLLC	B. REED	00287451	01/13/2022	315.00
101148 -6799	EASTER LAW PLLC	M. DENNIS	00287451	01/13/2022	75.00
101148 -6799	EASTER LAW PLLC	A. TETREAU	00287451	01/13/2022	180.00
101148 -6799	EASTER LAW PLLC	B. JOHNSON	00287451	01/13/2022	165.00
101148 -6799	ESCAMILLA AND SALISBURY PLLC	S. KAYKO	00287455	01/13/2022	174.00
101148 -6799	GENORD, JOHN J	J. COLLIER	00287771	01/27/2022	54.00
101148 -6799	GENORD, JOHN J	P. SCHMITT	00287771	01/27/2022	54.00
101148 -6799	GENORD, JOHN J	D. HARVEY	00287771	01/27/2022	54.00
101148 -6799	KELLY WHIPPLE ZICK AND KEYES P	D. COOPER	00287789	01/27/2022	240.00
101148 -6799	KELLY WHIPPLE ZICK AND KEYES P	A. DELIN	00287789	01/27/2022	120.00
101148 -6799	KELLY WHIPPLE ZICK AND KEYES P	B. FANION	00287789	01/27/2022	90.00
101148 -6799	KELLY WHIPPLE ZICK AND KEYES P	S. GOSSMAN	00287789	01/27/2022	90.00
101148 -6799	KELLY WHIPPLE ZICK AND KEYES P	A. JEX	00287789	01/27/2022	90.00
101148 -6799	KELLY WHIPPLE ZICK AND KEYES P	S. KURETICH	00287789	01/27/2022	90.00
101148 -6799	KELLY WHIPPLE ZICK AND KEYES P	S. LAROSE	00287789	01/27/2022	90.00
101148 -6799	KELLY WHIPPLE ZICK AND KEYES P	A. MCCLINTOCK	00287789	01/27/2022	138.00
101148 -6799	KELLY WHIPPLE ZICK AND KEYES P	F. MILLER	00287789	01/27/2022	90.00
101148 -6799	KELLY WHIPPLE ZICK AND KEYES P	S. PARKER	00287789	01/27/2022	90.00
101148 -6799	KELLY WHIPPLE ZICK AND KEYES P	J. PEREZ-BALDERAS	00287789	01/27/2022	90.00
101148 -6799	KELLY WHIPPLE ZICK AND KEYES P	M. RIPLEY	00287789	01/27/2022	30.00
101148 -6799	KELLY WHIPPLE ZICK AND KEYES P	V. SANDERS	00287789	01/27/2022	180.00
101148 -6799	KELLY WHIPPLE ZICK AND KEYES P	D. STOKES	00287789	01/27/2022	30.00
101148 -6799	KELLY WHIPPLE ZICK AND KEYES P	M. TOMCHEK	00287789	01/27/2022	60.00
101148 -6799	KELLY WHIPPLE ZICK AND KEYES P	D. TROUP	00287789	01/27/2022	120.00
101148 -6799	KELLY WHIPPLE ZICK AND KEYES P	B. WILLIAMS	00287789	01/27/2022	60.00
101148 -6799	KELLY WHIPPLE ZICK AND KEYES P	C. CURETON	00287789	01/27/2022	60.00
101148 -6799	KELLY WHIPPLE ZICK AND KEYES P	M. DAVIS	00287789	01/27/2022	90.00
101148 -6799	LAW OFFICE OF JOSHUA P RUBIN	D. JACKSON	00287490	01/13/2022	555.00
101148 -6799	LESLEY J CLARK LAW OFFICES PLL	T. DOWNEY	00287491	01/13/2022	270.00
101148 -6799	LESLEY J CLARK LAW OFFICES PLL	A. CLOUSE	00287491	01/13/2022	150.00
101148 -6799	LESLEY J CLARK LAW OFFICES PLL	M. HUDSON	00287491	01/13/2022	150.00
101148 -6799	LESLEY J CLARK LAW OFFICES PLL	D. WARNER	00287491	01/13/2022	75.00
101148 -6799	LESLEY J CLARK LAW OFFICES PLL	D. RADATZ	00287491	01/13/2022	135.00
101148 -6799	LESLEY J CLARK LAW OFFICES PLL	Z. ZUEHLKE	00287491	01/13/2022	300.00
		Total Court Appointed Attrny-Other		**6799**	**4,974.00**
101148 -6832	RUEMENAPP, CHRISTINE	TRANSCRIPT MINER V LINDKE	00287347	01/06/2022	45.05
101148 -6832	RUEMENAPP, CHRISTINE	MINER/LINDKE	00287830	01/27/2022	231.00
		Total Contracted Stenographers		**6832**	**276.05**
101148 -6848	DANIEL PETERS PROCESS SERVICE	PROC SRVC MELISSA OLSZEWSKI	00287435	01/13/2022	65.00
101148 -6848	DANIEL PETERS PROCESS SERVICE	PROC SRVC MICHAEL OLSZEWSKI	00287435	01/13/2022	65.00
101148 -6848	DANIEL PETERS PROCESS SERVICE	PROC SRVC A. OLSEN	00287435	01/13/2022	65.00

GL Account	Vendor Name	Description		Check #	CK Date	Dist. Amount
		Total	**Contracted Investigators**		**6848**	**195.00**
101148 -7591	AIRTOUCH CELLULAR	CHARGES 12/23/21		00287228	01/06/2022	36.01
101148 -7591	AIRTOUCH CELLULAR	CHARGES 01/07/22		00287706	01/27/2022	82.86
		Total	**Cellular Phone**		**7591**	**118.87**
101148 -8300	FEDERATED PUBLICATIONS	DEC 21 PUBLICATIONS		00287762	01/27/2022	374.50
		Total	**Printing and Publishing**		**8300**	**374.50**
			Org Key Total		**101148**	**43,115.27**
101149	**Family Division - Circuit Ct**					
101149 -5404	REFEREES ASSN OF MICHIGAN	2022 DUES LORD		00287517	01/13/2022	35.00
		Total	**Employee Dues & Subscriptions**		**5404**	**35.00**
101149 -5446	KERR ALBERT OFFICE SUPPLY	NOV 21 OFFICE SUPPLIES		00287486	01/13/2022	259.96
101149 -5446	KERR ALBERT OFFICE SUPPLY	DEC 21 OFFICE SUPPLIES		00287791	01/27/2022	344.62
		Total	**Supplies**		**5446**	**604.58**
101149 -6749	BLUE WATER DRP LLC	DRUG SCREENS JUV CT		00287716	01/27/2022	54.00
101149 -6749	HOUSE ARREST SERVICES INC	DEC 21 GPS MNTR		00287779	01/27/2022	434.00
		Total	**Professional Services**		**6749**	**488.00**
101149 -6799	BALES, THOMAS	J. MONZO		00287237	01/06/2022	105.00
101149 -6799	CARSON PC, ROBERT W	JAN 22 CT APPT ATTY PMT		00287248	01/06/2022	2,502.39
101149 -6799	CARSON PC, ROBERT W	FEB 22 CT APPT ATTY PMT		00287725	01/27/2022	2,502.39
101149 -6799	EASTER LAW PLLC	JAN 22 CT APPT ATTY PMT		00287275	01/06/2022	2,502.39
101149 -6799	EASTER LAW PLLC	FEB 22 CT APPT ATTY PMT		00287755	01/27/2022	2,502.39
101149 -6799	KELLY, MARY R	JAN 22 GAL CONTRACT PMT		00287298	01/06/2022	8,636.71
101149 -6799	KELLY, MARY R	FEB 22 GAL CONTRACT PMT		00287790	01/27/2022	8,636.71
101149 -6799	LAW OFFICE OF AMBEREEN RASUL A	JAN 22 LEGAL SERVICES PMT		00287300	01/06/2022	2,502.39
101149 -6799	LAW OFFICE OF AMBEREEN RASUL A	FEB 22 LEGAL SERVICES PMT		00287794	01/27/2022	2,502.39
101149 -6799	MITCHELL JR, FRANK	JAN 22 CT APPT ATTY PMT		00287331	01/06/2022	2,502.39
101149 -6799	MITCHELL JR, FRANK	FEB 22 CT APPT ATTY PMT		00287812	01/27/2022	2,502.39
101149 -6799	PARRISH, SHARON	JAN 22 CT APPT ATTY PMT		00287336	01/06/2022	2,502.39
101149 -6799	PARRISH, SHARON	FEB 22 CT APPT ATTY PMT		00287819	01/27/2022	2,502.39
		Total	**Court Appointed Attrny-Other**		**6799**	**42,402.32**
101149 -6832	RUEMENAPP, CHRISTINE	TRANSCRIPT FILE 20000057NA		00287519	01/13/2022	519.40
		Total	**Contracted Stenographers**		**6832**	**519.40**
101149 -7591	AIRTOUCH CELLULAR	CHARGES 12/23/21		00287228	01/06/2022	144.04
101149 -7591	AIRTOUCH CELLULAR	CHARGES 01/07/22		00287706	01/27/2022	28.68
101149 -7591	AMERICAN MESSAGING SERVICES LL	CHARGES 01/01/22		00287708	01/27/2022	8.48
		Total	**Cellular Phone**		**7591**	**181.20**
101149 -8300	FEDERATED PUBLICATIONS	DEC 21 PUBLICATIONS		00287459	01/13/2022	107.00
		Total	**Printing and Publishing**		**8300**	**107.00**
101149 -8548	WEST GROUP	DEC 21 WESTLAW PROFLEX SRVCS		00287686	01/20/2022	552.00
		Total	**Regulatory Updates/Reference**		**8548**	**552.00**
101149 -8795	XTREME SHREDS LLC	SHREDDING 12/14/21		00287689	01/20/2022	7.00
		Total	**Repairs and Maintenance**		**8795**	**7.00**
			Org Key Total		**101149**	**44,896.50**
101151	**Probation**					
101151 -5446	KERR ALBERT OFFICE SUPPLY	NOV 21 OFFICE SUPPLIES		00287486	01/13/2022	98.17
101151 -5446	KERR ALBERT OFFICE SUPPLY	DEC 21 OFFICE SUPPLIES		00287791	01/27/2022	453.09
		Total	**Supplies**		**5446**	**551.26**
101151 -8795	XTREME SHREDS LLC	SHREDDING 12/14 & 12/28/21		00287689	01/20/2022	14.00
		Total	**Repairs and Maintenance**		**8795**	**14.00**
			Org Key Total		**101151**	**565.26**

GL Account	Vendor Name	Description		Check #	CK Date	Dist. Amount
101153	**District Court - Probation**					
101153 -5446	KERR ALBERT OFFICE SUPPLY	NOV 21 OFFICE SUPPLIES		00287486	01/13/2022	90.21
101153 -5446	KERR ALBERT OFFICE SUPPLY	DEC 21 OFFICE SUPPLIES		00287791	01/27/2022	188.16
		Total	**Supplies**		**5446**	**278.37**
101153 -8795	XTREME SHREDS LLC	SHREDDING 12/14/21		00287689	01/20/2022	7.00
		Total	**Repairs and Maintenance**		**8795**	**7.00**
			Org Key Total		**101153**	**285.37**
101172	**Administrator/Controller**					
101172 -5446	KERR ALBERT OFFICE SUPPLY	NOV 21 OFFICE SUPPLIES		00287486	01/13/2022	136.26
		Total	**Supplies**		**5446**	**136.26**
101172 -7723	FEDERAL EXPRESS CORP	POSTAGE/FREIGHT		00287760	01/27/2022	33.24
		Total	**Postage/Freight**		**7723**	**33.24**
			Org Key Total		**101172**	**169.50**
101191	**Elections**					
101191 -7013	MILLER CONSULTATIONS AND ELECT	2022 ICP ANNL MAINT CNTRCT		00287505	01/13/2022	375.00
101191 -7013	MILLER CONSULTATIONS AND ELECT	2022 ICX ANNL MAINT CNTRCT		00287505	01/13/2022	240.00
101191 -7013	MILLER CONSULTATIONS AND ELECT	2022 EMS ANNL LIC & CNTRCT		00287505	01/13/2022	8,400.00
		Total	**Maintenance Contracts**		**7013**	**9,015.00**
			Org Key Total		**101191**	**9,015.00**
101201	**Accounting**					
101201 -5446	KERR ALBERT OFFICE SUPPLY	NOV 21 OFFICE SUPPLIES		00287486	01/13/2022	183.00
		Total	**Supplies**		**5446**	**183.00**
			Org Key Total		**101201**	**183.00**
101215	**Clerk**					
101215 -5446	IDENTISYS INC	CD80 STK COLOR RIBBON		00287476	01/13/2022	500.00
101215 -5446	KERR ALBERT OFFICE SUPPLY	NOV 21 OFFICE SUPPLIES		00287486	01/13/2022	285.52
101215 -5446	KERR ALBERT OFFICE SUPPLY	DEC 21 OFFICE SUPPLIES		00287791	01/27/2022	685.51
		Total	**Supplies**		**5446**	**1,471.03**
101215 -6749	FEDERAL ARMORED TRUCK INC	1 ARMORED COURIER EXTRA CLERK		00287759	01/27/2022	22.05
		Total	**Professional Services**		**6749**	**22.05**
101215 -7723	UNITED PARCEL SERVICE	POSTAGE/FREIGHT		00287678	01/20/2022	4.30
		Total	**Postage/Freight**		**7723**	**4.30**
101215 -8300	IDENTISYS INC	CUSTOM PREPRINTED CARDS		00287476	01/13/2022	596.77
		Total	**Printing and Publishing**		**8300**	**596.77**
101215 -8581	ST CLAIR COUNTY CLERKS ASSN	2022 DUES		00287843	01/27/2022	50.00
		Total	**County Membership**		**8581**	**50.00**
			Org Key Total		**101215**	**2,144.15**
101225	**Equalization**					
101225 -5404	MACOMB ASSESSORS ORGANIZATION	2022 DUES SEARS		00287796	01/27/2022	30.00
101225 -5404	MICHIGAN ASSESSORS ASSN	2022 DUES COON		00287310	01/06/2022	95.00
101225 -5404	MICHIGAN ASSESSORS ASSN	2022 DUES DIAZ		00287310	01/06/2022	95.00
101225 -5404	MICHIGAN ASSESSORS ASSN	2022 DUES LOSHAW		00287310	01/06/2022	95.00
101225 -5404	MICHIGAN ASSESSORS ASSN	2022 DUES RIEDEL		00287310	01/06/2022	95.00
101225 -5404	MICHIGAN ASSESSORS ASSN	2022 DUES RUSSELL		00287310	01/06/2022	95.00
101225 -5404	MICHIGAN ASSESSORS ASSN	2022 DUES SEARS		00287310	01/06/2022	95.00
101225 -5404	MICHIGAN ASSESSORS ASSN	2022 DUES THUEME		00287310	01/06/2022	95.00
		Total	**Employee Dues & Subscriptions**		**5404**	**695.00**
101225 -5446	KERR ALBERT OFFICE SUPPLY	DEC 21 OFFICE SUPPLIES		00287791	01/27/2022	108.15
		Total	**Supplies**		**5446**	**108.15**

GL Account	Vendor Name	Description		Check #	CK Date	Dist. Amount
101225 -7591	AIRTOUCH CELLULAR	CHARGES 12/23/21		00287228	01/06/2022	124.02
		Total	**Cellular Phone**		**7591**	**124.02**
101225 -8531	SOUTHEASTERN CHAPTER MICHIGAN	FEB 3 ANNL MTG BRIGHT		00287655	01/20/2022	35.00
101225 -8531	SOUTHEASTERN CHAPTER MICHIGAN	FEB 3 ANNL MTG DOVE		00287655	01/20/2022	35.00
101225 -8531	SOUTHEASTERN CHAPTER MICHIGAN	FEB 3 ANNL MTG RUSSELL		00287655	01/20/2022	35.00
101225 -8531	SOUTHEASTERN CHAPTER MICHIGAN	FEB 3 ANNL MTG THUEME		00287655	01/20/2022	35.00
101225 -8531	SOUTHEASTERN CHAPTER MICHIGAN	FEB 8 COURSE BRIGHT		00287655	01/20/2022	20.00
101225 -8531	SOUTHEASTERN CHAPTER MICHIGAN	FEB 8 COURSE COON		00287655	01/20/2022	20.00
101225 -8531	SOUTHEASTERN CHAPTER MICHIGAN	FEB 8 COURSE DIAZ		00287655	01/20/2022	20.00
101225 -8531	SOUTHEASTERN CHAPTER MICHIGAN	FEB 8 COURSE DOVE		00287655	01/20/2022	20.00
101225 -8531	SOUTHEASTERN CHAPTER MICHIGAN	FEB 8 COURSE MOAK		00287655	01/20/2022	20.00
101225 -8531	SOUTHEASTERN CHAPTER MICHIGAN	FEB 8 COURSE RIEDEL		00287655	01/20/2022	20.00
101225 -8531	SOUTHEASTERN CHAPTER MICHIGAN	FEB 8 COURSE RUSSELL		00287655	01/20/2022	20.00
101225 -8531	SOUTHEASTERN CHAPTER MICHIGAN	FEB 8 COURSE THUEME		00287655	01/20/2022	20.00
		Total	**Training**		**8531**	**300.00**
			Org Key Total		**101225**	**1,227.17**
101226	**Human Resources**					
101226 -5410	PORT HURON HOSPITAL	DEC 21 SERVICES		00287622	01/20/2022	745.00
		Total	**Employee Health and Welfare**		**5410**	**745.00**
101226 -5446	KERR ALBERT OFFICE SUPPLY	NOV 21 OFFICE SUPPLIES		00287486	01/13/2022	404.45
101226 -5446	KERR ALBERT OFFICE SUPPLY	DEC 21 OFFICE SUPPLIES		00287791	01/27/2022	375.55
101226 -5446	SCHWEMS RUBBER STAMP AND ENGRA	TRODAT SELF INKING DATER (3)		00287835	01/27/2022	222.96
		Total	**Supplies**		**5446**	**1,002.96**
101226 -6749	ESKILL CORPORATION	1/15/22-1/14/23 BASIC 12MO SUB		00287601	01/20/2022	3,900.00
101226 -6749	ST CLAIR COUNTY RESA	JAN 22 PAYROLL SERVICES		00287365	01/06/2022	2,625.00
		Total	**Professional Services**		**6749**	**6,525.00**
			Org Key Total		**101226**	**8,272.96**
101229	**Prosecuting Attorney**					
101229 -5404	ST CLAIR COUNTY CRIMINAL JUSTI	2022 DUES WENDLING		00287364	01/06/2022	100.00
101229 -5404	ST CLAIR COUNTY CRIMINAL JUSTI	2022 DUES GUILLIAT		00287364	01/06/2022	100.00
		Total	**Employee Dues & Subscriptions**		**5404**	**200.00**
101229 -5446	KERR ALBERT OFFICE SUPPLY	NOV 21 OFFICE SUPPLIES		00287486	01/13/2022	438.07
101229 -5446	KERR ALBERT OFFICE SUPPLY	DEC 21 OFFICE SUPPLIES		00287791	01/27/2022	237.06
101229 -5446	OFFICE DEPOT INC	NOV 21 OFFICE SUPPLIES		00287508	01/13/2022	402.75
101229 -5446	OFFICE DEPOT INC	DEC 21 OFFICE SUPPLIES		00287816	01/27/2022	110.23
		Total	**Supplies**		**5446**	**1,188.11**
101229 -6749	MGT OF AMERICA LLC	OCT-DEC 21 IVE BILLING SRVC		00287308	01/06/2022	750.00
		Total	**Professional Services**		**6749**	**750.00**
101229 -6832	RUEMENAPP, CHRISTINE	J. LAPPIN		00287647	01/20/2022	50.00
101229 -6832	SCHWEIKART, KATHIE	KNOL		00287522	01/13/2022	37.60
101229 -6832	TERHUNE, ABBY LYNN	BERNINGER		00287536	01/13/2022	161.95
101229 -6832	TERHUNE, ABBY LYNN	BILLING		00287536	01/13/2022	2.70
101229 -6832	TERHUNE, ABBY LYNN	HINES		00287536	01/13/2022	47.70
101229 -6832	TERHUNE, ABBY LYNN	BERNINGER		00287536	01/13/2022	23.70
101229 -6832	TERHUNE, ABBY LYNN	BILLING		00287670	01/20/2022	53.70
		Total	**Contracted Stenographers**		**6832**	**377.35**
101229 -6881	ALEXANDER, BROOKLYN	WITNESS PAY 1/2 DAY		00287553	01/20/2022	6.00
101229 -6881	ALEXANDER, BROOKLYN	MILEAGE		00287553	01/20/2022	0.50
101229 -6881	ASHTON, JASON	WITNESS PAY 1/2 DAY		00287554	01/20/2022	6.00
101229 -6881	ASHTON, JASON	MILEAGE		00287554	01/20/2022	0.60

GL Account	Vendor Name	Description		Check #	CK Date	Dist. Amount
101229 -6881	BOWERS, NICOLE	WITNESS PAY ONE DAY		00287555	01/20/2022	12.00
101229 -6881	BOWERS, NICOLE	MILEAGE		00287555	01/20/2022	4.40
101229 -6881	DAVIDSON, JOAN ELIZABETH	WITNESS PAY 1/2 DAY		00287556	01/20/2022	6.00
101229 -6881	DAVIDSON, JOAN ELIZABETH	MILEAGE		00287556	01/20/2022	0.50
101229 -6881	DELL, CHAD	WITNESS PAY 1/2 DAY		00287557	01/20/2022	6.00
101229 -6881	ELLUL, MATTHEW	WITNESS PAY ONE DAY		00287558	01/20/2022	12.00
101229 -6881	ELLUL, MATTHEW	MILEAGE		00287558	01/20/2022	4.40
101229 -6881	ELLUL, TABITHA	WITNESS PAY ONE DAY		00287559	01/20/2022	12.00
101229 -6881	ELLUL, TABITHA	MILEAGE		00287559	01/20/2022	4.00
101229 -6881	GARDNER, KATRINA	WITNESS PAY 1/2 DAY		00287560	01/20/2022	6.00
101229 -6881	GARNER, SAMANTHA	WITNESS PAY 1/2 DAY		00287561	01/20/2022	6.00
101229 -6881	GARNER, SAMANTHA	MILEAGE		00287561	01/20/2022	5.20
101229 -6881	HARDEE, AMBER LENAE	WITNESS PAY 1/2 DAY		00287562	01/20/2022	6.00
101229 -6881	HARDEE, AMBER LENAE	MILEAGE		00287562	01/20/2022	0.50
101229 -6881	HAYDEN, NATACHA	WITNESS PAY 1/2 DAY		00287563	01/20/2022	6.00
101229 -6881	HINES, MELODY	WITNESS PAY ONE DAY		00287564	01/20/2022	12.00
101229 -6881	HINES, TROY	WITNESS PAY ONE DAY		00287565	01/20/2022	12.00
101229 -6881	PAUL, SERENE	WITNESS PAY 1/2 DAY		00287566	01/20/2022	6.00
101229 -6881	PAUL, SERENE	MILEAGE		00287566	01/20/2022	0.40
101229 -6881	PHIPPS, TREVOR CHARLES	WITNESS PAY 1/2 DAY		00287567	01/20/2022	6.00
101229 -6881	PHIPPS, TREVOR CHARLES	MILEAGE		00287567	01/20/2022	7.20
101229 -6881	RELIFORD, KELLY KATHLEEN	WITNESS PAY 1/2 DAY		00287568	01/20/2022	6.00
101229 -6881	RELIFORD, KELLY KATHLEEN	MILEAGE		00287568	01/20/2022	4.20
101229 -6881	RELIFORD, SANDRA MARIE	WITNESS PAY 1/2 DAY		00287569	01/20/2022	6.00
101229 -6881	RELIFORD, SANDRA MARIE	MILEAGE		00287569	01/20/2022	4.20
101229 -6881	REX, NICHOLAS	WITNESS PAY 1/2 DAY		00287570	01/20/2022	6.00
101229 -6881	REX, NICHOLAS	MILEAGE		00287570	01/20/2022	0.60
101229 -6881	SEELMAN, LISA	WITNESS PAY ONE DAY		00287571	01/20/2022	12.00
101229 -6881	SEELMAN, LISA	MILEAGE		00287571	01/20/2022	2.00
		Total	**Witness Pay**		**6881**	**188.70**
101229 -7591	AIRTOUCH CELLULAR	CHARGES 12/23/21		00287228	01/06/2022	144.10
101229 -7591	AIRTOUCH CELLULAR	CHARGES 01/07/22		00287706	01/27/2022	106.20
101229 -7591	AT AND T MOBILITY II LLC	CHARGES 01/06/22		00287577	01/20/2022	47.49
		Total	**Cellular Phone**		**7591**	**297.79**
101229 -8548	WEST GROUP	DEC 21 CLEAR INVESTIGATOR SRVC		00287552	01/13/2022	178.28
101229 -8548	WEST GROUP	DEC 21 WESTLAW PROFLEX SRVCS		00287686	01/20/2022	817.77
101229 -8548	WEST GROUP	DEC 21 WESTLAW EXTRA USAGE CHG		00287686	01/20/2022	199.00
		Total	**Regulatory Updates/Reference**		**8548**	**1,195.05**
101229 -8795	XTREME SHREDS LLC	SHREDDING 12/14/21		00287689	01/20/2022	14.00
		Total	**Repairs and Maintenance**		**8795**	**14.00**
			Org Key Total		**101229**	**4,211.00**
101231	**Victims Rights**					
101231 -7591	AIRTOUCH CELLULAR	CHARGES 01/07/22		00287706	01/27/2022	39.36
		Total	**Cellular Phone**		**7591**	**39.36**
			Org Key Total		**101231**	**39.36**
101233	**Purchasing**					
101233 -4956	KERR ALBERT OFFICE SUPPLY	4TH QTR 2021 REWARDS CREDIT		00287791	01/27/2022	-525.00
		Total	**Refunds and Rebates Received**		**4956**	**-525.00**
101233 -7541	SBC TELECOM INC	CHARGES 12/19/21		00287350	01/06/2022	12.31
101233 -7541	SBC TELECOM INC	CHARGES 12/19/21		00287350	01/06/2022	2.26

GL Account	Vendor Name	Description		Check #	CK Date	Dist. Amount
		Total	**Telephone**		**7541**	**14.57**
			Org Key Total		**101233**	**-510.43**
101236	**Register of Deeds**					
101236 -5446	OFFICE DEPOT INC	NOV 21 OFFICE SUPPLIES		00287508	01/13/2022	22.86
101236 -5446	OFFICE DEPOT INC	DEC 21 OFFICE SUPPLIES		00287816	01/27/2022	133.35
		Total	**Supplies**		**5446**	**156.21**
			Org Key Total		**101236**	**156.21**
101253	**Treasurer**					
101253 -5446	KERR ALBERT OFFICE SUPPLY	NOV 21 OFFICE SUPPLIES		00287486	01/13/2022	6.56
101253 -5446	OFFICE DEPOT INC	NOV 21 OFFICE SUPPLIES		00287508	01/13/2022	345.14
101253 -5446	OFFICE DEPOT INC	DEC 21 OFFICE SUPPLIES		00287816	01/27/2022	155.19
		Total	**Supplies**		**5446**	**506.89**
101253 -6749	FEDERAL ARMORED TRUCK INC	DEC 21 ARMORED COURIER SRVCS		00287759	01/27/2022	424.88
		Total	**Professional Services**		**6749**	**424.88**
			Org Key Total		**101253**	**931.77**
101257	**Cooperative Extension**					
101257 -5446	KERR ALBERT OFFICE SUPPLY	DEC 21 OFFICE SUPPLIES		00287791	01/27/2022	7.45
		Total	**Supplies**		**5446**	**7.45**
101257 -6749	MICHIGAN STATE UNIVERSITY	JAN-MAR 22 1ST QTR MOA FEE		00287328	01/06/2022	7,072.75
		Total	**Professional Services**		**6749**	**7,072.75**
			Org Key Total		**101257**	**7,080.20**
101259	**Information Technology**					
101259 -5446	KERR ALBERT OFFICE SUPPLY	NOV 21 OFFICE SUPPLIES		00287486	01/13/2022	31.86
101259 -5446	KERR ALBERT OFFICE SUPPLY	DEC 21 OFFICE SUPPLIES		00287791	01/27/2022	209.40
		Total	**Supplies**		**5446**	**241.26**
101259 -6749	KEY GOVERNMENT FINANCE INC	ENTW WEBEX CALLING/NU CLOUD		00287299	01/06/2022	77,537.67
101259 -6749	TELETASK INC	HEALTH MESSENGER WEBBASED SRVC		00287375	01/06/2022	4,000.00
		Total	**Professional Services**		**6749**	**81,537.67**
101259 -7013	CDW GOVERNMENT INC	CISCO SMARTNET MNT SUPPORT		00287726	01/27/2022	404.04
101259 -7013	IMAGESOFT INC	2022 ANNL MNT KOFAX DIST CT		00287478	01/13/2022	5,385.47
101259 -7013	IMAGESOFT INC	2022 ANNL MNT KOFAX PROS ATTY		00287478	01/13/2022	37,180.25
101259 -7013	IMAGESOFT INC	2022 ANNL MNT KOFAX PROBATE CT		00287478	01/13/2022	3,813.95
101259 -7013	IMAGESOFT INC	2022 ANNL MNT KOFAX HR		00287478	01/13/2022	2,136.87
101259 -7013	INACOMP TECHNICAL SERVICES GRO	CISCO SMARTNET MNT CAMERA		00287291	01/06/2022	50.00
101259 -7013	INACOMP TECHNICAL SERVICES GRO	CISCOWEBEX ROOM KIT SUPPORT		00287291	01/06/2022	147.20
101259 -7013	INACOMP TECHNICAL SERVICES GRO	CISCO SMARTNET MNT CAMERA		00287291	01/06/2022	920.00
101259 -7013	INACOMP TECHNICAL SERVICES GRO	CISCO WEBEX ROOM KIT SUPPORT		00287291	01/06/2022	2,697.80
101259 -7013	RAMUNDSEN SUPERIOR HOLDINGS LL	2022 OS MKS MICROFOCUS NET EXP		00287344	01/06/2022	535.01
		Total	**Maintenance Contracts**		**7013**	**53,270.59**
101259 -7508	COMCAST CABLE COMMUNICATIONS I	CHARGES 01/02/22		00287256	01/06/2022	203.85
101259 -7508	COMCAST CABLE COMMUNICATIONS I	CHARGES 01/03/22		00287255	01/06/2022	328.35
		Total	**Internet Access**		**7508**	**532.20**
101259 -7541	AT AND T	CHARGES 12/21/21		00287235	01/06/2022	43.73
101259 -7541	AT AND T	CHARGES 01/06/22		00287575	01/20/2022	226.40
101259 -7541	FRONTIER COMMUNICATIONS OF MIC	CHARGES 01/01/22		00287467	01/13/2022	631.23
101259 -7541	FRONTIER COMMUNICATIONS OF MIC	CHARGES 01/01/22		00287468	01/13/2022	381.56
101259 -7541	MICHIGAN BELL TELEPHONE CO	CHARGES 12/02-01/01/22		00287502	01/13/2022	5,520.27
101259 -7541	MICHIGAN BELL TELEPHONE CO	CHARGES 12/14-01/13/22		00287803	01/27/2022	1,152.51
101259 -7541	MICHIGAN BELL TELEPHONE CO	CHARGES 12/17-01/16/22		00287798	01/27/2022	264.74
101259 -7541	SBC TELECOM INC	CHARGES 11/19/21		00287349	01/06/2022	65.74

GL Account	Vendor Name	Description		Check #	CK Date	Dist. Amount
101259 -7541	SBC TELECOM INC	CHARGES 12/19/21		00287350	01/06/2022	0.80
101259 -7541	SBC TELECOM INC	CHARGES 12/19/21		00287350	01/06/2022	1.21
		Total	**Telephone**		**7541**	**8,288.19**
101259 -7591	AIRTOUCH CELLULAR	CHARGES 12/23/21		00287228	01/06/2022	144.04
101259 -7591	AIRTOUCH CELLULAR	CHARGES 01/07/22		00287706	01/27/2022	287.44
101259 -7591	AMERICAN MESSAGING SERVICES LL	CHARGES 01/01/22		00287708	01/27/2022	16.92
101259 -7591	AT AND T MOBILITY II LLC	CHARGES 01/06/22		00287577	01/20/2022	49.68
		Total	**Cellular Phone**		**7591**	**498.08**
101259 -8977	AT AND T INC	CHARGES 12/31/21		00287834	01/27/2022	47.94
		Total	**Equipment Rental**		**8977**	**47.94**
				Org Key Total	**101259**	**144,415.93**
101265	**Buildings and Grounds**					
101265 -5446	GARLAND DBS INC	FLASHING BOND DISTRICT CT		00287770	01/27/2022	119.54
		Total	**Supplies**		**5446**	**119.54**
101265 -5545	FOSTER BLUE WATER OIL LLC	DEC 21 FUEL		00287465	01/13/2022	170.38
		Total	**Fuel**		**5545**	**170.38**
101265 -6749	GARLAND DBS INC	IR ROOF SCAN COURTHOUSE		00287605	01/20/2022	1,195.00
101265 -6749	GARLAND DBS INC	IR ROOF SCAN LIBRARY		00287605	01/20/2022	1,195.00
		Total	**Professional Services**		**6749**	**2,390.00**
101265 -7591	AIRTOUCH CELLULAR	CHARGES 01/07/22		00287706	01/27/2022	299.50
101265 -7591	AMERICAN MESSAGING SERVICES LL	CHARGES 01/01/22		00287708	01/27/2022	16.92
		Total	**Cellular Phone**		**7591**	**316.42**
101265 -8300	PORT HURON AREA SCHOOL DISTRIC	BUS CARDS D. KOESTER		00287824	01/27/2022	3.00
		Total	**Printing and Publishing**		**8300**	**3.00**
101265 -8647	DTE ENERGY	CHARGES 12/16-01/13/22		00287751	01/27/2022	3,355.69
		Total	**Electric Utility**		**8647**	**3,355.69**
101265 -8663	SEMCO ENERGY	CHARGES 11/29-12/29/21		00287652	01/20/2022	3,941.75
101265 -8663	SEMCO ENERGY	CHARGES 11/29-12/29/21		00287652	01/20/2022	403.18
101265 -8663	SEMCO ENERGY	CHARGES 12/01-12/30/21		00287652	01/20/2022	3,441.28
		Total	**Gas Utility**		**8663**	**7,786.21**
101265 -8680	TOWNSHIP OF PORT HURON MICHIGA	CHARGES 10/01-12/31/21		00287862	01/27/2022	1,888.65
101265 -8680	TOWNSHIP OF PORT HURON MICHIGA	CHARGES 10/01-12/31/21		00287862	01/27/2022	67.47
101265 -8680	TOWNSHIP OF PORT HURON MICHIGA	CHARGES 10/01-12/31/21		00287862	01/27/2022	657.59
		Total	**Water/Sewer Utility**		**8680**	**2,613.71**
101265 -8795	KEVINS LAWN CARE AND SNOW REMO	SNOW RMVL SALT SRVC INSTL 2		00287792	01/27/2022	1,525.32
101265 -8795	KEVINS LAWN CARE AND SNOW REMO	SNOW RMVL SALT SRVC INSTL 2		00287792	01/27/2022	859.38
101265 -8795	KEVINS LAWN CARE AND SNOW REMO	SNOW RMVL SALT SRVC INSTL 2		00287792	01/27/2022	840.00
101265 -8795	KEVINS LAWN CARE AND SNOW REMO	SNOW RMVL SALT SRVC INSTL 2		00287792	01/27/2022	497.10
101265 -8795	KEVINS LAWN CARE AND SNOW REMO	SNOW RMVL SALT SRVC INSTL 2		00287792	01/27/2022	1,779.56
101265 -8795	KEVINS LAWN CARE AND SNOW REMO	SNOW RMVL SALT SRVC INSTL 2		00287792	01/27/2022	1,002.62
101265 -8795	KEVINS LAWN CARE AND SNOW REMO	SNOW RMVL SALT SRVC INSTL 2		00287792	01/27/2022	840.00
101265 -8795	KEVINS LAWN CARE AND SNOW REMO	SNOW RMVL SALT SRVC INSTL 2		00287792	01/27/2022	580.02
101265 -8795	MAPLE LANDSCAPING AND LAWN SER	DEC 21 SNOW RMVL INSTL 2 MCDC		00287304	01/06/2022	890.00
101265 -8795	NORTHEAST PLUMBING INC	INSTLL SINK ANIMAL CONTROL		00287334	01/06/2022	795.00
101265 -8795	NORTHEAST PLUMBING INC	CONNECT WATER LINES HLTH DEPT		00287334	01/06/2022	229.00
101265 -8795	WASTE MANAGEMENT OF MICHIGAN	JAN 22 WASTE RMVL HAUL HEALTH		00287684	01/20/2022	87.60
101265 -8795	WASTE MANAGEMENT OF MICHIGAN	JAN 22 WASTE RMVL HAUL COURT		00287684	01/20/2022	233.59
		Total	**Repairs and Maintenance**		**8795**	**10,159.19**
				Org Key Total	**101265**	**26,914.14**
101275	**Drain Commissioner**					

GL Account	Vendor Name	Description	Check #	CK Date	Dist. Amount
101275 -5404	MICHIGAN ASSN OF COUNTY DRAIN	2022 DUES WILEY	00287311	01/06/2022	450.00
		Total Employee Dues & Subscriptions		**5404**	**450.00**
101275 -6749	FEDERAL ARMORED TRUCK INC	DEC 21 ARMORED COURIER SRVCS	00287759	01/27/2022	57.13
		Total Professional Services		**6749**	**57.13**
101275 -7541	MICHIGAN BELL TELEPHONE CO	CHARGES 11/17-12/16/21	00287316	01/06/2022	66.86
101275 -7541	MICHIGAN BELL TELEPHONE CO	CHARGES 12/17-01/16/22	00287800	01/27/2022	66.18
		Total Telephone		**7541**	**133.04**
101275 -7591	AIRTOUCH CELLULAR	CHARGES 01/07/22	00287706	01/27/2022	33.92
		Total Cellular Phone		**7591**	**33.92**
101275 -8647	DTE ENERGY	CHARGES 12/08-01/06/22	00287598	01/20/2022	10.20
		Total Electric Utility		**8647**	**10.20**
		Org Key Total		**101275**	**684.29**
101289	**Motor Pool**				
101289 -5545	FOSTER BLUE WATER OIL LLC	DEC 21 FUEL	00287465	01/13/2022	26.18
101289 -5545	FOSTER BLUE WATER OIL LLC	DEC 21 FUEL	00287465	01/13/2022	2,536.85
		Total Fuel		**5545**	**2,563.03**
101289 -8795	BUFFS CAR WASH INC	DEC 21 VAN WASHES	00287582	01/20/2022	80.75
101289 -8795	FIRST VEHICLE SERVICES INC	REPAIRS 10/25-11/20/21 DTNW	00287281	01/06/2022	1,577.18
101289 -8795	QUALITY LUBE	OIL CHANGE '18 DG CARAVAN	00287512	01/13/2022	65.25
101289 -8795	QUALITY LUBE	OIL CHANGE '14 CHEV EXPRESS	00287512	01/13/2022	63.95
		Total Repairs and Maintenance		**8795**	**1,787.13**
		Org Key Total		**101289**	**4,350.16**
101301	**Sheriff**				
101301 -5398	MICHIGAN SHERIFFS ASSN EDUCATI	PATCHES	00287631	01/20/2022	410.00
101301 -5398	ON DUTY GEAR LLC	BULLET PROOF VEST	00287636	01/20/2022	525.00
101301 -5398	ON DUTY GEAR LLC	BULLET PROOF VEST	00287636	01/20/2022	525.00
101301 -5398	ON DUTY GEAR LLC	BULLET PROOF VEST	00287335	01/06/2022	525.00
101301 -5398	ON DUTY GEAR LLC	BULLET PROOF VEST	00287335	01/06/2022	525.00
101301 -5398	ON DUTY GEAR LLC	BULLET PROOF VEST	00287335	01/06/2022	525.00
101301 -5398	ON DUTY GEAR LLC	UNIFORMS	00287636	01/20/2022	956.87
101301 -5398	ON DUTY GEAR LLC	UNIFORMS	00287636	01/20/2022	1,353.83
101301 -5398	ON DUTY GEAR LLC	UNIFORMS	00287636	01/20/2022	956.87
101301 -5398	ON DUTY GEAR LLC	UNIFORMS	00287636	01/20/2022	757.89
101301 -5398	ON DUTY GEAR LLC	UNIFORMS	00287636	01/20/2022	738.90
101301 -5398	ON DUTY GEAR LLC	UNIFORMS	00287636	01/20/2022	56.95
101301 -5398	ON DUTY GEAR LLC	EXTERNAL CARRIER	00287636	01/20/2022	245.00
101301 -5398	ON DUTY GEAR LLC	UNIFORMS	00287636	01/20/2022	659.91
		Total Employer Provided Uniforms		**5398**	**8,761.22**
101301 -5404	MICHIGAN SHERIFFS ASSN EDUCATI	2022 DUES SHERIFF & UNDRSHRFF	00287326	01/06/2022	1,275.00
101301 -5404	ST CLAIR COUNTY CRIMINAL JUSTI	2022 DUES KING	00287657	01/20/2022	100.00
101301 -5404	ST CLAIR COUNTY CRIMINAL JUSTI	2022 DUES SPADAFORE	00287657	01/20/2022	100.00
101301 -5404	ST CLAIR COUNTY CRIMINAL JUSTI	2022 DUES POHL	00287657	01/20/2022	100.00
101301 -5404	ST CLAIR COUNTY CRIMINAL JUSTI	2022 DUES BALDWIN	00287657	01/20/2022	100.00
		Total Employee Dues & Subscriptions		**5404**	**1,675.00**
101301 -5410	BLUE WATER MENTAL HEALTH CLINI	PRE EMPL SERVICES	00287581	01/20/2022	750.00
101301 -5410	BLUE WATER MENTAL HEALTH CLINI	PRE EMPL SERVICES	00287581	01/20/2022	750.00
101301 -5410	BLUE WATER MENTAL HEALTH CLINI	PRE EMPL SERVICES	00287581	01/20/2022	750.00
101301 -5410	PORT HURON HOSPITAL	DEC 21 SERVICES	00287623	01/20/2022	564.00
		Total Employee Health and Welfare		**5410**	**2,814.00**
101301 -5446	KERR ALBERT OFFICE SUPPLY	NOV 21 OFFICE SUPPLIES	00287486	01/13/2022	174.50

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GL Account	Vendor Name	Description	Check #	CK Date	Dist. Amount
101301 -5446	OFFICE DEPOT INC	NOV 21 OFFICE SUPPLIES	00287508	01/13/2022	620.03
101301 -5446	OFFICE DEPOT INC	DEC 21 OFFICE SUPPLIES	00287816	01/27/2022	142.43
		Total Supplies		**5446**	**936.96**
101301 -5545	FOSTER BLUE WATER OIL LLC	DEC 21 FUEL	00287465	01/13/2022	19,370.21
		Total Fuel		**5545**	**19,370.21**
101301 -7013	COUNTY OF OAKLAND MICHIGAN	OCT-DEC 21 CLEMIS SITE MNTRFEE	00287742	01/27/2022	525.00
		Total Maintenance Contracts		**7013**	**525.00**
101301 -7508	COUNTY OF OAKLAND MICHIGAN	OCT-DEC 21 CLEMIS CONNECTIVITY	00287742	01/27/2022	1,490.98
		Total Internet Access		**7508**	**1,490.98**
101301 -7591	AIRTOUCH CELLULAR	CHARGES 12/23/21	00287228	01/06/2022	1,154.34
101301 -7591	AIRTOUCH CELLULAR	CHARGES 01/07/22	00287706	01/27/2022	738.92
101301 -7591	AT AND T MOBILITY II LLC	CHARGES 01/06/22	00287577	01/20/2022	47.49
		Total Cellular Phone		**7591**	**1,940.75**
101301 -8300	LIGGETT COMMUNICATIONS LLC	SAFE RIDE ADVERTISING	00287615	01/20/2022	250.00
		Total Printing and Publishing		**8300**	**250.00**
101301 -8581	LERMA INC	2022 AGENCY MEMBERSHIP	00287301	01/06/2022	60.00
		Total County Membership		**8581**	**60.00**
101301 -8685	COMCAST CABLE COMMUNICATIONS I	CHARGES 01/13/22	00287736	01/27/2022	104.37
		Total Cable Television		**8685**	**104.37**
101301 -8795	CYNERGY WIRELESS PRODUCTS INC	RPR 260	00287594	01/20/2022	1,774.50
101301 -8795	CYNERGY WIRELESS PRODUCTS INC	RPR 264	00287594	01/20/2022	2,928.97
101301 -8795	FIRST VEHICLE SERVICES INC	REPAIRS 10/25-11/20/21	00287281	01/06/2022	3,111.57
101301 -8795	MARYSVILLE TIRE AND AUTO	RPR/MNT #247 '18 DG CHARGER	00287620	01/20/2022	24.45
101301 -8795	MARYSVILLE TIRE AND AUTO	RPR/MNT #137 '19 CHEV IMPALA	00287620	01/20/2022	40.75
101301 -8795	MARYSVILLE TIRE AND AUTO	RPR/MNT #123 '15 FORD TAURUS	00287620	01/20/2022	311.81
101301 -8795	MARYSVILLE TIRE AND AUTO	RPR/MNT #249 '20 FD EXPLORER	00287620	01/20/2022	742.16
101301 -8795	MARYSVILLE TIRE AND AUTO	RPR/MNT #256 '20 FD EXPLORER	00287620	01/20/2022	21.70
101301 -8795	MARYSVILLE TIRE AND AUTO	RPR/MNT #258 '18 FD EXPLORER	00287620	01/20/2022	45.86
101301 -8795	NORTHGATE FORD INC	RPR EXHAUST LEAKS 254	00287635	01/20/2022	551.01
101301 -8795	QUALITY LUBE	OIL CHANGE '18 FD EXPLORER	00287512	01/13/2022	63.95
101301 -8795	QUALITY LUBE	OIL CHANGE '15 FORD TAURUS	00287512	01/13/2022	63.95
101301 -8795	QUALITY LUBE	OIL CHANGE '21 DG CHARGER	00287512	01/13/2022	32.45
101301 -8795	QUALITY LUBE	OILCHG/AIRFLT '19 DG CHARGER	00287512	01/13/2022	52.90
101301 -8795	QUALITY LUBE	OIL CHANGE '20 FD EXPLORER	00287512	01/13/2022	69.85
101301 -8795	QUALITY LUBE	OIL CHANGE '18 FD EXPLORER	00287512	01/13/2022	30.95
101301 -8795	QUALITY LUBE	OIL CHANGE '20 FD EXPLORER	00287512	01/13/2022	63.95
101301 -8795	XTREME SHREDS LLC	SHREDDING 12/14 & 12/28/21	00287689	01/20/2022	40.00
		Total Repairs and Maintenance		**8795**	**9,970.78**
			Org Key Total	**101301**	**47,899.27**
101325	**Communications**				
101325 -5404	MICHIGAN COMMUNICATIONS DIRECT	2022 PRIMARY DUES BRICKER	00287321	01/06/2022	500.00
101325 -5404	ST CLAIR COUNTY CRIMINAL JUSTI	2022 DUES BRICKER	00287362	01/06/2022	100.00
		Total Employee Dues & Subscriptions		**5404**	**600.00**
101325 -5446	OFFICE DEPOT INC	DEC 21 OFFICE SUPPLIES	00287816	01/27/2022	121.29
		Total Supplies		**5446**	**121.29**
101325 -6749	COUNTY OF OAKLAND MICHIGAN	CLEMIS GIS DATA DEVELOPMENT	00287744	01/27/2022	73.00
101325 -6749	ERGOMETRICS AND APPLIED PERSON	12/10/21 ECOMM TST/SCORING	00287454	01/13/2022	150.00
		Total Professional Services		**6749**	**223.00**
101325 -6815	LANGUAGE LINE SERVICES	DEC 21 INTERPRETING	00287489	01/13/2022	3.10
		Total Contracted Interpreters		**6815**	**3.10**

GL Account	Vendor Name	Description		Check #	CK Date	Dist. Amount
101325 -7013	COUNTY OF OAKLAND MICHIGAN	OCT-DEC 21 CLEMIS SITE MNTRFEE		00287742	01/27/2022	75.00
		Total	**Maintenance Contracts**		**7013**	**75.00**
101325 -7508	COUNTY OF OAKLAND MICHIGAN	OCT-DEC 21 CLEMIS CONNECTIVITY		00287742	01/27/2022	212.99
		Total	**Internet Access**		**7508**	**212.99**
101325 -7541	MICHIGAN BELL TELEPHONE CO	CHARGES 11/02-12/01/21		00287809	01/27/2022	107.52
101325 -7541	MICHIGAN BELL TELEPHONE CO	CHARGES 12/02-01/01/22		00287629	01/20/2022	107.52
101325 -7541	MICHIGAN BELL TELEPHONE CO	CHARGES 12/14-01/13/22		00287805	01/27/2022	131.82
101325 -7541	MICHIGAN BELL TELEPHONE CO	CHARGES 12/14-01/13/22		00287806	01/27/2022	1,038.15
101325 -7541	SBC TELECOM INC	CHARGES 11/19/21		00287349	01/06/2022	0.45
		Total	**Telephone**		**7541**	**1,385.46**
101325 -7591	AIRTOUCH CELLULAR	CHARGES 01/07/22		00287706	01/27/2022	107.95
		Total	**Cellular Phone**		**7591**	**107.95**
101325 -8581	COUNTY OF OAKLAND MICHIGAN	OCT-DEC 21 CLEMIS MEMBER FEE		00287743	01/27/2022	3,024.00
		Total	**County Membership**		**8581**	**3,024.00**
101325 -8647	DTE ENERGY	CHARGES 11/25-12/27/21		00287439	01/13/2022	365.99
101325 -8647	DTE ENERGY	CHARGES 11/30-12/28/21		00287442	01/13/2022	579.32
101325 -8647	DTE ENERGY	CHARGES 12/03-01/03/22		00287439	01/13/2022	371.66
101325 -8647	DTE ENERGY	CHARGES 12/16-01/13/22		00287751	01/27/2022	324.72
		Total	**Electric Utility**		**8647**	**1,641.69**
			Org Key Total		**101325**	**7,394.48**
101331	**Marine Law Enforcement**					
101331 -5398	ON DUTY GEAR LLC	SOFT SHEEL FLEECE JACKETS		00287510	01/13/2022	1,657.69
		Total	**Employer Provided Uniforms**		**5398**	**1,657.69**
101331 -7541	MICHIGAN BELL TELEPHONE CO	CHARGES 12/17-01/16/22		00287808	01/27/2022	66.18
		Total	**Telephone**		**7541**	**66.18**
101331 -7591	AIRTOUCH CELLULAR	CHARGES 01/07/22		00287706	01/27/2022	48.59
		Total	**Cellular Phone**		**7591**	**48.59**
101331 -8993	COLONY MARINE SALES AND SERVIC	JAN 22 BUILDING RENT		00287427	01/13/2022	2,000.00
		Total	**Building Rental**		**8993**	**2,000.00**
			Org Key Total		**101331**	**3,772.46**
101334	**Dive Team**					
101334 -5446	AAP FINANCIAL SERVICES INC	STOP LEAK		00287400	01/13/2022	7.35
101334 -5446	AAP FINANCIAL SERVICES INC	SUPPLIES		00287400	01/13/2022	272.17
		Total	**Supplies**		**5446**	**279.52**
101334 -7591	AT AND T MOBILITY II LLC	CHARGES 01/06/22		00287577	01/20/2022	78.48
		Total	**Cellular Phone**		**7591**	**78.48**
101334 -8993	WAYDON ENTERPRISES LLC	JAN 22 BUILDING RENT		00287382	01/06/2022	1,807.00
101334 -8993	WAYDON ENTERPRISES LLC	DEC 21 BUILDING RENT		00287382	01/06/2022	1,807.00
		Total	**Building Rental**		**8993**	**3,614.00**
			Org Key Total		**101334**	**3,972.00**
101351	**Corrections/Jail**					
101351 -5398	MICHIGAN SHERIFFS ASSN EDUCATI	PATCHES		00287631	01/20/2022	410.00
		Total	**Employer Provided Uniforms**		**5398**	**410.00**
101351 -5404	ST CLAIR COUNTY CRIMINAL JUSTI	2022 DUES DECAUSSIN		00287657	01/20/2022	100.00
		Total	**Employee Dues & Subscriptions**		**5404**	**100.00**
101351 -5410	PORT HURON HOSPITAL	DEC 21 SERVICES		00287623	01/20/2022	430.00
		Total	**Employee Health and Welfare**		**5410**	**430.00**
101351 -5446	BOB BARKER CO INC	INMATE SUPPLIES		00287409	01/13/2022	137.50
101351 -5446	BOB BARKER CO INC	INMATE SUPPLIES		00287409	01/13/2022	250.00
101351 -5446	BOB BARKER CO INC	INMATE SUPPLIES		00287718	01/27/2022	338.77

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GL Account	Vendor Name	Description		Check #	CK Date	Dist. Amount
101351 -5446	CLEARWATER PACKAGING INC	FILM FOR VACUUM BAGS		00287426	01/13/2022	715.24
101351 -5446	COLORID LLC	BADGE CLIPS		00287428	01/13/2022	25.00
101351 -5446	COLORID LLC	BADGE REELS		00287428	01/13/2022	64.00
101351 -5446	DIAMOND DRUGS INC	DEC 21 SOIC PHARMACEUTICALS		00287749	01/27/2022	30,595.86
101351 -5446	DIAMOND DRUGS INC	NOV 21 CREDIT FOR RETURNS		00287749	01/27/2022	-3,271.17
101351 -5446	DIAMOND DRUGS INC	DEC 21 CREDIT FOR RETURNS		00287749	01/27/2022	-5,280.33
101351 -5446	INACOMP TECHNICAL SERVICES GRO	4 CISCO ANALOG ADAPTERS W ROUT		00287479	01/13/2022	340.00
101351 -5446	KERR ALBERT OFFICE SUPPLY	NOV 21 OFFICE SUPPLIES		00287486	01/13/2022	973.74
101351 -5446	KERR ALBERT OFFICE SUPPLY	DEC 21 OFFICE SUPPLIES		00287791	01/27/2022	133.99
101351 -5446	OFFICE DEPOT INC	NOV 21 OFFICE SUPPLIES		00287508	01/13/2022	385.01
101351 -5446	OFFICE DEPOT INC	DEC 21 OFFICE SUPPLIES		00287816	01/27/2022	246.89
		Total	**Supplies**		**5446**	**25,654.50**
101351 -6749	ARAMARK SERVICES INC	INMATE MEALS		00287709	01/27/2022	10,530.07
101351 -6749	ARAMARK SERVICES INC	INMATE MEALS		00287709	01/27/2022	774.20
101351 -6749	ARAMARK SERVICES INC	INMATE MEALS		00287709	01/27/2022	115.99
101351 -6749	ARAMARK SERVICES INC	INMATE MEALS		00287709	01/27/2022	9,707.54
101351 -6749	ARAMARK SERVICES INC	INMATE MEALS		00287709	01/27/2022	774.20
101351 -6749	ARAMARK SERVICES INC	INMATE MEALS		00287709	01/27/2022	149.74
101351 -6749	ARAMARK SERVICES INC	INMATE MEALS		00287709	01/27/2022	10,058.83
101351 -6749	ARAMARK SERVICES INC	INMATE MEALS		00287709	01/27/2022	801.27
101351 -6749	ARAMARK SERVICES INC	INMATE MEALS		00287709	01/27/2022	139.99
		Total	**Professional Services**		**6749**	**33,051.83**
101351 -7228	CORIZON HEALTH OF NEW JERSEY	JAN 22 INMATE MEDICAL SERVICES		00287739	01/27/2022	150,862.33
		Total	**Health Services**		**7228**	**150,862.33**
101351 -7541	MICHIGAN BELL TELEPHONE CO	CHARGES 12/17-01/16/22		00287798	01/27/2022	66.18
		Total	**Telephone**		**7541**	**66.18**
101351 -7591	AIRTOUCH CELLULAR	CHARGES 01/07/22		00287706	01/27/2022	340.23
		Total	**Cellular Phone**		**7591**	**340.23**
101351 -8647	DTE ENERGY	CHARGES 11/24-12/26/21		00287449	01/13/2022	18,897.00
		Total	**Electric Utility**		**8647**	**18,897.00**
101351 -8663	SEMCO ENERGY	CHARGES 11/29-12/29/21		00287652	01/20/2022	761.36
101351 -8663	SEMCO ENERGY	CHARGES 11/29-12/29/21		00287652	01/20/2022	11,659.74
		Total	**Gas Utility**		**8663**	**12,421.10**
101351 -8680	TOWNSHIP OF PORT HURON MICHIGA	CHARGES 10/01-12/31/21		00287862	01/27/2022	19,352.71
101351 -8680	TOWNSHIP OF PORT HURON MICHIGA	CHARGES 10/01-12/31/21		00287862	01/27/2022	5,358.20
		Total	**Water/Sewer Utility**		**8680**	**24,710.91**
101351 -8795	FIRST VEHICLE SERVICES INC	REPAIRS 10/25-11/20/21		00287281	01/06/2022	40.43
101351 -8795	JC EHRLICH COMPANY INC	DEC 21 PEST CONTROL		00287645	01/20/2022	166.00
101351 -8795	QUALITY LUBE	OIL CHANGE '18 CHEV EXPRESS		00287512	01/13/2022	63.95
101351 -8795	QUALITY LUBE	OIL CHANGE '14 FORD FUSION		00287512	01/13/2022	29.45
101351 -8795	STERICYCLE INC	JAN 22 MEDICAL WASTE RMVL		00287371	01/06/2022	99.75
101351 -8795	XTREME SHREDS LLC	SHREDDING 12/14 & 12/28/21		00287689	01/20/2022	40.00
		Total	**Repairs and Maintenance**		**8795**	**439.58**
			Org Key Total		**101351**	**267,383.66**
101400	**Planning Commission**					
101400 -7541	MICHIGAN BELL TELEPHONE CO	CHARGES 11/29-12/28/21		00287320	01/06/2022	67.84
		Total	**Telephone**		**7541**	**67.84**
101400 -8300	FEDERATED PUBLICATIONS	NOV 21 ADVERTISING		00287460	01/13/2022	58.00
		Total	**Printing and Publishing**		**8300**	**58.00**
			Org Key Total		**101400**	**125.84**

GL Account	Vendor Name	Description	Check #	CK Date	Dist. Amount
101426	**Emergency Prep (Civil Defense)**				
101426 -5404	ST CLAIR COUNTY CRIMINAL JUSTI	2022 DUES WESTMILLER	00287363	01/06/2022	100.00
101426 -5404	ST CLAIR COUNTY CRIMINAL JUSTI	2022 DUES WHITE	00287363	01/06/2022	100.00
101426 -5404	ST CLAIR COUNTY CRIMINAL JUSTI	2022 DUES DECREASE	00287363	01/06/2022	100.00
		Total Employee Dues & Subscriptions		**5404**	**300.00**
101426 -5446	KERR ALBERT OFFICE SUPPLY	DEC 21 OFFICE SUPPLIES	00287791	01/27/2022	129.75
101426 -5446	OFFICE DEPOT INC	NOV 21 OFFICE SUPPLIES	00287508	01/13/2022	49.11
101426 -5446	OFFICE DEPOT INC	DEC 21 OFFICE SUPPLIES	00287816	01/27/2022	96.59
		Total Supplies		**5446**	**275.45**
101426 -5545	FOSTER BLUE WATER OIL LLC	DEC 21 FUEL	00287465	01/13/2022	285.62
		Total Fuel		**5545**	**285.62**
101426 -7013	CRADLEPOINT INC	NETCLOUD MOBILE ESSENTIALS MNT	00287260	01/06/2022	180.00
		Total Maintenance Contracts		**7013**	**180.00**
101426 -7591	AIRTOUCH CELLULAR	CHARGES 12/23/21	00287228	01/06/2022	72.02
101426 -7591	AT AND T MOBILITY II LLC	CHARGES 01/06/22	00287577	01/20/2022	258.03
		Total Cellular Phone		**7591**	**330.05**
101426 -8647	DTE ENERGY	CHARGES 11/24-12/22/21	00287270	01/06/2022	675.84
		Total Electric Utility		**8647**	**675.84**
101426 -8663	SEMCO ENERGY	CHARGES 11/23-12/23/21	00287525	01/13/2022	388.25
		Total Gas Utility		**8663**	**388.25**
101426 -8680	TOWNSHIP OF KIMBALL MICHIGAN	CHARGES 10/15-01/15/22	00287861	01/27/2022	127.18
		Total Water/Sewer Utility		**8680**	**127.18**
101426 -8685	DISH DBS CORP	CHARGES 12/28/21	00287267	01/06/2022	105.07
		Total Cable Television		**8685**	**105.07**
101426 -8977	MARYSVILLE TRUCK EQUIPMENT INC	DEC 21 CUBE CONTAINER RENTAL	00287497	01/13/2022	195.00
		Total Equipment Rental		**8977**	**195.00**
101426 -9480	OFFICE DEPOT INC	BUSH L SHAPED DESK	00287508	01/13/2022	969.99
		Total Uncapitalized Assets < $5,000		**9480**	**969.99**
			Org Key Total	**101426**	**3,832.45**
101428	**Hazardous Materials Handling**				
101428 -5410	PORT HURON HOSPITAL	OCT 21 SERVICES	00287306	01/06/2022	778.00
		Total Employee Health and Welfare		**5410**	**778.00**
101428 -8993	WAYDON ENTERPRISES LLC	JAN 22 BUILDING RENT	00287382	01/06/2022	1,807.00
101428 -8993	WAYDON ENTERPRISES LLC	DEC 21 BUILDING RENT	00287382	01/06/2022	1,807.00
		Total Building Rental		**8993**	**3,614.00**
			Org Key Total	**101428**	**4,392.00**
101430	**Animal Shelter/Dog Warden**				
101430 -5446	ARMADA GRAIN CO	CAT LITTER 20 BAGS	00287403	01/13/2022	170.00
101430 -5446	ARMADA GRAIN CO	CAT LITTER 13 BAGS	00287234	01/06/2022	114.70
101430 -5446	ARMADA GRAIN CO	CR OVERCHG INV0064097	00287234	01/06/2022	-47.20
101430 -5446	BUTLER ANIMAL HEALTH HOLDING C	DIPHENHYDRAMINE HC1 INJ 50MG	00287583	01/20/2022	14.25
101430 -5446	BUTLER ANIMAL HEALTH HOLDING C	NOVOX CAPLETS FOR DOGS	00287583	01/20/2022	133.16
101430 -5446	BUTLER ANIMAL HEALTH HOLDING C	MELOXICAM INJ SOLUTION	00287583	01/20/2022	229.20
101430 -5446	BUTLER ANIMAL HEALTH HOLDING C	AMOXICILLIN CLAVULANATE POTASS	00287583	01/20/2022	49.20
101430 -5446	BUTLER ANIMAL HEALTH HOLDING C	TRIPLE MAX OTIC SUSPENSION	00287583	01/20/2022	164.67
101430 -5446	BUTLER ANIMAL HEALTH HOLDING C	PANACUR 22% GRANULES	00287583	01/20/2022	363.79
101430 -5446	BUTLER ANIMAL HEALTH HOLDING C	CEPHALEXIN CAPSULES 500 MG	00287583	01/20/2022	44.08
101430 -5446	BUTLER ANIMAL HEALTH HOLDING C	METRONIDAZOLE TABLETS 250MG	00287583	01/20/2022	23.43
101430 -5446	BUTLER ANIMAL HEALTH HOLDING C	METRONIDAZOLE TABLETS 500MG	00287583	01/20/2022	36.95
101430 -5446	BUTLER ANIMAL HEALTH HOLDING C	NEOPOLYBAC OPHTHALMIC OINTMENT	00287583	01/20/2022	59.70

Accounts Payable Transaction Register

GL Account	Vendor Name	Description	Check #	CK Date	Dist. Amount
101430 -5446	BUTLER ANIMAL HEALTH HOLDING C	TOBRAMYCIN OPHTHALMIC SOLUTION	00287583	01/20/2022	33.84
101430 -5446	BUTLER ANIMAL HEALTH HOLDING C	GAUZE SPONGES 3X3 IN	00287583	01/20/2022	24.70
101430 -5446	BUTLER ANIMAL HEALTH HOLDING C	GAUZE SPONGES 4X4 IN	00287583	01/20/2022	20.20
101430 -5446	BUTLER ANIMAL HEALTH HOLDING C	CAPSTAR TABLETS CATS/DOGS SMAL	00287583	01/20/2022	510.78
101430 -5446	BUTLER ANIMAL HEALTH HOLDING C	CAPSTAR TABLETS DOGS LARGE	00287583	01/20/2022	531.58
101430 -5446	BUTLER ANIMAL HEALTH HOLDING C	VETBOND TISSUE ADHESIVE	00287583	01/20/2022	35.36
101430 -5446	PRAXAIR DISTRIBUTION INC	CYLINDERS	00287493	01/13/2022	18.00
101430 -5446	PRAXAIR DISTRIBUTION INC	OXYGEN	00287795	01/27/2022	58.22
101430 -5446	WEBSTER VETERNIARY SUPPLY INC	FLUOXETINE CAP 20MG	00287337	01/06/2022	20.95
101430 -5446	WEBSTER VETERNIARY SUPPLY INC	WITNESS FELV FIV TESTS	00287337	01/06/2022	337.88
101430 -5446	WEBSTER VETERNIARY SUPPLY INC	3 TRAYS RABVAC RABIES	00287637	01/20/2022	407.88
101430 -5446	WEBSTER VETERNIARY SUPPLY INC	DIROBAN HEARTWORM TREATMENT	00287637	01/20/2022	246.75
101430 -5446	ZOETIS US LLC	5 DEFENSOR VNGD RABIES 3YR	00287692	01/20/2022	64.15
		Total **Supplies**		**5446**	**3,666.22**
101430 -5545	FOSTER BLUE WATER OIL LLC	DEC 21 FUEL	00287465	01/13/2022	78.25
		Total **Fuel**		**5545**	**78.25**
101430 -6749	222394536 DELAWARE LLC	DEC 21 CREMATION SERVICES	00287220	01/06/2022	218.00
101430 -6749	FEDERAL ARMORED TRUCK INC	DEC 21 ARMORED COURIER SRVCS	00287759	01/27/2022	207.55
101430 -6749	IDEXX DISTRIBUTION INC	DEC 21 LAB SERVICES	00287477	01/13/2022	75.34
101430 -6749	ST CLAIR COUNTY COMMUNITY COLL	ANIMAL CONTROL WORK STUDY	00287358	01/06/2022	258.00
		Total **Professional Services**		**6749**	**758.89**
101430 -7228	HANNA, EDYIE	VET SRVCS W/E 12/18/21	00287288	01/06/2022	705.00
		Total **Health Services**		**7228**	**705.00**
101430 -7508	COMCAST CABLE COMMUNICATIONS I	CHARGES 01/01/22	00287734	01/27/2022	139.85
101430 -7508	COMCAST CABLE COMMUNICATIONS I	CR 2ND PMT FOR 11/18 BILL	00287734	01/27/2022	-138.35
		Total **Internet Access**		**7508**	**1.50**
101430 -7541	MICHIGAN BELL TELEPHONE CO	CHARGES 11/26-12/25/21	00287319	01/06/2022	175.07
		Total **Telephone**		**7541**	**175.07**
101430 -7591	AIRTOUCH CELLULAR	CHARGES 01/07/22	00287706	01/27/2022	155.82
		Total **Cellular Phone**		**7591**	**155.82**
101430 -7723	UNITED PARCEL SERVICE	POSTAGE/FREIGHT	00287678	01/20/2022	9.45
		Total **Postage/Freight**		**7723**	**9.45**
101430 -8647	DTE ENERGY	CHARGES 12/08-01/06/22	00287599	01/20/2022	903.63
		Total **Electric Utility**		**8647**	**903.63**
101430 -8663	SEMCO ENERGY	CHARGES 12/02-01/03/22	00287652	01/20/2022	409.33
		Total **Gas Utility**		**8663**	**409.33**
101430 -8795	AINSWORTH DOOR INC	DOOR SRVC ANIMAL CONTROL	00287688	01/20/2022	201.00
101430 -8795	WASTE MANAGEMENT OF MICHIGAN	JAN 22 WASTE RMVL HAUL ANIMAL	00287684	01/20/2022	175.18
		Total **Repairs and Maintenance**		**8795**	**376.18**
101430 -9356	JOHNSON, PETTER ROGER	ADOPTION RETURN	00287296	01/06/2022	75.00
		Total **Refunds Paid**		**9356**	**75.00**
101430 -9480	BOGGS SPECIALTIES LLC	HMF REPLACEMENT CANISTER	00287410	01/13/2022	340.99
		Total **Uncapitalized Assets < $5,000**		**9480**	**340.99**
		Org Key Total		**101430**	**7,655.33**
101648	**Medical Examiner**				
101648 -6749	MICHIGAN FORENSICS PLLC	JAN 22 MED EXAM OPERATION SRVC	00287630	01/20/2022	43,843.69
101648 -6749	MICHIGAN FORENSICS PLLC	FEB 22 MED EXAM OPERATION SRVC	00287810	01/27/2022	53,827.02
101648 -6749	SUMMIT IT SOLUTIONS	2022 FORENSIC FILER SUBSCRIP	00287373	01/06/2022	2,325.00
		Total **Professional Services**		**6749**	**99,995.71**
101648 -7541	MICHIGAN BELL TELEPHONE CO	CHARGES 12/08-01/07/22	00287797	01/27/2022	256.05

GL Account	Vendor Name	Description		Check #	CK Date	Dist. Amount
101648 -7541	SBC TELECOM INC	CHARGES 12/19/21		00287350	01/06/2022	1.12
		Total	**Telephone**		**7541**	**257.17**
				Org Key Total	**101648**	**100,252.88**
101649	**Mental Health**					
101649 -7228	ST CLAIR COUNTY COMMUNITY MENT	JAN-MAR 22 COUNTY ALLOCATION		00287359	01/06/2022	238,918.00
		Total	**Health Services**		**7228**	**238,918.00**
				Org Key Total	**101649**	**238,918.00**
101661	**Public Guardian**					
101661 -5446	KERR ALBERT OFFICE SUPPLY	NOV 21 OFFICE SUPPLIES		00287486	01/13/2022	79.83
101661 -5446	KERR ALBERT OFFICE SUPPLY	DEC 21 OFFICE SUPPLIES		00287791	01/27/2022	14.28
		Total	**Supplies**		**5446**	**94.11**
101661 -6749	BFA SOFTWARE LLC	BILLABLE SUPPORT SRVCS		00287239	01/06/2022	250.00
		Total	**Professional Services**		**6749**	**250.00**
101661 -7591	AIRTOUCH CELLULAR	CHARGES 12/23/21		00287228	01/06/2022	36.01
101661 -7591	AIRTOUCH CELLULAR	CHARGES 01/07/22		00287706	01/27/2022	312.52
		Total	**Cellular Phone**		**7591**	**348.53**
101661 -7700	BFA SOFTWARE LLC	JAN 2022 CARD FEE		00287407	01/13/2022	357.00
		Total	**Licenses, Permits, & Fees**		**7700**	**357.00**
101661 -8795	XTREME SHREDS LLC	SHREDDING 12/14 & 12/28/21		00287689	01/20/2022	14.00
		Total	**Repairs and Maintenance**		**8795**	**14.00**
				Org Key Total	**101661**	**1,063.64**
101681	**Veterans' Burial**					
101681 -7195	JOHNSTON, CLARA	COUNTY BURIAL ALLOWANCE		00287609	01/20/2022	300.00
101681 -7195	KC FUNERAL DIRECTORS LLC	COUNTY BURIAL ALLOWANCE		00287484	01/13/2022	300.00
		Total	**Veterans Burial**		**7195**	**600.00**
				Org Key Total	**101681**	**600.00**
201449	**Road Commission**					
201449 -6749	FEDERAL ARMORED TRUCK INC	DEC 21 ARMORED COURIER SRVCS		00287759	01/27/2022	57.14
		Total	**Professional Services**		**6749**	**57.14**
				Org Key Total	**201449**	**57.14**
208000	**Parks & Recreation**					
208000 -2530	CHAUVIN, SAMANTHA	SEC DEPOSIT RETURN		00287589	01/20/2022	100.00
208000 -2530	HAGGERTY, SHARON	SEC DEPOSIT RETURN		00287472	01/13/2022	100.00
208000 -2530	WALLEMAN, JEREMY	SEC DEPOSIT RETURN		00287548	01/13/2022	100.00
		Total	**Customers Depst&Interest Pyble**		**2530**	**300.00**
				Org Key Total	**208000**	**300.00**
208751	**Recreation/Parks**					
208751 -5446	KERR ALBERT OFFICE SUPPLY	NOV 21 OFFICE SUPPLIES		00287486	01/13/2022	64.09
208751 -5446	KERR ALBERT OFFICE SUPPLY	DEC 21 OFFICE SUPPLIES		00287791	01/27/2022	50.34
		Total	**Supplies**		**5446**	**114.43**
208751 -7591	AT AND T MOBILITY II LLC	CHARGES 12/17/21		00287236	01/06/2022	257.39
		Total	**Cellular Phone**		**7591**	**257.39**
208751 -8300	FEDERATED PUBLICATIONS	DEC 21 ADV PBLC NTC REC PLAN		00287458	01/13/2022	82.00
		Total	**Printing and Publishing**		**8300**	**82.00**
				Org Key Total	**208751**	**453.82**
230131	**MIDC - Circuit Court**					
230131 -6799	BALES, THOMAS	21001186FH DIXON		00287406	01/13/2022	665.00
230131 -6799	BALES, THOMAS	20001428FH SEELY		00287406	01/13/2022	165.00
230131 -6799	LAW OFFICE OF JOSHUA P RUBIN	20002215FH FRIERSON		00287490	01/13/2022	210.00

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GL Account	Vendor Name	Description	Check #	CK Date	Dist. Amount
230131 -6799	LAW OFFICE OF JOSHUA P RUBIN	21002052FH MCCOY	00287490	01/13/2022	630.00
230131 -6799	LESLEY J CLARK LAW OFFICES PLL	21001919FH MCCARROLL	00287491	01/13/2022	910.00
230131 -6799	LIVESAY, JOHN L	21001918FH CURRY	00287494	01/13/2022	1,382.50
230131 -6799	LIVESAY, JOHN L	21002299FH VINTON	00287616	01/20/2022	455.00
		Total **Court Appointed Attrny-Other**		**6799**	**4,417.50**
			Org Key Total	**230131**	**4,417.50**
230136	**MIDC - District Court**				
230136 -6799	BALES, THOMAS	21P05936OM UMPHREY	00287406	01/13/2022	472.50
230136 -6799	BALES, THOMAS	21P05362OM UMPHREY	00287406	01/13/2022	280.00
230136 -6799	BALES, THOMAS	21P05859OM DUPUIE	00287406	01/13/2022	507.50
230136 -6799	LAW OFFICE OF JOSHUA P RUBIN	21P05854SM FOOTE	00287490	01/13/2022	122.50
230136 -6799	LAW OFFICE OF JOSHUA P RUBIN	21P04376OM FOOTE	00287490	01/13/2022	262.50
230136 -6799	LAW OFFICE OF JOSHUA P RUBIN	21P05233SM CURTIS	00287490	01/13/2022	577.50
230136 -6799	LESLEY J CLARK LAW OFFICES PLL	21P05398SM STONE	00287491	01/13/2022	420.00
230136 -6799	LIVESAY, JOHN L	21P05339SM SHAW	00287616	01/20/2022	822.50
		Total **Court Appointed Attrny-Other**		**6799**	**3,465.00**
230136 -8531	SIMASKO, FRANK ALFRED	CLE TRAINING	00287353	01/06/2022	60.00
		Total **Training**		**8531**	**60.00**
			Org Key Total	**230136**	**3,525.00**
230172	**MIDC - Admin**				
230172 -5446	KERR ALBERT OFFICE SUPPLY	DEC 21 OFFICE SUPPLIES	00287791	01/27/2022	194.07
230172 -5446	OFFICE DEPOT INC	DEC 21 OFFICE SUPPLIES	00287816	01/27/2022	100.78
		Total **Supplies**		**5446**	**294.85**
230172 -6749	JUSTICE WORKS LLC	DEC 21 PUBLIC DEF CASE MGMT	00287610	01/20/2022	500.00
		Total **Professional Services**		**6749**	**500.00**
230172 -6832	SCHWEIKART, KATHIE	KNOL	00287522	01/13/2022	23.50
		Total **Contracted Stenographers**		**6832**	**23.50**
230172 -6848	WELSER INVESTIGATIONS LLC	INV SRVCS MAY	00287385	01/06/2022	193.00
230172 -6848	WELSER INVESTIGATIONS LLC	INV SRVCS WORSHAM	00287550	01/13/2022	239.50
230172 -6848	WELSER INVESTIGATIONS LLC	INV SRVCS BANKSTON	00287550	01/13/2022	178.00
230172 -6848	WELSER INVESTIGATIONS LLC	INV SRVCS ALLEN-RAMOS	00287550	01/13/2022	187.00
230172 -6848	WELSER INVESTIGATIONS LLC	INV SRVCS HULVEY	00287685	01/20/2022	335.50
230172 -6848	WELSER INVESTIGATIONS LLC	INV SRVCS SHERMAN	00287869	01/27/2022	55.00
		Total **Contracted Investigators**		**6848**	**1,188.00**
230172 -8548	WEST GROUP	DEC 21 WEST PROFLEX SRVCS	00287870	01/27/2022	697.63
		Total **Regulatory Updates/Reference**		**8548**	**697.63**
230172 -8647	DTE ENERGY	CHARGES 12/11-01/09/22	00287597	01/20/2022	783.25
		Total **Electric Utility**		**8647**	**783.25**
230172 -8663	SEMCO ENERGY	CHARGES 12/01-12/30/21	00287652	01/20/2022	317.87
		Total **Gas Utility**		**8663**	**317.87**
230172 -8680	COMMUNITY RENAISSANCE FUND	PUBLIC DEF HALF WATER BILL	00287257	01/06/2022	43.26
230172 -8680	COMMUNITY RENAISSANCE FUND	PUBLIC DEF HALF WATER BILL	00287737	01/27/2022	41.11
		Total **Water/Sewer Utility**		**8680**	**84.37**
230172 -8795	SCHINDLER ELEVATOR CORP	JAN 22 ELEVATOR MAINT	00287351	01/06/2022	184.78
230172 -8795	WASTE MANAGEMENT OF MICHIGAN	JAN 22 WASTE RMVL HAULPBLCDEF	00287683	01/20/2022	43.03
230172 -8795	XTREME SHREDS LLC	SHREDDING 12/14/21	00287689	01/20/2022	7.00
		Total **Repairs and Maintenance**		**8795**	**234.81**
230172 -8993	COMMUNITY RENAISSANCE FUND	JAN 22 PUBLICDEF BUILDING RENT	00287257	01/06/2022	7,000.00
230172 -8993	COMMUNITY RENAISSANCE FUND	FEB 22 PBLCDEF BUILDING RENT	00287737	01/27/2022	7,000.00
		Total **Building Rental**		**8993**	**14,000.00**

GL Account	Vendor Name	Description		Check #	CK Date	Dist. Amount
230172 -9480	DELL MARKETING LP	2 DELL SLIM DVD/RW DRIVES		00287265	01/06/2022	63.28
230172 -9480	DELL MARKETING LP	2 DELL LATITUDE 3520 LAPTOPS		00287265	01/06/2022	2,347.90
		Total	**Uncapitalized Assets < $5,000**		**9480**	**2,411.18**
230172 -9554	KERR ALBERT OFFICE SUPPLY	PUBLIC DEF FURNITURE WORK STAT		00287485	01/13/2022	7,379.79
		Total	**Equipment**		**9554**	**7,379.79**
				Org Key Total	**230172**	**27,915.25**
233166	**Family Counseling Fund**					
233166 -6749	RENEWAL CHRISTIAN COUNSELING I	12/20-28/21 WHEELIHAN		00287644	01/20/2022	312.00
233166 -6749	RENEWAL CHRISTIAN COUNSELING I	11/06/21 BLACKMER REPT		00287829	01/27/2022	50.00
		Total	**Professional Services**		**6749**	**362.00**
				Org Key Total	**233166**	**362.00**
245104	**Public Improvement**					
245104 -9538	FLOORING EDGE INC	RMV CARPET INSTLL VINYL A CNTR		00287464	01/13/2022	7,414.26
		Total	**Buildings**		**9538**	**7,414.26**
				Org Key Total	**245104**	**7,414.26**
245106	**Public Improvement-Restricted**					
245106 -6749	FITE, CARLOTTA O	COURT MGMT SYSTEM PROJECT		00287463	01/13/2022	2,590.00
245106 -6749	FITE, CARLOTTA O	COURT MGMT SYSTEM PROJECT		00287764	01/27/2022	2,572.50
245106 -6749	FITE, CARLOTTA O	COURT MGMT SYSTEM PROJECT		00287764	01/27/2022	2,590.00
245106 -6749	FITE, CARLOTTA O	COURT MGMT SYSTEM PROJECT		00287764	01/27/2022	2,590.00
245106 -6749	FITE, CARLOTTA O	COURT MGMT SYSTEM PROJECT		00287764	01/27/2022	2,607.50
		Total	**Professional Services**		**6749**	**12,950.00**
245106 -9620	LAFONTAINE CDJR OF LANSING	2021 DODGE CHARGER 669588		00287488	01/13/2022	28,359.00
245106 -9620	LAFONTAINE CDJR OF LANSING	2021 DODGE CHARGER 669587		00287488	01/13/2022	28,359.00
		Total	**Vehicles**		**9620**	**56,718.00**
				Org Key Total	**245106**	**69,668.00**
252000	**Convention Center**					
252000 -2240	STATE OF MICHIGAN	DEC 21 SALES TAX CONV CTR		00287534	01/13/2022	1,716.47
		Total	**Sales Tax Payable**		**2240**	**1,716.47**
				Org Key Total	**252000**	**1,716.47**
252805	**Convention Center**					
252805 -6749	FEDERAL ARMORED TRUCK INC	DEC 21 ARMORED COURIER BWCC		00287759	01/27/2022	44.10
		Total	**Professional Services**		**6749**	**44.10**
				Org Key Total	**252805**	**44.10**
260236	**Deeds Automation**					
260236 -7013	IMAGESOFT INC	2022 ANNL MNT KOFAX CLERKS		00287478	01/13/2022	5,398.08
260236 -7013	IMAGESOFT INC	2022 ANNL MNT KOFAX ROD		00287478	01/13/2022	672.77
260236 -7013	MANATRON INC	ANTHEM S IMAGING MNT		00287496	01/13/2022	27,373.00
260236 -7013	MANATRON INC	ANTHEM S INTERFACE BSA MNT		00287496	01/13/2022	2,653.00
260236 -7013	MANATRON INC	ANTHEM S LAND CORNER MNT		00287496	01/13/2022	2,255.00
		Total	**Maintenance Contracts**		**7013**	**38,351.85**
				Org Key Total	**260236**	**38,351.85**
263215	**Concealed Pistol Licensing**					
263215 -4170	STATE OF MICHIGAN	REV SHARING RCVD IN ERROR		00287665	01/20/2022	36.00
		Total	**Licenses and Permits**		**4170**	**36.00**
				Org Key Total	**263215**	**36.00**
264362	**Local Correct Train Fund**					
264362 -8531	TRI HOSPITAL EMS	TRAINING SUPPLIES		00287545	01/13/2022	1,575.00
		Total	**Training**		**8531**	**1,575.00**

GL Account	Vendor Name	Description	Check #	CK Date	Dist. Amount
			Org Key Total	**264362**	**1,575.00**
268792	**Othr Library Activties-Millage**				
268792 -5446	KERR ALBERT OFFICE SUPPLY	NOV 21 OFFICE SUPPLIES	00287486	01/13/2022	407.71
268792 -5446	KERR ALBERT OFFICE SUPPLY	DEC 21 OFFICE SUPPLIES	00287791	01/27/2022	1,584.76
268792 -5446	OFFICE DEPOT INC	DEC 21 OFFICE SUPPLIES	00287816	01/27/2022	1,173.07
		Total **Supplies**		**5446**	**3,165.54**
268792 -6749	CONVERGENT TECHNOLOGY PARTNERS	USF QTRLY SERVICE CONSULTANT	00287738	01/27/2022	375.00
268792 -6749	FEDERAL ARMORED TRUCK INC	DEC 21 ARMORED COURIER SRVCS	00287759	01/27/2022	300.30
268792 -6749	MICHIGAN STATE UNIVERSITY	LOST/DMG BC31293033286604	00287632	01/20/2022	150.00
268792 -6749	UNIQUE MANAGEMENT SERVICES INC	DEC 21 PLACEMENTS	00287677	01/20/2022	116.35
268792 -6749	UNIQUE MANAGEMENT SERVICES INC	OVERDUE MAILERS ENVELOPE CHG	00287677	01/20/2022	211.41
268792 -6749	UNIQUE MANAGEMENT SERVICES INC	2021 ANNUAL MAINTENANCE FEE	00287677	01/20/2022	500.00
		Total **Professional Services**		**6749**	**1,653.06**
268792 -7013	CDW GOVERNMENT INC	VMWARE VSPHERE VIRT MNT 3 YR	00287249	01/06/2022	20,498.00
268792 -7013	CDW GOVERNMENT INC	CISCO SMARTNET SWITCHES LIC	00287249	01/06/2022	6,843.13
268792 -7013	GA CAYMAN HOLDCO LLC	JAN-MAR 22 ALARM MONITORING	00287471	01/13/2022	45.00
268792 -7013	GA CAYMAN HOLDCO LLC	JAN-MAR 22 ALARM MONITORING	00287471	01/13/2022	63.00
268792 -7013	LIBRARY NETWORK, THE	SYSTEM WIDE DELIVERY SRVCS	00287613	01/20/2022	22,542.75
268792 -7013	SPRINGSHARE LLC	2022 ONLINE EVENT CALENDAR LIC	00287356	01/06/2022	1,654.00
268792 -7013	WEBROOT SOFTWARE INC	SECUREANYWHERE ENDPOINT PROT	00287384	01/06/2022	1,730.00
		Total **Maintenance Contracts**		**7013**	**53,375.88**
268792 -7508	COMMUNITY EDUCATIONAL NETWORK	3RD QTR 21/22 INTERNET FEE	00287430	01/13/2022	2,025.00
		Total **Internet Access**		**7508**	**2,025.00**
268792 -7541	AUNALYTICS INC	CISCO WEBEX VOIP PHONE SRVC	00287405	01/13/2022	967.75
268792 -7541	CITY OF ALGONAC MICHIGAN	NOV 21 TELEPHONE	00287693	01/27/2022	114.29
268792 -7541	CITY OF MARINE CITY MICHIGAN	TELEPHONE	00287590	01/20/2022	123.68
268792 -7541	TOWNSHIP OF KIMBALL MICHIGAN	DEC 21 TELEPHONE	00287674	01/20/2022	89.51
		Total **Telephone**		**7541**	**1,295.23**
268792 -7591	TMOBILE USA INC	CHARGES 12/25/21	00287672	01/20/2022	889.70
		Total **Cellular Phone**		**7591**	**889.70**
268792 -8036	HOWELL NATURE CENTER	PROG FEE 12/29/21 CHILDRENS LI	00287473	01/13/2022	200.00
268792 -8036	ISHIDA, YASUFUMI	PROG FEE 12/28/21 CHILDRENS	00287293	01/06/2022	400.00
268792 -8036	TIPTOP ENTERTAINMENT LLC	PROG FEE 12/22/21 MAIN	00287377	01/06/2022	595.00
		Total **Program Promotion**		**8036**	**1,195.00**
268792 -8581	ST CLAIR CHAMBER OF COMMERCE	2022 MBRSHP ST CLAIR BRANCH	00287357	01/06/2022	85.00
		Total **County Membership**		**8581**	**85.00**
268792 -8647	DTE ENERGY	CHARGES 12/01-12/31/21	00287447	01/13/2022	63.89
268792 -8647	DTE ENERGY	CHARGES 12/11-01/09/22	00287597	01/20/2022	3,067.57
		Total **Electric Utility**		**8647**	**3,131.46**
268792 -8663	SEMCO ENERGY	CHARGES 12/01-12/30/21	00287652	01/20/2022	1,353.37
		Total **Gas Utility**		**8663**	**1,353.37**
268792 -8795	LOWERY CORP	LEXMARK DESKTOP PRINTERS MNT	00287495	01/13/2022	164.80
268792 -8795	US BANCORP EQUIPMENT FINANCE I	RICOH COPIER MAINT PMT	00287380	01/06/2022	1,546.99
268792 -8795	US BANCORP EQUIPMENT FINANCE I	RICOH COPIER MAINT PMT	00287865	01/27/2022	850.08
268792 -8795	US BANCORP EQUIPMENT FINANCE I	RICOH COPIER MAINT PMT	00287865	01/27/2022	425.00
268792 -8795	WASTE MANAGEMENT OF MICHIGAN	JAN 22 WASTE RMVL HAUL LIBRARY	00287684	01/20/2022	87.60
268792 -8795	XTREME SHREDS LLC	PURGE SHREDDING 12/17/21 LIB	00287689	01/20/2022	92.00
		Total **Repairs and Maintenance**		**8795**	**3,166.47**
268792 -9092	CITY OF ALGONAC MICHIGAN	NOV 21 LOCAL UNIT FEES	00287693	01/27/2022	1,597.27
268792 -9092	CITY OF MARINE CITY MICHIGAN	LOCAL UNIT FEES	00287590	01/20/2022	920.57

Accounts Payable Transaction Register

GL Account	Vendor Name	Description	Check #	CK Date	Dist. Amount
268792 -9092	TOWNSHIP OF KIMBALL MICHIGAN	DEC 21 LOCAL UNIT FEE	00287674	01/20/2022	1,038.02
		Total Local Unit Fee		**9092**	**3,555.86**
268792 -9655	BRODART CO	DISC 2% PAY BY 01/06/22	00287246	01/06/2022	-39.60
268792 -9655	BRODART CO	2022 HARDCOVER BOOK PLAN	00287246	01/06/2022	3,960.00
268792 -9655	BRODART CO	DISC 2% PAY BY 01/06/22	00287246	01/06/2022	-79.20
268792 -9655	BRODART CO	2022 HARDCOVER BOOK PLAN	00287246	01/06/2022	3,960.00
268792 -9655	BRODART CO	DISC 2% PAY BY 01/06/22	00287246	01/06/2022	-79.20
268792 -9655	BRODART CO	2022 HARDCOVER BOOK PLAN	00287246	01/06/2022	3,960.00
268792 -9655	BRODART CO	DISC 2% PAY BY 01/06/22	00287246	01/06/2022	-79.20
268792 -9655	BRODART CO	2022 LG PRINT HARDCOVER PLAN	00287246	01/06/2022	1,980.00
268792 -9655	BRODART CO	DISC 2% PAY BY 01/06/22	00287246	01/06/2022	-39.60
268792 -9655	BRODART CO	2022 HARDCOVER BOOK PLAN	00287246	01/06/2022	1,980.00
268792 -9655	BRODART CO	DISC 2% PAY BY 01/06/22	00287246	01/06/2022	-39.60
268792 -9655	BRODART CO	2022 HARDCOVER BOOK PLAN	00287246	01/06/2022	1,980.00
268792 -9655	BRODART CO	DISC 2% PAY BY 01/06/22	00287246	01/06/2022	-39.60
268792 -9655	BRODART CO	2022 HARDCOVER BOOK PLAN	00287246	01/06/2022	3,960.00
268792 -9655	BRODART CO	DISC 2% PAY BY 01/06/22	00287246	01/06/2022	-79.20
268792 -9655	BRODART CO	2022 HARDCOVER BOOK PLAN	00287246	01/06/2022	3,960.00
268792 -9655	BRODART CO	DISC 2% PAY BY 01/06/22	00287246	01/06/2022	-79.20
268792 -9655	BRODART CO	2022 HARDCOVER BOOK PLAN	00287246	01/06/2022	1,980.00
268792 -9655	BRODART CO	DISC 2% PAY BY 01/06/22	00287246	01/06/2022	-39.60
268792 -9655	BRODART CO	2022 HARDCOVER BOOK PLAN	00287246	01/06/2022	3,960.00
268792 -9655	BRODART CO	DISC 2% PAY BY 01/06/22	00287246	01/06/2022	-79.20
268792 -9655	BRODART CO	2022 HARDCOVER FICTION PLAN	00287246	01/06/2022	11,880.00
268792 -9655	BRODART CO	DISC 2% PAY BY 01/06/22	00287246	01/06/2022	-237.60
268792 -9655	BRODART CO	2022 HARDCOVER NONFICTION PLAN	00287246	01/06/2022	1,980.00
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287411	01/13/2022	572.78
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287411	01/13/2022	90.79
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287411	01/13/2022	1,089.60
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287411	01/13/2022	585.80
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287411	01/13/2022	1,539.62
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287412	01/13/2022	137.09
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287412	01/13/2022	69.29
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287412	01/13/2022	502.33
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287412	01/13/2022	110.43
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287411	01/13/2022	89.23
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287411	01/13/2022	73.60
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287413	01/13/2022	37.76
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287413	01/13/2022	60.58
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287413	01/13/2022	124.02
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287723	01/27/2022	271.50
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287412	01/13/2022	1,043.35
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287412	01/13/2022	349.13
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287413	01/13/2022	160.92
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287413	01/13/2022	197.49
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287413	01/13/2022	106.35
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287413	01/13/2022	173.52
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287413	01/13/2022	398.79
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287414	01/13/2022	201.15
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287414	01/13/2022	282.52
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287414	01/13/2022	248.02

GL Account	Vendor Name	Description	Check #	CK Date	Dist. Amount
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287414	01/13/2022	158.45
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287414	01/13/2022	81.08
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287414	01/13/2022	49.18
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287413	01/13/2022	174.44
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287414	01/13/2022	123.18
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287412	01/13/2022	1,798.75
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287412	01/13/2022	1,071.99
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287411	01/13/2022	502.81
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287411	01/13/2022	179.62
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287414	01/13/2022	18.60
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287414	01/13/2022	22.02
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287723	01/27/2022	681.45
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287723	01/27/2022	655.59
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287723	01/27/2022	212.44
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287721	01/27/2022	61.00
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287722	01/27/2022	279.18
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287722	01/27/2022	150.79
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287722	01/27/2022	179.74
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287723	01/27/2022	51.10
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287722	01/27/2022	128.53
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287722	01/27/2022	287.95
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287721	01/27/2022	80.76
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287721	01/27/2022	12.39
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287721	01/27/2022	12.39
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287721	01/27/2022	12.39
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287721	01/27/2022	12.39
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287721	01/27/2022	11.07
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287722	01/27/2022	269.98
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287722	01/27/2022	77.64
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287723	01/27/2022	29.18
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287723	01/27/2022	69.08
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287723	01/27/2022	25.48
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287723	01/27/2022	32.99
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287723	01/27/2022	12.00
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287721	01/27/2022	98.37
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287721	01/27/2022	47.51
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287721	01/27/2022	23.16
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287721	01/27/2022	11.31
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287721	01/27/2022	11.31
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287721	01/27/2022	161.73
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287721	01/27/2022	100.20
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287722	01/27/2022	344.58
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287722	01/27/2022	51.11
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287413	01/13/2022	37.60
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287414	01/13/2022	367.84
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287722	01/27/2022	301.63
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287723	01/27/2022	15.88
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287723	01/27/2022	34.28
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287723	01/27/2022	92.25
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287723	01/27/2022	77.67
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287722	01/27/2022	234.26

GL Account	Vendor Name	Description		Check #	CK Date	Dist. Amount
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268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL		00287722	01/27/2022	77.89
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL		00287722	01/27/2022	115.68
268792 -9655	BTAC ACQUISITION CORP	LIBRARY MATERIAL		00287722	01/27/2022	220.09
268792 -9655	CENGAGE LEARNING INC	LIBR MTRL		00287416	01/13/2022	27.99
268792 -9655	CENGAGE LEARNING INC	LIBR MTRL		00287416	01/13/2022	23.99
268792 -9655	INFO USA MARKETING INC	LIBR MTRL		00287292	01/06/2022	366.00
		Total	**Books Hardcover**		**9655**	**63,585.21**
268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL		00287411	01/13/2022	174.21
268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL		00287411	01/13/2022	39.45
268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL		00287411	01/13/2022	22.00
268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL		00287411	01/13/2022	180.81
268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL		00287411	01/13/2022	249.50
268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL		00287412	01/13/2022	65.56
268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL		00287412	01/13/2022	46.47
268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL		00287412	01/13/2022	13.70
268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL		00287412	01/13/2022	348.85
268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL		00287411	01/13/2022	22.35
268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL		00287411	01/13/2022	37.59
268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL		00287413	01/13/2022	5.65
268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL		00287413	01/13/2022	11.10
268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL		00287723	01/27/2022	121.06
268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL		00287413	01/13/2022	91.28
268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL		00287413	01/13/2022	46.40
268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL		00287413	01/13/2022	65.18
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268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL		00287413	01/13/2022	37.54
268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL		00287412	01/13/2022	61.26
268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL		00287412	01/13/2022	115.26
268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL		00287414	01/13/2022	6.30
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268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL		00287414	01/13/2022	36.70
268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL		00287412	01/13/2022	72.09
268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL		00287412	01/13/2022	55.31
268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL		00287413	01/13/2022	39.32
268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL		00287411	01/13/2022	160.57
268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL		00287411	01/13/2022	19.81
268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL		00287414	01/13/2022	93.76
268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL		00287723	01/27/2022	236.06
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268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL		00287723	01/27/2022	15.43
268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL		00287722	01/27/2022	33.58
268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL		00287722	01/27/2022	72.01
268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL		00287722	01/27/2022	44.76
268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL		00287721	01/27/2022	21.00
268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL		00287721	01/27/2022	6.85

Accounts Payable Transaction Register

GL Account	Vendor Name	Description	Check #	CK Date	Dist. Amount
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268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287722	01/27/2022	41.00
268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287722	01/27/2022	109.34
268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287721	01/27/2022	27.21
268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287721	01/27/2022	11.63
268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287721	01/27/2022	10.45
268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287723	01/27/2022	10.30
268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287723	01/27/2022	7.05
268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287723	01/27/2022	7.00
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268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287722	01/27/2022	33.59
268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287722	01/27/2022	90.49
268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287723	01/27/2022	10.45
268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287723	01/27/2022	18.58
268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287723	01/27/2022	10.06
268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287723	01/27/2022	15.36
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268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287722	01/27/2022	72.53
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268792 -9656	BTAC ACQUISITION CORP	LIBRARY MATERIAL	00287722	01/27/2022	89.06
268792 -9656	CENGAGE LEARNING INC	LIBR MTRL	00287416	01/13/2022	25.60
268792 -9656	INGRAM LIBRARY SERVICES INC	LIBR MTRL	00287481	01/13/2022	268.03
268792 -9656	INGRAM LIBRARY SERVICES INC	LIBRARY MATERIAL	00287785	01/27/2022	15.49
268792 -9656	INGRAM LIBRARY SERVICES INC	LIBRARY MATERIAL	00287785	01/27/2022	241.67
268792 -9656	INGRAM LIBRARY SERVICES INC	LIBRARY MATERIAL	00287785	01/27/2022	13.63
		Total **Books Paperback**		**9656**	**4,336.42**
268792 -9657	MIDWEST TAPE LLC	LIBRARY MATERIAL	00287330	01/06/2022	5,820.63
268792 -9657	OVERDRIVE INC	LIBRARY MATERIAL	00287817	01/27/2022	494.22
		Total **Electronic Subscription**		**9657**	**6,314.85**
268792 -9658	BRODART CO	2022 AUDIO VISUAL PLAN	00287247	01/06/2022	1,350.00
268792 -9658	BRODART CO	DISC 2% PAY BY 01/06/22	00287247	01/06/2022	-27.00
268792 -9658	BRODART CO	2022 AUDIO VISUAL PLAN	00287247	01/06/2022	810.00
268792 -9658	BRODART CO	DISC 2% PAY BY 01/06/22	00287247	01/06/2022	-16.20
268792 -9658	BRODART CO	2022 DVD PLAN PH MAIN LIB	00287247	01/06/2022	1,620.00
268792 -9658	BRODART CO	DISC 2% PAY BY 01/06/22	00287247	01/06/2022	-32.40
268792 -9658	PROQUEST LP	AV MICROFILM SRVC TIMES HERALD	00287341	01/06/2022	3,112.12
		Total **Audio Visual Material**		**9658**	**6,816.52**
268792 -9667	21ST CENTURY MEDIA NEWSPAPER L	LIBR MTRL TO 12/20/22	00287225	01/06/2022	499.20
268792 -9667	FEDERATED PUBLICATIONS	1/1/22-12/31/22 MAIN	00287279	01/06/2022	473.04
268792 -9667	FEDERATED PUBLICATIONS	1/1/22-12/31/22 ALG CLAY	00287279	01/06/2022	501.73
268792 -9667	FEDERATED PUBLICATIONS	2/1/22-1/31/23 IRA	00287279	01/06/2022	509.80
268792 -9667	FEDERATED PUBLICATIONS	1/122-12/31/22 YALE	00287279	01/06/2022	490.09
268792 -9667	FEDERATED PUBLICATIONS	12/1/21-12/31/22 G LYNN	00287279	01/06/2022	494.56
268792 -9667	FEDERATED PUBLICATIONS	2/1/22-1/31/23 MEMPHIS	00287279	01/06/2022	506.07
268792 -9667	PAGE ONE INC	LIBR MTRL TO 11/28/22 ALG	00287222	01/06/2022	29.00
		Total **Newspaper and Periodicals**		**9667**	**3,503.49**
268792 -9670	US BANCORP EQUIPMENT FINANCE I	RICOH COPIER LEASE PMT	00287380	01/06/2022	1,358.00
268792 -9670	US BANCORP EQUIPMENT FINANCE I	RICOH COPIER LEASE PMT	00287380	01/06/2022	678.95

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268792 -9670	US BANCORP EQUIPMENT FINANCE I	RICOH COPIER LEASE PMT		00287865	01/27/2022	2,036.95
		Total	**Leased Assets**		**9670**	**4,073.90**
			Org Key Total		**268792**	**163,521.96**
276311	**Drugs Elimination**					
276311 -5420	CITY OF PORT HURON MICHIGAN	SAL/FRINGES TO 11/19/21		00287422	01/13/2022	23,393.22
		Total	**Contracted Labor**		**5420**	**23,393.22**
276311 -5446	KIESLERS POLICE SUPPLY INC	GUN LIGHTS (2)		00287611	01/20/2022	263.54
276311 -5446	KIESLERS POLICE SUPPLY INC	GUN LIGHTS (8)		00287611	01/20/2022	974.16
276311 -5446	OFFICE DEPOT INC	NOV 21 OFFICE SUPPLIES		00287508	01/13/2022	65.56
		Total	**Supplies**		**5446**	**1,303.26**
276311 -5545	FOSTER BLUE WATER OIL LLC	DEC 21 FUEL		00287465	01/13/2022	5,004.96
		Total	**Fuel**		**5545**	**5,004.96**
276311 -6848	COUNTY OF ST CLAIR MICHIGAN	SUPPRESSED FUNDS		00287433	01/13/2022	8,000.00
		Total	**Contracted Investigators**		**6848**	**8,000.00**
276311 -7013	COVERTTRACK GROUP INC	1YR AIRTIME UPDATES SUBSCRIP		00287259	01/06/2022	80.21
276311 -7013	EMCS INC	ANNL MAINT 02/28/22-02/27/23		00287757	01/27/2022	600.00
		Total	**Maintenance Contracts**		**7013**	**680.21**
276311 -7591	AIRTOUCH CELLULAR	CHARGES 12/23/21		00287228	01/06/2022	180.05
276311 -7591	AIRTOUCH CELLULAR	CHARGES 01/07/22		00287706	01/27/2022	973.34
		Total	**Cellular Phone**		**7591**	**1,153.39**
276311 -7700	STATE OF MICHIGAN	RNWL SUPPR LIC PLATE		00287660	01/20/2022	26.00
		Total	**Licenses, Permits, & Fees**		**7700**	**26.00**
276311 -8531	MACOMB COMMUNITY COLLEGE	08/02-08/13/21 EVID TECH SCHOO		00287619	01/20/2022	1,200.00
276311 -8531	TACTICAL ENCOUNTERS INC	JAN 25-28 TRAINING		00287668	01/20/2022	1,800.00
276311 -8531	TACTICAL ENCOUNTERS INC	CANCEL ONE ATTENDEE		00287668	01/20/2022	-600.00
		Total	**Training**		**8531**	**2,400.00**
276311 -8647	DTE ENERGY	CHARGES 11/24-12/22/21		00287271	01/06/2022	548.85
		Total	**Electric Utility**		**8647**	**548.85**
276311 -8663	SEMCO ENERGY	CHARGES 11/23-12/23/21		00287525	01/13/2022	503.43
		Total	**Gas Utility**		**8663**	**503.43**
276311 -8680	TOWNSHIP OF KIMBALL MICHIGAN	CHARGES 10/15-01/15/22		00287861	01/27/2022	196.31
		Total	**Water/Sewer Utility**		**8680**	**196.31**
276311 -8795	CAWOOD AUTO COMPANY	OIL CHG & VEH INSPECTION		00287586	01/20/2022	45.23
276311 -8795	OLDS ELECTRIC LLC	TROUBLESHOOT BREAKERS		00287509	01/13/2022	247.50
276311 -8795	QUALITY LUBE	OIL CHANGE '20 JEEP CHEROKEE		00287512	01/13/2022	63.17
		Total	**Repairs and Maintenance**		**8795**	**355.90**
276311 -8993	BLUE STEEL RANGES LLC	DEC 21 RANGE RENTAL		00287579	01/20/2022	100.00
276311 -8993	DONS AMERICAN TOWING INC	JAN 22 BUILDING RENT FINAL PMT		00287268	01/06/2022	1,500.00
		Total	**Building Rental**		**8993**	**1,600.00**
276311 -9480	COVERTTRACK GROUP INC	STEALTH 5 TRACKING DEVICE		00287259	01/06/2022	1,095.00
276311 -9480	COVERTTRACK GROUP INC	SHIPPING		00287259	01/06/2022	15.00
276311 -9480	ON DUTY GEAR LLC	16 BODY ARMOR PLATES		00287335	01/06/2022	4,480.00
276311 -9480	ON DUTY GEAR LLC	11 ARMOR PROTECTIVE HELMETS		00287335	01/06/2022	5,445.00
276311 -9480	ON DUTY GEAR LLC	24 ARMOR SHOULDER PLATES		00287335	01/06/2022	7,080.00
		Total	**Uncapitalized Assets < $5,000**		**9480**	**18,115.00**
276311 -9585	COVERTTRACK GROUP INC	1YR AIRTIME UPDATES SUBSCRIP		00287259	01/06/2022	519.79
		Total	**Subscription/Hosted Software**		**9585**	**519.79**
276311 -9670	ENTERPRISE LEASING COMPANY OF	11/09-12/20/21 VEHICLE RENTAL		00287452	01/13/2022	1,598.80
276311 -9670	ENTERPRISE LEASING COMPANY OF	11/10-12/20/21 VEHICLE RENTAL		00287452	01/13/2022	1,488.00
276311 -9670	ENTERPRISE LEASING COMPANY OF	11/16-12/20/21 VEHICLE RENTAL		00287452	01/13/2022	1,328.00

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276311 -9670	ENTERPRISE LEASING COMPANY OF	11/17-12/21/21 VEHICLE RENTAL	00287452	01/13/2022	1,401.20
276311 -9670	ENTERPRISE LEASING COMPANY OF	11/18-12/23/21 VEHICLE RENTAL	00287452	01/13/2022	1,378.00
276311 -9670	ENTERPRISE LEASING COMPANY OF	11/19-12/20/21 VEHICLE RENTAL	00287452	01/13/2022	1,158.80
276311 -9670	ENTERPRISE LEASING COMPANY OF	11/19-12/23/21 VEHICLE RENTAL	00287452	01/13/2022	1,323.20
276311 -9670	ENTERPRISE LEASING COMPANY OF	11/24-12/23/21 VEHICLE RENTAL	00287758	01/27/2022	18.63
276311 -9670	ENTERPRISE LEASING COMPANY OF	11/24-12/23/21 VEHICLE RENTAL	00287758	01/27/2022	1,085.37
276311 -9670	ENTERPRISE LEASING COMPANY OF	12/08-12/31/21 VEHICLE RENTAL	00287758	01/27/2022	846.40
276311 -9670	ENTERPRISE LEASING COMPANY OF	01/01-01/07/22 VEHICLE RENTAL	00287758	01/27/2022	257.60
276311 -9670	ENTERPRISE LEASING COMPANY OF	12/09-12/31/21 VEHICLE RENTAL	00287758	01/27/2022	814.92
276311 -9670	ENTERPRISE LEASING COMPANY OF	01/01-01/11/22 VEHICLE RENTAL	00287758	01/27/2022	407.48
276311 -9670	ENTERPRISE LEASING COMPANY OF	12/10-12/31/21 VEHICLE RENTAL	00287758	01/27/2022	780.70
276311 -9670	ENTERPRISE LEASING COMPANY OF	01/01-01/19/22 VEHICLE RENTAL	00287758	01/27/2022	706.31
276311 -9670	ENTERPRISE LEASING COMPANY OF	12/13-12/31/21 VEHICLE RENTAL	00287758	01/27/2022	689.40
276311 -9670	ENTERPRISE LEASING COMPANY OF	01/01-01/18/22 VEHICLE RENTAL	00287758	01/27/2022	689.40
276311 -9670	ENTERPRISE LEASING COMPANY OF	12/14-12/31/21 VEHICLE RENTAL	00287758	01/27/2022	602.89
276311 -9670	ENTERPRISE LEASING COMPANY OF	01/01-01/13/22 VEHICLE RENTAL	00287758	01/27/2022	461.11
276311 -9670	ENTERPRISE LEASING COMPANY OF	12/21-12/31/21 VEHICLE RENTAL	00287758	01/27/2022	393.00
276311 -9670	ENTERPRISE LEASING COMPANY OF	01/01-01/18/22 VEHICLE RENTAL	00287758	01/27/2022	707.42
		Total **Leased Assets**		**9670**	**18,136.63**
			Org Key Total	**276311**	**81,936.95**
278672	**Agency on Aging**				
278672 -6749	AREA AGENCY ON AGING ONE B	OCT-DEC 21 COUNTY MATCH	00287574	01/20/2022	3,778.25
278672 -6749	CATHOLIC CHARITIES OF SOUTHEAS	DEC 21 SENIOR COUNSELING SRVC	00287585	01/20/2022	12,226.29
278672 -6749	HOUSING MATTERS	SEP-DEC 21 COA SR HOUSING RENT	00287780	01/27/2022	4,800.00
278672 -6749	HUNTER HOSPITALITY HOUSE INC	SEP-DEC 21 SENIOR LODGING PMT	00287290	01/06/2022	2,436.00
278672 -6749	LIFE SKILLS CENTERS INC	DEC 21 SENIOR MEMORY CARE SRVC	00287614	01/20/2022	2,269.51
278672 -6749	PORT HURON HOUSING COMMISSION	OCT-DEC 21 SENIOR BEDS & FRAME	00287639	01/20/2022	564.00
278672 -6749	PORT HURON HOUSING COMMISSION	OCT-DEC 21 BED BUG REMEDIATION	00287640	01/20/2022	3,814.93
278672 -6749	SAFE HORIZONS	OCT-DEC 21 SR SHELTER/CASE MGR	00287832	01/27/2022	9,485.69
278672 -6749	VISITING NURSE ASSN HEALTH SER	DEC 21 SR RESPITE SPECIAL CARE	00287680	01/20/2022	16,273.14
278672 -6749	VISITING NURSE ASSN HEALTH SER	DEC 21 SR ROOM AND BOARD	00287680	01/20/2022	21.78
278672 -6749	VISITING NURSE ASSN HEALTH SER	DEC 21 SR BEREAVEMENT SERVICES	00287867	01/27/2022	8,880.58
		Total **Professional Services**		**6749**	**64,550.17**
			Org Key Total	**278672**	**64,550.17**
292662	**Child Care - Probate**				
292662 -7185	COUNTY OF MACOMB MICHIGAN	NOV 21 JUV DETAINEES	00287431	01/13/2022	52,725.00
292662 -7185	COUNTY OF MACOMB MICHIGAN	DEC 21 J. TRAVER	00287432	01/13/2022	165.00
292662 -7185	COUNTY OF MACOMB MICHIGAN	DEC 21 JUV DETAINEES	00287741	01/27/2022	36,655.00
		Total **Other Institutional Services**		**7185**	**89,545.00**
292662 -7360	DELONG, JUSTINE	12/14-31 BOARD KINNEY	00287436	01/13/2022	270.00
292662 -7360	DELONG, JUSTINE	01/01-10 BOARD KINNEY	00287436	01/13/2022	150.00
		Total **Foster Care Services**		**7360**	**420.00**
			Org Key Total	**292662**	**89,965.00**
292664	**In-Home Care - Child Care**				
292664 -5404	MICHIGAN ASSN FOR FAMILY COURT	2022 DUES MCMILLAN	00287312	01/06/2022	150.00
		Total **Employee Dues & Subscriptions**		**5404**	**150.00**
292664 -6749	BLUE WATER DRP LLC	DRUG SCREENS JUV CT	00287716	01/27/2022	208.00
292664 -6749	CLASS A TRAINING CENTER LLC	DEC 21 DRUG/ALC TST	00287593	01/20/2022	75.00
292664 -6749	HURON HOUSE INC	DEC 21 DRUG/ALC SCRN JUV	00287781	01/27/2022	100.00
		Total **Professional Services**		**6749**	**383.00**

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292664 -7360	SAMS CLUB DIRECT	CLOTHING		00287667	01/20/2022	198.72
		Total	**Foster Care Services**		**7360**	**198.72**
292664 -7591	AIRTOUCH CELLULAR	CHARGES 12/23/21		00287228	01/06/2022	216.06
		Total	**Cellular Phone**		**7591**	**216.06**
			Org Key Total		**292664**	**947.78**
292668	**Day Treatment/Night Watch**					
292668 -5404	MICHIGAN ASSN FOR FAMILY COURT	2022 DUES ROSKEY		00287312	01/06/2022	75.00
		Total	**Employee Dues & Subscriptions**		**5404**	**75.00**
292668 -5446	KERR ALBERT OFFICE SUPPLY	NOV 21 OFFICE SUPPLIES		00287486	01/13/2022	382.21
292668 -5446	KERR ALBERT OFFICE SUPPLY	DEC 21 OFFICE SUPPLIES		00287791	01/27/2022	73.99
292668 -5446	OFFICE DEPOT INC	NOV 21 OFFICE SUPPLIES		00287508	01/13/2022	269.98
292668 -5446	OFFICE DEPOT INC	DEC 21 OFFICE SUPPLIES		00287816	01/27/2022	408.74
		Total	**Supplies**		**5446**	**1,134.92**
292668 -6749	CLASS A TRAINING CENTER LLC	12/01-15 DTNW ONSITE DRG TST		00287593	01/20/2022	4,000.00
292668 -6749	CLASS A TRAINING CENTER LLC	12/16-31 DTNW ONSITE DRG TST		00287593	01/20/2022	4,000.00
292668 -6749	HOUSE ARREST SERVICES INC	DEC 21 GPS MNTR		00287779	01/27/2022	2,460.00
		Total	**Professional Services**		**6749**	**10,460.00**
292668 -7228	ZYLANOFF MD, PHILLIPA	10/22/21 JONES		00287875	01/27/2022	210.00
292668 -7228	ZYLANOFF MD, PHILLIPA	10/27/21 SPARLING		00287875	01/27/2022	210.00
292668 -7228	ZYLANOFF MD, PHILLIPA	11/05/21 MELDRUM		00287875	01/27/2022	210.00
292668 -7228	ZYLANOFF MD, PHILLIPA	11/10/21 PODOLAN		00287875	01/27/2022	210.00
292668 -7228	ZYLANOFF MD, PHILLIPA	11/17/21 JONES		00287875	01/27/2022	210.00
292668 -7228	ZYLANOFF MD, PHILLIPA	11/24/21 SPARLING		00287875	01/27/2022	210.00
292668 -7228	ZYLANOFF MD, PHILLIPA	12/03/21 ARMSTEAD		00287875	01/27/2022	250.00
292668 -7228	ZYLANOFF MD, PHILLIPA	12/08/21 SAGER		00287875	01/27/2022	210.00
292668 -7228	ZYLANOFF MD, PHILLIPA	12/10/21 JONES		00287875	01/27/2022	210.00
292668 -7228	ZYLANOFF MD, PHILLIPA	12/10/21 PODOLAN		00287875	01/27/2022	210.00
		Total	**Health Services**		**7228**	**2,140.00**
292668 -7541	MICHIGAN BELL TELEPHONE CO	CHARGES 12/17-01/16/22		00287798	01/27/2022	66.18
		Total	**Telephone**		**7541**	**66.18**
292668 -7591	AIRTOUCH CELLULAR	CHARGES 12/23/21		00287228	01/06/2022	108.03
292668 -7591	AIRTOUCH CELLULAR	CHARGES 01/07/22		00287706	01/27/2022	380.69
		Total	**Cellular Phone**		**7591**	**488.72**
292668 -8581	JUVENILE JUSTICE ASSN OF MICHI	2022 MEMBERSHIP		00287788	01/27/2022	70.00
		Total	**County Membership**		**8581**	**70.00**
292668 -8647	DTE ENERGY	CHARGES 11/24-12/26/21		00287449	01/13/2022	5,454.81
292668 -8647	DTE ENERGY	CHARGES 12/08-01/06/22		00287599	01/20/2022	1,335.96
		Total	**Electric Utility**		**8647**	**6,790.77**
292668 -8663	SEMCO ENERGY	CHARGES 11/29-12/29/21		00287652	01/20/2022	219.78
292668 -8663	SEMCO ENERGY	CHARGES 11/29-12/29/21		00287652	01/20/2022	3,365.70
		Total	**Gas Utility**		**8663**	**3,585.48**
292668 -8680	TOWNSHIP OF PORT HURON MICHIGA	CHARGES 10/01-12/31/21		00287862	01/27/2022	3,415.18
292668 -8680	TOWNSHIP OF PORT HURON MICHIGA	CHARGES 10/01-12/31/21		00287862	01/27/2022	945.56
292668 -8680	TOWNSHIP OF PORT HURON MICHIGA	CHARGES 10/01-12/31/21		00287862	01/27/2022	612.65
292668 -8680	TOWNSHIP OF PORT HURON MICHIGA	CHARGES 10/01-12/31/21		00287862	01/27/2022	40.43
		Total	**Water/Sewer Utility**		**8680**	**5,013.82**
292668 -8685	COMCAST CABLE COMMUNICATIONS I	CHARGES 01/13/22		00287736	01/27/2022	121.77
		Total	**Cable Television**		**8685**	**121.77**
292668 -8795	KEVINS LAWN CARE AND SNOW REMO	SNOW RMVL SALT SRVC INSTL 2		00287792	01/27/2022	950.25
292668 -8795	KEVINS LAWN CARE AND SNOW REMO	SNOW RMVL SALT SRVC INSTL 2		00287792	01/27/2022	950.25

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292668 -8795	WASTE MANAGEMENT OF MICHIGAN	JAN 22 WASTE RMVL HAUL DTNW	00287684	01/20/2022	58.40
292668 -8795	XTREME SHREDS LLC	SHREDDING 12/14/21 DTNW	00287689	01/20/2022	7.00
292668 -8795	XTREME SHREDS LLC	SHREDDING 12/14/21 INT DTNW	00287689	01/20/2022	7.00
		Total Repairs and Maintenance		**8795**	**1,972.90**
			Org Key Total	**292668**	**31,919.56**
295682	**Veterans Millage**				
295682 -5446	IMPRINT HOUSE LLC, THE	LAPEL PINS "TY TO OUR VETS"	00287783	01/27/2022	1,750.00
295682 -5446	KERR ALBERT OFFICE SUPPLY	DEC 21 OFFICE SUPPLIES	00287791	01/27/2022	69.80
295682 -5446	OFFICE DEPOT INC	NOV 21 OFFICE SUPPLIES	00287508	01/13/2022	318.76
295682 -5446	OFFICE DEPOT INC	DEC 21 OFFICE SUPPLIES	00287816	01/27/2022	139.70
		Total Supplies		**5446**	**2,278.26**
295682 -7541	MICHIGAN BELL TELEPHONE CO	CHARGES 12/08-01/07/22	00287627	01/20/2022	65.82
		Total Telephone		**7541**	**65.82**
295682 -7591	AIRTOUCH CELLULAR	CHARGES 12/23/21	00287228	01/06/2022	72.02
295682 -7591	AIRTOUCH CELLULAR	CHARGES 01/07/22	00287706	01/27/2022	145.77
		Total Cellular Phone		**7591**	**217.79**
295682 -8036	FEDERATED PUBLICATIONS	DEC 21 DIGITAL MARKETING	00287461	01/13/2022	1,959.00
295682 -8036	LIGGETT COMMUNICATIONS LLC	ADVERTISING	00287302	01/06/2022	900.00
295682 -8036	LIGGETT COMMUNICATIONS LLC	ADVERTISING	00287302	01/06/2022	639.50
295682 -8036	LIGGETT COMMUNICATIONS LLC	ADVERTISING	00287302	01/06/2022	1,069.00
		Total Program Promotion		**8036**	**4,567.50**
295682 -8795	XTREME SHREDS LLC	SHREDDING 12/14/21	00287689	01/20/2022	7.00
		Total Repairs and Maintenance		**8795**	**7.00**
			Org Key Total	**295682**	**7,136.37**
517000	**Landfill**				
517000 -2283	TOWNSHIP OF KIMBALL MICHIGAN	OCT-DEC TIPPING FEES	00287542	01/13/2022	31,104.80
		Total Due to Other Unit of Governmnt		**2283**	**31,104.80**
			Org Key Total	**517000**	**31,104.80**
517285	**Resource Recovery**				
517285 -5420	PEOPLEREADY INC	TEMPORARY HELP	00287338	01/06/2022	753.99
517285 -5420	PEOPLEREADY INC	TEMPORARY HELP	00287513	01/13/2022	588.48
517285 -5420	PEOPLEREADY INC	TEMPORARY HELP	00287638	01/20/2022	1,017.52
517285 -5420	PEOPLEREADY INC	TEMPORARY HELP	00287821	01/27/2022	818.24
		Total Contracted Labor		**5420**	**3,178.23**
517285 -5545	FOSTER BLUE WATER OIL LLC	DEC 21 FUEL	00287465	01/13/2022	125.62
		Total Fuel		**5545**	**125.62**
517285 -7541	AT AND T	CHARGES 01/03/22	00287576	01/20/2022	42.39
		Total Telephone		**7541**	**42.39**
517285 -8647	DTE ENERGY	CHARGES 12/16-01/13/22	00287751	01/27/2022	14.99
		Total Electric Utility		**8647**	**14.99**
517285 -8795	BATTERY SOLUTIONS LLC	RECYCLE BATTERIES	00287711	01/27/2022	1,501.28
517285 -8795	HAMTRAMCK RECYCLING LLC	TIPPING FEE 12/01/21	00287773	01/27/2022	160.00
517285 -8795	HAMTRAMCK RECYCLING LLC	TIPPING FEE 12/17 & 12/21/21	00287773	01/27/2022	320.00
517285 -8795	MGM CONTAINER SERVICES CO	HAULING FEE 12/11/21	00287501	01/13/2022	194.00
517285 -8795	MGM CONTAINER SERVICES CO	HAULING FEE 12/16 & 12/20/21	00287501	01/13/2022	364.00
517285 -8795	REFUSE EQUIPMENT SERVICES INC	INSTLL HINGES/LATCHES CONTAINE	00287518	01/13/2022	432.50
		Total Repairs and Maintenance		**8795**	**2,971.78**
			Org Key Total	**517285**	**6,333.01**
517526	**Sanitary Landfill**				
517526 -5420	PEOPLEREADY INC	TEMPORARY HELP	00287821	01/27/2022	459.36

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		Total	**Contracted Labor**		**5420**	**459.36**
517526 -5446	CINTAS CORP NO 2	FIRST AID SUPPLIES		00287250	01/06/2022	359.60
517526 -5446	JADC ENTERPRISES LLC	RIVER ROCK MATERIAL ONLY		00287608	01/20/2022	3,983.32
517526 -5446	JADC ENTERPRISES LLC	RIVER ROCK DELIVERY ONLY		00287608	01/20/2022	864.15
517526 -5446	JADC ENTERPRISES LLC	RIVER ROCK MATERIAL ONLY		00287294	01/06/2022	8,085.22
517526 -5446	JADC ENTERPRISES LLC	RIVER ROCK DELIVERY ONLY		00287294	01/06/2022	1,754.05
517526 -5446	KERR ALBERT OFFICE SUPPLY	DEC 21 OFFICE SUPPLIES		00287791	01/27/2022	291.85
517526 -5446	SA TORELLO INC	SAND		00287831	01/27/2022	6,248.00
517526 -5446	SA TORELLO INC	CRUSHED CONCRETE MAT & DEL		00287648	01/20/2022	859.14
517526 -5446	SA TORELLO INC	CRUSHED CONCRETE MAT & DEL		00287348	01/06/2022	2,779.81
517526 -5446	SA TORELLO INC	CRUSHED CONCRETE MAT & DEL		00287520	01/13/2022	490.07
517526 -5446	SA TORELLO INC	CRUSHED CONCRETE MAT & DEL		00287648	01/20/2022	1,064.12
517526 -5446	SA TORELLO INC	CRUSHED CONCRETE MAT & DEL		00287648	01/20/2022	1,556.22
517526 -5446	WATER LADY INC	WATER		00287549	01/13/2022	47.40
		Total	**Supplies**		**5446**	**28,382.95**
517526 -5545	FOSTER BLUE WATER OIL LLC	DEC 21 FUEL		00287465	01/13/2022	31.41
		Total	**Fuel**		**5545**	**31.41**
517526 -6749	ALLIANCE CONSULTANTS LLC	OCT-DEC 21 INSPEC TEST EYEWASH		00287230	01/06/2022	825.00
517526 -6749	ALLIANCE CONSULTANTS LLC	OCT-DEC 21 REPORTING EYEWASH		00287230	01/06/2022	375.00
517526 -6749	ALLIANCE CONSULTANTS LLC	ADMINISTRATIVE FEE		00287230	01/06/2022	10.00
517526 -6749	CTI AND ASSOCIATES INC	REGULATORY COMPLIANCE		00287746	01/27/2022	2,533.72
517526 -6749	CTI AND ASSOCIATES INC	GENERAL ENGINEERING		00287746	01/27/2022	20,757.51
517526 -6749	FEDERAL ARMORED TRUCK INC	DEC 21 ARMORED COURIER SRVCS		00287759	01/27/2022	424.88
517526 -6749	SHIRKEY ELECTRIC CO INC	DEC 21 ASSET MGT		00287839	01/27/2022	1,193.75
517526 -6749	SHIRKEY ELECTRIC CO INC	JAN 22 ASSET MGT		00287839	01/27/2022	110.00
		Total	**Professional Services**		**6749**	**26,229.86**
517526 -7013	GOLDER ASSOCIATES INC	2021 LAB & REPORT THOMAS RD		00287607	01/20/2022	2,331.00
		Total	**Maintenance Contracts**		**7013**	**2,331.00**
517526 -7508	COMCAST CABLE COMMUNICATIONS I	CHARGES 01/08/22		00287429	01/13/2022	177.90
517526 -7508	COMCAST CABLE COMMUNICATIONS I	CHARGES 12/08/21		00287429	01/13/2022	174.90
		Total	**Internet Access**		**7508**	**352.80**
517526 -7541	COMCAST CABLE COMMUNICATIONS I	CHARGES 01/08/22		00287429	01/13/2022	70.99
517526 -7541	COMCAST CABLE COMMUNICATIONS I	CHARGES 12/08/21		00287429	01/13/2022	59.79
517526 -7541	FRONTIER COMMUNICATIONS OF MIC	CHARGES 01/04/22		00287469	01/13/2022	105.09
517526 -7541	FRONTIER COMMUNICATIONS OF MIC	CHARGES 01/10/22		00287604	01/20/2022	41.08
		Total	**Telephone**		**7541**	**276.95**
517526 -7700	STATE OF MICHIGAN	OCT-DEC 21 WASTE RECEIPT		00287535	01/13/2022	37,325.76
		Total	**Licenses, Permits, & Fees**		**7700**	**37,325.76**
517526 -8531	ALLIANCE CONSULTANTS LLC	HAZWOPER OPS LEVEL COURSE		00287402	01/13/2022	1,170.00
517526 -8531	ALLIANCE CONSULTANTS LLC	ADMINISTRATION FEE		00287402	01/13/2022	58.50
		Total	**Training**		**8531**	**1,228.50**
517526 -8647	DTE ENERGY	CHARGES 10/29-11/30/21		00287269	01/06/2022	1,215.52
517526 -8647	DTE ENERGY	CHARGES 12/01-12/28/21		00287442	01/13/2022	10.67
517526 -8647	DTE ENERGY	CHARGES 12/01-12/28/21		00287442	01/13/2022	1,029.50
517526 -8647	DTE ENERGY	CHARGES 12/01-12/28/21		00287442	01/13/2022	371.19
517526 -8647	DTE ENERGY	CHARGES 12/01-12/28/21		00287442	01/13/2022	438.76
517526 -8647	DTE ENERGY	CHARGES 12/01-12/28/21		00287442	01/13/2022	19.47
517526 -8647	DTE ENERGY	CHARGES 12/01-12/28/21		00287440	01/13/2022	124.96
517526 -8647	DTE ENERGY	CHARGES 12/01-12/28/21		00287441	01/13/2022	859.85
517526 -8647	DTE ENERGY	CHARGES 12/01-12/28/21		00287441	01/13/2022	410.82

GL Account	Vendor Name	Description		Check #	CK Date	Dist. Amount
517526 -8647	DTE ENERGY	CHARGES 12/01-12/28/21		00287439	01/13/2022	1,362.95
		Total	**Electric Utility**		**8647**	**5,843.69**
517526 -8663	SEMCO ENERGY	CHARGES 11/24-12/28/21		00287652	01/20/2022	171.72
517526 -8663	SEMCO ENERGY	CHARGES 11/24-12/28/21		00287652	01/20/2022	17.60
		Total	**Gas Utility**		**8663**	**189.32**
517526 -8795	ABC SERVICES AND FOXFIRE FARM	DEC 21 PEST MANAGEMENT		00287227	01/06/2022	95.00
517526 -8795	CINTAS CORP NO 2	FIRE EXTINGUISHER MAINT SRVC		00287417	01/13/2022	1,930.18
517526 -8795	CINTAS CORP NO 2	TAX EXEMPT		00287417	01/13/2022	-54.13
517526 -8795	MICHIGAN POWER WASH	SCALE/BLDG WASHING		00287811	01/27/2022	200.00
517526 -8795	SHIRKEY ELECTRIC CO INC	INSTLL SCNDRY BYPASS SWITCH		00287526	01/13/2022	221.58
517526 -8795	SHIRKEY ELECTRIC CO INC	INSTLL WATER HEATER		00287526	01/13/2022	416.60
517526 -8795	SHIRKEY ELECTRIC CO INC	SRC CALL PHASE MONITOR		00287838	01/27/2022	235.36
517526 -8795	TALASKI EXCAVATING CO	JAN 22 OPERATIONS MAINT		00287669	01/20/2022	70,000.00
517526 -8795	TALASKI EXCAVATING CO	JAN 22 SOLID WASTE MGMT		00287669	01/20/2022	1,500.00
517526 -8795	TALASKI EXCAVATING CO	FEB 22 OPERATIONS MAINT		00287850	01/27/2022	70,000.00
517526 -8795	TALASKI EXCAVATING CO	FEB 22 SOLID WASTE MGMT		00287850	01/27/2022	1,500.00
		Total	**Repairs and Maintenance**		**8795**	**146,044.59**
517526 -8977	SCOTTYS POTTYS	DEC 21 POTTY RENTAL		00287651	01/20/2022	95.00
		Total	**Equipment Rental**		**8977**	**95.00**
517526 -9208	GRAND TRUNK WESTERN RAILROAD C	2022 BASE RENT		00287287	01/06/2022	25.00
		Total	**Miscellaneous**		**9208**	**25.00**
517526 -9480	SHIRKEY ELECTRIC CO INC	UNIT HEATER		00287526	01/13/2022	829.00
		Total	**Uncapitalized Assets < $5,000**		**9480**	**829.00**
			Org Key Total		**517526**	**249,645.19**
581537	**Airport**					
581537 -4806	STATE OF MICHIGAN	DEC 21 SALES TAX		00287534	01/13/2022	1,110.58
		Total	**Charges For Services - Sales**		**4806**	**1,110.58**
581537 -6749	FEDERAL ARMORED TRUCK INC	DEC 21 ARMORED COURIER SRVCS		00287759	01/27/2022	114.27
		Total	**Professional Services**		**6749**	**114.27**
581537 -7541	MICHIGAN BELL TELEPHONE CO	CHARGES 12/05-01/04/22		00287626	01/20/2022	211.28
581537 -7541	MICHIGAN BELL TELEPHONE CO	CHARGES 12/17-01/16/22		00287801	01/27/2022	241.09
		Total	**Telephone**		**7541**	**452.37**
581537 -7591	AIRTOUCH CELLULAR	CHARGES 01/07/22		00287706	01/27/2022	25.04
581537 -7591	AIRTOUCH CELLULAR	CHARGES 01/07/22		00287706	01/27/2022	48.59
		Total	**Cellular Phone**		**7591**	**73.63**
581537 -8647	DTE ENERGY	CHARGES 11/24-12/22/21		00287269	01/06/2022	34.21
581537 -8647	DTE ENERGY	CHARGES 11/24-12/22/21		00287269	01/06/2022	16.32
581537 -8647	DTE ENERGY	CHARGES 11/24-12/22/21		00287269	01/06/2022	208.71
581537 -8647	DTE ENERGY	CHARGES 11/24-12/22/21		00287271	01/06/2022	65.71
581537 -8647	DTE ENERGY	CHARGES 11/24-12/22/21		00287271	01/06/2022	97.83
581537 -8647	DTE ENERGY	CHARGES 11/24-12/22/21		00287270	01/06/2022	782.49
581537 -8647	DTE ENERGY	CHARGES 11/24-12/22/21		00287270	01/06/2022	439.52
581537 -8647	DTE ENERGY	CHARGES 11/24-12/22/21		00287270	01/06/2022	57.96
581537 -8647	DTE ENERGY	CHARGES 12/03-01/03/22		00287439	01/13/2022	711.22
581537 -8647	DTE ENERGY	CHARGES 12/01-12/31/21		00287446	01/13/2022	1,014.13
		Total	**Electric Utility**		**8647**	**3,428.10**
581537 -8663	SEMCO ENERGY	CHARGES 11/23-12/23/21		00287525	01/13/2022	192.45
581537 -8663	SEMCO ENERGY	CHARGES 11/23-12/23/21		00287525	01/13/2022	145.62
581537 -8663	SEMCO ENERGY	CHARGES 11/23-12/23/21		00287525	01/13/2022	292.27
581537 -8663	SEMCO ENERGY	CHARGES 11/23-12/23/21		00287525	01/13/2022	659.31

GL Account	Vendor Name	Description	Check #	CK Date	Dist. Amount
581537 -8663	SEMCO ENERGY	CHARGES 11/23-12/23/21	00287525	01/13/2022	1,246.70
		Total Gas Utility		**8663**	**2,536.35**
581537 -8680	TOWNSHIP OF KIMBALL MICHIGAN	CHARGES 10/15-01/15/22	00287861	01/27/2022	65.50
581537 -8680	TOWNSHIP OF KIMBALL MICHIGAN	CHARGES 10/15-01/15/22	00287861	01/27/2022	26.95
581537 -8680	TOWNSHIP OF KIMBALL MICHIGAN	CHARGES 10/15-01/15/22	00287861	01/27/2022	26.95
581537 -8680	TOWNSHIP OF KIMBALL MICHIGAN	CHARGES 10/15-01/15/22	00287861	01/27/2022	154.64
		Total Water/Sewer Utility		**8680**	**274.04**
581537 -8685	DISH DBS CORP	CHARGES 01/19/22	00287750	01/27/2022	72.08
		Total Cable Television		**8685**	**72.08**
581537 -8795	FIRST VEHICLE SERVICES INC	REPAIRS 10/25-11/20/21	00287281	01/06/2022	1,919.81
581537 -8795	RENES INC	RPR CAT LOADER RELIEF VALVE	00287223	01/06/2022	450.00
581537 -8795	STATE OF MICHIGAN	OCT-DEC 21 WTHR OBS DATA SYS	00287659	01/20/2022	947.36
581537 -8795	WASTE MANAGEMENT OF MICHIGAN	JAN 22 WASTE RMVL HAUL AIRPORT	00287684	01/20/2022	58.40
		Total Repairs and Maintenance		**8795**	**3,375.57**
			Org Key Total	**581537**	**11,436.99**
595364	**Jail Commissary**				
595364 -6749	ARAMARK SERVICES INC	COMMISSARY SERVICES	00287709	01/27/2022	3,692.04
595364 -6749	PROFESSIONAL COUNSELING CENTER	DEC 21 PARENTING GRP	00287827	01/27/2022	768.00
595364 -6749	SECURUS TECHNOLOGIES INC	INMATE PHONE SRVCS	00287524	01/13/2022	7,435.51
595364 -6749	SECURUS TECHNOLOGIES INC	INMATE PHONE SRVCS	00287524	01/13/2022	7,036.20
595364 -6749	SECURUS TECHNOLOGIES INC	INMATE PHONE SRVCS	00287524	01/13/2022	6,837.59
595364 -6749	SECURUS TECHNOLOGIES INC	INMATE PHONE SRVCS	00287836	01/27/2022	7,214.14
595364 -6749	SECURUS TECHNOLOGIES INC	INMATE PHONE SRVCS	00287836	01/27/2022	3,529.97
		Total Professional Services		**6749**	**36,513.45**
595364 -7228	IMPACT	DEC 21 DOM VIO GROUP	00287480	01/13/2022	500.00
		Total Health Services		**7228**	**500.00**
595364 -8685	COMCAST CABLE COMMUNICATIONS I	CHARGES 01/13/22	00287736	01/27/2022	608.85
		Total Cable Television		**8685**	**608.85**
			Org Key Total	**595364**	**37,622.30**
616000	**DTR**				
616000 -1508	MICHIGAN MUNICIPAL RISK MANAGE	12/1/21-3/31/22 WINT TX SURETY	00287325	01/06/2022	5,191.00
		Total Taxes Receivable-Delinqnt-Real		**1508**	**5,191.00**
616000 -1587	ARNOLD, DAVID AND DIANA	PRE REFUND 2020	00287710	01/27/2022	179.99
616000 -1587	ARNOLD, DAVID AND DIANA	PRE REFUND 2019	00287710	01/27/2022	176.65
616000 -1587	ARNOLD, DAVID AND DIANA	PRE REFUND 2018	00287710	01/27/2022	172.53
616000 -1587	BEAN JR, ROSALEE AND VIRGIL	PRE REFUND 2020	00287238	01/06/2022	481.18
616000 -1587	BEAN JR, ROSALEE AND VIRGIL	PRE REFUND 2019	00287238	01/06/2022	472.23
616000 -1587	BEAN JR, ROSALEE AND VIRGIL	PRE REFUND 2018	00287238	01/06/2022	421.75
616000 -1587	BOUTORWICK, MICHAEL AND DONNA	PRE REFUND 2020	00287720	01/27/2022	1,134.86
616000 -1587	BOUTORWICK, MICHAEL AND DONNA	PRE REFUND 2019	00287720	01/27/2022	1,157.82
616000 -1587	BOUTORWICK, MICHAEL AND DONNA	PRE REFUND 2018	00287720	01/27/2022	1,132.39
616000 -1587	ELLIS JR, DONALD	PRE REFUND 2020	00287756	01/27/2022	728.68
616000 -1587	ELLIS JR, DONALD	PRE REFUND 2019	00287756	01/27/2022	715.11
616000 -1587	ELLIS JR, DONALD	PRE REFUND 2018	00287756	01/27/2022	698.37
616000 -1587	FLORA, JERRY	PRE REFUND 2020	00287602	01/20/2022	542.52
616000 -1587	FLORA, JERRY	PRE REFUND 2019	00287602	01/20/2022	532.42
616000 -1587	FLORA, JERRY	PRE REFUND 2018	00287602	01/20/2022	519.94
616000 -1587	GILLS, COLIN MICHAEL	PRE REFUND 2020	00287606	01/20/2022	1,769.53
616000 -1587	HARRIS, ALICE	PRE REFUND 2020	00287289	01/06/2022	1,689.10
616000 -1587	HORGAN, COLIN AND KARA	PRE REFUND 2020	00287778	01/27/2022	597.88

GL Account	Vendor Name	Description		Check #	CK Date	Dist. Amount
616000 -1587	SHOUDY, TODD AND DEBORA	PRE REFUND 2020		00287653	01/20/2022	428.40
616000 -1587	SMAFIELD, STEVEN AND MONICA	PRE REFUND 2020		00287841	01/27/2022	847.47
616000 -1587	SMAFIELD, STEVEN AND MONICA	PRE REFUND 2019		00287841	01/27/2022	847.18
616000 -1587	SMAFIELD, STEVEN AND MONICA	PRE REFUND 2018		00287841	01/27/2022	752.65
616000 -1587	WELSH, STEPHANIE	PRE REFUND 2020		00287386	01/06/2022	345.24
616000 -1587	WITHROW, KRISTIE	PRE REFUND 2020		00287388	01/06/2022	2,679.24
		Total	**Homestead Receivables Local**		**1587**	**19,023.13**
616000 -1588	CHARRON, DEAN AND KATHY	STATE TRIBUNAL		00287588	01/20/2022	1,030.16
616000 -1588	DANN, CONNOR	DEC BOR ADJ		00287747	01/27/2022	308.40
		Total	**Due From Other Units Governmt**		**1588**	**1,338.56**
616000 -2838	ATA NATIONAL TITLE GROUP	OVERPAYMENT		00287404	01/13/2022	34.31
616000 -2838	BHI CONTRACTING INC	OVERPAYMENT		00287240	01/06/2022	17.29
616000 -2838	GHALIB, MARJI	OVERPAYMENT		00287285	01/06/2022	720.76
616000 -2838	HURON TITLE CO	OVERPAYMENT		00287475	01/13/2022	52.96
616000 -2838	METHNER, TERRY	RFND DUPLICATE PAYMENT		00287307	01/06/2022	437.41
		Total	**Tax Overpay/Duplicate-Taxpayer**		**2838**	**1,262.73**
			Org Key Total		**616000**	**26,815.42**
616538	**Delinquent Tax Revolving**					
616538 -9868	CITY OF PORT HURON MICHIGAN	PRE DENIAL INTEREST		00287729	01/27/2022	1,789.67
616538 -9868	CITY OF ST CLAIR MICHIGAN	PRE DENIAL INTEREST		00287731	01/27/2022	651.38
616538 -9868	CITY OF YALE MICHIGAN	PRE DENIAL INTEREST		00287732	01/27/2022	162.25
616538 -9868	STATE OF MICHIGAN	PRE DENIAL INTEREST		00287848	01/27/2022	19,342.58
616538 -9868	TOWNSHIP OF BURTCHVILLE MICHIG	PRE DENIAL INTEREST		00287855	01/27/2022	492.24
616538 -9868	TOWNSHIP OF CLAY MICHIGAN	PRE DENIAL INTEREST		00287856	01/27/2022	2,430.91
		Total	**Interest Expense**		**9868**	**24,869.03**
			Org Key Total		**616538**	**24,869.03**
639275	**Drain Equipment Rental**					
639275 -5446	AIS CONSTRUCTION EQUIPMENT COR	SEAL KIT		00287229	01/06/2022	20.47
639275 -5446	GL FLUID POWER	HOSE, FITTINGS, ORING, CRIMPIN		00287286	01/06/2022	52.88
		Total	**Supplies**		**5446**	**73.35**
639275 -5545	FOSTER BLUE WATER OIL LLC	DEC 21 FUEL		00287465	01/13/2022	327.52
		Total	**Fuel**		**5545**	**327.52**
639275 -8795	RIGHT OF WAY SOLUTIONS LLC	RPR SKIDSTEER		00287646	01/20/2022	315.00
		Total	**Repairs and Maintenance**		**8795**	**315.00**
639275 -8977	MACALLISTER MACHINERY CO INC	DEC 21 HYD EXCAVATOR LEASE PMT		00287618	01/20/2022	3,099.96
		Total	**Equipment Rental**		**8977**	**3,099.96**
			Org Key Total		**639275**	**3,815.83**
677852	**Employees Hospital Insurance**					
677852 -6749	DELTA DENTAL PLAN OF MICHIGAN	JAN 22 ADM FEE ACT/COB		00287266	01/06/2022	12.21
677852 -6749	DELTA DENTAL PLAN OF MICHIGAN	JAN 22 ADM FEE ACTIVE		00287266	01/06/2022	2,397.23
677852 -6749	DELTA DENTAL PLAN OF MICHIGAN	JAN 22 ADM FEE RET/GEN		00287266	01/06/2022	1,566.95
677852 -6749	DELTA DENTAL PLAN OF MICHIGAN	JAN 22 ADM FEE RET/RD COMM		00287266	01/06/2022	480.26
677852 -6749	DELTA DENTAL PLAN OF MICHIGAN	JAN 22 ADM FEE RET/CMH		00287266	01/06/2022	337.81
677852 -6749	DELTA DENTAL PLAN OF MICHIGAN	JAN 22 ADM FEE ACT/UNION		00287266	01/06/2022	8.14
677852 -6749	FLEX ADMINISTRATORS INC	2022 ANNUAL RENEWAL FEE		00287282	01/06/2022	212.50
677852 -6749	FLEX ADMINISTRATORS INC	DEC 21 HRA ADMIN FEE		00287766	01/27/2022	110.50
		Total	**Professional Services**		**6749**	**5,125.60**
677852 -9142	BLUE CROSS BLUE SHIELD OF MICH	JAN 22 GEN RET PREM NH		00287241	01/06/2022	45,618.13
677852 -9142	BLUE CROSS BLUE SHIELD OF MICH	JAN 22 RC RET PREM NH		00287242	01/06/2022	13,350.17
677852 -9142	BLUE CROSS BLUE SHIELD OF MICH	JAN 22 CMH RET PREM NH		00287243	01/06/2022	8,767.93

GL Account	Vendor Name	Description	Check #	CK Date	Dist. Amount
677852 -9142	BLUE CROSS BLUE SHIELD OF MICH	JAN 22 CMH RET PREM H	00287244	01/06/2022	160.33
677852 -9142	BLUE CROSS BLUE SHIELD OF MICH	FEB 22 RC RET PREM NH	00287713	01/27/2022	13,455.78
677852 -9142	BLUE CROSS BLUE SHIELD OF MICH	FEB 22 CMH RET PREM NH	00287714	01/27/2022	8,239.88
677852 -9142	BLUE CROSS BLUE SHIELD OF MICH	FEB 22 CMH RET PREM H	00287715	01/27/2022	160.33
677852 -9142	BLUE CROSS BLUE SHIELD OF MICH	FEB 28 GEN RET PREM NH	00287712	01/27/2022	45,029.88
677852 -9142	DELTA DENTAL PLAN OF MICHIGAN	DEC 21 CLAIMS ACT/COB	00287595	01/20/2022	172.00
677852 -9142	DELTA DENTAL PLAN OF MICHIGAN	DEC 21 CLAIMS ACTIVE	00287595	01/20/2022	32,959.40
677852 -9142	DELTA DENTAL PLAN OF MICHIGAN	DEC 21 CLAIMS RET/GEN	00287595	01/20/2022	10,880.55
677852 -9142	DELTA DENTAL PLAN OF MICHIGAN	DEC 21 CLAIMS RET/RD COMM	00287595	01/20/2022	3,642.05
677852 -9142	DELTA DENTAL PLAN OF MICHIGAN	DEC 21 CLAIMS RET/CMH	00287595	01/20/2022	1,430.00
677852 -9142	DELTA DENTAL PLAN OF MICHIGAN	DEC 21 CLAIMS ACT/UNION	00287595	01/20/2022	477.00
		Total **Insurance Premium**		**9142**	**184,343.43**
			Org Key Total	**677852**	**189,469.03**
677853	**Employees Life Insurance**				
677853 -9142	HARTFORD LIFE AND ACCIDENT INS	DEC 21 LIFE PREMIUMS	00287774	01/27/2022	6,370.22
		Total **Insurance Premium**		**9142**	**6,370.22**
			Org Key Total	**677853**	**6,370.22**
677857	**Employees LT Disability Insur**				
677857 -9142	HARTFORD LIFE AND ACCIDENT INS	DEC 21 LTD PREMIUMS	00287774	01/27/2022	11,601.48
		Total **Insurance Premium**		**9142**	**11,601.48**
			Org Key Total	**677857**	**11,601.48**
677865	**Insurance**				
677865 -9142	MICHIGAN MUNICIPAL RISK MANAGE	2022 INSTLLMNT 1 INS PREM GEN	00287324	01/06/2022	400,751.00
677865 -9142	MICHIGAN MUNICIPAL RISK MANAGE	2022 INSTLLMNT 1 INS PREM RET	00287324	01/06/2022	25,000.00
		Total **Insurance Premium**		**9142**	**425,751.00**
			Org Key Total	**677865**	**425,751.00**
677870	**Unemployment Insurance**				
677870 -5363	STATE OF MICHIGAN	2021 REIMB EMP BILL BEN CHGS	00287847	01/27/2022	10,357.30
		Total **Unemployment Insurance**		**5363**	**10,357.30**
			Org Key Total	**677870**	**10,357.30**
677871	**Workers Compensation Insur**				
677871 -9175	MEADOWBROOK INSURANCE GROUP IN	DEC 21 CHECK REGISTER	00287498	01/13/2022	22,790.46
		Total **Casualty Loss**		**9175**	**22,790.46**
			Org Key Total	**677871**	**22,790.46**
701136	**72nd District Court**				
701136 -2165	CITY OF ALGONAC MICHIGAN	4TH QTR 21 DIST CRT FINES	00287418	01/13/2022	509.85
701136 -2165	CITY OF MARINE CITY MICHIGAN	4TH QTR 21 DIST CRT FINES	00287419	01/13/2022	2,178.66
701136 -2165	CITY OF MARYSVILLE MICHIGAN	4TH QTR 21 DIST CRT FINES	00287420	01/13/2022	2,683.56
701136 -2165	CITY OF MEMPHIS MICHIGAN	4TH QTR 21 DIST CRT FINES	00287421	01/13/2022	11.55
701136 -2165	CITY OF PORT HURON MICHIGAN	4TH QTR 21 DIST CRT FINES	00287423	01/13/2022	14,143.85
701136 -2165	CITY OF ST CLAIR MICHIGAN	4TH QTR 21 DIST CRT FINES	00287425	01/13/2022	1,813.35
		Total **Due to Cities**		**2165**	**21,340.82**
701136 -2205	TOWNSHIP OF CLAY MICHIGAN	4TH QTR 21 DIST CRT FINES	00287537	01/13/2022	3,885.75
701136 -2205	TOWNSHIP OF FORT GRATIOT MICHI	4TH QTR 21 DIST CRT FINES	00287538	01/13/2022	2,170.41
701136 -2205	TOWNSHIP OF IRA MICHIGAN	4TH QTR 21 DIST CRT FINES	00287539	01/13/2022	1,425.60
701136 -2205	TOWNSHIP OF KENOCKEE MICHIGAN	4TH QTR 21 DIST CRT FINES	00287540	01/13/2022	1.65
701136 -2205	TOWNSHIP OF KIMBALL MICHIGAN	4TH QTR 21 DIST CRT FINES	00287541	01/13/2022	250.49
701136 -2205	TOWNSHIP OF PORT HURON MICHIGA	4TH QTR 21 DIST CRT FINES	00287543	01/13/2022	2,248.95
701136 -2205	TOWNSHIP OF RILEY MICHIGAN	4TH QTR 21 DIST CRT FINES	00287544	01/13/2022	28.05
		Total **Due to Townships**		**2205**	**10,010.90**

GL Account	Vendor Name	Description	Check #	CK Date	Dist. Amount
701136 -2220	VILLAGE OF CAPAC MICHIGAN	4TH QTR 21 DIST CRT FINES	00287546	01/13/2022	409.20
701136 -2220	VILLAGE OF EMMETT MICHIGAN	4TH QTR 21 DIST CRT FINES	00287547	01/13/2022	46.20
		Total **Due to Villages**		**2220**	**455.40**
			Org Key Total	**701136**	**31,807.12**
701253	**Treasurer**				
701253 -2837	TOWNSHIP OF FORT GRATIOT MICHI	MTT ADJUSTMENT REFUND	00287857	01/27/2022	5,644.72
701253 -2837	TOWNSHIP OF FORT GRATIOT MICHI	BOR ADJUSTMENT REFUND	00287857	01/27/2022	3,162.81
701253 -2837	TOWNSHIP OF IRA MICHIGAN	REIMBURSE DUE TO DEC BOR	00287858	01/27/2022	2,781.47
		Total **Undistributed Tax Collections**		**2837**	**11,589.00**
			Org Key Total	**701253**	**11,589.00**
701301	**Sheriff Trust and Agency**				
701301 -2225	STATE OF MICHIGAN	SEX OFFENDER REG FEE	00287663	01/20/2022	180.00
		Total **Due to State of Michigan**		**2225**	**180.00**
			Org Key Total	**701301**	**180.00**
701325	**Sheriffs Communications/Radio**				
701325 -2830	TOWNSHIP OF CLAY MICHIGAN	OCT-DEC 21 E911 LL SURCH	00287673	01/20/2022	10,253.89
		Total **Undistributed Receipts**		**2830**	**10,253.89**
			Org Key Total	**701325**	**10,253.89**
701351	**Jail Trust and Agency**				
701351 -2830	STATE OF MICHIGAN	10/01-12/31/21 BOOKING FEES	00287530	01/13/2022	1,064.63
		Total **Undistributed Receipts**		**2830**	**1,064.63**
			Org Key Total	**701351**	**1,064.63**
702131	**Circuit Court**				
702131 -2283	ST CLAIR COUNTY ROAD COMMISSIO	4TH QTR 21 ORV CASES	00287529	01/13/2022	100.00
		Total **Due to Other Unit of Governmnt**		**2283**	**100.00**
			Org Key Total	**702131**	**100.00**
702149	**Probate Court Juvenile**				
702149 -2710	CITY FLATS	J. BOWERS	00287251	01/06/2022	75.00
702149 -2710	CITY OF MARYSVILLE MICHIGAN	J. ALLEN	00287592	01/20/2022	653.53
702149 -2710	COX, DAVID	P. KARL	00287745	01/27/2022	20.00
702149 -2710	COX, DAVID	J. JACOBS	00287745	01/27/2022	10.00
702149 -2710	FULTZ, KELLY	H. BOULLIER	00287769	01/27/2022	100.00
702149 -2710	HOLMES, MATTHEW	A. BINNALL	00287776	01/27/2022	15.00
702149 -2710	HOLMES, NATHAN R	A. BINNALL	00287777	01/27/2022	15.00
702149 -2710	MONZO, TAMMY	Z. HOWE	00287634	01/20/2022	151.00
702149 -2710	OCONNOR, TAMARA	A. GREEN	00287815	01/27/2022	100.00
702149 -2710	POSTED, DAVID	P. KARL	00287826	01/27/2022	10.00
702149 -2710	POSTED, DAVID	J. JACOBS	00287826	01/27/2022	5.00
702149 -2710	REEVES, KENNETH AND CHERYL	P. KARL	00287828	01/27/2022	10.00
702149 -2710	REEVES, KENNETH AND CHERYL	J. JACOBS	00287828	01/27/2022	5.00
702149 -2710	THOMPSON, DAVID	P. KARL	00287851	01/27/2022	10.00
702149 -2710	THOMPSON, DAVID	J. JACOBS	00287851	01/27/2022	5.00
702149 -2710	WHITFIELD, LANDON	K. ENDERS	00287387	01/06/2022	225.00
702149 -2710	WU, TE HUI	H. BAUNOCK	00287871	01/27/2022	50.00
702149 -2710	YIELDING, ALEXIS	S. ANDERSON	00287873	01/27/2022	150.00
		Total **Restitutions Payable**		**2710**	**1,609.53**
			Org Key Total	**702149**	**1,609.53**
731237	**Retirement Board**				
731237 -6683	VANOVERBEKE MICHAUD AND TIMMON	10/01-12/31/21 LEGAL SERVICES	00287866	01/27/2022	4,161.00

GL Account	Vendor Name	Description		Check #	CK Date	Dist. Amount
		Total	**Legal Services**		**6683**	**4,161.00**
731237 -8581	MAPERS	2022 ANNL MEMERSHIP		00287314	01/06/2022	200.00
		Total	**County Membership**		**8581**	**200.00**
				Org Key Total	**731237**	**4,361.00**
750000	**Payroll**					
750000 -2300	STATE OF MICHIGAN	DEC 21 INC TAX W/H EMPL		00287397	01/13/2022	185,875.18
750000 -2300	STATE OF MICHIGAN	DEC 21 INC TAX W/H RET		00287397	01/13/2022	27,919.23
750000 -2300	STATE OF MICHIGAN	ADJUSTMENT		00287397	01/13/2022	-5.48
		Total	**State-SITW**		**2300**	**213,788.93**
750000 -2303	CITY OF PORT HURON MICHIGAN	DEC 21 INC TAX W/H		00287393	01/13/2022	15,471.88
		Total	**City-CITW**		**2303**	**15,471.88**
750000 -2312	STATE STREET GLOBAL ADVISORS	01/13/22 JUDGE BROWN		00287398	01/13/2022	493.33
750000 -2312	STATE STREET GLOBAL ADVISORS	01/13/22 JUDGE TOMLINSON		00287398	01/13/2022	801.67
750000 -2312	STATE STREET GLOBAL ADVISORS	01/13/22 JUDGE TOMLINSON		00287398	01/13/2022	361.07
750000 -2312	STATE STREET GLOBAL ADVISORS	01/27/22 JUDGE BROWN		00287704	01/27/2022	493.32
750000 -2312	STATE STREET GLOBAL ADVISORS	01/27/22 JUDGE TOMLINSON		00287704	01/27/2022	801.65
750000 -2312	STATE STREET GLOBAL ADVISORS	01/27/22 JUDGE TOMLINSON		00287704	01/27/2022	361.07
		Total	**State-Judges Retirement**		**2312**	**3,312.11**
750000 -2345	AFSCME	JAN 22 1089 DUES		00287698	01/27/2022	4,777.26
750000 -2345	AFSCME	JAN 22 1518 DUES		00287698	01/27/2022	411.69
		Total	**Union Dues-AFSCME Council 25**		**2345**	**5,188.95**
750000 -2355	MICHIGAN NURSES ASSN	JAN 22 DUES		00287699	01/27/2022	1,240.60
		Total	**Union Dues-MNA**		**2355**	**1,240.60**
750000 -2358	POLICE OFFICERS ASSN OF MICHIG	JAN 22 COAM DUES		00287700	01/27/2022	832.00
750000 -2358	POLICE OFFICERS ASSN OF MICHIG	JAN 22 POAM 312 DUES		00287701	01/27/2022	3,460.94
750000 -2358	POLICE OFFICERS ASSN OF MICHIG	JAN 22 SHER SUPV DUES		00287701	01/27/2022	590.26
750000 -2358	POLICE OFFICERS ASSN OF MICHIG	JAN 22 TPOAM FOC DUES		00287701	01/27/2022	866.50
750000 -2358	POLICE OFFICERS ASSN OF MICHIG	JAN 22 TPOAM PCCL DUES		00287701	01/27/2022	372.00
750000 -2358	POLICE OFFICERS ASSN OF MICHIG	JAN 22 POAM DISPATCH DUES		00287701	01/27/2022	770.74
750000 -2358	POLICE OFFICERS ASSN OF MICHIG	JAN 22 POAM BAILIFF DUES		00287701	01/27/2022	381.34
750000 -2358	POLICE OFFICERS ASSN OF MICHIG	JAN 22 HR DUES		00287701	01/27/2022	93.00
750000 -2358	POLICE OFFICERS LABOR COUNCIL	JAN 22 DUES		00287702	01/27/2022	2,984.00
		Total	**Union Dues-POAM**		**2358**	**10,350.78**
750000 -2360	POLICE OFFICERS ASSN OF MICHIG	JAN 22 JUV COUNS DUES		00287701	01/27/2022	371.83
		Total	**Union Dues-ProbtCourtCounselor**		**2360**	**371.83**
750000 -2365	UNITED WAY OF ST CLAIR COUNTY	01/13/22 WITHHOLDING		00287399	01/13/2022	1,247.80
750000 -2365	UNITED WAY OF ST CLAIR COUNTY	01/27/22 WITHHOLDING		00287705	01/27/2022	880.80
		Total	**United Way Withheld**		**2365**	**2,128.60**
750000 -2366	PRE PAID LEGAL SERVICES INC	JAN 22 PREPAID LEGAL SERVICES		00287703	01/27/2022	288.12
		Total	**Prepaid Legal Services W/H**		**2366**	**288.12**
750000 -2369	DVM INSURANCE AGENCY	DEC 21 PET INSURANCE		00287394	01/13/2022	509.71
750000 -2369	DVM INSURANCE AGENCY	NOV 21 PET INSURANCE		00287394	01/13/2022	325.43
		Total	**Employee paid pet insurance**		**2369**	**835.14**
750000 -2420	CHAPTER 13 TRUSTEE	01/13/22 WITHHOLDING		00287391	01/13/2022	1,700.00
750000 -2420	CHAPTER 13 TRUSTEE	01/13/22 WITHHOLDING		00287392	01/13/2022	226.23
750000 -2420	CHAPTER 13 TRUSTEE	01/27/22 WITHHOLDING		00287694	01/27/2022	1,700.00
750000 -2420	CHAPTER 13 TRUSTEE	01/27/22 WITHHOLDING		00287695	01/27/2022	226.23
750000 -2420	DAVID J CANINE AND DUSTIN A MC	01/13/22 WITHHOLDING		00287390	01/13/2022	14.75
750000 -2420	GOODMAN FROST PLLC	01/13/22 WITHHOLDING		00287395	01/13/2022	186.00
750000 -2420	GOODMAN FROST PLLC	01/27/22 WITHHOLDING		00287696	01/27/2022	186.00

GL Account	Vendor Name	Description	Check #	CK Date	Dist. Amount
750000 -2420	INTERNAL REVENUE SERVICE	01/13/22 W/H ACCT 4236	00287396	01/13/2022	954.83
750000 -2420	INTERNAL REVENUE SERVICE	01/27/22 W/H ACCT 4236	00287697	01/27/2022	954.83
		Total Garnishment		**2420**	**6,148.87**
750000 -2440	SMITH JR, JIMMY E	01/14/22 PENSION PAYOUT	00287654	01/20/2022	3,743.61
		Total Due to Former Employees		**2440**	**3,743.61**
			Org Key Total	**750000**	**262,869.42**
801275	**Drain Commissioner**				
801275 -6683	FLETCHER FEALKO SHOUDY AND FRA	NOV 21 LEGAL HOLLAND DRN	00287765	01/27/2022	80.00
		Total Legal Services		**6683**	**80.00**
801275 -6749	TETRA TECH INC	ENG NO 211 AVOCA WWTP	00287376	01/06/2022	680.00
		Total Professional Services		**6749**	**680.00**
801275 -8647	DTE ENERGY	CHARGES 12/04-01/04/22	00287598	01/20/2022	59.48
801275 -8647	DTE ENERGY	CHARGES 12/04-01/04/22	00287598	01/20/2022	33.64
801275 -8647	DTE ENERGY	CHARGES 12/07-01/05/22	00287598	01/20/2022	169.59
		Total Electric Utility		**8647**	**262.71**
801275 -8795	AVERY ALLEN CONSTRUCTION CO IN	RESTORATION FRANKLIN IC DRN	00287578	01/20/2022	6,368.00
801275 -8795	AVERY ALLEN CONSTRUCTION CO IN	RESTORATION STUEVER DRN	00287578	01/20/2022	2,715.60
801275 -8795	AVERY ALLEN CONSTRUCTION CO IN	RESTORATION HOLLEY DRN	00287578	01/20/2022	402.00
801275 -8795	R HALL ENTERPRISES LLC	EMERG RPR SEWAGE LIFT STATION	00287343	01/06/2022	350.00
801275 -8795	RIGHT OF WAY SOLUTIONS LLC	RESTORATION HOWE BRANDYMORE	00287646	01/20/2022	125.00
801275 -8795	RIGHT OF WAY SOLUTIONS LLC	RESTORATION MACKLEY DRN	00287646	01/20/2022	260.00
801275 -8795	RIGHT OF WAY SOLUTIONS LLC	RESTORATION CHARTIER DRN	00287646	01/20/2022	584.00
801275 -8795	RIGHT OF WAY SOLUTIONS LLC	RESTORATION MEADLOWLAWN DRN	00287646	01/20/2022	815.00
801275 -8795	RIGHT OF WAY SOLUTIONS LLC	RESTORATION HOWE BRANDYMORE	00287646	01/20/2022	572.00
801275 -8795	RIGHT OF WAY SOLUTIONS LLC	RESTORATION PETERS DRN	00287646	01/20/2022	1,684.00
801275 -8795	RIGHT OF WAY SOLUTIONS LLC	RESTORATION HOLLEY DRN	00287646	01/20/2022	635.00
801275 -8795	RIGHT OF WAY SOLUTIONS LLC	RESTORATION PLUM CRK DRN	00287646	01/20/2022	410.00
801275 -8795	RIGHT OF WAY SOLUTIONS LLC	RESTORATION PLUM CRK DRN	00287646	01/20/2022	235.00
		Total Repairs and Maintenance		**8795**	**15,155.60**
801275 -9521	JENSEN BRIDGE AND SUPPLY CO	CULVERT KOLB DRN	00287295	01/06/2022	12,400.58
		Total Land Improvements		**9521**	**12,400.58**
			Org Key Total	**801275**	**28,578.89**
910003	**Secondary Road Patrol**				
910003 -7591	AIRTOUCH CELLULAR	CHARGES 01/07/22	00287706	01/27/2022	48.59
		Total Cellular Phone		**7591**	**48.59**
910003 -8795	QUALITY LUBE	OIL CHANGE '20 FD EXPLORER	00287512	01/13/2022	30.95
		Total Repairs and Maintenance		**8795**	**30.95**
			Org Key Total	**910003**	**79.54**
910008	**Criminal Justice Training Grnt**				
910008 -5446	KIESLERS POLICE SUPPLY INC	TRAINING AMMO 223REM	00287487	01/13/2022	3,273.20
		Total Supplies		**5446**	**3,273.20**
910008 -8531	LAW ENFORCEMENT OFFICERS TRAIN	DEC 13-16 2021 BASIC FTO COURS	00287612	01/20/2022	1,500.00
		Total Training		**8531**	**1,500.00**
910008 -8993	BLUE STEEL RANGES LLC	DEC 21 RANGE RENTAL	00287579	01/20/2022	400.00
		Total Building Rental		**8993**	**400.00**
			Org Key Total	**910008**	**5,173.20**
910011	**Inmate Billing**				
910011 -5446	OFFICE DEPOT INC	DEC 21 OFFICE SUPPLIES	00287816	01/27/2022	94.85
		Total Supplies		**5446**	**94.85**
			Org Key Total	**910011**	**94.85**

GL Account	Vendor Name	Description		Check #	CK Date	Dist. Amount
910024	**Operation Stonegarden**					
910024 -9092	CITY OF MARYSVILLE MICHIGAN	JUL 21 OT & BENEFITS		00287728	01/27/2022	1,128.43
910024 -9092	CITY OF PORT HURON MICHIGAN	JUL 21 OT & BENEFITS		00287253	01/06/2022	18,127.73
910024 -9092	CITY OF ST CLAIR MICHIGAN	JUL 21 OT & BENEFITS		00287254	01/06/2022	1,556.48
910024 -9092	COUNTY OF HURON MICHIGAN	JUN 21 OT & BENEFITS		00287258	01/06/2022	14,861.68
910024 -9092	COUNTY OF HURON MICHIGAN	JUL 21 OT & BENEFITS		00287740	01/27/2022	9,410.30
910024 -9092	STATE OF MICHIGAN	NOV 21 OT & BENEFITS		00287662	01/20/2022	1,084.60
910024 -9092	STATE OF MICHIGAN	NOV 21 OT & BENEFITS		00287533	01/13/2022	11,724.13
910024 -9092	TOWNSHIP OF CLAY MICHIGAN	JUN 21 OT & BENEFITS		00287378	01/06/2022	1,423.06
		Total	**Local Unit Fee**		**9092**	**59,316.41**
			Org Key Total		**910024**	**59,316.41**
910032	**Motor Carrier Enforcement**					
910032 -5398	ON DUTY GEAR LLC	UNIFORMS		00287636	01/20/2022	84.99
910032 -5398	ON DUTY GEAR LLC	UNIFORMS		00287636	01/20/2022	169.98
		Total	**Employer Provided Uniforms**		**5398**	**254.97**
			Org Key Total		**910032**	**254.97**
910062	**Solution Area Planners**					
910062 -7591	AIRTOUCH CELLULAR	CHARGES 12/23/21		00287228	01/06/2022	36.01
910062 -7591	AT AND T MOBILITY II LLC	CHARGES 01/06/22		00287577	01/20/2022	49.41
		Total	**Cellular Phone**		**7591**	**85.42**
			Org Key Total		**910062**	**85.42**
910085	**Gypsy Moth Supression Program**					
910085 -6749	FRIENDS OF THE ST CLAIR RIVER	GYPSY MOTH SUPPRESSION PROGRAM		00287466	01/13/2022	5,127.50
		Total	**Professional Services**		**6749**	**5,127.50**
			Org Key Total		**910085**	**5,127.50**
910099	**2019 Homeland Security Grant**					
910099 -9092	MOTOROLA INC	ENCRYPTION SOFTWARE CONSOLES		00287506	01/13/2022	7,496.50
		Total	**Local Unit Fee**		**9092**	**7,496.50**
910099 -9480	FEDERAL RESOURCES SUPPLY COMPA	4 SCOTT PASSTHRU W HANSEN FIT		00287761	01/27/2022	2,300.00
910099 -9480	FEDERAL RESOURCES SUPPLY COMPA	2 TRELLCHEM VPS FLASH XL		00287761	01/27/2022	5,899.50
910099 -9480	FEDERAL RESOURCES SUPPLY COMPA	2 TRELLCHEM VPS FLASH 2XL		00287761	01/27/2022	5,899.50
910099 -9480	SAFEWARE INC	ISOBUTYLENE GAS 34 L SIR MIX		00287833	01/27/2022	260.00
910099 -9480	SAFEWARE INC	10PPM CHLORINE N2 BAL CYLINDER		00287833	01/27/2022	384.52
		Total	**Uncapitalized Assets < $5,000**		**9480**	**14,743.52**
910099 -9582	MOTOROLA INC	ENCRYPTION SOFTWARE CONSOLES		00287506	01/13/2022	23,250.00
		Total	**Software**		**9582**	**23,250.00**
			Org Key Total		**910099**	**45,490.02**
910117	**Substance Abuse Trmt Grant**					
910117 -7228	REGION 10	OCT 21 SUBS ABUSE TRTMNT		00287346	01/06/2022	3,960.00
910117 -7228	REGION 10	OCT 21 WOMENS TRAUMA GRP		00287346	01/06/2022	525.00
910117 -7228	REGION 10	NOV 21 SUBS ABUSE TRTMNT		00287345	01/06/2022	5,400.00
910117 -7228	REGION 10	NOV 21 WOMENS TRAUMA GRP		00287345	01/06/2022	131.25
		Total	**Health Services**		**7228**	**10,016.25**
			Org Key Total		**910117**	**10,016.25**
910148	**Mental Health Court**					
910148 -5446	COUNTY OF ST CLAIR MICHIGAN	REPLENISH PETTY CASH		00287434	01/13/2022	20.00
		Total	**Supplies**		**5446**	**20.00**
910148 -6749	BLUE WATER DRP LLC	DEC 21 DRUG/ALC SCRN MHC		00287717	01/27/2022	5,235.00
910148 -6749	CLASS A TRAINING CENTER LLC	DEC 21 DRUG/ALC TST MHC		00287733	01/27/2022	300.00

GL Account	Vendor Name	Description	Check #	CK Date	Dist. Amount
910148 -6749	HURON HOUSE INC	DEC 21 DRUG/ALC SCRN MHC	00287782	01/27/2022	800.00
910148 -6749	METRO TESTING SERVICES	DEC 21 DRUG/ALC TST MHC	00287499	01/13/2022	50.00
910148 -6749	ST CLAIR COUNTY COMMUNITY MENT	OCT-DEC 21 MENTAL HEALTH CRT	00287528	01/13/2022	6,798.00
		Total Professional Services		**6749**	**13,183.00**
			Org Key Total	**910148**	**13,203.00**
910253	**Dog Licensing**				
910253 -4266	BUSHAW, BARBARA	LICENSE REFUND SERVICE DOG	00287724	01/27/2022	12.00
910253 -4266	DEVLIN, COLLEEN	REFUND LICENSE OVERPAYMENT	00287748	01/27/2022	25.00
		Total Dog License		**4266**	**37.00**
910253 -4269	HODGES, SHARRI	LICENSE LATE FEE REFUND	00287775	01/27/2022	25.00
		Total Dog License-Delinquent fees		**4269**	**25.00**
910253 -6749	ALLIANCE PAYMENT SOLUTIONS INC	DEC 21 SETUP PROC MAIL DOG LIC	00287231	01/06/2022	354.48
910253 -6749	ALLIANCE PAYMENT SOLUTIONS INC	JAN 22 SETUP PROC MAIL DOG LIC	00287231	01/06/2022	461.04
		Total Professional Services		**6749**	**815.52**
910253 -7723	ALLIANCE PAYMENT SOLUTIONS INC	DEC 21 POSTAGE DOG LICENSES	00287231	01/06/2022	856.66
910253 -7723	ALLIANCE PAYMENT SOLUTIONS INC	JAN 22 POSTAGE DOG LICENSES	00287231	01/06/2022	1,114.18
		Total Postage/Freight		**7723**	**1,970.84**
			Org Key Total	**910253**	**2,848.36**
920022	**Supervised Parenting**				
920022 -6749	RENEWAL CHRISTIAN COUNSELING I	10/02-11/06/21 BLACKMER SPT	00287829	01/27/2022	500.00
		Total Professional Services		**6749**	**500.00**
			Org Key Total	**920022**	**500.00**
920043	**Brownfield Redevelopment Grant**				
920043 -6749	ENVIROLOGIC TECHNOLOGIES INC	PROJ 210023 TO 11/30/21	00287453	01/13/2022	2,508.75
920043 -6749	ENVIROLOGIC TECHNOLOGIES INC	PROJ 190167 TO 11/30/21	00287453	01/13/2022	438.75
920043 -6749	ENVIROLOGIC TECHNOLOGIES INC	PROJ 210224 TO 11/30/21	00287453	01/13/2022	3,000.00
920043 -6749	ENVIROLOGIC TECHNOLOGIES INC	PROJ 210240 TO 11/30/21	00287453	01/13/2022	12,182.24
		Total Professional Services		**6749**	**18,129.74**
			Org Key Total	**920043**	**18,129.74**
920044	**Brownfield DTE EGLE Grant**				
920044 -6749	ENVIROLOGIC TECHNOLOGIES INC	CR MEMO ORIG INV 7906 200125	00287453	01/13/2022	-54.97
920044 -6749	ENVIROLOGIC TECHNOLOGIES INC	PROJ 200125 TO 11/30/21	00287453	01/13/2022	2,542.50
		Total Professional Services		**6749**	**2,487.53**
			Org Key Total	**920044**	**2,487.53**
920057	**American Rescue Plan Act**				
920057 -9480	LOWERY CORP	3 TEMPERATURE SCANNER KIOSKS	00287617	01/20/2022	6,000.00
		Total Uncapitalized Assets < $5,000		**9480**	**6,000.00**
			Org Key Total	**920057**	**6,000.00**
920100	**Juvenile Ctr Donations-Intense**				
920100 -9208	YMCA OF BLUE WATER AREA	JAN 22 5 MEMBERSHIPS DTNW	00287874	01/27/2022	74.50
		Total Miscellaneous		**9208**	**74.50**
			Org Key Total	**920100**	**74.50**
920235	**Vehicle Forfeiture PA**				
920235 -8300	LIGGETT COMMUNICATIONS LLC	SAFE RIDE ADVERTISING	00287492	01/13/2022	250.00
		Total Printing and Publishing		**8300**	**250.00**
920235 -9092	CITY OF ST CLAIR MICHIGAN	GRANT AWARD COMPUTER EQUIP	00287730	01/27/2022	7,056.80
		Total Local Unit Fee		**9092**	**7,056.80**
			Org Key Total	**920235**	**7,306.80**
940001	**MC District Ct Building Renvtn**				

GL Account	Vendor Name	Description		Check #	CK Date	Dist. Amount
940001 -9092	CITY OF PORT HURON MICHIGAN	4TH QTR 21 ORD CASES		00287424	01/13/2022	271.59
		Total	**Local Unit Fee**		**9092**	**271.59**
				Org Key Total	**940001**	**271.59**
940020	**Wadhams to Avoca Trail**					
940020 -8647	DTE ENERGY	CHARGES 12/01-12/31/21		00287450	01/13/2022	138.39
		Total	**Electric Utility**		**8647**	**138.39**
940020 -9208	TOWNSHIP OF KENOCKEE MICHIGAN	2021 WINTER TAX		00287859	01/27/2022	1,125.77
940020 -9208	TOWNSHIP OF KIMBALL MICHIGAN	2021 WINTER TAX DRAIN ASSMNT		00287860	01/27/2022	137.29
		Total	**Miscellaneous**		**9208**	**1,263.06**
				Org Key Total	**940020**	**1,401.45**
940021	**Fort Gratiot County Park**					
940021 -5446	CAPITOL EQUIPMENT OF WASHINGTO	TIRES FOR GATOR		00287584	01/20/2022	250.00
940021 -5446	NICHOLS	CLEANING SUPPLIES		00287814	01/27/2022	394.93
		Total	**Supplies**		**5446**	**644.93**
940021 -5545	FOSTER BLUE WATER OIL LLC	DEC 21 FUEL		00287465	01/13/2022	68.68
		Total	**Fuel**		**5545**	**68.68**
940021 -7013	DYCK SECURITY SERVICES INC	2022 ALARM MONITORING FGCP		00287600	01/20/2022	272.26
		Total	**Maintenance Contracts**		**7013**	**272.26**
940021 -7541	MICHIGAN BELL TELEPHONE CO	CHARGES 12/05-01/04/22		00287625	01/20/2022	237.04
		Total	**Telephone**		**7541**	**237.04**
940021 -8647	DTE ENERGY	CHARGES 12/07-01/05/22		00287439	01/13/2022	26.07
940021 -8647	DTE ENERGY	CHARGES 12/10-01/10/22		00287597	01/20/2022	107.60
		Total	**Electric Utility**		**8647**	**133.67**
940021 -8977	CARLS SEPTIC SERVICE	TOILET RENTAL 12/07-12/31/21		00287415	01/13/2022	125.00
940021 -8977	CARLS SEPTIC SERVICE	TOILET RENTAL 01/01-01/07/22		00287415	01/13/2022	35.00
		Total	**Equipment Rental**		**8977**	**160.00**
				Org Key Total	**940021**	**1,516.58**
940026	**Columbus County Park**					
940026 -5446	NICHOLS	CLEANING SUPPLIES		00287814	01/27/2022	552.91
940026 -5446	WASHINGTON ELEVATOR CO INC	ICE MELT		00287681	01/20/2022	414.40
		Total	**Supplies**		**5446**	**967.31**
940026 -7013	DYCK SECURITY SERVICES INC	2022 ALARM MONITORING CCP		00287600	01/20/2022	977.12
		Total	**Maintenance Contracts**		**7013**	**977.12**
940026 -7541	FRONTIER COMMUNICATIONS OF MIC	CHARGES 12/20/21		00287283	01/06/2022	128.55
940026 -7541	FRONTIER COMMUNICATIONS OF MIC	CHARGES 01/01/22		00287470	01/13/2022	182.17
		Total	**Telephone**		**7541**	**310.72**
940026 -8647	DTE ENERGY	CHARGES 09/22-10/22/21		00287273	01/06/2022	30.15
940026 -8647	DTE ENERGY	RELIABILITY CREDIT		00287273	01/06/2022	-100.00
940026 -8647	DTE ENERGY	CHARGES 10/23-11/23/21		00287273	01/06/2022	35.23
940026 -8647	DTE ENERGY	CHARGES 11/24-12/22/21		00287273	01/06/2022	35.23
940026 -8647	DTE ENERGY	CHARGES 11/24-12/22/21		00287272	01/06/2022	305.04
940026 -8647	DTE ENERGY	CHARGES 11/24-12/22/21		00287272	01/06/2022	51.28
940026 -8647	DTE ENERGY	CHARGES 11/24-12/22/21		00287271	01/06/2022	224.74
		Total	**Electric Utility**		**8647**	**581.67**
940026 -8663	SEMCO ENERGY	CHARGES 12/02-01/03/22		00287652	01/20/2022	163.45
		Total	**Gas Utility**		**8663**	**163.45**
940026 -8795	WASTE MANAGEMENT OF MICHIGAN	JAN 22 WASTE RMVL HAUL CCP		00287684	01/20/2022	48.40
		Total	**Repairs and Maintenance**		**8795**	**48.40**
940026 -8977	SCOTTYS POTTYS	DEC 21 POTTY RENTAL CCP		00287352	01/06/2022	95.00
		Total	**Equipment Rental**		**8977**	**95.00**

GL Account	Vendor Name	Description		Check #	CK Date	Dist. Amount
			Org Key Total		**940026**	**3,143.67**
940032	**Woodsong County Park**					
940032 -8647	DTE ENERGY	CHARGES 12/09-01/07/22		00287599	01/20/2022	21.30
		Total	**Electric Utility**		**8647**	**21.30**
940032 -8977	SCOTTYS POTTYS	DEC 21 POTTY RENTAL WCP		00287352	01/06/2022	95.00
		Total	**Equipment Rental**		**8977**	**95.00**
			Org Key Total		**940032**	**116.30**
940033	**Goodells County Park**					
940033 -5446	ADAIR SALVAGE INC	DOUGLAS FIR BOARDS		00287401	01/13/2022	1,124.50
940033 -5446	NICHOLS	CLEANING SUPPLIES		00287814	01/27/2022	631.89
940033 -5446	SOUTHERN TRUCK EQUIPMENT	SNOW PLOW PARTS		00287656	01/20/2022	67.48
940033 -5446	WASHINGTON ELEVATOR CO INC	ICE MELT		00287681	01/20/2022	828.80
		Total	**Supplies**		**5446**	**2,652.67**
940033 -5545	FOSTER BLUE WATER OIL LLC	GASOLINE		00287767	01/27/2022	551.63
940033 -5545	FOSTER BLUE WATER OIL LLC	DIESEL		00287767	01/27/2022	245.79
		Total	**Fuel**		**5545**	**797.42**
940033 -7013	DYCK SECURITY SERVICES INC	2022 ALARM MONITORING GCP		00287600	01/20/2022	1,404.15
		Total	**Maintenance Contracts**		**7013**	**1,404.15**
940033 -8647	DTE ENERGY	CHARGES 11/30-12/28/21		00287442	01/13/2022	9.68
940033 -8647	DTE ENERGY	CHARGES 11/30-12/28/21		00287442	01/13/2022	140.53
940033 -8647	DTE ENERGY	CHARGES 11/30-12/28/21		00287442	01/13/2022	386.31
940033 -8647	DTE ENERGY	CHARGES 11/30-12/28/21		00287442	01/13/2022	237.04
940033 -8647	DTE ENERGY	CHARGES 11/30-12/28/21		00287443	01/13/2022	14.91
940033 -8647	DTE ENERGY	CHARGES 11/30-12/28/21		00287443	01/13/2022	619.96
940033 -8647	DTE ENERGY	CHARGES 11/30-12/28/21		00287443	01/13/2022	35.23
940033 -8647	DTE ENERGY	CHARGES 11/30-12/28/21		00287443	01/13/2022	122.46
940033 -8647	DTE ENERGY	CHARGES 11/30-12/28/21		00287443	01/13/2022	81.58
940033 -8647	DTE ENERGY	CHARGES 11/30-12/28/21		00287444	01/13/2022	14.91
940033 -8647	DTE ENERGY	CHARGES 11/30-12/28/21		00287444	01/13/2022	14.91
940033 -8647	DTE ENERGY	CHARGES 11/30-12/28/21		00287444	01/13/2022	45.38
940033 -8647	DTE ENERGY	CHARGES 11/30-12/28/21		00287444	01/13/2022	45.38
940033 -8647	DTE ENERGY	CHARGES 11/30-12/28/21		00287444	01/13/2022	14.91
940033 -8647	DTE ENERGY	CHARGES 12/03-01/03/22		00287439	01/13/2022	119.30
940033 -8647	DTE ENERGY	CHARGES 12/01-12/31/21		00287450	01/13/2022	103.10
		Total	**Electric Utility**		**8647**	**2,005.59**
940033 -8663	SEMCO ENERGY	CHARGES 12/07-01/06/22		00287837	01/27/2022	161.85
940033 -8663	SEMCO ENERGY	CHARGES 12/07-01/06/22		00287837	01/27/2022	165.14
940033 -8663	SEMCO ENERGY	CHARGES 12/07-01/06/22		00287837	01/27/2022	333.50
940033 -8663	SEMCO ENERGY	CHARGES 12/07-01/06/22		00287837	01/27/2022	528.46
940033 -8663	SEMCO ENERGY	CHARGES 12/07-01/06/22		00287837	01/27/2022	16.51
		Total	**Gas Utility**		**8663**	**1,205.46**
940033 -8795	AD ENTERPRISES INC	RPR QUONSET HUT DOOR		00287573	01/20/2022	322.78
940033 -8795	FIRST VEHICLE SERVICES INC	REPAIRS 10/25-11/20/21		00287281	01/06/2022	3,720.10
940033 -8795	JEFFS RUBBISH DISPOSAL INC	JAN 22 DUMPSTER SERVICES GCP		00287483	01/13/2022	125.00
940033 -8795	JEFFS RUBBISH DISPOSAL INC	FEB 22 DUMPSTER SERVICES GCP		00287787	01/27/2022	125.00
940033 -8795	MARYSVILLE TIRE AND AUTO	RPR/MNT '13 GMC SIERRA GCP		00287621	01/20/2022	591.76
		Total	**Repairs and Maintenance**		**8795**	**4,884.64**
940033 -9480	SOUTHERN TRUCK EQUIPMENT	PUSH FRAME FOR SNOW PLOW		00287656	01/20/2022	396.84
940033 -9480	ZIMMERS SALES AND SERVICE	STIHL CHAINSAW		00287691	01/20/2022	566.00
		Total	**Uncapitalized Assets < $5,000**		**9480**	**962.84**

GL Account	Vendor Name	Description		Check #	CK Date	Dist. Amount
			Org Key Total		**940033**	**13,912.77**
940034	**Ft Gratiot Lighthouse**					
940034 -5545	FOSTER BLUE WATER OIL LLC	DEC 21 FUEL		00287465	01/13/2022	103.03
		Total	**Fuel**		**5545**	**103.03**
940034 -7013	DYCK SECURITY SERVICES INC	2022 ALARM MONITORING FGLS		00287600	01/20/2022	978.98
		Total	**Maintenance Contracts**		**7013**	**978.98**
940034 -8647	DTE ENERGY	CHARGES 12/14-01/12/22		00287752	01/27/2022	68.43
940034 -8647	MICHIGAN BELL TELEPHONE CO	CHARGES 11/29-12/28/21		00287315	01/06/2022	58.78
		Total	**Electric Utility**		**8647**	**127.21**
940034 -8663	SEMCO ENERGY	CHARGES 12/03-01/04/22		00287652	01/20/2022	112.68
		Total	**Gas Utility**		**8663**	**112.68**
940034 -8795	DYCK SECURITY SERVICES INC	RPLC KEYPAD		00287753	01/27/2022	135.80
940034 -8795	NATIONAL RESTORATION INC	TUCK POINT REPAIRS		00287507	01/13/2022	7,071.00
940034 -8795	QUALITY LUBE	OIL CHANGE '16 GMC SIERRA FGLS		00287512	01/13/2022	30.95
940034 -8795	SUPERIOR HEATING AND COOLING I	BOILER REPAIR		00287666	01/20/2022	215.50
940034 -8795	SUPERIOR HEATING AND COOLING I	BOILER REPAIR		00287666	01/20/2022	493.00
		Total	**Repairs and Maintenance**		**8795**	**7,946.25**
			Org Key Total		**940034**	**9,268.15**
940036	**Blue Water River Walk**					
940036 -8647	DTE ENERGY	CHARGES 12/10-01/10/22		00287597	01/20/2022	15.50
		Total	**Electric Utility**		**8647**	**15.50**
940036 -8795	WASTE MANAGEMENT OF MICHIGAN	WASTE RMVL HAUL BWRW		00287684	01/20/2022	75.89
		Total	**Repairs and Maintenance**		**8795**	**75.89**
			Org Key Total		**940036**	**91.39**
940040	**North Channel Waterfront Park**					
940040 -6749	SMITHGROUPJJR INC	DIGITAL BASE MAP N CHANNEL		00287354	01/06/2022	4,054.00
		Total	**Professional Services**		**6749**	**4,054.00**
940040 -9472	SIX RIVERS REGIONAL LAND CONSE	FINAL CLOSING COSTS N CHANNEL		00287840	01/27/2022	3,524.21
		Total	**Land**		**9472**	**3,524.21**
			Org Key Total		**940040**	**7,578.21**
950101	**Agency Support**					
950101 -5404	AMERICAN ACADEMY OF FAMILY PHY	2022 AAFP ACTIVE MEMBER DUES		00287232	01/06/2022	460.00
950101 -5404	AMERICAN ACADEMY OF FAMILY PHY	2022 MI ACTIVE MEMBER DUES		00287232	01/06/2022	395.00
950101 -5404	AMERICAN MEDICAL ASSN	2022 DUES MERCATANTE		00287233	01/06/2022	420.00
950101 -5404	MICHIGAN STATE MEDICAL SOCIETY	2022 DUES MERCATANTE		00287327	01/06/2022	670.00
950101 -5404	MICHIGAN STATE UNIVERSITY	2022 DUES MERCATANTE		00287329	01/06/2022	100.00
		Total	**Employee Dues & Subscriptions**		**5404**	**2,045.00**
950101 -5446	OFFICE DEPOT INC	NOV 21 OFFICE SUPPLIES		00287508	01/13/2022	207.20
		Total	**Supplies**		**5446**	**207.20**
950101 -6749	FEDERAL ARMORED TRUCK INC	DEC 21 ARMORED COURIER SRVCS		00287759	01/27/2022	130.04
950101 -6749	MGT OF AMERICA LLC	FY 2020 COST ALLOCATION HEALTH		00287308	01/06/2022	9,500.00
950101 -6749	STAT COURIER SERVICE INC	COURIER SRVC PUBLIC HEALTH LAB		00287658	01/20/2022	476.56
		Total	**Professional Services**		**6749**	**10,106.60**
950101 -7013	INACOMP TECHNICAL SERVICES GRO	CISCO MICROPHONE SMARTNET MNT		00287291	01/06/2022	4.48
950101 -7013	INACOMP TECHNICAL SERVICES GRO	CISCO VIDEO CONF SMARTNET MNT		00287291	01/06/2022	112.52
950101 -7013	INACOMP TECHNICAL SERVICES GRO	CISCO MICROPHONE SMARTNET MNT		00287291	01/06/2022	52.98
950101 -7013	INACOMP TECHNICAL SERVICES GRO	CISCO VIDEO CONF SMARTNET MNT		00287291	01/06/2022	1,327.03
950101 -7013	INACOMP TECHNICAL SERVICES GRO	ROUNDING 2022		00287291	01/06/2022	-0.01
		Total	**Maintenance Contracts**		**7013**	**1,497.00**
950101 -7541	MICHIGAN BELL TELEPHONE CO	CHARGES 11/29-12/28/21		00287504	01/13/2022	66.86

GL Account	Vendor Name	Description		Check #	CK Date	Dist. Amount
950101 -7541	MICHIGAN BELL TELEPHONE CO	CHARGES 12/14-01/13/22		00287799	01/27/2022	62.93
		Total	**Telephone**		**7541**	**129.79**
950101 -7591	AIRTOUCH CELLULAR	CHARGES 12/23/21		00287228	01/06/2022	108.03
950101 -7591	AIRTOUCH CELLULAR	CHARGES 01/07/22		00287706	01/27/2022	99.41
		Total	**Cellular Phone**		**7591**	**207.44**
950101 -7723	UNITED PARCEL SERVICE	POSTAGE/FREIGHT		00287224	01/06/2022	6.00
950101 -7723	UNITED PARCEL SERVICE	POSTAGE/FREIGHT		00287864	01/27/2022	3.00
950101 -7723	UNITED PARCEL SERVICE	POSTAGE/FREIGHT		00287864	01/27/2022	3.00
950101 -7723	UNITED PARCEL SERVICE	POSTAGE/FREIGHT		00287864	01/27/2022	7.75
		Total	**Postage/Freight**		**7723**	**19.75**
950101 -8581	MICHIGAN ASSN FOR LOCAL PUBLIC	2021/22 DUES		00287624	01/20/2022	1,190.75
950101 -8581	MICHIGAN ASSN FOR LOCAL PUBLIC	2021/22 DUES		00287624	01/20/2022	3,572.25
950101 -8581	NATIONAL ASSN OF COUNTY AND CI	2022 DUES SCC HEALTH DEPT		00287333	01/06/2022	965.00
		Total	**County Membership**		**8581**	**5,728.00**
950101 -8795	WASTE MANAGEMENT OF MICHIGAN	JAN 22 RECYCLING TOTES HEALTH		00287684	01/20/2022	51.94
950101 -8795	XTREME SHREDS LLC	SHREDDING 12/14/21		00287689	01/20/2022	98.00
		Total	**Repairs and Maintenance**		**8795**	**149.94**
			Org Key Total		**950101**	**20,090.72**
950102	**Health Education**					
950102 -5446	CEDAR HILL GRAPHICS LLC	NAME PLATE DEISING		00287727	01/27/2022	25.00
950102 -5446	OFFICE DEPOT INC	DEC 21 OFFICE SUPPLIES		00287816	01/27/2022	114.81
		Total	**Supplies**		**5446**	**139.81**
950102 -8300	EIGHTH DAY MEDIA LLC	BUS CARDS DEISING		00287277	01/06/2022	50.00
950102 -8300	EIGHTH DAY MEDIA LLC	NEW CARD SET-UP FEE		00287277	01/06/2022	15.00
		Total	**Printing and Publishing**		**8300**	**65.00**
			Org Key Total		**950102**	**204.81**
950104	**PIHP Naloxone**					
950104 -7591	AIRTOUCH CELLULAR	CHARGES 12/23/21		00287228	01/06/2022	36.01
		Total	**Cellular Phone**		**7591**	**36.01**
			Org Key Total		**950104**	**36.01**
950200	**Environmental Health**					
950200 -4170	CURLEY, CAROL	RFND WELL WATER PERMIT		00287262	01/06/2022	200.00
		Total	**Licenses and Permits**		**4170**	**200.00**
950200 -5404	MICHIGAN ASSN OF LOCAL ENV HEA	2022 DUES DEMICK		00287313	01/06/2022	30.00
		Total	**Employee Dues & Subscriptions**		**5404**	**30.00**
950200 -5446	SAMS CLUB DIRECT	ZIPLOC SANDWICH BAGS-580 CT.		00287374	01/06/2022	25.74
		Total	**Supplies**		**5446**	**25.74**
950200 -6749	CITY OF MARYSVILLE MICHIGAN	DEC 21 BACT WATER TESTING		00287591	01/20/2022	855.00
950200 -6749	SPICER GROUP INC	STORM WATER PROF SERVICES		00287527	01/13/2022	3,511.00
		Total	**Professional Services**		**6749**	**4,366.00**
950200 -7541	MICHIGAN BELL TELEPHONE CO	CHARGES 12/14-01/13/22		00287807	01/27/2022	66.23
		Total	**Telephone**		**7541**	**66.23**
			Org Key Total		**950200**	**4,687.97**
950202	**Elaine Kempf Memorial Fund**					
950202 -7185	BLUE WATER CITY CAB	DEC 21 CLIENT TRAVEL EXP.		00287580	01/20/2022	26.00
		Total	**Other Institutional Services**		**7185**	**26.00**
			Org Key Total		**950202**	**26.00**
950219	**COVID 19**					
950219 -5398	4IMPRINT INC	ALL SEASON COLORBLOCK JACKETS		00287226	01/06/2022	422.34

GL Account	Vendor Name	Description		Check #	CK Date	Dist. Amount
950219 -5398	4IMPRINT INC	SET-UP FEE FOR LEFT CHEST		00287226	01/06/2022	35.00
950219 -5398	4IMPRINT INC	SHIPPING		00287226	01/06/2022	10.55
		Total	**Employer Provided Uniforms**		**5398**	**467.89**
950219 -5446	CEDAR HILL GRAPHICS LLC	ALUMINUM COMPOSITE SIGN		00287587	01/20/2022	225.00
950219 -5446	OFFICE DEPOT INC	DEC 21 OFFICE SUPPLIES		00287816	01/27/2022	182.65
950219 -5446	SAMS CLUB DIRECT	AQUIFINA WATER, 16.9		00287374	01/06/2022	9.76
950219 -5446	SAMS CLUB DIRECT	ADAM & EVE VARIETY PACK, 100%		00287374	01/06/2022	9.38
950219 -5446	SAMS CLUB DIRECT	NATURE VALLEY OATS 'N HONEY		00287374	01/06/2022	13.58
		Total	**Supplies**		**5446**	**440.37**
950219 -5479	FISHER SCIENTIFIC	FOAMTEC OROPHARYNGEAL SWABS		00287462	01/13/2022	561.00
950219 -5479	FISHER SCIENTIFIC	SHIPPING		00287462	01/13/2022	5.95
950219 -5479	FISHER SCIENTIFIC	OROPHARYNGEAL SWAB		00287763	01/27/2022	1,875.26
950219 -5479	FISHER SCIENTIFIC	FUEL SURCHARGE		00287763	01/27/2022	6.20
950219 -5479	PRAXAIR DISTRIBUTION INC	OXYGEN		00287303	01/06/2022	35.70
950219 -5479	R AND S NORTHEAST LLC	ADULT EPIPEN		00287437	01/13/2022	0.24
950219 -5479	R AND S NORTHEAST LLC	EPIPEN JR		00287437	01/13/2022	0.12
		Total	**Medical Supplies**		**5479**	**2,484.47**
950219 -6749	GREENWOOD ENTERPRISE INC	RENTAL 12/29/21-1/26/22		00287772	01/27/2022	150.00
		Total	**Professional Services**		**6749**	**150.00**
950219 -7591	AIRTOUCH CELLULAR	CHARGES 12/23/21		00287228	01/06/2022	72.02
950219 -7591	AIRTOUCH CELLULAR	CHARGES 01/07/22		00287706	01/27/2022	97.18
950219 -7591	AT AND T MOBILITY II LLC	CHARGES 01/06/22		00287577	01/20/2022	49.68
		Total	**Cellular Phone**		**7591**	**218.88**
950219 -8300	PORT HURON AREA SCHOOL DISTRIC	COVID TESTING		00287339	01/06/2022	3.15
950219 -8300	PORT HURON AREA SCHOOL DISTRIC	SIGNS		00287823	01/27/2022	3.03
		Total	**Printing and Publishing**		**8300**	**6.18**
			Org Key Total		**950219**	**3,767.79**
950500	**Family Planning**					
950500 -5479	MARKETLAB INC	LATEX FREE TOURNIQUET		00287305	01/06/2022	244.00
950500 -5479	MARKETLAB INC	SHIPPING		00287305	01/06/2022	25.08
		Total	**Medical Supplies**		**5479**	**269.08**
950500 -5480	R AND S NORTHEAST LLC	AVIANE TAB		00287437	01/13/2022	51.60
950500 -5480	R AND S NORTHEAST LLC	APRI TAB		00287437	01/13/2022	48.84
950500 -5480	R AND S NORTHEAST LLC	DEPO-PROVERA		00287437	01/13/2022	20.64
950500 -5480	R AND S NORTHEAST LLC	IMIQUIMOD CREAM		00287437	01/13/2022	113.90
950500 -5480	R AND S NORTHEAST LLC	SHIPPING		00287437	01/13/2022	14.95
950500 -5480	R AND S NORTHEAST LLC	MEDROXYPROGESTERONE		00287596	01/20/2022	515.00
950500 -5480	R AND S NORTHEAST LLC	SHIPPING		00287596	01/20/2022	14.95
950500 -5480	R AND S NORTHEAST LLC	RTRN FROM P11556		00287437	01/13/2022	-15.48
		Total	**Pharmaceuticals**		**5480**	**764.40**
950500 -7228	LABORATORY CORPORATION OF AMER	HEALTH SRVCS		00287793	01/27/2022	40.00
		Total	**Health Services**		**7228**	**40.00**
			Org Key Total		**950500**	**1,073.48**
950513	**Maternal Infant Health**					
950513 -5446	OFFICE DEPOT INC	DEC 21 OFFICE SUPPLIES		00287816	01/27/2022	49.24
		Total	**Supplies**		**5446**	**49.24**
950513 -7591	AIRTOUCH CELLULAR	CHARGES 01/07/22		00287706	01/27/2022	400.13
		Total	**Cellular Phone**		**7591**	**400.13**
950513 -8300	PORT HURON AREA SCHOOL DISTRIC	SCRIPT BROCHURES		00287823	01/27/2022	127.50
		Total	**Printing and Publishing**		**8300**	**127.50**

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			Org Key Total		**950513**	**576.87**
950520	**WIC Program**					
950520 -7541	MICHIGAN BELL TELEPHONE CO	CHARGES 12/14-01/13/22		00287799	01/27/2022	125.85
		Total	**Telephone**		**7541**	**125.85**
950520 -7591	AIRTOUCH CELLULAR	CHARGES 01/07/22		00287706	01/27/2022	48.59
		Total	**Cellular Phone**		**7591**	**48.59**
950520 -7723	UNITED PARCEL SERVICE	POSTAGE/FREIGHT		00287864	01/27/2022	5.06
		Total	**Postage/Freight**		**7723**	**5.06**
950520 -9480	PERSPECTIVE ENTERPRISES INC	ALL IN ONE INFANT STATION		00287822	01/27/2022	2,420.00
950520 -9480	PERSPECTIVE ENTERPRISES INC	SHIPPING		00287822	01/27/2022	76.00
		Total	**Uncapitalized Assets < $5,000**		**9480**	**2,496.00**
			Org Key Total		**950520**	**2,675.50**
950521	**WIC BF Peer Counseling**					
950521 -7591	AIRTOUCH CELLULAR	CHARGES 01/07/22		00287706	01/27/2022	98.00
		Total	**Cellular Phone**		**7591**	**98.00**
950521 -8036	LIGGETT COMMUNICATIONS LLC	BREASTFEEDING SUPPORT ADV		00287302	01/06/2022	215.00
		Total	**Program Promotion**		**8036**	**215.00**
			Org Key Total		**950521**	**313.00**
950522	**Harm Reduction**					
950522 -5479	POINT DEFIANCE AIDS PROJECTS	BATH WIPE		00287264	01/06/2022	256.25
950522 -5479	POINT DEFIANCE AIDS PROJECTS	SHAMPOO & BODY WASH		00287264	01/06/2022	208.83
950522 -5479	POINT DEFIANCE AIDS PROJECTS	FRESH SCENT DEODORANT		00287264	01/06/2022	89.71
950522 -5479	POINT DEFIANCE AIDS PROJECTS	BODY LOTION		00287264	01/06/2022	131.64
950522 -5479	POINT DEFIANCE AIDS PROJECTS	TOOTHBRUSH		00287264	01/06/2022	9.78
		Total	**Medical Supplies**		**5479**	**696.21**
950522 -8036	FRATERNAL ORDER OF POLICE 129	1/4 PAGE AD SAFETY HANDBOOK		00287768	01/27/2022	225.00
		Total	**Program Promotion**		**8036**	**225.00**
950522 -8300	PORT HURON AREA SCHOOL DISTRIC	SSP REFERRAL CARDS		00287339	01/06/2022	135.50
950522 -8300	PORT HURON AREA SCHOOL DISTRIC	HOW TO USE FENTANYL STRIPS		00287339	01/06/2022	84.00
950522 -8300	PORT HURON AREA SCHOOL DISTRIC	RECOVERY FLYERS		00287823	01/27/2022	24.50
		Total	**Printing and Publishing**		**8300**	**244.00**
			Org Key Total		**950522**	**1,165.21**
950525	**Public Health Projects**					
950525 -6749	INTERWEST TECHNOLOGY GROUP INC	DEC 21 HUB SYS CHILD EDUCATION		00287786	01/27/2022	995.00
		Total	**Professional Services**		**6749**	**995.00**
950525 -7013	CDW GOVERNMENT INC	2 CISCO CATALYST SWITCHES MNT		00287249	01/06/2022	1,495.80
		Total	**Maintenance Contracts**		**7013**	**1,495.80**
950525 -8036	21ST CENTURY MEDIA NEWSPAPER L	DEC 21 PROMO ADV		00287572	01/20/2022	550.00
950525 -8036	21ST CENTURY MEDIA NEWSPAPER L	DECEMBER PROMOTION-DIGITAL		00287572	01/20/2022	250.00
950525 -8036	LIGGETT COMMUNICATIONS LLC	ADVERTISING		00287492	01/13/2022	345.00
950525 -8036	PORT HURON FAMILY RADIO INC	WONDERFUL HOLIDAY ADVERTISING		00287340	01/06/2022	200.00
950525 -8036	YALE EXPOSITOR LLC, THE	FULL PAGE AD-SPECIAL OFFER		00287690	01/20/2022	850.00
		Total	**Program Promotion**		**8036**	**2,195.00**
			Org Key Total		**950525**	**4,685.80**
950526	**Outreach & Advocacy**					
950526 -8300	PORT HURON AREA SCHOOL DISTRIC	RECOVERY FLYERS		00287823	01/27/2022	24.50
		Total	**Printing and Publishing**		**8300**	**24.50**
			Org Key Total		**950526**	**24.50**
950530	**Hearing**					

GL Account	Vendor Name	Description		Check #	CK Date	Dist. Amount
950530 -5446	SCHWEMS RUBBER STAMP AND ENGRA	SELF INKING STAMP		00287650	01/20/2022	16.85
		Total	**Supplies**		**5446**	**16.85**
				Org Key Total	**950530**	**16.85**
950531	**Vision**					
950531 -5446	SCHWEMS RUBBER STAMP AND ENGRA	SELF INKING STAMP		00287650	01/20/2022	16.85
		Total	**Supplies**		**5446**	**16.85**
				Org Key Total	**950531**	**16.85**
950536	**Childrens Special Hlth Servcs**					
950536 -7591	AIRTOUCH CELLULAR	CHARGES 01/07/22		00287706	01/27/2022	58.59
		Total	**Cellular Phone**		**7591**	**58.59**
				Org Key Total	**950536**	**58.59**
950541	**Adolescent Health**					
950541 -5479	RADIOMETER AMERICA INC	R&D HGB CONTROLS #GHOOLX LOTS		00287641	01/20/2022	57.50
950541 -5479	RADIOMETER AMERICA INC	R&D HGB CONTROLS #GHOOHX LOTS		00287641	01/20/2022	57.50
950541 -5479	RADIOMETER AMERICA INC	SHIPPING-45.00 PER QTR		00287641	01/20/2022	45.00
		Total	**Medical Supplies**		**5479**	**160.00**
950541 -7013	GA CAYMAN HOLDCO LLC	JAN-MAR 22 ALARM MONITORING		00287284	01/06/2022	76.08
		Total	**Maintenance Contracts**		**7013**	**76.08**
950541 -7541	MICHIGAN BELL TELEPHONE CO	CHARGES 11/29-12/28/21		00287503	01/13/2022	192.07
		Total	**Telephone**		**7541**	**192.07**
950541 -8795	BIO MED LLC	MEDICAL WASTE RMVL 12/08/21		00287408	01/13/2022	77.00
		Total	**Repairs and Maintenance**		**8795**	**77.00**
				Org Key Total	**950541**	**505.15**
950542	**Mental Health Services**					
950542 -7591	AIRTOUCH CELLULAR	CHARGES 01/07/22		00287706	01/27/2022	48.59
		Total	**Cellular Phone**		**7591**	**48.59**
				Org Key Total	**950542**	**48.59**
950543	**SC4 Clinic**					
950543 -6749	STAT COURIER SERVICE INC	COURIER SRVC PUBLIC HEALTH LAB		00287658	01/20/2022	186.48
		Total	**Professional Services**		**6749**	**186.48**
				Org Key Total	**950543**	**186.48**
950544	**Yale Schools Clinic**					
950544 -7591	AIRTOUCH CELLULAR	CHARGES 01/07/22		00287706	01/27/2022	58.59
		Total	**Cellular Phone**		**7591**	**58.59**
				Org Key Total	**950544**	**58.59**
950545	**Marysville CMH**					
950545 -7591	AIRTOUCH CELLULAR	CHARGES 01/07/22		00287706	01/27/2022	48.59
		Total	**Cellular Phone**		**7591**	**48.59**
				Org Key Total	**950545**	**48.59**
950560	**Immunization Field Represntve**					
950560 -7591	AIRTOUCH CELLULAR	CHARGES 01/07/22		00287706	01/27/2022	50.56
		Total	**Cellular Phone**		**7591**	**50.56**
				Org Key Total	**950560**	**50.56**
950577	**Emergency Prep Coord**					
950577 -5446	OFFICE DEPOT INC	NOV 21 OFFICE SUPPLIES		00287508	01/13/2022	294.43
		Total	**Supplies**		**5446**	**294.43**
950577 -7541	MICHIGAN BELL TELEPHONE CO	CHARGES 12/14-01/13/22		00287799	01/27/2022	125.85
		Total	**Telephone**		**7541**	**125.85**
950577 -7591	AIRTOUCH CELLULAR	CHARGES 01/07/22		00287706	01/27/2022	58.59

GL Account	Vendor Name	Description		Check #	CK Date	Dist. Amount
		Total	**Cellular Phone**		**7591**	**58.59**
950577 -8685	COMCAST CABLE COMMUNICATIONS I	CHARGES 01/18/22		00287735	01/27/2022	63.42
		Total	**Cable Television**		**8685**	**63.42**
				Org Key Total	**950577**	**542.29**
950601	**General Nursing**					
950601 -5400	TROY DRY CLEANERS INC	DEC 21 CLEANING		00287675	01/20/2022	9.70
		Total	**Uniform Cleaning**		**5400**	**9.70**
950601 -5446	KERR ALBERT OFFICE SUPPLY	NOV 21 OFFICE SUPPLIES		00287486	01/13/2022	369.53
950601 -5446	KERR ALBERT OFFICE SUPPLY	DEC 21 OFFICE SUPPLIES		00287791	01/27/2022	349.00
950601 -5446	OFFICE DEPOT INC	NOV 21 OFFICE SUPPLIES		00287508	01/13/2022	30.72
950601 -5446	OFFICE DEPOT INC	DEC 21 OFFICE SUPPLIES		00287816	01/27/2022	46.35
		Total	**Supplies**		**5446**	**795.60**
950601 -7228	LABORATORY CORPORATION OF AMER	HEALTH SRVCS		00287793	01/27/2022	20.00
		Total	**Health Services**		**7228**	**20.00**
950601 -7541	MICHIGAN BELL TELEPHONE CO	CHARGES 12/08-01/07/22		00287802	01/27/2022	65.56
950601 -7541	MICHIGAN BELL TELEPHONE CO	CHARGES 12/14-01/13/22		00287799	01/27/2022	188.78
950601 -7541	MICHIGAN BELL TELEPHONE CO	CHARGES 12/14-01/13/22		00287804	01/27/2022	98.95
		Total	**Telephone**		**7541**	**353.29**
950601 -8795	BIO MED LLC	MEDICAL WASTE RMVL 12/08/21		00287408	01/13/2022	209.00
		Total	**Repairs and Maintenance**		**8795**	**209.00**
				Org Key Total	**950601**	**1,387.59**
950602	**Immunizations**					
950602 -5446	OFFICE DEPOT INC	DEC 21 OFFICE SUPPLIES		00287816	01/27/2022	221.55
		Total	**Supplies**		**5446**	**221.55**
950602 -5481	FFF ENTERPRISES INC	FLU030810-FLUMIST-10		00287280	01/06/2022	592.11
950602 -5481	FFF ENTERPRISES INC	EXCISE TAX		00287280	01/06/2022	22.50
950602 -5481	SMITHKLINE BEECHAM CORP	NDC: 5816084211-BOOSTRIX		00287842	01/27/2022	2,025.90
950602 -5481	SMITHKLINE BEECHAM CORP	NDC: 5816082552-HAVRIX		00287842	01/27/2022	526.70
950602 -5481	SMITHKLINE BEECHAM CORP	NDC: 5816081252-KINRIX		00287842	01/27/2022	415.96
950602 -5481	SMITHKLINE BEECHAM CORP	NDC: 5816082311-SHINGRIX		00287842	01/27/2022	9,526.80
950602 -5481	SMITHKLINE BEECHAM CORP	NDC: 5816081552-TWINRIX		00287842	01/27/2022	1,853.60
950602 -5481	SMITHKLINE BEECHAM CORP	EXCISE TAX		00287842	01/27/2022	210.00
950602 -5481	SMITHKLINE BEECHAM CORP	PROMPT PAY DISCOUNT		00287842	01/27/2022	-286.98
		Total	**Vaccines**		**5481**	**14,886.59**
950602 -7541	MICHIGAN BELL TELEPHONE CO	CHARGES 12/14-01/13/22		00287799	01/27/2022	125.85
		Total	**Telephone**		**7541**	**125.85**
950602 -7591	AIRTOUCH CELLULAR	CHARGES 12/23/21		00287228	01/06/2022	36.01
		Total	**Cellular Phone**		**7591**	**36.01**
950602 -7723	UNITED PARCEL SERVICE	POSTAGE/FREIGHT		00287224	01/06/2022	12.44
950602 -7723	UNITED PARCEL SERVICE	POSTAGE/FREIGHT		00287864	01/27/2022	4.00
		Total	**Postage/Freight**		**7723**	**16.44**
				Org Key Total	**950602**	**15,286.44**
950610	**Nursing Supervision**					
950610 -7723	UNITED PARCEL SERVICE	POSTAGE/FREIGHT		00287224	01/06/2022	7.82
		Total	**Postage/Freight**		**7723**	**7.82**
				Org Key Total	**950610**	**7.82**
952118	**Delinquent Tax Rolls 2018**					
952118 -1508	ALGONAC COMMUNITY SCHOOLS	SCHOOL OP DENIAL 2018		00287707	01/27/2022	15,129.18
952118 -1508	EAST CHINA SCHOOL DISTRICT	SCHOOL OP DENIAL 2018		00287754	01/27/2022	4,203.33
952118 -1508	PORT HURON AREA SCHOOL DISTRIC	2018 SCHOOL OP DENIAL		00287825	01/27/2022	13,967.19

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952118 -1508	YALE PUBLIC SCHOOLS	SCHOOL OP DENIAL 2018	00287872	01/27/2022	1,102.33
		Total **Taxes Receivable-Delinqnt-Real**		**1508**	**34,402.03**
			Org Key Total	**952118**	**34,402.03**
952119	**Delinquent Tax Rolls 2019**				
952119 -1508	ALGONAC COMMUNITY SCHOOLS	SCHOOL OP DENIAL 2019	00287707	01/27/2022	16,174.62
952119 -1508	EAST CHINA SCHOOL DISTRICT	SCHOOL OP DENIAL 2019	00287754	01/27/2022	4,304.16
952119 -1508	PORT HURON AREA SCHOOL DISTRIC	2019 SCHOOL OP DENIAL	00287825	01/27/2022	15,133.02
952119 -1508	YALE PUBLIC SCHOOLS	SCHOOL OP DENIAL 2019	00287872	01/27/2022	1,128.77
		Total **Taxes Receivable-Delinqnt-Real**		**1508**	**36,740.57**
			Org Key Total	**952119**	**36,740.57**
952120	**Delinquent Tax Rolls 2020**				
952120 -1508	ALGONAC COMMUNITY SCHOOLS	SCHOOL OP DENIAL 2020	00287707	01/27/2022	16,924.55
952120 -1508	EAST CHINA SCHOOL DISTRICT	SCHOOL OP DENIAL 2020	00287754	01/27/2022	4,385.89
952120 -1508	PORT HURON AREA SCHOOL DISTRIC	2020 SCHOOL OP DENIAL	00287825	01/27/2022	17,770.99
952120 -1508	YALE PUBLIC SCHOOLS	SCHOOL OP DENIAL 2020	00287872	01/27/2022	1,129.14
		Total **Taxes Receivable-Delinqnt-Real**		**1508**	**40,210.57**
			Org Key Total	**952120**	**40,210.57**
953201	**Prosecutor's Drug Forfeiture**				
953201 -9092	CITY OF PORT HURON MICHIGAN	GRANT REQ APPRVL ARMOR SHIELD	00287252	01/06/2022	5,000.00
		Total **Local Unit Fee**		**9092**	**5,000.00**
953201 -9480	LOWERY CORP	RICOH IMC400F PRINTER	00287617	01/20/2022	2,245.60
		Total **Uncapitalized Assets < $5,000**		**9480**	**2,245.60**
			Org Key Total	**953201**	**7,245.60**
954009	**Leachate Collection Main Syste**				
954009 -8795	SHIRKEY ELECTRIC CO INC	SRVC CALL 2B	00287526	01/13/2022	1,452.50
954009 -8795	SHIRKEY ELECTRIC CO INC	TRBLSHT C8 FLOWMETER	00287838	01/27/2022	435.00
954009 -8795	SHIRKEY ELECTRIC CO INC	RPLC SUMP PUMP AT AST	00287838	01/27/2022	145.00
		Total **Repairs and Maintenance**		**8795**	**2,032.50**
954009 -9480	SHIRKEY ELECTRIC CO INC	SS TROUGH (2)	00287526	01/13/2022	801.72
		Total **Uncapitalized Assets < $5,000**		**9480**	**801.72**
			Org Key Total	**954009**	**2,834.22**
954022	**Bioreactor Project**				
954022 -7700	STATE OF MICHIGAN	ALT ANNL FILING FEE	00287367	01/06/2022	25.00
		Total **Licenses, Permits, & Fees**		**7700**	**25.00**
954022 -8647	DTE ENERGY	CHARGES 12/01-12/28/21	00287441	01/13/2022	187.43
		Total **Electric Utility**		**8647**	**187.43**
954022 -8663	SEMCO ENERGY	CHARGES 11/24-12/28/21	00287652	01/20/2022	507.27
954022 -8663	SEMCO ENERGY	CHARGES 11/24-12/28/21	00287652	01/20/2022	205.51
		Total **Gas Utility**		**8663**	**712.78**
954022 -8795	SHIRKEY ELECTRIC CO INC	RPR AIRLOCK PUMPS	00287526	01/13/2022	690.00
		Total **Repairs and Maintenance**		**8795**	**690.00**
			Org Key Total	**954022**	**1,615.21**
954024	**Leachate Pretreatment System**				
954024 -5446	PVS NOLWOOD CHEMICALS INC	FERRIC CHLR SOLUTION	00287514	01/13/2022	2,819.07
		Total **Supplies**		**5446**	**2,819.07**
954024 -6749	PARAGON LABORATORIES INC	LAB SERVICES	00287818	01/27/2022	97.00
		Total **Professional Services**		**6749**	**97.00**
954024 -8647	DTE ENERGY	CHARGES 11/24-12/22/21	00287271	01/06/2022	2,743.16
954024 -8647	DTE ENERGY	CHARGES 12/01-12/28/21	00287441	01/13/2022	2,763.48

GL Account	Vendor Name	Description		Check #	CK Date	Dist. Amount
		Total	**Electric Utility**		**8647**	**5,506.64**
954024 -8795	HP ELECTRIC MOTOR INC	VAC TRUCK 12/29/21		00287474	01/13/2022	968.00
954024 -8795	MICHIGAN WASTEWATER LLC	ROUTINE LEACHATE CHGS		00287633	01/20/2022	3,435.00
954024 -8795	MICHIGAN WASTEWATER LLC	NONROUTINE LEACHATE CHGS		00287633	01/20/2022	4,213.80
954024 -8795	MICHIGAN WASTEWATER LLC	ROUTINE LEACHATE CHGS		00287633	01/20/2022	780.00
954024 -8795	MICHIGAN WASTEWATER LLC	NONROUTINE LEACHATE CHGS		00287633	01/20/2022	3,242.50
954024 -8795	SHIRKEY ELECTRIC CO INC	SUPPORT PTRTMNT PLANT PLC		00287526	01/13/2022	225.00
954024 -8795	SHIRKEY ELECTRIC CO INC	SRVC CALL LAGOONS		00287526	01/13/2022	135.00
		Total	**Repairs and Maintenance**		**8795**	**12,999.30**
954024 -9480	FCX PERFORMANCE INC	3 ANALYTICAL WATER TRANSMITTER		00287456	01/13/2022	4,426.74
		Total	**Uncapitalized Assets < $5,000**		**9480**	**4,426.74**
			Org Key Total		**954024**	**25,848.75**
954026	**Bioreactor Phase II**					
954026 -6749	CTI AND ASSOCIATES INC	BIOREACTOR		00287746	01/27/2022	35,808.13
		Total	**Professional Services**		**6749**	**35,808.13**
			Org Key Total		**954026**	**35,808.13**
954030	**Cell 8 Construction**					
954030 -6749	BOLDT MCLEOD AND JOHNSON INC	2021 CELL 8C SURVEYING SRVCS		00287719	01/27/2022	1,478.48
954030 -6749	CTI AND ASSOCIATES INC	CELL 8C CONSTRUCTION		00287746	01/27/2022	36,316.57
		Total	**Professional Services**		**6749**	**37,795.05**
954030 -8795	SHIRKEY ELECTRIC CO INC	COMPLETE CONSTRC C8		00287526	01/13/2022	2,623.36
		Total	**Repairs and Maintenance**		**8795**	**2,623.36**
954030 -9521	RAYMOND EXCAVATING CO INC	CELL8C SOIL BARRIER,TRENCH,GEO		00287515	01/13/2022	46,354.41
954030 -9521	RAYMOND EXCAVATING CO INC	CELL 8C SAND,DRIPLEG,ACCESS RD		00287642	01/20/2022	491,419.93
		Total	**Land Improvements**		**9521**	**537,774.34**
			Org Key Total		**954030**	**578,192.75**
955219	**Delinquent Tax Sales 2019**					
955219 -6749	TITLE CHECK LLC	JAN 22 ADMIN FEE 2019 TAX CY		00287671	01/20/2022	4,349.59
955219 -6749	TITLE CHECK LLC	DEC 21 CERT MAIL EXP 2019 TAX		00287852	01/27/2022	11,809.97
		Total	**Professional Services**		**6749**	**16,159.56**
955219 -8300	WEBPRESS OF MICHIGAN	TAX SALE PUBLICATION		00287383	01/06/2022	675.00
		Total	**Printing and Publishing**		**8300**	**675.00**
			Org Key Total		**955219**	**16,834.56**
960001	**FIA Building Lease Maintenance**					
960001 -5446	GARLAND DBS INC	FLASHING BOND		00287770	01/27/2022	119.54
		Total	**Supplies**		**5446**	**119.54**
960001 -6749	GARLAND DBS INC	IR ROOF SCAN FIRST LEVEL		00287605	01/20/2022	1,710.00
960001 -6749	INFRARED ROOFING TECHNOLOGIES	NUCLEAR SURVEY ROOF SYSTEM		00287784	01/27/2022	1,950.00
		Total	**Professional Services**		**6749**	**3,660.00**
960001 -8300	PORT HURON AREA SCHOOL DISTRIC	BUS CARDS D. KOESTER		00287824	01/27/2022	3.00
		Total	**Printing and Publishing**		**8300**	**3.00**
960001 -8647	DTE ENERGY	CHARGES 11/24-12/26/21		00287448	01/13/2022	20,704.07
960001 -8647	DTE ENERGY	CHARGES 12/01-12/31/21		00287445	01/13/2022	778.69
960001 -8647	DTE ENERGY	CHARGES 12/11-01/11/22		00287597	01/20/2022	87.28
		Total	**Electric Utility**		**8647**	**21,570.04**
960001 -8663	SEMCO ENERGY	CHARGES 12/01-12/30/21		00287652	01/20/2022	8,427.54
		Total	**Gas Utility**		**8663**	**8,427.54**
960001 -8795	DYCK SECURITY SERVICES INC	INSTLL LTE UPGRADE		00287274	01/06/2022	240.00
960001 -8795	KEVINS LAWN CARE AND SNOW REMO	SNOW RMVL SALT SRVC INSTL 2		00287792	01/27/2022	387.70
960001 -8795	KEVINS LAWN CARE AND SNOW REMO	SNOW RMVL SALT SRVC INSTL 2		00287792	01/27/2022	1,011.22

GL Account	Vendor Name	Description	Check #	CK Date	Dist. Amount
960001 -8795	KEVINS LAWN CARE AND SNOW REMO	SNOW RMVL SALT SRVC INSTL 2	00287792	01/27/2022	452.30
960001 -8795	KEVINS LAWN CARE AND SNOW REMO	SNOW RMVL SALT SRVC INSTL 2	00287792	01/27/2022	1,179.78
960001 -8795	WASTE MANAGEMENT OF MICHIGAN	JAN 22 WASTE RMVL HAUL ADMIN	00287684	01/20/2022	116.80
		Total Repairs and Maintenance		**8795**	**3,387.80**
			Org Key Total	**960001**	**37,167.92**
960004	**Jail Building Maintenance**				
960004 -8300	PORT HURON AREA SCHOOL DISTRIC	BUS CARDS D. KOESTER	00287824	01/27/2022	3.00
		Total Printing and Publishing		**8300**	**3.00**
960004 -8795	KEVINS LAWN CARE AND SNOW REMO	SNOW RMVL SALT SRVC INSTL 2	00287792	01/27/2022	1,908.81
960004 -8795	KEVINS LAWN CARE AND SNOW REMO	SNOW RMVL SALT SRVC INSTL 2	00287792	01/27/2022	1,908.81
960004 -8795	SAFETY SYSTEMS INC	FIRE DISCREPANCY REPAIR	00287521	01/13/2022	846.00
960004 -8795	WASTE MANAGEMENT OF MICHIGAN	JAN 22 CARDBOARD BOX RECY SOIC	00287684	01/20/2022	112.67
960004 -8795	WASTE MANAGEMENT OF MICHIGAN	WASTE RMVL HAUL SOIC 12/23/21	00287682	01/20/2022	276.92
960004 -8795	WASTE MANAGEMENT OF MICHIGAN	WASTE RMVL HAUL SOIC 01/06/22	00287868	01/27/2022	276.92
		Total Repairs and Maintenance		**8795**	**5,330.13**
960004 -8977	GREENLEAF COMPACTION INC	JAN 22 COMPACTOR LEASE PMT	00287389	01/06/2022	234.00
		Total Equipment Rental		**8977**	**234.00**
			Org Key Total	**960004**	**5,567.13**
990017	**Dist Ct Crime Victims Fund**				
990017 -2225	STATE OF MICHIGAN	DEC 21 CRIME VCT RTS FUND	00287369	01/06/2022	10,699.59
		Total Due to State of Michigan		**2225**	**10,699.59**
			Org Key Total	**990017**	**10,699.59**
990020	**State Consrvtn Cst,fee,liqudtn**				
990020 -2225	STATE OF MICHIGAN	DEC 21 JUDGMENT FEE	00287369	01/06/2022	50.00
		Total Due to State of Michigan		**2225**	**50.00**
			Org Key Total	**990020**	**50.00**
990030	**Drivr License Reinstatmnt Fees**				
990030 -2225	STATE OF MICHIGAN	DEC 21 DEPT OF ST FAC/FCJ	00287369	01/06/2022	600.00
		Total Due to State of Michigan		**2225**	**600.00**
			Org Key Total	**990030**	**600.00**
990042	**State Court Fund**				
990042 -2225	STATE OF MICHIGAN	DEC 21 STATE CT FUND	00287369	01/06/2022	1,650.00
		Total Due to State of Michigan		**2225**	**1,650.00**
			Org Key Total	**990042**	**1,650.00**
990060	**Civil Filing Fee - District Ct**				
990060 -2225	STATE OF MICHIGAN	DEC 21 CIV FIL FEE FUND	00287369	01/06/2022	15,547.00
990060 -2225	STATE OF MICHIGAN	DEC 21 JUD ELEC FIL FUND	00287369	01/06/2022	4,225.00
		Total Due to State of Michigan		**2225**	**19,772.00**
			Org Key Total	**990060**	**19,772.00**
990061	**Justice System - Disrict Court**				
990061 -2225	STATE OF MICHIGAN	DEC 21 JUSTICE SYSTEM FUND	00287369	01/06/2022	30,796.50
		Total Due to State of Michigan		**2225**	**30,796.50**
			Org Key Total	**990061**	**30,796.50**
990106	**Probate Court Shared Fees**				
990106 -2225	STATE OF MICHIGAN	DEC 21 SHARED FEES	00287661	01/20/2022	5,848.40
		Total Due to State of Michigan		**2225**	**5,848.40**
			Org Key Total	**990106**	**5,848.40**
990121	**Clerk Escrow Account**				
990121 -2635	PAUL, DR MICHAEL	RE CASE 15-002567-NH	00287820	01/27/2022	60,691.06

GL Account	Vendor Name	Description	Check #	CK Date	Dist. Amount
990121 -2635	TOUMA WATSON WHALING COURY ANDE	CASE 15-002567-NH	00287854	01/27/2022	700,981.61
		Total	**Court Orders Payable**	**2635**	**761,672.67**
			Org Key Total	**990121**	**761,672.67**
990142	**State Court Fnd-prtn of cvlfee**				
990142 -2225	STATE OF MICHIGAN	DEC 21 STATE COURT FUND	00287370	01/06/2022	10.00
990142 -2225	STATE OF MICHIGAN	DEC 21 STATE CT FUND	00287661	01/20/2022	872.50
		Total	**Due to State of Michigan**	**2225**	**882.50**
			Org Key Total	**990142**	**882.50**
990144	**District Ct Juror Comp Reimb**				
990144 -2225	STATE OF MICHIGAN	DEC 21 CIV JURY DEMAND FEE	00287369	01/06/2022	10.00
990144 -2225	STATE OF MICHIGAN	DEC 21 DRIV LIC CLEARANCE FEE	00287369	01/06/2022	600.00
		Total	**Due to State of Michigan**	**2225**	**610.00**
			Org Key Total	**990144**	**610.00**
990146	**Circuit Ct Juror Comp Reimb**				
990146 -2225	STATE OF MICHIGAN	DEC 21 JUROR COMP REIMB	00287846	01/27/2022	225.00
		Total	**Due to State of Michigan**	**2225**	**225.00**
			Org Key Total	**990146**	**225.00**
990237	**Crime Victims Rights Fund**				
990237 -2225	STATE OF MICHIGAN	DEC 21 CRIME VCT RTS FUND	00287846	01/27/2022	1,739.43
		Total	**Due to State of Michigan**	**2225**	**1,739.43**
			Org Key Total	**990237**	**1,739.43**
990242	**State Court Fnd-prtn of cvlfee**				
990242 -2225	STATE OF MICHIGAN	DEC 21 STATE CT FUND	00287846	01/27/2022	2,754.50
		Total	**Due to State of Michigan**	**2225**	**2,754.50**
			Org Key Total	**990242**	**2,754.50**
990260	**Civil Filing Fee - Circuit Ct**				
990260 -2225	STATE OF MICHIGAN	DEC 21 CIV FIL FEE FUND	00287846	01/27/2022	6,545.00
		Total	**Due to State of Michigan**	**2225**	**6,545.00**
			Org Key Total	**990260**	**6,545.00**
990261	**Justice System - Circuit Ct**				
990261 -2225	STATE OF MICHIGAN	DEC 21 JUSTICE SYSTEM FUND	00287846	01/27/2022	117.00
		Total	**Due to State of Michigan**	**2225**	**117.00**
			Org Key Total	**990261**	**117.00**
990437	**Crime Victims Rights Fund**				
990437 -2225	STATE OF MICHIGAN	DEC 21 CRIME VCT RTS FUND	00287370	01/06/2022	102.15
		Total	**Due to State of Michigan**	**2225**	**102.15**
			Org Key Total	**990437**	**102.15**
990460	**Civil Filing Fee Probate Ct**				
990460 -2225	STATE OF MICHIGAN	DEC 21 CIV FIL FEE FUND	00287370	01/06/2022	714.00
990460 -2225	STATE OF MICHIGAN	DEC 21 CIV FIL FEE FUND	00287661	01/20/2022	7,221.00
		Total	**Due to State of Michigan**	**2225**	**7,935.00**
			Org Key Total	**990460**	**7,935.00**
990461	**Justice System Fund Probate**				
990461 -2225	STATE OF MICHIGAN	DEC 21 JUSTICE SYSTEM FUND	00287370	01/06/2022	427.00
		Total	**Due to State of Michigan**	**2225**	**427.00**
			Org Key Total	**990461**	**427.00**
990462	**Electronic Filing System Fee**				
990462 -2225	STATE OF MICHIGAN	DEC 21 JUD ELEC FIL FUND	00287846	01/27/2022	1,325.00

GL Account	Vendor Name	Description	Check #	CK Date	Dist. Amount
		Total	**Due to State of Michigan**	**2225**	**1,325.00**
			Org Key Total	**990462**	**1,325.00**
990463	**Judicial Electronic Filing Fee**				
990463 -2225	STATE OF MICHIGAN	DEC 21 JUD ELEC FIL FUND	00287370	01/06/2022	150.00
990463 -2225	STATE OF MICHIGAN	DEC 21 JUD ELEC FIL FUND	00287661	01/20/2022	1,275.00
		Total	**Due to State of Michigan**	**2225**	**1,425.00**
			Org Key Total	**990463**	**1,425.00**
990464	**MIDC-Partial Indigent Fees**				
990464 -2225	STATE OF MICHIGAN	DEC 21 LIDC	00287531	01/13/2022	197.92
		Total	**Due to State of Michigan**	**2225**	**197.92**
			Org Key Total	**990464**	**197.92**
990506	**Notary Fees**				
990506 -2225	STATE OF MICHIGAN	DEC 21 NOTARY ED & TRN FUND	00287844	01/27/2022	22.00
		Total	**Due to State of Michigan**	**2225**	**22.00**
			Org Key Total	**990506**	**22.00**
990515	**Concealed Weapon New**				
990515 -2225	STATE OF MICHIGAN	CONC PISTOL APP FEES NEW	00287664	01/20/2022	1,975.00
990515 -2225	STATE OF MICHIGAN	CONC PISTOL APP RNWLS	00287664	01/20/2022	7,104.00
		Total	**Due to State of Michigan**	**2225**	**9,079.00**
			Org Key Total	**990515**	**9,079.00**
990740	**Remonumentation Fees**				
990740 -2225	STATE OF MICHIGAN	4TH QTR REMONUMENTATION	00287845	01/27/2022	32,000.68
		Total	**Due to State of Michigan**	**2225**	**32,000.68**
			Org Key Total	**990740**	**32,000.68**
990748	**Transfer tax collected**				
990748 -2225	STATE OF MICHIGAN	DEC 21 STATE TRANSFER TAX	00287532	01/13/2022	738,611.25
		Total	**Due to State of Michigan**	**2225**	**738,611.25**
			Org Key Total	**990748**	**738,611.25**
				Grand Total	**5,864,712.98**

Claims Initiated and Approved by the Administrator/Controller Item 11A

GL Account	Vendor Name	Description	Check #	CK Date	Dist. Amount
101103 - 8581	NATIONAL ASSN OF COUNTIES	2022 DUES	00287332	01/06/2022	3,261.00
954022 - 7700	STATE OF MICHIGAN	ALT ANNL FILING FEE	00287367	01/06/2022	25.00
			Grand		**3,286.00**

Employee Expense Reimbursement Detail

For Payroll: Thursday January 13, 2022

GL Acct /Description	*PayDate*	*Employee Name*	*Amount Reimbursed*	
101136 72nd District Court				
	1/8/2022	SOX, JENNIFER	145.60	
	1/8/2022	WALKER, PAYGE J	146.72	
	Total	**5394 Employee Mileage Reimbursement**	**292.32**	
	TOTAL	**72ND DISTRICT COURT**		**292.32**
101138 Courthouse Security				
	1/8/2022	STIERS, LONNEE H	154.56	
	Total	**5394 Employee Mileage Reimbursement**	**154.56**	
	TOTAL	**COURTHOUSE SECURITY**		**154.56**
101148 Probate Court				
	1/8/2022	TOMLINSON, JOHN D.	17.05	
	Total	**5400 Uniform Cleaning**	**17.05**	
	1/8/2022	TOMLINSON, JOHN D.	243.61	
	Total	**7591 Cellular Phone**	**243.61**	
	TOTAL	**PROBATE COURT**		**260.66**
101153 District Court - Probation				
	1/8/2022	BEAUPARLAND, DONALD R	34.16	
	1/8/2022	GURNSEY, FALICIA L	5.04	
	1/8/2022	ROSENAU, ADAM N	57.12	
	Total	**5394 Employee Mileage Reimbursement**	**96.32**	
	TOTAL	**DISTRICT COURT - PROBATION**		**96.32**
101225 Equalization				
	1/8/2022	DIAZ, JEANNIE L	325.92	
	Total	**5394 Employee Mileage Reimbursement**	**325.92**	
	TOTAL	**EQUALIZATION**		**325.92**
101229 Prosecuting Attorney				
	1/8/2022	AJLOUNI, ANDREA	257.60	
	1/8/2022	WILSON, CAILIN C	128.80	

** - Denotes a correction from a previous pay period to correct either the GL Acct or Object Code*

GL Acct /Description	PayDate	Employee Name	Amount Reimbursed	
Total	**5394 Employee Mileage Reimbursement**		**386.40**	
	1/8/2022	MCINTYRE, DONALD F	296.79	
Total	**5446 Office Supplies**		**296.79**	
TOTAL	**PROSECUTING ATTORNEY**			**683.19**

101265 Buildings and Grounds

	1/8/2022	BONCZAR, WALTER A	141.12	
Total	**5394 Employee Mileage Reimbursement**		**141.12**	
TOTAL	**BUILDINGS AND GROUNDS**			**141.12**

101275 Drain Commissioner

	1/8/2022	GOODRICH, DENISE L	22.40	
Total	**5394 Employee Mileage Reimbursement**		**22.40**	
TOTAL	**DRAIN COMMISSIONER**			**22.40**

101301 Sheriff

	1/8/2022	HONEYCUTT, BRADLEY L	75.00	
Total	**7700 Licenses, Permits & Fees**		**75.00**	
TOTAL	**SHERIFF**			**75.00**

101661 Public Guardian

	1/8/2022	MALONE, JOCELYN R	71.12	
	1/8/2022	PRANGE, ALLYSON S	324.80	
Total	**5394 Employee Mileage Reimbursement**		**395.92**	
TOTAL	**PUBLIC GUARDIAN**			**395.92**

292664 In-Home Care - Child Care

	1/8/2022	TURNER, CARRIE L.	153.44	
Total	**5394 Employee Mileage Reimbursement**		**153.44**	
	1/8/2022	TURNER, CARRIE L.	84.79	
Total	**5446 Office Supplies**		**84.79**	
TOTAL	**IN-HOME CARE - CHILD CARE**			**238.23**

292668 Day Treatment/Night Watch

	1/8/2022	CARMICHAEL, MISTY L	34.72	

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GL Acct /Description	PayDate	Employee Name	Amount Reimbursed	
Total	**5394 Employee Mileage Reimbursement**		**34.72**	
TOTAL	**DAY TREATMENT/NIGHT WATCH**			**34.72**
517526 Sanitary Landfill				
	1/8/2022	BARNES, BARBARA A.	16.80	
Total	**5394 Employee Mileage Reimbursement**		**16.80**	
TOTAL	**SANITARY LANDFILL**			**16.80**
731237 Retirement Board				
	1/8/2022	BLUMERICH, WILLIAM L	30.00	
	1/8/2022	HERPEL, ALFRED W	30.00	
Total	**5050 Salaries/Wages Appointed Official**		**60.00**	
	1/8/2022	BLUMERICH, WILLIAM L	31.36	
	1/8/2022	HERPEL, ALFRED W	13.44	
Total	**5394 Employee Mileage Reimbursement**		**44.80**	
TOTAL	**RETIREMENT BOARD**			**104.80**
950101 Agency Support				
	1/8/2022	LAND, LINDA M.	21.56	
	1/8/2022	MORGAN, DEBORAH S.	31.36	
Total	**5394 Employee Mileage Reimbursement**		**52.92**	
TOTAL	**AGENCY SUPPORT**			**52.92**
950200 Environmental Health				
	1/8/2022	BARKER, SCOTT M	225.12	
	1/8/2022	CAMERON, LOWELL S	347.76	
	1/8/2022	FRENDT, KATIE L	228.48	
	1/8/2022	MALCOLM, MICHAEL J.	399.84	
Total	**5394 Employee Mileage Reimbursement**		**1,201.20**	
TOTAL	**ENVIRONMENTAL HEALTH**			**1,201.20**
950201 Food				
	1/8/2022	CASTELLO, ASHLEY N.	154.56	
Total	**5394 Employee Mileage Reimbursement**		**154.56**	
TOTAL	**FOOD**			**154.56**

** - Denotes a correction from a previous pay period to correct either the GL Acct or Object Code*

GL Acct /Description	PayDate	Employee Name	Amount Reimbursed	
950219 Health Department COVID				
	1/8/2022	COLLINS, ASHLEY J	34.50	
	Total	**5394 Employee Mileage Reimbursement**	**34.50**	
	TOTAL	**HEALTH DEPARTMENT COVID**		**34.50**
950526 Outreach & Advocacy				
	1/8/2022	SHAMBLIN, NICHOLE A	93.41	
	Total	**5394 Employee Mileage Reimbursement**	**93.41**	
	TOTAL	**OUTREACH & ADVOCACY**		**93.41**
950536 Childrens Special Hlth Servcs				
	1/8/2022	THOMPSON, CHELSEY L	42.11	
	Total	**5394 Employee Mileage Reimbursement**	**42.11**	
	TOTAL	**CHILDRENS SPECIAL HLTH SERVCS**		**42.11**
950541 Adolescent Health				
	1/8/2022	GIELEGHEM, HEATHER M	54.43	
	1/8/2022	GUERRERO, ASHLEY	28.34	
	Total	**5394 Employee Mileage Reimbursement**	**82.77**	
	1/8/2022	GIELEGHEM, HEATHER M	55.00	
	Total	**6749 Administrative Services**	**55.00**	
	TOTAL	**ADOLESCENT HEALTH**		**137.77**
950547 Capac Schools/E3				
	1/8/2022	COLLINS-WHITTAKER, LAURA A	118.27	
	Total	**5394 Employee Mileage Reimbursement**	**118.27**	
	TOTAL	**CAPAC SCHOOLS/E3**		**118.27**
950560 Immunization Field Represntve				
	1/8/2022	CZUBACHOWSKI, KEVIN M	1,089.76	
	Total	**5394 Employee Mileage Reimbursement**	**1,089.76**	
	TOTAL	**IMMUNIZATION FIELD REPRESNTVE**		**1,089.76**
Total Employee Expense Reimbursements				**5,766.46**

** - Denotes a correction from a previous pay period to correct either the GL Acct or Object Code*

Employee Expense Reimbursement Detail

For Payroll: Thursday, January 27, 2022

GL Acct /Description	*PayDate*	*Employee Name*	*Amount Reimbursed*	
101131 31st Circuit Court				
	1/22/2022	WEST, MICHAEL L.	1,011.99	
	Total	**5446 Office Supplies**	**1,011.99**	
	TOTAL	**31ST CIRCUIT COURT**		**1,011.99**
101136 72nd District Court				
	1/22/2022	BANKSON, S. KEITH	73.92	
	1/22/2022	BOROVICH, SUSAN M	24.57	
	Total	**5394 Employee Mileage Reimbursement**	**98.49**	
	1/22/2022	ARMSTRONG, MONA S	17.05	
	Total	**5400 Uniform Cleaning**	**17.05**	
	TOTAL	**72ND DISTRICT COURT**		**115.54**
101148 Probate Court				
	1/22/2022	HEPINSTALL, JACQUELINE H	213.36	
	1/22/2022	TOMLINSON, JOHN D.	78.98	
	Total	**5394 Employee Mileage Reimbursement**	**292.34**	
	1/22/2022	TOMLINSON, JOHN D.	17.05	
	Total	**5400 Uniform Cleaning**	**17.05**	
	TOTAL	**PROBATE COURT**		**309.39**
101153 District Court - Probation				
	1/22/2022	BEAUPARLAND, DONALD R	95.36	
	1/22/2022	CARMONA, CARLOS	159.12	
	1/22/2022	FALTER, DARCI M	18.72	
	1/22/2022	GURNSEY, FALICIA L	36.27	
	1/22/2022	MCCLELLAN, ASHLEY R	67.86	
	1/22/2022	ROSENAU, ADAM N	42.56	
	Total	**5394 Employee Mileage Reimbursement**	**419.89**	
	TOTAL	**DISTRICT COURT - PROBATION**		**419.89**
101229 Prosecuting Attorney				
	1/22/2022	LEYVA KELLEY, MEGAN M	77.28	
	1/22/2022	MCINTYRE, DONALD F	44.46	

** - Denotes a correction from a previous pay period to correct either the GL Acct or Object Code*

GL Acct /Description	PayDate	Employee Name	Amount Reimbursed	
Total	**5394 Employee Mileage Reimbursement**		**121.74**	
1/22/2022	LEYVA KELLEY, MEGAN M		60.00	
Total	**5397 Employee Meals**		**60.00**	
TOTAL	**PROSECUTING ATTORNEY**			**181.74**

101259 Information Technology

1/22/2022	FOURNIER, TIFFANY A		106.40	
Total	**5394 Employee Mileage Reimbursement**		**106.40**	
TOTAL	**INFORMATION TECHNOLOGY**			**106.40**

101351 Corrections/Jail

1/22/2022	HILL, RONALD L		128.21	
Total	**5400 Uniform Cleaning**		**128.21**	
TOTAL	**CORRECTIONS/JAIL**			**128.21**

101428 Hazardous Materials Handling

1/22/2022	HERPEL, ALFRED W		30.00	
Total	**5050 Salaries/Wages Appointed Official**		**30.00**	
1/22/2022	HERPEL, ALFRED W		14.04	
Total	**5394 Employee Mileage Reimbursement**		**14.04**	
TOTAL	**HAZARDOUS MATERIALS HANDLING**			**44.04**

101661 Public Guardian

1/22/2022	HARRISON, LINDSEY L		167.31	
Total	**5394 Employee Mileage Reimbursement**		**167.31**	
TOTAL	**PUBLIC GUARDIAN**			**167.31**

208751 Recreation/Parks

1/22/2022	CLARK, MARY E		30.00	
1/22/2022	COOPER, JOHN PHILIP		30.00	
1/22/2022	FOSTER, WILLIAM M.		30.00	
1/22/2022	HANNERS, MELISSA M		30.00	
1/22/2022	LALONDE, TIMOTHY		30.00	
1/22/2022	LETO, PETE G		30.00	
Total	**5050 Salaries/Wages Appointed Official**		**180.00**	
1/22/2022	CLARK, MARY E		2.46	

** - Denotes a correction from a previous pay period to correct either the GL Acct or Object Code*

GL Acct /Description	PayDate	Employee Name	Amount Reimbursed	
	1/22/2022	COOPER, JOHN PHILIP	1.64	
	1/22/2022	FOSTER, WILLIAM M.	22.11	
	1/22/2022	HANNERS, MELISSA M	6.55	
	1/22/2022	LALONDE, TIMOTHY	14.63	
	1/22/2022	LETO, PETE G	7.14	
	Total	**5394 Employee Mileage Reimbursement**	**54.53**	
	TOTAL	**RECREATION/PARKS**		**234.53**

268792 Other Library Activities-Millage

	1/22/2022	SWEGLES, AIDAN R	132.16	
	Total	**5394 Employee Mileage Reimbursement**	**132.16**	
	TOTAL	**OTHER LIBRARY ACTIVITIES-MILLAGE**		**132.16**

292664 In-Home Care - Child Care

	1/22/2022	SLONE, PATRICK D.	224.45	
	Total	**5394 Employee Mileage Reimbursement**	**224.45**	
	TOTAL	**IN-HOME CARE - CHILD CARE**		**224.45**

295682 Veterans Millage

	1/22/2022	SMITH, CHRIS	458.64	
	Total	**5394 Employee Mileage Reimbursement**	**458.64**	
	1/22/2022	SMITH, CHRIS	108.00	
	Total	**5397 Employee Meals**	**108.00**	
	TOTAL	**VETERANS MILLAGE**		**566.64**

731237 Retirement Board

	1/22/2022	BLUMERICH, WILLIAM L	30.00	
	1/22/2022	OLDFORD JR., WILLIAM G	30.00	
	Total	**5050 Salaries/Wages Appointed Official**	**60.00**	
	1/22/2022	BLUMERICH, WILLIAM L	32.76	
	1/22/2022	OLDFORD JR., WILLIAM G	14.04	
	Total	**5394 Employee Mileage Reimbursement**	**46.80**	
	1/22/2022	RUMSEY, TAMI M.	3.72	
	Total	**7723 Postage**	**3.72**	
	TOTAL	**RETIREMENT BOARD**		**110.52**

** - Denotes a correction from a previous pay period to correct either the GL Acct or Object Code*

GL Acct /Description	PayDate	Employee Name	Amount Reimbursed	
940026 Columbus County Park				
	1/22/2022	KENNER, NATHAN D.	14.04	
Total	**5394 Employee Mileage Reimbursement**		**14.04**	
TOTAL	**COLUMBUS COUNTY PARK**			**14.04**
940034 Fort Gratiot Lighthouse				
	1/22/2022	DELOR JR, DENNIS C	55.28	
Total	**5394 Employee Mileage Reimbursement**		**55.28**	
TOTAL	**FORT GRATIOT LIGHTHOUSE**			**55.28**
950101 Agency Support				
	1/22/2022	JONES, JOHN F.	30.00	
	1/22/2022	STANDEL, MONICA	30.00	
Total	**5050 Salaries/Wages Appointed Official**		**60.00**	
	1/22/2022	JONES, JOHN F.	26.09	
	1/22/2022	STANDEL, MONICA	36.27	
Total	**5394 Employee Mileage Reimbursement**		**62.36**	
TOTAL	**AGENCY SUPPORT**			**122.36**
950200 Environmental Health				
	1/22/2022	FAUST, SHERI J.	12.32	
Total	**5394 Employee Mileage Reimbursement**		**12.32**	
TOTAL	**ENVIRONMENTAL HEALTH**			**12.32**
950201 Food				
	1/22/2022	DEY, MICHAEL G.	277.76	
Total	**5394 Employee Mileage Reimbursement**		**277.76**	
TOTAL	**FOOD**			**277.76**
950513 Maternal Infant Health				
	1/22/2022	DENTON, DEBRA J.	8.96	
Total	**5394 Employee Mileage Reimbursement**		**8.96**	
TOTAL	**MATERNAL INFANT HEALTH**			**8.96**
950520 WIC Program				

** - Denotes a correction from a previous pay period to correct either the GL Acct or Object Code*

GL Acct /Description	PayDate	Employee Name	Amount Reimbursed	
	1/22/2022	CONSTANCE, HALEY	25.54	
	Total	**5394 Employee Mileage Reimbursement**	**25.54**	
	TOTAL	**WIC PROGRAM**		**25.54**

950541 Adolescent Health

	1/22/2022	GIELEGHEM, HEATHER M	10.36	
	Total	**5394 Employee Mileage Reimbursement**	**10.36**	
	TOTAL	**ADOLESCENT HEALTH**		**10.36**

Total Employee Expense Reimbursements **4,279.43**

** - Denotes a correction from a previous pay period to correct either the GL Acct or Object Code*

Blue Water Convention Center
Check Ledger
For One Months Ending January 31, 2022

Account ID	Account Description	Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
10001-000	Cash - Operating	1/1/22			Beginning Balance			30,202.83
10001-000	Cash - Operating	1/4/22	20220104Earl	CDJ	Earl Smith Distributing Compan		222.60	
10001-000	Cash - Operating	1/5/22	20220105DTE	CDJ	DTE Energy		3,860.65	
10001-000	Cash - Operating	1/6/22	01/06/22 Mars	CDJ	Marsh USA Inc		3,349.00	
10001-000	Cash - Operating	1/7/22	PR 1 12/31/21	CDJ	ADP		9,487.50	
10001-000	Cash - Operating	1/7/22	PR 1 12/31/21	CDJ	ADP		3,611.14	
10001-000	Cash - Operating	1/7/22	PR 1 12/31/21	CDJ	ADP		177.00	
10001-000	Cash - Operating	1/7/22	01/2022 Comc	CDJ	Comcast		291.85	
10001-000	Cash - Operating	1/10/22	20220110 PBC	CDJ	Pepsico		195.65	
10001-000	Cash - Operating	1/19/22	01/19/22 Tax /	CDJ	ADP	136.19		
10001-000	Cash - Operating	1/20/22	3905	CDJ	Chef Mikes Catering LLC		953.87	
10001-000	Cash - Operating	1/20/22	3906	CDJ	Cintas Corp 724		184.72	
10001-000	Cash - Operating	1/20/22	3907	CDJ	Community Enterprises of SCC		35.00	
10001-000	Cash - Operating	1/20/22	3908	CDJ	Double Tree by Hilton Port Hu		1,577.31	
10001-000	Cash - Operating	1/20/22	3909	CDJ	Radio First		3,000.00	
10001-000	Cash - Operating	1/20/22	3910	CDJ	RTS Computers Inc		4,636.20	
10001-000	Cash - Operating	1/20/22	3911	CDJ	St Clair Packaging		1,456.45	
10001-000	Cash - Operating	1/20/22	3912	CDJ	TEI Condominium Association		3,300.00	
10001-000	Cash - Operating	1/20/22	3913	CDJ	Troy Laundry		226.25	
10001-000	Cash - Operating	1/20/22	3914	CDJ	Michigan Fire Alarm Inspection		2,425.00	
10001-000	Cash - Operating	1/20/22	3915	CDJ	PH Business Association		210.00	
10001-000	Cash - Operating	1/20/22	PR 3 01/14/22	CDJ	ADP		9,280.45	
10001-000	Cash - Operating	1/20/22	PR 3 01/14/22	CDJ	ADP		3,408.67	
10001-000	Cash - Operating	1/20/22	PR 3 01/14/22	CDJ	ADP		177.00	
10001-000	Cash - Operating	1/20/22	01/20/22 401K	CDJ	Spectacor 401K		749.51	
10001-000	Cash - Operating	1/24/22		GENJ	01/24/22 Replenishment	52,812.99		
10001-000	Cash - Operating	1/24/22	01/24/22 Tax /	CDJ	ADP		177.37	
10001-000	Cash - Operating	1/25/22	3916	CDJ	Mark McClelland		1,000.00	
10001-000	Cash - Operating	1/26/22	Check deposit	GENJ	Check Deposit at bank		200.00	
10001-000	Cash - Operating	1/28/22	01/28/22 401k	CDJ	Spectacor 401K		753.46	
10001-000	Cash - Operating	1/31/22	1/31/2022 FSA	CDJ	SPECT MGM Flex		7.70	
10001-000	Cash - Operating	1/31/22	01/31/22 semc	CDJ	Semco Energy		1,933.39	
10001-000	Cash - Operating	1/31/22	01/31/22 Repl	GENJ	01/31/22 Replenishment	3,735.73		
10001-000	Cash - Operating	1/31/22	01/2022 Bank	GENJ	01/2022 bank interest	2.64		
10001-000	Cash - Operating				Current Period Change	56,687.55	56,887.74	-200.19
		1/31/22			**Ending Balance**			**30,002.64**

Intergovernmental Service Agreement - United States Department of Homeland Security Immigration and Customs Enforcement (ICE)

Summary:

ATTACHMENTS:

	Description	Upload Date	Type
🗋	Intergovernmental Service Agreement - United States Department of Homeland Security Immigration and Customs Enforcement (ICE)	2/7/2022	Cover Memo
🗋	Administrative Review ICE contract	2/7/2022	Cover Memo
🗋	Attachment 01 - Wage Determination	2/7/2022	Cover Memo
🗋	Attachment 02 - Labor Standards	2/7/2022	Cover Memo
🗋	Attachment 03 - QASP_PRS_CDR_NDS 2019	2/7/2022	Cover Memo
🗋	Attachment 04 - PREA Regs	2/7/2022	Cover Memo

70CDCR22DIG000001
INTERGOVERNMENTAL SERVICE AGREEMENT
BETWEEN THE
UNITED STATES DEPARTMENT OF HOMELAND SECURITY
U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT
OFFICE OF ENFORCEMENT AND REMOVAL OPERATIONS
AND
COUNTY OF ST. CLAIR COUNTY, MI

This Intergovernmental Service Agreement ("Agreement") is entered into between United States Department of Homeland Security Immigration and Customs Enforcement ("**ICE**"), and County of St. Clair, MI, **("Service Provider")** for the detention and care of detainees. The term "Parties" is used in this Agreement to refer jointly to ICE and the Service Provider.

FACILITY LOCATION:

The Service Provider shall provide detention services for detainees at the following institution(s):

County of Saint Clair, MI
Saint Clair County Jail
1170 Michigan Road
Port Huron, MI 48060

The following documents constitute the complete agreement and are hereby incorporated directly or by reference:

- Intergovernmental Service Agreement (IGSA)
- **RFP 70CDCR22DIG000001 (thru Amendment P00001),** Proposal dated **12/17/2021**
- ICE National Detention Standards (NDS) 2019
- Attachment 1 - Wage Determination Number: WD_2015-4867_Revision 19, dated 12/27/2021
- Attachment 2 - Title 29, Part 4 Labor Standards for Federal Service Contracts
- Attachment 3 - Quality Assurance Surveillance Plan (QASP)/PRS/CDR
- Attachment 4 - PREA Regulations
- Attachment 5 - Quality Control Plan (TO BE PROVIDED BY THE SERVICE PROVIDER PRIOR TO AWARD)
- Attachment 6 – Detention – Transportation Template

IN WITNESS WHEREOF, the undersigned, duly authorized officers, have subscribed their names on behalf of the St. Clair County, MI and Department of Homeland Security, U.S. Immigration and Customs Enforcement.

ACCEPTED:	**ACCEPTED:**
U.S. Immigration and Customs Enforcement	County of Saint Clair, MI Saint Clair County Jail 1170 Michigan Road Port Huron, MI 48060
Natalie S. Carr Contracting Officer	Jeffrey L. Bohm Chairperson
Signature: _____	Signature: _____
Date: _____	Date: _____

Intergovernmental Service Agreement (IGSA)

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Article 1. Purpose

A. Purpose: The purpose of this Inter-Governmental Service Agreement (IGSA or "the Agreement") is to establish a contractual arrangement between ICE and the Service Provider for the provision of the necessary physical structure, equipment, facilities, personnel, and services to provide a program of care in a properly staffed and secure environment under the authority of the Immigration and Nationality Act, as amended. All persons in the custody of ICE are "Administrative Detainees." This term recognizes that ICE detainees are not charged with criminal violations and are only held in custody to assure their presence throughout the administrative hearing process and to assure their presence for removal from the United States pursuant to a lawful final order by the Immigration Court, the Board of Immigration Appeals or other Federal judicial body.

B. Responsibilities: This Agreement sets forth the responsibilities of ICE and the Service Provider. The Service Provider shall provide all personnel, management, equipment, supplies, and services necessary for performance of all aspects of the Agreement and ensure that the safekeeping, housing, subsistence, medical, and other program services provided to ICE detainees housed in the facility is consistent with ICE's civil detention authority, the PWS, IGSA requirements and ICE standards referenced in this agreement. The Agreement states the services the Service Provider shall perform satisfactorily to receive payment from ICE at the rate prescribed in Article I C.

C. Rates: This is a firm fixed rate agreement, not a cost reimbursable, with respect to the bed day rate for approximately 75 detainees, depending on space availability. ICE will be responsible for reviewing and approving the costs associated with this Agreement and subsequent modifications utilizing all applicable federal procurement laws, regulations, and standards in arriving at the bed day rate.

Bed Day Rate	$	96.49 per detainee
* Escort Services at Regular Rate	$	42.67 per hour
* Escort Services at Overtime Rate	$	64.01 per hour
* Stationary Guard at Regular Rate	$	42.67 per hour
* Stationary Guard at Overtime Rate	$	64.01 per hour
* Detainee Work Program Reimbursement	$	1.00 per day

** Transportation Mileage rate to be in accordance with GSA rates at the time of incurrence

**** See Article 17, ** See Article 16***

This IGSA does not contain a population guarantee.

Article 2. General

A. Commencement of Services: ICE is under no obligation to utilize the facilities identified herein until the need for detention services has been identified, funding has been identified and made available, and the Facility meets ICE requirements, and is compliant

with ICE National Detention Standards (NDS) 2019. Therefore, ICE may perform numerous assessments to ensure compliance prior to presenting detainees for housing. **Should there be a need for a ramp-up plan, the effective start of the plan is from the date of the first detainee presented for housing.*

B. Funding: The obligation of ICE to make payments to the Service Provider is contingent upon the availability of Federal funds. ICE will neither present detainees to the Service Provider nor direct performance of any other services until ICE has the appropriate funding. Orders will be placed under this Agreement when specific requirements have been identified and funding obligated. Performance under this Agreement is not authorized until the Contracting Officer issues an order in writing. The effective date of the services will be negotiated and specified in this Agreement. The Service Provider shall be prepared to accept detainees immediately upon issuance of task order in accordance with the agreed upon ramp-up plan.

C. Subcontractors: The Service Provider shall notify and obtain approval from the ICE Contracting Officer if it intends to house ICE detainees in a facility other than the County of St. Clair. If either the Facility or any future facility is operated by an entity other than the Service Provider, ICE will treat the entity as a subcontractor to the Service Provider. The Service Provider shall obtain the Contracting Officer's approval before subcontracting the detention and care of detainees to another entity. The Contracting Officer has the right to deny, withhold, or withdraw approval of the proposed subcontractor. Upon approval by the Contracting Officer, the Service Provider shall ensure that any subcontract includes all provisions of this Agreement, and shall provide ICE with copies of all subcontracts. All payments will be made to the Service Provider. ICE will not accept invoices from, or make payments to, a subcontractor. Subcontractors that perform under this agreement are subject to the terms and conditions of this IGSA.

D. Staffing: The service provider shall have a staffing plan to effectively staff the Facility in a safe and secure manner. The number, type and distribution of staff as described in the contract-staffing plan shall be maintained throughout the term of the contract. Written requests to change the number, type and/or distribution of staff described in the staffing plan must be submitted to the CO, through the COR, for approval prior to implementation. Staffing levels shall not fall below a monthly average of 95% of the approved staffing plan, notwithstanding the requirement of maintaining monthly minimum staffing levels of 95%.

   Each month, the contractor shall submit to the COR the current average monthly vacancy rate, and indicate any individual positions that have been vacant more than 120 days. Failure to fill any individual position within 120 days of the vacancy may result in a deduction from the monthly invoice. ICE may calculate the deduction retroactive to day one of the vacancy, excluding the days for ICE's conditional approval process, starting on the day of receipt, and concluding on the day conditional approval is granted.

E. Consistent with Law: This is a firm fixed rate Agreement, not a cost reimbursable Agreement. This Agreement is permitted under applicable statutes, regulations, policies,

and judicial mandates. Any provision of this Agreement contrary to applicable statutes, regulation, policies, or judicial mandates is null and void and shall not necessarily affect the balance of the Agreement.

Article 3. Covered Services

A. Bedspace: The Service Provider shall provide and operate, at a minimum, a 75 bed adult male civil detention facility. The facility shall be located within appropriate proximity and access to emergency services (medical, fire protection, law enforcement, etc). ICE will be financially liable only for the actual detainee days as defined in Paragraph C of Article 3.

B. Basic Needs: The Service Provider shall provide ICE detainees with safekeeping, housing, subsistence, medical and other services in accordance with this Agreement. In providing these services, the Service Provider shall ensure compliance with all applicable laws, regulations, fire and safety codes, policies, and procedures. The types and levels of services shall be consistent with those the Service Provider routinely affords other inmates. If the Service Provider determines that ICE has delivered a person for custody who is under the age of eighteen (18), the Service Provider shall not house that person with adult detainees and shall immediately notify the ICE COR or designated ICE official. ICE will remove the juvenile within seventy-two (72) hours**.**

C. Unit of Service and Financial Liability: The unit of service is called a "Bed Day" and is defined as one person per day. The bed day begins on the date of arrival. The Service Provider may bill ICE for the date of arrival but not the date of departure. The Service Provider shall not charge for costs that are not directly related to the housing and detention of detainees. Such unallowable costs include but are not limited to:

1) Salaries of elected officials
2) Salaries of employees not directly engaged in the housing and detention of detainees
3) Indirect costs in which a percentage of all local government costs are pro-rated and applied to individual departments unless, those cost are allocated under an approved Cost Allocation Plan
4) Detainee services which are not provided to, or cannot be used by, Federal detainees
5) Operating costs of facilities not utilized by Federal detainees
6) Interest on borrowing (however represented), bond discounts, costs of financing/refinancing, except as prescribed by OMB Circular A-87.
7) Legal or professional fees (specifically legal expenses for prosecution of claims against the Federal Government, legal expenses of individual detainees or inmates)
8) Contingencies

D. Language Access Services: The Service Provider shall provide language access services, which include interpretation and translation services, for limited English proficient (LEP)

detainees. This should be accomplished through professional interpretation and translation or qualified bilingual personnel for necessary communication with detainees who do not read, speak, write, or understand English. Oral interpretation should be provided for detainees who are illiterate. Other than in emergencies, and even then, only for that period of time before appropriate language services can be procured, detainees shall not be used for interpretation or translation services. The Service Provider shall also make special provisions for detainees who are illiterate. The Service Provider should utilize commercial phone language interpretive services to ensure fulfillment of this requirement. Upon request, ICE will assist the Service Provider in obtaining interpretation and translation services through a toll free line. The Service Provider shall provide all instructions verbally, either in English or the detainees' language, as appropriate, to detainees who cannot read.

E. Disability-Related Services: The Service Provider shall comply with Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (Title II), their implementing federal regulations, any other applicable disability-related federal law and state law, and its obligations under NDS 2019. Specifically, the Service Provider shall ensure that its building and transportation services are physically accessible for detainees with disabilities. Also, as required under applicable federal and state law and under NDS 2019, the Service Provider shall provide detainees with disabilities with accommodations, auxiliary aids, and modifications to policies, practices, and/or procedures to allow them an equal opportunity to access, participate in, or benefit from detention programs, services, and activities. The Service Provider shall allow for effective communication with detainees with disabilities through the provision of accommodations and auxiliary aids, such as access to sign language interpretation services, as necessary. In addition, deaf detainees shall have access to a TTY telephone and to sign language interpretation services.

F. Escort and Transportation Services: The Service Provider shall provide, upon request and as scheduled by ICE, necessary escort and transportation services for ICE detainees to and from designated locations. Escort services shall be required for escorting detainees to court hearings; escorting detainees who are witnesses to the courtroom and staged with the Immigration Judge during administrative proceedings. Transportation Services shall be performed by at least two (2) qualified sworn law enforcement or correctional officers employed by the Service Provider under their policies, procedures, and authorities.

G. No ICE Liability for Failure to Meet Minimum Guarantee: ICE will not be liable for any failure to meet the minimum or population guarantee if such failure results directly from an occurrence that impairs the ability of ICE to use the facility's capacity, and such occurrence arises out of causes beyond the control and without the fault or negligence of ICE. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, freight embargoes, court orders and extraordinarily severe weather. This provision becomes effective only if ICE immediately notifies the Provider of the extent and nature of the occurrence resulting in the failure and takes all reasonable steps to limit any adverse effects required by the occurrence.

Article 4. Receiving and Discharging Detainees

A. Required Activity: The Service Provider shall receive and discharge detainees only to and from properly identified ICE/ERO personnel or other properly identified Federal law enforcement officials with prior authorization from ICE/ERO. Presentation of U.S. Government identification will constitute "proper identification." The Service Provider shall furnish receiving and discharging services twenty-four (24) hours per day, seven (7) days per week. ICE will furnish the Service Provider with reasonable notice of receiving and discharging detainees. The Service Provider shall ensure positive identification and recording of detainees and ICE officers. The Service Provider shall not permit medical or emergency discharges except through coordination with on-duty ICE officers.

B. Emergency Situations: ICE detainees shall not be released from the Facility into the custody of other Federal, state, or local officials for any reason, except for medical or emergency situations, without express authorization of ICE.

C. Restricted Release of Detainees: The Service Provider shall not release ICE detainees from its physical custody to any persons other than those described in Paragraph A of Article IV for any reason, except for either medical, other emergency situations, or in response to a federal writ of habeas corpus. If an ICE detainee is sought for federal, state, or local proceedings, only ICE may authorize release of the detainee for such purposes. The Service Provider shall contact the ICE COR or designated ICE official immediately regarding any such requests.

D. Safe Release: The time, point and manner of release from a facility shall be consistent with safety considerations and shall take into account special vulnerabilities. Facilities that are not within a reasonable walking distance of, or that are more than one mile from, public transportation shall transport detainees to local bus/train/subway stations prior to the time the last bus/train leaves such stations for the day. If public transportation is within walking distance of the detention facility, detainees shall be provided with an information sheet that gives directions to and describes the types of transportation services available. However, facilities must provide transportation for any detainee who is not reasonably able to walk to public transportation due to age, disability, illness, mental health or other vulnerability, or as a result of weather or other environmental conditions at the time of release that may endanger the health or safety of the detainee. Upon release, detainees shall also be provided with a list of shelter services available in the immediate area along with directions to each shelter. Prior to their release, detainees shall be given the opportunity to make a free phone call to a friend or relative to arrange for pick up from the facility. As practicable, detainees shall be provided with a laundered set of their own clothing, or one set of non-institutional clothing and footwear, weather appropriate, for their final destination.

E. Service Provider Right of Refusal. The Service Provider retains the right to refuse acceptance of any detainee if such refusal is supported by a valid justification and agreed to by the COR. Examples of such justification are: any detainee exhibiting violent or

disruptive behavior, or any detainee found to have a medical condition that requires medical care beyond the scope of the Service Provider's health care provider. In the case of a detainee already in custody, the Service Provider shall notify ICE and request such removal of the detainee from the Facility. The Service Provider shall allow ICE reasonable time to make alternative arrangements for the detainee.

F. Emergency Evacuation: In the event of an emergency requiring evacuation of the Facility, the Service Provider shall evacuate ICE detainees in the same manner, and with the same safeguards, as it employs for persons detained under the Service Provider's authority. The Service Provider shall notify the ICE COR or designated ICE official within two (2) hours of evacuation.

Article 5. ICE National Detention Standards (NDS) 2019 and Other Applicable Standards

A. The Service Provider shall house detainees and perform related detention services at a minimum in accordance with the NDS 2019 https://www.ice.gov/detain/detention-management/2019 unless otherwise specified in this agreement. ICE Inspectors will conduct periodic inspections of the Facility to assure compliance with the NDS 2019.

B. If a change in the standards identified herein results in a documentable financial impact to the Service Provider, the Service Provider must notify the Contracting Officer within five (5) days of receipt of the change and request either 1) a waiver to the Standards or, 2) to negotiate a change in per diem.

C. The Service provider shall also comply with the American Correctional Association (ACA) Standards for Adult Local Detention Facilities (ALDF), and Standards Supplement, Standards for Health Services in Jails, National Commission on Correctional Health Care (NCCHC). Some ACA standards are augmented by ICE Policy and/or procedure. The Service Provider shall also comply with the requirements of Subpart A of the U.S. Department of Homeland Security Regulation titled "*Standards to Prevent, Detect, and Respond to Sexual Abuse and Assault in Confinement Facilities*," title 6 Code of Federal Regulation (C.F.R.) part 115 (DHS PREA)/79 Fed. Reg. 13100 (Mar. 7, 2014), and Attachment 4 to this agreement. If any requirements of the DHS PREA standards conflict with the terms of the NDS 2019, the DHS PREA standards shall prevail.

D. In cases where other standards conflict with ICE Policy or Standards, NDS 2019 Standards will prevail.

Article 6. Medical Services

A. If it is determined that ICE Health Service Corps will not provide direct patient care services at this location, the Service Provider shall be responsible for providing health care services for ICE detainees at the Facility in accordance with NDS 2019 and/or the ICE Family Residential Standards, including but not limited to, intake arrival screening, infectious disease screening and treatment, emergent, acute and chronic care, on-site sick

call, dental services, and mental health services. Also required is over-the-counter and prescription medications per the current ICE Health Service Corps (IHSC) Formulary along with all required vaccinations per the CDC recommendations and IHSC policy for certain populations. On site routine labs and CLIA waived testing (see attached appendix) will be a requirement of the Service Provider. Off-site labs must be approved through the Medpar system and will be paid for by IHSC. Medical supplies will also be provided at no additional cost to the government or the ICE detained alien. All of the above costs will be included in the bed day rate for this contract.

The exception would be any approved prescription medications that must be filled at a retail pharmacy location, to include: approved non-formulary meds, or any approved newly marketed med not currently available at the on-site pharmacy, as well as durable medical equipment identified as necessary by a medical provider. The mechanism for payment for retail purchases of medications and durable medical equipment will be made available through the IHSC Field Medical Coordinator (FMC).

B. In the event of a medical emergency, the Service Provider shall proceed immediately to provide necessary emergency medical treatment, including initial on-site stabilization and off-site transport, if needed. The Service Provider shall notify ICE immediately regarding the nature of the transferred detainee's illness or injury and the type of treatment provided. The cost of all emergency medical services provided off-site will be the responsibility of ICE Health Service Corps (IHSC). At no time shall the Service Provider or detainee incur any financial liability related to such services. The primary point of contact for obtaining pre-approval for non-emergent care as well as the post approval for emergent care will be the IHSC FMC assigned to this location.

C. The Service Provider shall furnish a twenty-four (24) hour/seven day per week emergency medical care contact list which must include local hospitals and other offsite service providers. The Service Provider shall ensure they have access to an offsite emergency medical provider at all times.

D. The Service Provider must make available a facility emergency evacuation procedure guide that includes any patients currently housed in a medical/mental health housing area including any isolation rooms as well as other special housing areas within the facility. The service provider must provide training on all emergency plans to the onsite medical staff.

E. A true copy of a detainee's medical records shall be transferred with the detainee upon request of the detainee. Otherwise, a medical transfer summary shall accompany the detainee outlining necessary care during transit that includes current medications, medical precautions, tuberculosis testing and evaluation status, equipment needed, and appropriately authorized methods of travel.

F. The Service Provider shall ensure that all health care providers utilized for ICE detainees hold current licenses, certifications, and/or registrations within the State and/or City where they treat our detained population. The Service Provider shall retain, at a

minimum, staffing levels as approved by IHSC at the time of implementation of this contract.

G. The Service Provider shall furnish onsite health care under this Agreement as defined by the Facility Local Health Authority (usually the Health Administrator) and as approved by the ICE Health Authority on the effective date of this Agreement. The Service Provider shall not charge any ICE detainee a fee or co-payment for medical services or treatment provided at the Facility. The Service Provider shall ensure that ICE detainees receive no lower level of onsite medical care and services than those it provides to local inmates, and as spelled out in NDS 2019.

H. Onsite health care personnel shall perform **initial medical screening** within (12) hours of arrival to the Facility. Arrival screening shall include, at a minimum, all questions captured on the IHSC 795-A or equivalent. Required testing for TB infection and/or disease using any Food and Drug Administration (FDA) approved method, and recording the history of past and present illnesses (mental and physical, dental, pregnancy status, history of substance abuse, screening questions for other infectious disease, and current health status). Initial screening will also contain height, weight, and a complete set of vital signs (BP, P, T). Blood sugar and O2 readings may be necessary dependent upon specified diagnosis or current medical concern.

I. The Service Provider shall furnish mental health evaluations as determined by the Facility local health authority and in accordance with detention, NDS 2019, National Commission on Correctional Health Care (NCCHC), and ACA standards with the expectation to provide custody oversight and medication as needed.

J. **A full health assessment to include a history and hands on physical examination shall be completed within the first 14 days of detainee arrival unless the clinical situation dictates an earlier evaluation.** Detainees with chronic medical and/or mental health conditions shall receive prescribed treatment and follow-up care with the appropriate level of provider and in accordance with the NDS 2019, the Family Residential Standards, National Commission on Correctional Health Care (NCCHC) and American Correctional Association Standards based on which standards are applicable under this agreement. In addition, **any juvenile (pediatric or adolescent) seen for a scheduled medical, dental or mental health appointment will have a weight, blood pressure, temperature, and pulse taken and recorded in the record.** This does not include the weekly mental health wellness check conducted for each juvenile.

K. If the Service Provider determines that an ICE detainee has a medical condition which renders that person unacceptable for detention under this Agreement, (for example, serious contagious disease, condition needing life support, uncontrollable violence, or serious mental health condition), the Service Provider shall notify ICE through the Field Office representative. Upon such notification, the Service Provider shall allow ICE reasonable time to make the proper arrangements for further disposition of that detainee.

L. The Service Provider shall release any and all medical information for ICE detainees to the IHSC representatives upon request.

The Service Provider shall submit a Medical Payment Authorization Request (MedPAR) to IHSC for payment for off-site medical care (e.g., offsite lab testing, eyeglasses, prosthetics, hospitalizations, emergency visits). The Service Provider shall enter payment authorization requests electronically as outlined in the MedPAR User Guide: https://medpar.ehr-icehealth.org/.

M. The Health Authority of the Service Provider shall notify the ICE contact and/or FMC as soon as possible if emergency care was obtained off site; and in no case more than seventy-two (72) hours after detainee is in receipt of such care. Authorized payment for all offsite medical services for the initial emergency need and for medical and/or mental health care required beyond the initial emergency situation will be made by the Veterans Administration Franchise Service Center (VA FSC) on behalf of IHSC directly to the medical provider(s).

IHSC VA Financial Services Center
PO Box 149345
Austin, TX 78714-9345
Phone: (800) 479-0523
Fax: (512) 460-5538

N. The Service Provider shall allow IHSC Field Medical Coordinators, Managed Care Coordinators or any ICE personnel reasonable access to its facility and medical records of ICE detainees for the purpose of liaison activities with the local IGSA Health Authority and associated Service Provider departments in accordance with HIPAA privacy exception at 45 C.F.R. § 164.512(k)(5)(i).

O. The Service Provider shall provide ICE detainee medical records to ICE whether created by the Service Provider or its sub-Service Provider/vendor upon request from the Contracting Officer's Representative or Contracting Officer in accordance with HIPAA privacy exception at 45 C.F.R. § 164.512(k)(5)(i), which allows disclosure without consent to a correctional institution or a law enforcement official having lawful custody of an inmate or other individual if the correctional institution or such law enforcement official represents that such protected health information is necessary for:

a. The provision of health care to such individuals;
b. The health and safety of such individual or other inmates;
c. The health and safety of the officers or employees of or others at the correctional institution;
d. The health and safety of such individuals and officers or other persons responsible for the transporting of inmates or their transfer from one institution, facility, or setting to another;
e. Law enforcement on the premises of the correctional institution;

f. The administration and maintenance of the safety, security, and good order of the correctional institution; and

g. Conducting a quality improvement / quality of care review consistent with an established quality improvement (medical quality management) program and interfacing with the IHSC quality improvement program consistent with federal, state, and local laws.

P. Tuberculosis Screening

The Service Provider will perform TB screening as part of the routine intake screening, within 12 hours of detainee admission, early detection of any detainee suspected of having TB disease. TB screening will include, at a minimum, TB symptom screening and testing for TB infection and/or disease using any Food and Drug Administration (FDA) approved method. Detainees who have symptoms suggestive of TB disease will be immediately placed in an airborne infection isolation room and promptly evaluated for suspected TB disease. Detainees who are initially tested using a test for TB infection [TB skin test (TST) or interferon gamma release assay (IGRA)] and result with a TST interpretation or IGRA positive for TB infection and no symptoms suggestive of TB disease must be evaluated with a chest radiograph within 5 days after the TST is interpreted or IGRA result is received.

Detainees who are identified with confirmed or suspected active TB (e.g., symptoms suggestive of TB or chest radiograph suggestive of TB) will be placed in a functional airborne infection isolation room and managed in accordance with the PBNDS and all applicable CDC guidelines: http://www.cdc.gov/tb/publications/guidelines/default.htm. It is not necessary to house detainees separately from the general population unless there is clinical or radiographic evidence suggestive of TB disease. If chest x-rays are performed on-site, they will be performed by a trained and qualified health care provider and interpreted by a credentialed radiologist. There will be a non-punitive process in place for detainees who refuse the screening assessment for TB.

The Service Provider will notify IHSC and the local health department of all detainees with confirmed or suspected TB disease, including detainees with clinical or radiographic evidence suggestive of TB. Notification shall occur within one working day of identifying a detainee with confirmed or suspected TB disease. Notification to local health departments shall identify the detainee as being in ICE custody and shall include the alien number with other identifying information. For detainees with confirmed or suspected TB disease, the Service Provider will coordinate with IHSC and the local health department prior to release to facilitate release planning and referrals for continuity of care.

The service provider will evaluate detainees annually for symptoms, consistent with TB, within one year of the previously documented TB evaluation. For detainees initially screened with a TST or IGRA with a negative result, annual evaluation will include testing with the same method as previously used. For detainees initially evaluated with a chest radiograph interpreted as not suggestive of TB disease, routine annual chest radiograph is not recommended.

Q. Radiology Service Provider

If the service provider utilizes tele-radiology for Tuberculosis screening, the requirement should be built into the established bed day rate for this IGSA.

R. Airborne precautions

In order to prevent the spread of airborne infectious disease or cross contamination of zones within the facility, the HVAC system in the intake screening area will be designed to exhaust to the exterior and prevent air exchange between the intake screening area and any other area within the facility (see CDC guidelines http://www.cdc.gov/tb/publications/guidelines/Correctional.htm).

Other areas of concern:

Employee Health: Employee health files for each employee must be maintained on site, in a locked cabinet by the Health Services Administrator or the employer's designee. Health files are maintained in accordance with DHS and ICE Privacy Policies and the Privacy Act of 1974 and contain the following documents:

a. Initial and annual TB infection screening results.
b. Vaccination records including results, titers, and Immunization Declination Form(s).
c. OSHA 301 Incident forms.
d. Blood borne pathogen exposure documentation.
e. Annual respirator medical clearance.
f. Fit test results.
g. Other employee health documents.

The Service Provider may initiate employment of an individual who has initiated the required vaccines and the individual may be hired and begin performing work on the contract as long as they meet all subsequent booster dates until fully vaccinated.

All contract personnel must provide documentation regarding the following:

1. History of testing for tuberculosis (TB) within the last 12 months:

a. Chest x-ray if employee has a history of LTBI, treatment history for LTBI or TB disease, if applicable; and
b. Additionally, on an annual basis and at own expense, contractor shall provide a current TST or IGRA test result if the employee previously tested negative for LTBI, evaluation for TB symptoms if the employee previously tested positive for LTBI, and follow up as appropriate in

accordance with Centers for Disease Control and Prevention (CDC) guidelines.

2. Hepatitis B

The Occupational Safety and Health Administration (OSHA) Blood-borne Pathogens (BBP) Standard requires employers to provide employees at risk of occupational exposure to blood and other potentially infectious material (OPIM) with the Hepatitis B vaccination series. Health staff must do one of the following:

a. Complete the Hepatitis B vaccination series; and provide documentation of the vaccination series or titer results that confirm immunity to HBV; or

b. Refuse the vaccination series for medical reasons and complete the Immunization Declination Form.

Highly recommended vaccinations for custody staff in the detention environment; Custody workers are considered to be at significant risk for acquiring or transmitting Hepatitis B, measles, mumps, rubella, varicella and seasonal influenza. All of these diseases are vaccine-preventable. Therefore, the following vaccinations are highly recommended for custody staff. If staff decline or refuse any of these recommended vaccines, an Immunization Declination Form is required.

a. Hepatitis A;
b. Hepatitis B;
c. Varicella;
d. Measles, Mumps, Rubella (MMR);
e. Diphtheria, tetanus, a-cellular pertussis (DTAP); and
f. Annual seasonal influenza.

Custody staff will provide immunization documentation or titer results to the Health Services Administrator or the employer's designee for placement in the employee health file. CDCs Immunization of Health-Care Workers: Recommendations of the Advisory Committee on Immunization Practices (ACIP) and the Hospital Infection Control Practices Advisory Committee (HICPAC)

Article 7. Employment Screening Requirements

A. General. The Service Provider shall certify to the Contracting Officer that any employees performing under this Agreement, who have access to ICE detainees, will have successfully completed an employment screening that includes at a minimum a criminal history records check, employment reference checks and a citizenship check.

B. Employment Eligibility. Each employee working on this contract shall successfully pass the DHS Employment Eligibility Verification (E-Verify) program operated by USCIS to establish work authorization. Further information regarding the E-Verify program is available at https://www.e-verify.gov .

The E-Verify system, formerly known as the Basic Pilot/Employment Eligibility Verification Program, is an Internet-based system operated by DHS USCIS, in partnership with the Social Security Administration (SSA) that allows participating employers to electronically verify the employment eligibility of their newly hired employees. E-Verify represents the best means currently available for employers to verify the work authorization of their employees.

Each employee working on this contract shall have a Social Security Card issued and approved by the Social Security Administration. The Contractor shall be responsible to the Government for acts and omissions of his own employees and for any subcontractor(s) and their employees.

Subject to existing law, regulations and/or other provisions of this contract, illegal or undocumented aliens shall not be employed by the Contractor, or under this contract. The Contractor shall ensure that this provision is expressly incorporated into any and all Subcontracts or subordinate agreements issued in support of this contract.

C. Security Management. The Contractor shall appoint a senior official to act as the Corporate Security Officer. The individual shall interface with the OPR-PSU through the COR on all security matters, to include physical, personnel, and protection of all Government information and data accessed by the Contractor.

The COR and the OPR-PSU shall have the right to inspect the procedures, methods, and facilities utilized by the Contractor in complying with the security requirements under this contract. Should the COR determine that the Contractor is not complying with the security requirements of this contract, the Contractor will be informed in writing by the Contracting Officer of the proper action to be taken in order to effect compliance with such requirements.

Article 8. Period of Performance

This Agreement becomes effective upon the date of final signature by the ICE Contracting Officer and the authorized signatory of the Service Provider and will remain in effect for a period not to exceed 60 months unless extended by bi-lateral modification or terminated in writing by either party. Either party must provide written notice of intention to terminate the agreement, 90 days in advance of the effective date of formal termination, or the Parties may agree to a shorter period under the procedures prescribed in Article 11. If this Agreement is terminated by either party under this Article, ICE will be under no financial obligation for

any costs after the date of termination. The Service Provider will only be paid for services provided to ICE up to and including the day of termination.

Article 9. Inspections, Audit, Surveys, and Tours

A. Facility Inspections: The Service Provider shall allow ICE or an entity or organization approved by ICE to conduct inspections of the Facility, as required, to ensure an acceptable level of services and acceptable conditions of confinement as determined by ICE. No notice to the Service Provider is required prior to an inspection. ICE will share findings of the inspection with the Service Provider's Facility Administrator. The Inspection Report will state any improvements to facility operation, conditions of confinement, and level of service that will be required by the Service Provider.

B. ICE will not house detainees in any facility that has received two consecutive overall ratings of less than acceptable. Upon notice that the second overall rating is less than acceptable, ICE will remove all detainees from the Facility within seven (7) calendar days. Any minimum guarantee stated elsewhere in this Agreement is no longer applicable if detainees are removed as a result of two overall ratings less than acceptable. No further funds will be obligated and no further payments will be made.

C. Possible Termination: If the Service Provider, after being afforded reasonable time to comply, fails to remedy deficient service identified through an ICE inspection, ICE may terminate this Agreement without regard to any other provisions in this Agreement.

D. Share Findings: The Service Provider shall provide ICE copies of facility inspections, reviews, examinations, and surveys performed by accreditation sources. The Service Provider shall cooperate fully with the Detention Service Manager (DSM).

E. Access to Detainee and Facility Records: The Service Provider shall, upon request, grant ICE access to any record in its possession, regardless of whether the Service Provider created the record, concerning any detainee held pursuant to this Agreement. This right of access includes, but is not limited to, incident reports, records relating to suicide attempts, and behavioral assessments and other records relating to the detainee's behavior while in the Service Provider’s custody; provided, however that access to medical and mental health record information be provided in accordance with Article VI. Furthermore, the Service Provider shall retain all records where this right of access applies for a period of two (2) years from the date of the detainee's discharge from the Service Provider's custody. This right of access specifically applies to all inspections and other Facility reports.

Article 10. Modifications and Disputes

A. Modifications: Actions other than those designated in this Agreement will not bind or incur liability on behalf of either Party. Either Party may request a modification to this

Agreement by submitting a written request to the other Party. A modification will become a part of this Agreement only after the ICE Contracting Officer has approved the modification in writing.

B. Change Orders:

1. The Contracting Officer may, by written order, and without notice to the Service Provider, make changes within the general scope of this Agreement in any one or more of the following:
   (a) Description of services to be performed, including revisions to the applicable Detention Standards.
   (b) Place of performance of the transportation, escort and stationary guard services.

2. If any such change causes an increase or decrease in the cost of the services under the Agreement, the Contracting Officer will make an equitable adjustment in the agreement price and will modify the Agreement accordingly.

3. The Service provider must assert its right to an adjustment under this Article within 30 days from the date of receipt of the written order including a proposal addressing the cost impacts and detailed supporting data.

4. If the Service Provider's proposal includes costs that are determined unreasonable and/or unsupportable, as determined by the Contracting Officer, the Contracting Officer will disallow those costs when determining a revised rate, if any.

5. Failure to agree to any adjustment will be a dispute under the Disputes section of the Agreement. However, nothing in this Article excuses the Service Provider from proceeding with the Agreement as changed.

D. Disputes: The ICE Contracting Officer and the authorized signatory of the Service Provider will settle disputes, questions and concerns arising from this Agreement. Settlement of disputes will be memorialized in a written modification between the ICE Contracting Officer and authorized signatory of the Service Provider. In the event a dispute is not able to be resolved between the Service Provider and the ICE Contracting Officer, the ICE Contracting Officer will make the final decision. If the Service Provider does not agree with the final decision, the matter may be appealed to the ICE Head of the Contracting Activity (HCA) for resolution. The ICE HCA may employ all methods available to resolve the dispute including alternative dispute resolution techniques. The Service Provider shall proceed diligently with performance of this Agreement pending final resolution of any dispute.

Article 11. Adjusting the Bed Day Rate

ICE will reimburse the Service Provider at the fixed detainee bed day rate shown in Article I paragraph C. The Service Provider may request a rate adjustment no less than thirty-six (36) months after the effective date of the Agreement unless required by law (see Article 19). After thirty-six (36) months, the Service Provider may request a rate by submitting a new Jail Services Cost Statement with a summary of the rate adjustment, break-out of the requested increase amount, and back-up documentation necessary to support the request. The Parties agree to base the cost portion of the rate adjustment on the principles of allowability and allocability as set forth in OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments, federal procurement laws, regulations, and standards in arriving at the bed day rate. If ICE does not receive an official request for a bed day rate adjustment that is supported by the information provided, the fixed bed day rate as stated in this Agreement will be in place for the duration of the agreement.

ICE reserves the right to audit the actual and/or prospective costs upon which the rate adjustment is based. All rate adjustments are prospective. As the bed day rate is fixed, there are no retroactive adjustment(s).

Article 12. Enrollment, Invoicing, and Payment

A. Enrollment in Electronic Funds Transfer: The Service Provider shall provide ICE with the information needed to make payments by electronic funds transfer (EFT). The Service Provider shall identify their financial institution and related information on Standard Form 3881, Automated Clearing House (ACH) Vendor Miscellaneous Payment Enrollment Form https://fiscal.treasury.gov/eft/vendor-guidance.html The Service Provider shall submit a completed SF 3881 to ICE payment office prior to submitting its initial request for payment under this Agreement. If the EFT data changes, the Service Provider shall be responsible for providing updated information to the ICE payment office.

B. Consolidated Invoicing: The Service Provider shall submit an original monthly itemized invoice within the first ten (10) working days of the month following the calendar month when it provided the services via one of the following three methods:

1. By mail:

   DHS, ICE
   Burlington Finance Center
   P.O. Box 1620
   Williston, VT 05495-1620
   Attn: ICE-ERO-FOD-FDT Invoice

2. By e-mail:

Invoice.Consolidation@ice.dhs.gov

Invoices submitted by other than these three methods will be returned. The Service Provider's Taxpayer Identification Number (TIN) must be registered in the System for Award Management (http://www.sam.gov) prior to award and shall be notated on every invoice submitted to ICE to ensure prompt payment provisions are met. The ICE program office shall also be notated on every invoice.

Each invoice submitted shall contain the following information:

1. Name and address of the Facility;
2. Invoice date and number;
3. Agreement number, line item number and, if applicable, the Task Order number;
4. Terms of any discount for prompt payment offered;
5. Name, title, and phone number of person to notify in event of defective invoice;
6. Taxpayer Identification Number (TIN).
7. Total number of bed days; total number of miles.
8. Bed day rate;
9. Number of bed days multiplied by the bed day rate;
10. Name of each detainee;
11. Resident's/detainee's A-number;
12. Specific dates of detention for each resident/detainee;
13. An itemized listing of all other charges;
14. For stationary guard services, the itemized monthly invoice shall state the number of hours being billed, the duration of the billing (times and dates) and the name of the resident(s)/detainee(s) that was guarded.
15. For Mileage, the itemized monthly invoice shall include a copy of the GSA webpage that shows the mileage rate being applied for that invoice.

Items 1 through 15 above shall be included in the invoice. Invoices without the above information may be returned for resubmission.

Robotic Process Automation (RPA) Contract Requirement

The Detention Facility Robotic Process Automation (RPA) process requires that data supporting detention bed space, ground transportation costs and any other additional costs covered by the current contract will be recorded utilizing the Detention-Transportation Template (attached). This data template shall be completed in its entirety in the established format once all data supporting the monthly operations is available. Once completed, the Detention-Transportation Template must be submitted to both the ERO Field Office Contracting Officer Representative (COR) and the ERO RPA Team Mailbox (erorpa@ice.dhs.gov). Please also note that the requirement for submission of the Detention-Transportation Template is prior to and in addition to the invoice submission requirement already included in this contract. Please note that Detention-Transportation Template updates may be requested by the COR and will require timely resubmission to the COR and the ERO RPA Team Mailbox. The Government reserves the

right to update the detention facility invoice process, templates or other related documents, in order to fix issues, expand capabilities, and improve performance of the reconciliation process.

C. Payment: ICE will transfer funds electronically through either an Automated Clearing House subject to the banking laws of the United States, or the Federal Reserve Wire Transfer System. The Prompt Payment Act applies to this Agreement. The Prompt Payment Act requires ICE to make payments under this Agreement the thirtieth (30^{th}) calendar day after the Burlington Finance Office receives a complete invoice. Either the date on the Government's check, or the date it executes an electronic transfer of funds, constitutes the payment date. The Prompt Payment Act requires ICE to pay interest on overdue payments to the Service Provider. ICE will determine any interest due in accordance with the Prompt Payment Act provided the Service Provider maintains an active registration in the System for Award Management (SAM) and all information is accurate.

Article 13. ICE Furnished Property

A. ICE Property Furnished to the Service Provider: ICE may furnish Federal Government property and equipment to the Service Provider. Accountable property remains titled to ICE and shall be returned to the custody of ICE upon termination of the Agreement. The suspension of use of bed space made available to ICE is agreed to be grounds for the recall and return of any or all ICE furnished property.

B. Service Provider Responsibility: The Service Provider shall not remove ICE property from the Facility without the prior written approval of ICE. The Service Provider shall report any loss or destruction of any ICE property immediately to ICE.

Article 14. Hold Harmless Provisions

Unless specifically addressed by the terms of this Agreement, the parties agree to be responsible for the negligent or wrongful acts or omissions of their respective employees.

A. Service Provider Liability Limitations: ICE liability for any injury, damage or loss to persons or property arising in the performance of this Agreement and caused by the negligent or tortuous conduct of its own officers, employees, and other persons provided coverage pursuant to federal law is governed by the Federal Tort Claims Act, 28 USC 2691 *et seq.*(FTCA). Compensation for work related injuries for ICE's officers, employees and covered persons is governed by the Federal Employees Compensation Act (FECA). ICE agrees to the extent permitted under Federal law, to waive all claims and causes of action it may have against the Service Provider for any injury, damage or loss to the Government, not otherwise provided for in this agreement, as a result of claims paid or judgments incurred under either the FTCA or FECA. The Service Provider shall promptly notify ICE of any claims or lawsuits filed against any ICE employees of which Service Provider is notified.

B. Federal Government Held Harmless: Service Provider liability for any injury, damage or loss to persons or property arising out of the performance of this Agreement and caused by the negligence of its own officers, employees, agents and representatives is governed by the applicable State tort claims act. ICE will promptly notify the Service Provider of any claims filed against any of Service Provider's employees of which ICE is notified. The Federal Government will be held harmless for any injury, damage or loss to persons or property caused by a Service Provider employee arising in the performance of this Agreement.

C. Defense of Suit: In the event a detainee files suit against the Service Provider contesting the legality of the detainee's incarceration by ICE under this Agreement and/or immigration/citizenship status, or a detainee files suit as a result of an administrative error or omission of the Federal Government, ICE will request that the Department of Justice, as appropriate, move either to have the Service Provider dismissed from such suit; to have ICE substituted as the proper party defendant; or to have the case removed to a court of proper jurisdiction. Regardless of the decision on any such motion, ICE will request that the Department of Justice be responsible for the defense of any suit on these grounds.

D. ICE Recovery Right: The Service Provider shall do nothing to prejudice ICE's right to recover against third parties for any loss, destruction of, or damage to U.S. Government property. Upon request of the Contracting Officer, the Service Provider shall furnish to ICE all reasonable assistance and cooperation, including assistance in the prosecution of suit and execution of the instruments of assignment in favor of ICE in obtaining recovery.

E. Service Provider Insurance: The Service Provider and any subcontractor(s) shall maintain insurance in an amount not less than $3,000,000 to protect the Service Provider from claims under workman's compensation acts and from any other claims for damages for personal injury, including death which may arise from operations under this contract whether such operations by the Service Provider itself or by any subcontractor or anyone directly or indirectly employed by either business entity. The Service Provider and its subcontractor(s) shall maintain General Liability insurance: bodily injury liability coverage written on a comprehensive form of policy of at least $500,000 per occurrence is required.

Additionally, an automobile liability insurance policy providing for bodily injury and property damage liability covering automobiles operated in the United States shall provide coverage of at least $200,000 per person and $500,000 per occurrence for bodily injury and $20,000 per occurrence for property coverage. Certificates of such insurance shall be subject to the approval of the CO for adequacy of protection. All insurance certificates required under this contract shall provide 30 days advance notice to the Government of any contemplated cancellation.

The Service Provider and its subcontractor(s) shall ensure that all staff having access to detainee monies and valuables are bonded in an amount sufficient to ensure

reimbursement to the detainee by the Service Provider and its subcontractor(s)in case of loss.

Article 15. Financial Records

A. Retention of Records: All financial records, supporting documents, statistical records, and other records pertinent to contracts or subordinate agreements under this Agreement shall be retained by the Service Provider for three (3) years for purposes of federal examinations and audit. The three (3) year retention period begins at the end of the first year of completion of service under the Agreement. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three (3) year period, the records must be retained until completion of the action and resolution of all issues which arise from it or until the end of the regular three (3) year period, whichever is later.

B. Access to Records: ICE and the Comptroller General of the United States, or any of their authorized representatives, have the right of access to any pertinent books, documents, papers or other records of the Service Provider or its subcontractors, which are pertinent to the award, in order to make audits, examinations, excerpts, and transcripts. The rights of access must not be limited to the required retention period, but shall last as long as the records are retained.

C. Delinquent Debt Collection: ICE will hold the Service Provider accountable for any overpayment, or any breach of this Agreement that results in a debt owed to the Federal Government. ICE will apply interest, penalties, and administrative costs to a delinquent debt owed to the Federal Government by the Service Provider pursuant to the Debt Collection Improvement Act of 1982, as amended.

Article 16. Transportation

A. All transportation of ICE detainees shall be conducted in accordance with the ICE NDS 2019. Except in emergency situations, females may not be transported by bus for more than ten hours. Furthermore, except in emergency situations, a single officer may not transport a single detainee of the opposite gender and if there is an expectation that a pat search will occur during transport, an officer of the same gender as the detainee(s) must be present.

B. In the event of transportation services involving distances that exceed a twelve (12) hour workday to complete, the Service Provider shall be reimbursed for related costs of lodging and meals commensurate with the U.S. General Services Administration rates for such within the geographical area of occurrence. Any incurred overtime pay for such services will be reimbursed at the applicable overtime rate for the transportation officer position specified in Article I. C., Rates. Overnight lodging resulting from transportation services shall be approved in advance by the COR or designated ICE official. All transportation services shall be accomplished in an appropriate and economical manner.

C. The Service Provider personnel provided for the above services shall be of the same qualifications, receive the same training, complete the same security clearances, and wear the same uniforms as those Service Provider personnel provided in the other areas of this Agreement. Transportation officers shall have the required state licenses for commercial drivers with the proper endorsement limited to vehicles with Automatic Transmission and the state Department of Motor Vehicles (DMV) (or Motor Vehicles Department (MVD)) Medical Certification.

D. Transport/Escort/Stationary Services Rate: The Service Provider agrees, upon request of ICE in whose custody an ICE detainee is held, to provide all such ground transportation/escort/stationary services as may be required to transport detainees securely, in a timely manner, to locations as directed by the ICE COR or designated ICE official. At least two (2) qualified law enforcement or correctional officer personnel employed by the Service Provider under their policies, procedures and practices shall perform transport services. Furthermore, except in emergency situations, a single officer may not transport a single detainee of the opposite gender and if there is an expectation that a pat search will occur during transport, an officer of the same gender as the detainee(s) must be present.

E. Medical/Legal Transportation: The Service Provider shall provide transportation and escort guard services for ICE detainees to and from a medical facility for outpatient care and attending off-site court proceedings. An officer or officers shall keep the detainee under constant supervision twenty-four (24) hours per day until the detainee is ordered released from the hospital, or at the order of the COR. The number of escorts will be determined by the COR. The Service Provider agrees to augment such practices as may be requested by ICE to enhance specific requirements for security, detainee monitoring, visitation, and contraband control.

The Service Provider shall, upon order of the COR, or upon its own decision in an urgent medical situation with notification to the COR immediately thereafter, transport a detainee to a hospital location. An officer(s) shall keep the detainee under supervision 24 hours per day until the detainee is ordered released from the hospital, or at the order of the COR. The Service Provider shall then return the detainee to the Facility. The Service Provider shall ensure that at least one officer responsible for the security of the detainee while he/she is an in-patient at the hospital will be of the same sex as the detainee.

F. Indemnities: Furthermore, the Service Provider agrees to hold harmless and indemnify DHS/ICE and its officials in their official and individual capacities from any liability, including third-party liability or worker's compensation, arising from the conduct of the Service Provider and its employees during the course of transporting ICE detainees.

G. Service Provider Furnished Vehicles: If the Service Provider is to use its own vehicles, the following requirements apply to this agreement.

1. The Service Provider shall not allow employees to use their personal vehicles to transport detainees.

2. The Service Provider shall furnish suitable vehicles in good condition, approved by the Government, to safely provide the required transportation services. The Service Provider shall comply with all federal and state laws with regard to inspections, licensing, and registration for all vehicles used for transportation.

3. The Service Provider shall furnish vehicles equipped with interior security features including physical separation of detainees from guards. The Service Provider shall provide interior security specifications of the vehicles to ICE for review and approval prior to installation.

4. Nothing in this Agreement shall restrict the Service Provider from acquiring additional vehicles as deemed necessary by the Service Provider at no cost to the Government.

H. Government Furnished Vehicles: If ICE authorizes the Service Provider to use Government furnished vehicles, the following requirements apply to this agreement.

a. If ICE chooses to authorize Service Provider employees to operate Government furnished vehicles, the Government will provide the Service Provider with Government Vehicles and Government Fleet Cards (for the purchase of fuel) for the purpose of transporting detainees to and from ICE Designated Facilities (see Route List or Analysis), or alternative transportation sites, in support of ERO transportation needs under this Agreement. The vehicles assigned for this purpose will remain the property of the Federal Government, and all costs associated with the operation and use of the vehicles, such as, but not limited to, vehicle maintenance and fuel, will be covered through the Government's Fleet Management Program.

b. The Service Provider agrees to be responsible for reimbursement to ICE for any damages sustained by the vehicles as a result of any act or omission on the part of the Service Provider, its employees and or persons acting on behalf of the Service Provider. The Service Provider shall be responsible to promptly report any accidents or damage to the Government Vehicles in accordance with the ICE Management Directives listed below and any other ICE policies that pertain to reporting such damage. The Service Provider agrees to fully cooperate and assist ICE in making any claims against a third party at fault for causing the property damage to the Government Vehicles.

c. In addition, the Service Provider agrees to assume financial responsibility for any claims or litigations filed by persons sustaining personal injuries or property damage for incidents or accidents caused by the negligent acts or omissions of the Service Provider, agents, or other persons acting on behalf of the Service Provider. The Service Provider agrees to fully cooperate and assist ICE in the defense of any claims made against ICE, and in the event of a settlement or judgment entered against ICE for the negligent acts or omissions of the Service Provider employees or agents; the Service Provider agrees to reimburse ICE for said settlement or adverse judgment.

d. In order for ICE to maintain accurate fleet records of the transportation services, the Service Provider officers utilizing the vehicles shall complete specific documentation that will be provided by ICE, to record the times of vehicle usage for proper hourly guard reimbursement, and to record the inspection of the vehicles for damage each time the vehicles are used. The form that is required is the Official Detail Form. This form is to be filled out at the beginning of each shift. At the end of a shift, the form is to be provided to the ICE Shift Supervisor with a copy to the COR. The Service Provider shall keep the original for three years.

e. The COR will provide forms to the Service Provider to request and authorize routine maintenance of vehicles.

f. The Service Provider shall be responsible for any costs or expenses associated with the return of the vehicles, to include, towing charges, title replacement fees or licensing expenses made necessary by the loss of any paperwork associated with the vehicles.

g. The Government will provide instruction on the proper use of the Fleet Card to all Service Provider personnel responsible for the operation of any Government Vehicle. The instruction will be in accordance with the DHS Fleet Card Manual.

h. A list of the Government vehicles authorized for use by the Service Provider shall be provided if applicable.

I. Training and Compliance: The Service Provider shall comply with NDS 2019 ICE transportation standards related to the number of hours the Service Provider's employee may operate a vehicle. The transportation shall be accomplished in the most economical manner. The Service Provider personnel provided for the above services shall be of the same qualifications, receive training, complete the same security clearances, and wear the same uniforms as those personnel provided for in other areas of this Agreement.

J. Miscellaneous Transportation: The COR may direct the Service Provider to transport detainees to unspecified, miscellaneous locations.

K. When the COR provides documents to the Service Provider concerning the detainee(s) to be transported and/or escorted, the Service Provider shall deliver these documents only to the named authorized recipients. The Service Provider shall ensure the material is kept confidential and not viewed by any person other than the authorized recipient.

L. The Service Provider shall establish a fully operational communication system compatible with ICE communication equipment that has direct and immediate contact with all transportation vehicles and post assignments. Upon demand, the COR shall be provided with current status of all vehicles and post assignment employees.

M. Failure on the Service Provider's part to comply fully with the detainee(s) departure as pre-scheduled shall result in the Service Provider having deductions made for non-performance.

N. The service provider will make every attempt to comply with pre-scheduled departures. If by unforeseeable circumstances, (weather, traffic, accidents, etc.) the service provider will communicate these situations with ICE.

O. Armed Transportation Officers: All transportation Detention Officers shall be armed in the performance of these duties.

P. Billing Procedures: The itemized monthly invoice for such stationary guard services shall state the number of hours being billed, the duration of the billing (times and dates) and the name of the detainee(s) that was guarded.

Q. Anticipated Transportation Routes: The following transportation routes and/or destinations are anticipated requirements for this Agreement. The following requirements are **one way routes from the facility**. Mileage may vary from the table depending on the starting point of the destination. These routes are not all inclusive and should not be limited to the following:

Mileage From FACILITY	Locations	City	Frequency
60	To/From St. Clair County and ICE Detroit	St. Clair/Detroit	5/Week
10	To/From St. Clair County and Medical/Dental Facilities	St. Clair/TBD	2/Week
120	To/From St. Clair County as directed by COR/ICE Rep	St. Clair/TBD	3/Week
60	To/From St. Clair County and Courthouse	St. Clair/Detroit	1/Week

Article 17. Guard Services

A. The Service Provider agrees to provide stationary guard services, at a separately agreed hourly rate, on demand by the COR and shall include, but not limited to, escorting and guarding detainees to medical or doctor's appointments, hearings, ICE interviews, and any other remote location requested by the COR. Qualified detention officer personnel employed by the Service Provider under its policies, procedures, and practices will perform such services. The Service Provider agrees to augment such practices as may be requested by CO or COR to enhance specific requirements for security, detainee

monitoring, visitation, and contraband control. Public contact is prohibited unless authorized in advance by the COR.

B. The Service Provider shall provide, and be reimbursed for, two officers for each such remote location, unless additional officers are required, per the direction of the COR or designated ICE officer. Except in cases of an emergency, one of the two above referenced officers shall be of the same sex as the detainees being assigned to the remote location.

C. The itemized monthly invoice for such stationary guard services shall state the number of hours being billed, the duration of the billing (times and dates) and the names of the detainees that were guarded. Such services shall be denoted as a separate item on submitted invoices. ICE agrees to reimburse the Service Provider for actual stationary guard services provided during the invoiced period.

Article 18. Contracting Officer's Representative (COR)

A. The COR will be designated by the Contracting Officer. When and if the COR duties are reassigned, an administrative modification will be issued to reflect the changes. This designation does not include authority to sign contractual documents or to otherwise commit to, or issue changes, which could affect the price, quantity, or performance of this Agreement.

B. Should the Service Provider believe it has received direction that is not within the scope of the agreement; the Service Provider shall not proceed with any portion that is not within the scope of the agreement without first contacting the Contracting Officer. The Service Provider shall continue performance of efforts that are deemed within the scope.

Article 19. Labor Standards and Wage Determination

A. The Service Contract Act, 41 U.S.C. 351 et seq., Title 29, Part 4 Labor Standards for Federal Service Contracts, is hereby incorporated as Attachment 2. These standards and provisions are included in every contract and IGSA entered into by the United States or the District of Columbia, in excess of $2,500, or in an indefinite amount, the principal purpose of which is to furnish services through the use of service employees.

B. Wage Determination: Each service employee employed in the performance of this Agreement shall be paid not less than the minimum monetary wages and shall be furnished fringe benefits in accordance with the wages and fringe benefits determined by the Secretary of Labor or authorized representative, as specified in any wage determination attached to this Agreement. (See Attachment 1 Wage Determination)

Article 20. Notification and Public Disclosures

A. Information obtained or developed as a result of this IGSA is under the control of ICE and is subject to public disclosure only pursuant to the provisions of applicable federal laws, regulations, and executive orders or as ordered by a court. Insofar as any

documents created by the Service Provider contain information developed or obtained as a result of this IGSA, such documents shall be subject to public disclosure only pursuant to the provisions of applicable federal laws, regulations, and executive orders or as ordered by a court. To the extent the Service Provider intends to release the IGSA or any information relating to, or exchanged under, this IGSA, the Service Provider agrees to coordinate with the ICE Contracting Officer prior to such release. There shall be no public disclosures regarding this agreement made by the Provider (or any subcontractors) without review and approval of such disclosure by ICE.

B. The CO shall be notified in writing of all litigation pertaining to this IGSA and provided copies of any pleadings filed or said litigation within five working days of the filing. The Service Provider shall cooperate with Government legal staff and/or the United States Attorney regarding any requests pertaining to federal or Service Provider litigation.

C. The Service Provider shall notify the CO when a member of the United States Congress requests information or makes a request to visit the facility. The Service Provider shall coordinate all public information related issues pertaining to ICE detainees with the CO. All press statements and releases shall be cleared, in advance, with the ICE Office of Public Affairs. The Service Provider shall promptly make public announcements stating the facts of unusual or newsworthy incidents to local media. Examples of such events include, but are not limited to: deaths, escapes from custody, and facility emergencies.

D. With respect to public announcements and press statements on matters related to ICE Detainees and ICE operations, the Service Provider shall ensure employees agree to use appropriate disclaimers clearly stating the employees' opinions do not necessarily reflect the position of the United States Government in any public presentations they make or articles they write that relate to any aspect of contract performance or the facility operations.

Article 21. Incident Reporting

A. The COR shall be notified immediately in the event of all serious incidents on matters related to ICE detainees and ICE operations. The COR will provide after-hours contact information to the Service Provider at the time of award.

B. Serious incidents include, but are not limited to: activation of disturbance control team(s); disturbances (including gang activities, group demonstrations, food boycotts, work strikes, work-place violence, civil disturbances/protests); staff use of force including use of lethal and less-lethal force (includes inmates in restraints more than eight hours); assaults on staff/inmates resulting in injuries requiring medical attention (does not include routine medical evaluation after the incident); fights resulting in injuries requiring medical attention; fires; full or partial lock down of the Facility; escape; weapons discharge; suicide attempts; deaths; declared or non-declared hunger strikes; adverse incidents that attract unusual interest or significant publicity; adverse weather (e.g., hurricanes, floods, ice/snow storms, heat waves, tornadoes); fence damage; power outages; bomb threats; detainee admitted to a

community hospital; witness security cases taken outside the Facility; significant environmental problems that impact the facility operations; transportation accidents (e.g., airlift, bus) resulting in injuries, death or property damage; and sexual assaults.

C. The Service Provider agrees to cooperate with any Federal investigation concerning incidents and treatment involving ICE detainees to the full extent of its authorities, including providing access to any relevant databases, personnel, and documents.

Article 22. Detainee Privacy

A. The Service Provider agrees to comply with the Privacy Act of 1974 ("Act") and the agency rules and regulations issued under the Act in the design, development, or operation of any system of records on individuals to accomplish an agency function when the Agreement specifically identifies (i) the systems of records; and (ii) the design, development, or operation work that the Service Provider is to perform. The Service Provider shall also include the Privacy Act into any and all subcontracts when the work statement in the proposed subcontract requires the redesign, development, or operation of a system of records on individuals that is subject to the Act; and

B. In the event of violations of the Act, a civil action may be brought against the agency involved when the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency when the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act, when the agreement is for the operation of a system of records on individuals to accomplish an agency function, the Service Provider is considered to be an employee of the agency.

1. "Operation of a system of records," as used in this Article, means performance of any of the activities associated with maintaining the system of records, including the collection, use, and dissemination of records.

2. "Record," as used in this Article, means any item, collection, or grouping of information about an individual that is maintained by an agency, including, but not limited to, education, financial transactions, medical history, and criminal or employment history and that contains the person's name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a fingerprint or voiceprint or a photograph.

3. "System of records on individuals," as used in this Article, means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

Article 23. Zero Tolerance for Sexual Harassment, Abuse, and Assault

A. The Service Provider shall develop and implement a comprehensive sexual abuse/assault prevention and intervention program of which training will include training on working with vulnerable populations and addressing their vulnerability in the general population. This program shall include training that is given separately to both staff and detainees, in accordance with the Prison Rape Elimination Act (PREA) (Attachment 4) and NDS 2019.

B. The Service Provider will ensure that information regarding the facility's policy on sexual abuse/assault is included in the detainee handbook; that the facility articulates to staff and to detainees and adheres to a standard of zero tolerance for incidents of sexual abuse or assault; that detainees shall be encouraged to promptly report acts of harassment of a sexual nature, or abuse or signs of abuse observed; that victims of sexual abuse are given timely access to emergency medical treatment and crisis intervention services; that training is included for all staff to ensure that they fulfill their responsibilities under the Service Providers' Sexual Abuse and Assault Prevention and Intervention Program; that the facility reports immediately all sexual abuse and/or assault to ICE/ERO; that the Service Provider develops and implements a policy that includes: an evidence protocol for sexual assault, including access to a forensic medical exam, an internal administrative investigation process that will not compromise a criminal investigation. The Service Provider will also maintain a policy that requires medical staff to report allegations or suspicions of sexual assault to appropriate facility staff, how the victim's medical, mental health and future safety needs will be addressed; appropriate disciplinary sanctions, how a detainee may contact the Office of the Inspector General to confidentially report sexual abuse or assault.

Article 24. Detainee Telephone Services (DTS)

A. The Service Provider shall provide detainees with reasonable and equitable access to telephones as specified in the ICE 2019 NDS standard on Telephone Access. Telephones shall be located in an area that provides for a reasonable degree of privacy and a minimal amount of environmental noise during phone calls.

B. If authorized to do so under applicable law, the Service Provider shall monitor and record detainee conversations. If detainee telephone conversations can be monitored under applicable law, the Service Provider shall provide notice to detainees of the potential for monitoring. However, the Service Provider shall also provide procedures at the facility for detainees to be able to place unmonitored telephone calls to their attorneys.

C. Telephone rates shall not exceed the FCC rates for inmate telephone service, as well as State established rates where applicable, and shall conform to all applicable federal, state, and local telephone regulations.

D. Video phones, portable electronics or other enhanced telecommunications features provided by the DTS contractor to ICE detainees, based upon concurrence between ICE and the Service Provider, may be added in the future subject to negotiation at no cost to ICE. These features may not in any way compromise the safety and security of the detainees, staff or the facility. Any new or enhanced telecommunications features must be integrated within the DTS service and can NOT be a separate system or software from the DTS service. Such capabilities may now or in the future include: video visitation, limited web access for law library, email, kites, commissary ordering, educational tools, news, sports, and video games. Pricing for the use of these technologies will be set by the DTS provider, subject to negotiations with ICE, and shall be negotiated at a future time and date if required.

E. For Facilities: ICE recognizes the Service Provider may have an existing contract with a Telecommunications Company to provide telephone service to ICE detainees and other inmates. Notwithstanding any existing Telecommunications contract, the Service Provider shall require the Telecommunications Company to provide connectivity to the DTS Contractor for ICE detainee pro bono telephone calls. The Service Provider (and the Telecommunications Company) shall make all arrangements with the DTS Contractor independently from this Agreement. If the Service Provider has an existing contract with a Telecommunications Company, ICE requires that ICE detainees have direct access to the DTS Contractor for collect and prepaid calls at the expiration of any current contract. The DTS Contractor shall then be allowed to install vending debit machines and shall receive 100 percent of all revenues collected by sale of prepaid debit services to ICE detainees. The DTS Contractor shall be responsible for the costs incurred to provide the pro bono services, and the maintenance and operation of the system, including a standard compensation to the Telecommunications Company. The Service Provider shall not be entitled to any commissions, fees, or revenues generated by the use of the DTS.

F. The Service Provider shall inspect telephones for serviceability, in accordance with ICE 2019 NDS and ICE policies and procedures. The Service Provider shall notify the COR or ICE designee of any inoperable telephones.

CC. ICE DTS Contractor Information:

Talton Communications
910 Ravenwood Dr.
Selma, AL 36701

Robin Hall
Customer Relations Manager
(334) 375-7842
robin@taltoncommunications.com

Mike Oslund
Operations Manager
(334) 375-4200
michael@taltoncommunications.com

Article 25. Government Use of Wireless Communication Devices

All personnel that have been issued a Federal Government owned wireless communication device, including but not limited to, cellular telephones, pagers or wireless Internet devices, are authorized to possess and use those items in all areas of the facility in which ICE detainees are present.

Article 26. Combating Trafficking in Persons

(a) *Definitions*. As used in this clause—

"Coercion" means—

(1) Threats of serious harm to or physical restraint against any person;

(2) Any scheme, plan, or pattern intended to cause a person to believe that failure to perform an act would result in serious harm to or physical restraint against any person; or

(3) The abuse or threatened abuse of the legal process.

"Commercial sex act" means any sex act on account of which anything of value is given to or received by any person.

"Debt bondage" means the status or condition of a debtor arising from a pledge by the debtor of his or her personal services or of those of a person under his or her control as a security for debt, if the value of those services as reasonably assessed is not applied toward the liquidation of the debt or the length and nature of those services are not respectively limited and defined.

"Employee" means an employee of the Contractor directly engaged in the performance of work under the contract who has other than a minimal impact or involvement in contract performance.

"Forced Labor" means knowingly providing or obtaining the labor or services of a person—

(1) By threats of serious harm to, or physical restraint against, that person or another person;

(2) By means of any scheme, plan, or pattern intended to cause the person to believe that, if the person did not perform such labor or services, that person or another person would suffer serious harm or physical restraint; or

(3) By means of the abuse or threatened abuse of law or the legal process.

"Involuntary servitude" includes a condition of servitude induced by means of—

(1) Any scheme, plan, or pattern intended to cause a person to believe that, if the person did not enter into or continue in such conditions, that person or another person would suffer serious harm or physical restraint; or
(2) The abuse or threatened abuse of the legal process.

"Severe forms of trafficking in persons" means—
(1) Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or
(2) The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

"Sex trafficking" means the recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a commercial sex act.

(b) *Policy.* The United States Government has adopted a zero tolerance policy regarding trafficking in persons. Contractors and contractor employees shall not—
(1) Engage in severe forms of trafficking in persons during the period of performance of the contract;
(2) Procure commercial sex acts during the period of performance of the contract; or
(3) Use forced labor in the performance of the contract.

(c) *Contractor requirements*. The Contractor shall—
(1) Notify its employees of—
(i) The United States Government's zero tolerance policy described in paragraph (b) of this clause; and
(ii) The actions that will be taken against employees for violations of this policy. Such actions may include, but are not limited to, removal from the contract, reduction in benefits, or termination of employment; and
(2) Take appropriate action, up to and including termination, against employees or subcontractors that violate the policy in paragraph (b) of this clause.

(d) *Notification.* The Contractor shall inform the Contracting Officer immediately of—
(1) Any information it receives from any source (including host country law enforcement) that alleges a Contractor employee, subcontractor, or subcontractor employee has engaged in conduct that violates this policy; and
(2) Any actions taken against Contractor employees, subcontractors, or subcontractor employees pursuant to this clause.

(e) *Remedies.* In addition to other remedies available to the Government, the Contractor's failure to comply with the requirements of paragraphs (c), (d), or (f) of this clause may result in—

(1) Requiring the Contractor to remove a Contractor employee or employees from the performance of the contract;
(2) Requiring the Contractor to terminate a subcontract;
(3) Suspension of contract payments;
(4) Loss of award fee, consistent with the award fee plan, for the performance period in which the Government determined Contractor non-compliance;
(5) Termination of the contract for default or cause, in accordance with the termination clause of this contract; or
(6) Suspension or debarment.

(f) *Subcontracts.* The Contractor shall include the substance of this clause, including this paragraph (f), in all subcontracts.

(g) *Mitigating Factor*. The Contracting Officer may consider whether the Contractor had a Trafficking in Persons awareness program at the time of the violation as a mitigating factor when determining remedies. Additional information about Trafficking in Persons and examples of awareness programs can be found at the website for the Department of State's Office to Monitor and Combat Trafficking in Persons at http://www.state.gov/g/tip.

Article 27. Order of Precedence

Should there be a conflict between the NDS 2019 and other any other term and/or condition of the IGSA, the Service Provider shall contact the Contracting Officer for clarification.

Article 28. Information Governance and Privacy

PRIVACY REQUIREMENTS FOR CONTRACTOR AND PERSONNEL
In addition to FAR 52.224-1 Privacy Act Notification (APR 1984), 52.224-2 Privacy Act (APR 1984), FAR 52.224-3 Privacy Training (JAN 2017), and HSAR Clauses, the following instructions must be included in their entirety in all contracts.

Limiting Access to Privacy Act and Other Sensitive Information

In accordance with FAR 52.224-1 Privacy Act Notification (APR 1984), and FAR 52.224-2 Privacy Act (APR 1984), if this contract requires contractor personnel to have access to information protected by the Privacy Act of 1974, the contractor is advised that the relevant DHS system of records notices (SORNs) applicable to this Privacy Act information may be found at www.dhs.gov/privacy. Applicable SORNS of other agencies may be accessed through the agencies' websites or by searching FDsys, the Federal Digital System, available at http://www.gpo.gov/fdsys/. SORNs may be updated at any time.

Prohibition on Performing Work Outside a Government Facility/Network/Equipment

The Contractor shall perform all tasks on authorized Government networks, using Government-furnished IT and other equipment and/or Workplace as a Service (WaaS) if WaaS is authorized by the statement of work. Government information shall remain within the confines of authorized Government networks at all times. Except where telework is specifically authorized within this contract, the Contractor shall perform all tasks described in this document at authorized Government facilities; the Contractor is prohibited from performing these tasks at or removing Government-furnished information to any other facility; and Government information shall remain within the confines of authorized Government facilities at all times. Contractors may only access classified materials on government furnished equipment in authorized government owned facilities regardless of telework authorizations.

Prior Approval Required to Hire Subcontractors

The Contractor is required to obtain the Contracting Officer's approval prior to engaging in any contractual relationship (Subcontractor) in support of this contract requiring the disclosure of information, documentary material and/or records generated under or relating to this contract. The Contractor (and any Subcontractor) is required to abide by Government and Agency guidance for protecting sensitive and proprietary information.

Separation Checklist for Contractor Employees

Contractor shall complete a separation checklist before any employee or Subcontractor employee terminates working on the contract. The separation checklist must verify: (1) return of any Government-furnished equipment; (2) return or proper disposal of sensitive personally identifiable information (PII), in paper or electronic form, in the custody of the employee or Subcontractor employee including the sanitization of data on any computer systems or media as appropriate; and (3) termination of any technological access to the Contractor's facilities or systems that would permit the terminated employee's access to sensitive PII.
In the event of adverse job actions resulting in the dismissal of an employee or Subcontractor employee, the Contractor shall notify the Contracting Officer's Representative (COR) within 24 hours. For normal separations, the Contractor shall submit the checklist on the last day of employment or work on the contract.

As requested, contractors shall assist the ICE Point of Contact (ICE/POC), Contracting Officer, or COR with completing ICE Form 50-005/Contractor Employee Separation Clearance Checklist by returning all Government-furnished property including but not limited to computer equipment, media, credentials and passports, smart cards, mobile devices, PIV cards, calling cards, and keys and terminating access to all user accounts and systems.

Contractor's Commercial License Agreement and Government Electronic Information Rights

Except as stated in the Performance Work Statement and, where applicable, the Contractor's Commercial License Agreement, the Government Agency owns the rights to all electronic information (electronic data, electronic information systems or electronic databases) and all supporting documentation and associated metadata created as part of this contract. All

deliverables (including all data and records) under the contract are the property of the U.S. Government and are considered federal records, for which the Agency shall have unlimited rights to use, dispose of, or disclose such data contained therein. The Contractor must deliver sufficient technical documentation with all data deliverables to permit the agency to use the data.

Privacy Lead Requirements

If the contract involves an IT system build or substantial development or changes to an IT system that may require privacy documentation, the Contractor shall assign or procure a Privacy Lead, to be listed under the SOW or PWS's required Contractor Personnel section. The Privacy Lead shall be responsible for providing adequate support to DHS to ensure DHS can complete any required PTA, PIA, SORN, or other supporting documentation to support privacy compliance. The Privacy Lead shall work with personnel from the program office, the ICE Privacy Unit, the Office of the Chief Information Officer, and the Records and Data Management Unit to ensure that the privacy documentation is kept on schedule, that the answers to questions in the PIA are thorough and complete, and that questions asked by the ICE Privacy Unit and other offices are answered in a timely fashion.

The Privacy Lead:

- Must have excellent writing skills, the ability to explain technology clearly for a non-technical audience, and the ability to synthesize information from a variety of sources.
- Must have excellent verbal communication and organizational skills.
- Must have experience writing PIAs. Ideally the candidate would have experience writing PIAs for DHS.
- Must be knowledgeable about the Privacy Act of 1974 and the E-Government Act of 2002.
- Must be able to work well with others.

If a Privacy Lead is already in place with the program office and the contract involves IT system builds or substantial changes that may require privacy documentation, the requirement for a separate Private Lead specifically assigned under this contract may be waived provided the Contractor agrees to have the existing Privacy Lead coordinate with and support the ICE Privacy POC to ensure privacy concerns are proactively reviewed and so ICE can complete any required PTA, PIA, SORN, or other supporting documentation to support privacy compliance if required. The Contractor shall work with personnel from the program office, the ICE Office of Information Governance and Privacy, and the Office of the Chief Information Officer to ensure that the privacy documentation is kept on schedule, that the answers to questions in any privacy documents are thorough and complete, that all records management requirements are met, and that questions asked by the ICE Privacy Unit and other offices are answered in a timely fashion.

Article 29. Quality Control

A. The Service Provider is responsible for management and quality control actions necessary to meet the quality standards set forth in the Agreement. The Service Provider must provide a Quality Assurance Surveillance Plan (QASP) that meets the requirements specified in the Performance Requirements Summary (PRS),

Attachment 3A to the CO for concurrence prior to award of the IGSA (or as directed by the CO). The CO will notify the Service Provider of concurrence or required modifications to the plan before the Agreement start date. If a modification to the plan is required, the Service Provider must make appropriate modifications and obtain concurrence of the revised plan by the CO before the contract start date.

B. The Service Provider shall provide an overall QCP that addresses critical operational performance standards for the services required under this contract. The QCP shall ensure that services will be maintained at a uniform and acceptable level. At a minimum, the Service Provider shall periodically review and update the QCP policies and procedures at least on an annual basis. The Service Provider shall audit facility's operations associated with ICE and ICE detainees monthly for compliance with the QCP. The Service Provider shall notify the Government 48 hours in advance of the audit to ensure the COR is available to participate. The Service Provider's QCP shall identify deficiencies, appropriate corrective action(s), and timely implementation plans to the COR.

C. If the Service Provider proposes changes in the QCP after contract award, the Service Provider shall submit them to the COR for review. If the COR concurs with the changes, the COR shall submit the changes to the CO. The CO may modify the contract to include these changes.

Article 30. Quality Assurance Surveillance Program (QASP)

A. The Government's Quality Assurance Surveillance Program is based on the premise that the Service Provider, and not the Government, is responsible for management and quality control actions to meet the terms of the Agreement. The Quality Assurance Surveillance Plan (QASP) procedures recognize that unforeseen problems do occur. Good management and use of an adequate Quality Control Plan will allow the facility to operate within acceptable quality levels.

B. Each phase of the services rendered under this Agreement is subject to inspection both during the Service Provider's operations and after completion of the tasks.

C. When the Service Provider is advised of any unsatisfactory condition(s), the Service Provider shall submit a written report to the COR addressing corrective/preventive actions taken. The QASP is not a substitute for quality control by the Service Provider.

D. The COR may check the Service Provider's performance and document any noncompliance; only the Contracting Officer may take formal action against the Service Provider for unsatisfactory performance.

E. The Government may reduce the invoice or otherwise withhold payment for any individual item of nonconformance observed. The Government may apply various inspection and extrapolation techniques (e.g., 100 % surveillance, random sampling,

planned sampling, unscheduled inspections) to determine the quality of services, the appropriate reductions, and the total payment due.

F. Attachment 3 of this Agreement sets forth the procedures and guidelines that ICE will use to inspect the technical performance of the Service Provider. It presents the financial values and mechanisms for applying adjustments to the Service Provider's invoices as dictated by work performance measured to the desired level of accomplishment.

1. The purpose of the QASP is to:

   a. Define the roles and responsibilities of participating Government officials.
   b. Define the types of work to be performed.
   c. Describe the evaluation methods that will be employed by the Government in assessing the Service Provider's performance.
   d. Describe the process of performance documentation.

2. Roles and Responsibilities of Participating Government Officials

   a. The COR(s) will be responsible for monitoring, assessing, recording, and reporting on the technical performance of the Service Provider on a day-to-day basis. The COR(s) will have primary responsibility for completing "Quality Assurance Surveillance Forms" to document their inspection and evaluation of the Service Provider's work performance.

   b. The Contracting Officer (CO) or designee has overall responsibility for evaluating the Service Provider's performance in areas of contract compliance, contract administration, and cost and property control. The CO shall review the COR's evaluation of the Service Provider's performance and invoices. If applicable, deductions will be assessed in accordance with the evaluation of the Service Provider's performance, e.g., monetary adjustments for inadequate performance.

The rights of the Government and remedies described in this section are in addition to all other rights and remedies set forth in this Agreement. Any reductions in the Service Provider's invoice shall reflect the contract's reduced value resulting from the Service Provider's failure to perform required services. The Service Provider shall not be relieved of full performance of the services hereunder and may be terminated for default based upon inadequate performance of services, even if a reduction was previously taken for any inadequate performance.

COUNTY OF ST.CLAIR

Administrator/Controllers Office



ADMINISTRATIVE REVIEW

☒ NEW CONTRACT ☐ RENEWAL ☐ GRANT AGREEMENT ☒ REVENUE GENERATING

☒ BOC POLICY COMPLIANCE
☒ REVIEWED BY CORP COUNSEL
☒ ADMINISTRATION REVIEW
☒ FINANCE REVIEW

VENDOR: U.S. Immigration and Customs Enforcement (ICE)

VALUE: Bed day rate $96.49

TERM: 5 year contract

DESCRIPTION: Agreement with ICE for housing and transport of inmates

DEPARTMENT(S): SCC Jail

COMMENTS: Attached is a new contract with ICE to incorporate the 2019 National Detention Standards. With this new contract it also allowed for the County to negotiate a new bed day rate. The rate will go from $82.00 to $96.49 per ICE inmate per day. The last time we negotiated the ICE bed rate was in 2012. This contract is a 5 year contract. The County may request a rate adjustment no less than 36 months from the effective date of the contract.

Please contact Administration at 810-989-6900 with any questions.

"REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

Daniel W. Simms
Director

Division of
Wage Determinations

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON D.C. 20210

Wage Determination No.: 2015-4867
Revision No.: 19
Date Of Last Revision: 12/27/2021

Note: Contracts subject to the Service Contract Act are generally required to pay at least the applicable minimum wage rate required under Executive Order 14026 or Executive Order 13658.

If the contract is entered into on or after January 30 2022 or the contract is renewed or extended (e.g. an option is exercised) on or after January 30 2022 Executive Order 14026 generally applies to the contract. The contractor must pay all covered workers at least $15.00 per hour (or the applicable wage rate listed on this wage determination if it is higher) for all hours spent performing on that contract in 2022.

If the contract was awarded on or between January 1 2015 and January 29 2022 and the contract is not renewed or extended on or after January 30 2022 Executive Order 13658 generally applies to the contract. The contractor must pay all covered workers at least $11.25 per hour (or the applicable wage rate listed on this wage determination if it is higher) for all hours spent performing on that contract in 2022.

The applicable Executive Order minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the Executive Orders is available at www.dol.gov/whd/govcontracts.

State: Michigan

Area: Michigan Counties of Lapeer Macomb Oakland St Clair

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		15.37
01012 - Accounting Clerk II		17.27
01013 - Accounting Clerk III		19.31
01020 - Administrative Assistant		29.39
01035 - Court Reporter		23.96
01041 - Customer Service Representative I		14.68
01042 - Customer Service Representative II		16.02
01043 - Customer Service Representative III		17.99
01051 - Data Entry Operator I		15.73
01052 - Data Entry Operator II		17.17
01060 - Dispatcher Motor Vehicle		21.98
01070 - Document Preparation Clerk		17.56

01090 - Duplicating Machine Operator 17.56
01111 - General Clerk I 14.31
01112 - General Clerk II 15.62
01113 - General Clerk III 17.54
01120 - Housing Referral Assistant 22.04
01141 - Messenger Courier 15.61
01191 - Order Clerk I 15.58
01192 - Order Clerk II 17.24
01261 - Personnel Assistant (Employment) I 18.01
01262 - Personnel Assistant (Employment) II 20.15
01263 - Personnel Assistant (Employment) III 22.46
01270 - Production Control Clerk 27.69
01290 - Rental Clerk 15.38
01300 - Scheduler Maintenance 17.30
01311 - Secretary I 17.30
01312 - Secretary II 19.35
01313 - Secretary III 22.04
01320 - Service Order Dispatcher 19.63
01410 - Supply Technician 29.39
01420 - Survey Worker 20.33
01460 - Switchboard Operator/Receptionist 15.08
01531 - Travel Clerk I 17.48
01532 - Travel Clerk II 19.00
01533 - Travel Clerk III 20.55
01611 - Word Processor I 16.25
01612 - Word Processor II 18.25
01613 - Word Processor III 20.41
05000 - Automotive Service Occupations
05005 - Automobile Body Repairer Fiberglass 28.98
05010 - Automotive Electrician 22.58
05040 - Automotive Glass Installer 21.84
05070 - Automotive Worker 21.84
05110 - Mobile Equipment Servicer 20.43
05130 - Motor Equipment Metal Mechanic 23.31
05160 - Motor Equipment Metal Worker 21.84
05190 - Motor Vehicle Mechanic 23.31
05220 - Motor Vehicle Mechanic Helper 19.71
05250 - Motor Vehicle Upholstery Worker 21.12
05280 - Motor Vehicle Wrecker 21.84
05310 - Painter Automotive 22.58
05340 - Radiator Repair Specialist 21.84
05370 - Tire Repairer 19.58
05400 - Transmission Repair Specialist 23.31
07000 - Food Preparation And Service Occupations
07010 - Baker 18.55
07041 - Cook I 14.58
07042 - Cook II 15.71
07070 - Dishwasher 11.64
07130 - Food Service Worker 12.50
07210 - Meat Cutter 16.26
07260 - Waiter/Waitress 12.36
09000 - Furniture Maintenance And Repair Occupations
09010 - Electrostatic Spray Painter 23.44
09040 - Furniture Handler 18.10
09080 - Furniture Refinisher 23.44
09090 - Furniture Refinisher Helper 20.50
09110 - Furniture Repairer Minor 21.98
09130 - Upholsterer 23.44
11000 - General Services And Support Occupations
11030 - Cleaner Vehicles 14.97
11060 - Elevator Operator 14.97
11090 - Gardener 18.57
11122 - Housekeeping Aide 13.41
11150 - Janitor 13.41
11210 - Laborer Grounds Maintenance 15.10

11240 - Maid or Houseman	12.43
11260 - Pruner	13.94
11270 - Tractor Operator	17.43
11330 - Trail Maintenance Worker	15.10
11360 - Window Cleaner	14.24
12000 - Health Occupations	
12010 - Ambulance Driver	19.69
12011 - Breath Alcohol Technician	24.23
12012 - Certified Occupational Therapist Assistant	26.91
12015 - Certified Physical Therapist Assistant	26.39
12020 - Dental Assistant	18.36
12025 - Dental Hygienist	34.41
12030 - EKG Technician	29.18
12035 - Electroneurodiagnostic Technologist	29.18
12040 - Emergency Medical Technician	19.69
12071 - Licensed Practical Nurse I	21.67
12072 - Licensed Practical Nurse II	24.23
12073 - Licensed Practical Nurse III	27.01
12100 - Medical Assistant	17.25
12130 - Medical Laboratory Technician	26.79
12160 - Medical Record Clerk	18.08
12190 - Medical Record Technician	21.42
12195 - Medical Transcriptionist	18.11
12210 - Nuclear Medicine Technologist	36.26
12221 - Nursing Assistant I	12.53
12222 - Nursing Assistant II	14.08
12223 - Nursing Assistant III	15.36
12224 - Nursing Assistant IV	17.25
12235 - Optical Dispenser	19.36
12236 - Optical Technician	18.57
12250 - Pharmacy Technician	17.78
12280 - Phlebotomist	16.69
12305 - Radiologic Technologist	29.21
12311 - Registered Nurse I	29.83
12312 - Registered Nurse II	32.20
12313 - Registered Nurse II Specialist	32.20
12314 - Registered Nurse III	44.14
12315 - Registered Nurse III Anesthetist	44.14
12316 - Registered Nurse IV	52.92
12317 - Scheduler (Drug and Alcohol Testing)	30.02
12320 - Substance Abuse Treatment Counselor	22.17
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	21.47
13012 - Exhibits Specialist II	26.61
13013 - Exhibits Specialist III	32.54
13041 - Illustrator I	29.51
13042 - Illustrator II	36.56
13043 - Illustrator III	43.34
13047 - Librarian	30.28
13050 - Library Aide/Clerk	13.49
13054 - Library Information Technology Systems Administrator	27.34
13058 - Library Technician	18.56
13061 - Media Specialist I	18.54
13062 - Media Specialist II	20.75
13063 - Media Specialist III	23.13
13071 - Photographer I	19.42
13072 - Photographer II	22.83
13073 - Photographer III	29.56
13074 - Photographer IV	34.28
13075 - Photographer V	39.82
13090 - Technical Order Library Clerk	17.32
13110 - Video Teleconference Technician	25.14
14000 - Information Technology Occupations	
14041 - Computer Operator I	18.88

14042 - Computer Operator II		21.12
14043 - Computer Operator III		23.54
14044 - Computer Operator IV		26.15
14045 - Computer Operator V		28.96
14071 - Computer Programmer I	(see 1)	22.60
14072 - Computer Programmer II	(see 1)	
14073 - Computer Programmer III	(see 1)	
14074 - Computer Programmer IV	(see 1)	
14101 - Computer Systems Analyst I	(see 1)	
14102 - Computer Systems Analyst II	(see 1)	
14103 - Computer Systems Analyst III	(see 1)	
14150 - Peripheral Equipment Operator		18.88
14160 - Personal Computer Support Technician		26.15
14170 - System Support Specialist		33.41
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		32.52
15020 - Aircrew Training Devices Instructor (Rated)		39.35
15030 - Air Crew Training Devices Instructor (Pilot)		50.79
15050 - Computer Based Training Specialist / Instructor		32.52
15060 - Educational Technologist		36.48
15070 - Flight Instructor (Pilot)		50.79
15080 - Graphic Artist		32.69
15085 - Maintenance Test Pilot Fixed Jet/Prop		46.53
15086 - Maintenance Test Pilot Rotary Wing		46.53
15088 - Non-Maintenance Test/Co-Pilot		46.53
15090 - Technical Instructor		26.84
15095 - Technical Instructor/Course Developer		32.69
15110 - Test Proctor		21.80
15120 - Tutor		21.80
16000 - Laundry Dry-Cleaning Pressing And Related Occupations		
16010 - Assembler		11.44
16030 - Counter Attendant		11.44
16040 - Dry Cleaner		15.35
16070 - Finisher Flatwork Machine		11.44
16090 - Presser Hand		11.44
16110 - Presser Machine Drycleaning		11.44
16130 - Presser Machine Shirts		11.44
16160 - Presser Machine Wearing Apparel Laundry		11.44
16190 - Sewing Machine Operator		16.71
16220 - Tailor		18.01
16250 - Washer Machine		12.73
19000 - Machine Tool Operation And Repair Occupations		
19010 - Machine-Tool Operator (Tool Room)		26.18
19040 - Tool And Die Maker		29.03
21000 - Materials Handling And Packing Occupations		
21020 - Forklift Operator		20.65
21030 - Material Coordinator		27.69
21040 - Material Expediter		27.69
21050 - Material Handling Laborer		18.05
21071 - Order Filler		16.69
21080 - Production Line Worker (Food Processing)		20.65
21110 - Shipping Packer		17.34
21130 - Shipping/Receiving Clerk		17.34
21140 - Store Worker I		19.60
21150 - Stock Clerk		24.91
21210 - Tools And Parts Attendant		20.65
21410 - Warehouse Specialist		20.65
23000 - Mechanics And Maintenance And Repair Occupations		
23010 - Aerospace Structural Welder		36.44
23019 - Aircraft Logs and Records Technician		31.56
23021 - Aircraft Mechanic I		35.25
23022 - Aircraft Mechanic II		36.44
23023 - Aircraft Mechanic III		37.68
23040 - Aircraft Mechanic Helper		28.53
23050 - Aircraft Painter		33.85

23060 - Aircraft Servicer 31.56
23070 - Aircraft Survival Flight Equipment Technician 33.85
23080 - Aircraft Worker 32.77
23091 - Aircrew Life Support Equipment (ALSE) Mechanic I 32.77
23092 - Aircrew Life Support Equipment (ALSE) Mechanic II 35.25
23110 - Appliance Mechanic 26.02
23120 - Bicycle Repairer 20.53
23125 - Cable Splicer 39.67
23130 - Carpenter Maintenance 26.77
23140 - Carpet Layer 24.10
23160 - Electrician Maintenance 33.31
23181 - Electronics Technician Maintenance I 29.23
23182 - Electronics Technician Maintenance II 30.19
23183 - Electronics Technician Maintenance III 31.44
23260 - Fabric Worker 26.05
23290 - Fire Alarm System Mechanic 24.83
23310 - Fire Extinguisher Repairer 25.11
23311 - Fuel Distribution System Mechanic 37.10
23312 - Fuel Distribution System Operator 32.01
23370 - General Maintenance Worker 23.96
23380 - Ground Support Equipment Mechanic 35.25
23381 - Ground Support Equipment Servicer 31.56
23382 - Ground Support Equipment Worker 32.77
23391 - Gunsmith I 25.11
23392 - Gunsmith II 27.05
23393 - Gunsmith III 29.10
23410 - Heating Ventilation And Air-Conditioning Mechanic 25.96
23411 - Heating Ventilation And Air Contidioning Mechanic (Research Facility) 26.71
23430 - Heavy Equipment Mechanic 29.74
23440 - Heavy Equipment Operator 29.27
23460 - Instrument Mechanic 34.38
23465 - Laboratory/Shelter Mechanic 27.94
23470 - Laborer 16.69
23510 - Locksmith 28.13
23530 - Machinery Maintenance Mechanic 28.66
23550 - Machinist Maintenance 27.99
23580 - Maintenance Trades Helper 19.60
23591 - Metrology Technician I 34.38
23592 - Metrology Technician II 35.54
23593 - Metrology Technician III 36.74
23640 - Millwright 35.53
23710 - Office Appliance Repairer 24.76
23760 - Painter Maintenance 26.60
23790 - Pipefitter Maintenance 35.74
23810 - Plumber Maintenance 34.32
23820 - Pneudraulic Systems Mechanic 29.10
23850 - Rigger 27.15
23870 - Scale Mechanic 27.05
23890 - Sheet-Metal Worker Maintenance 29.74
23910 - Small Engine Mechanic 23.98
23931 - Telecommunications Mechanic I 28.19
23932 - Telecommunications Mechanic II 29.14
23950 - Telephone Lineman 28.92
23960 - Welder Combination Maintenance 26.46
23965 - Well Driller 27.32
23970 - Woodcraft Worker 29.10
23980 - Woodworker 25.11
24000 - Personal Needs Occupations
24550 - Case Manager 16.37
24570 - Child Care Attendant 13.85
24580 - Child Care Center Clerk 18.10

24610 - Chore Aide	11.92
24620 - Family Readiness And Support Services Coordinator	16.37
24630 - Homemaker	19.20
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	36.05
25040 - Sewage Plant Operator	25.78
25070 - Stationary Engineer	36.05
25190 - Ventilation Equipment Tender	28.71
25210 - Water Treatment Plant Operator	25.78
27000 - Protective Service Occupations	
27004 - Alarm Monitor	22.64
27007 - Baggage Inspector	14.11
27008 - Corrections Officer	28.12
27010 - Court Security Officer	28.09
27030 - Detection Dog Handler	19.75
27040 - Detention Officer	28.12
27070 - Firefighter	27.57
27101 - Guard I	14.11
27102 - Guard II	19.75
27131 - Police Officer I	28.11
27132 - Police Officer II	31.23
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	14.23
28042 - Carnival Equipment Repairer	15.17
28043 - Carnival Worker	12.22
28210 - Gate Attendant/Gate Tender	16.30
28310 - Lifeguard	13.00
28350 - Park Attendant (Aide)	18.24
28510 - Recreation Aide/Health Facility Attendant	13.31
28515 - Recreation Specialist	22.59
28630 - Sports Official	14.52
28690 - Swimming Pool Operator	20.87
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	27.32
29020 - Hatch Tender	27.32
29030 - Line Handler	27.32
29041 - Stevedore I	26.40
29042 - Stevedore II	28.28
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist Center (HFO) (see 2)	44.24
30011 - Air Traffic Control Specialist Station (HFO) (see 2)	30.50
30012 - Air Traffic Control Specialist Terminal (HFO) (see 2)	33.59
30021 - Archeological Technician I	20.08
30022 - Archeological Technician II	22.47
30023 - Archeological Technician III	27.83
30030 - Cartographic Technician	27.83
30040 - Civil Engineering Technician	27.83
30051 - Cryogenic Technician I	30.82
30052 - Cryogenic Technician II	34.05
30061 - Drafter/CAD Operator I	20.08
30062 - Drafter/CAD Operator II	22.47
30063 - Drafter/CAD Operator III	25.05
30064 - Drafter/CAD Operator IV	30.82
30081 - Engineering Technician I	18.36
30082 - Engineering Technician II	21.64
30083 - Engineering Technician III	25.16
30084 - Engineering Technician IV	31.16
30085 - Engineering Technician V	36.70
30086 - Engineering Technician VI	44.38
30090 - Environmental Technician	26.39
30095 - Evidence Control Specialist	27.09
30210 - Laboratory Technician	24.37
30221 - Latent Fingerprint Technician I	31.95
30222 - Latent Fingerprint Technician II	35.29

30240 - Mathematical Technician 30.61
30361 - Paralegal/Legal Assistant I 20.88
30362 - Paralegal/Legal Assistant II 25.86
30363 - Paralegal/Legal Assistant III 31.63
30364 - Paralegal/Legal Assistant IV 38.28
30375 - Petroleum Supply Specialist 33.13
30390 - Photo-Optics Technician 27.83
30395 - Radiation Control Technician 33.13
30461 - Technical Writer I 26.68
30462 - Technical Writer II 32.63
30463 - Technical Writer III 39.49
30491 - Unexploded Ordnance (UXO) Technician I 28.11
30492 - Unexploded Ordnance (UXO) Technician II 34.01
30493 - Unexploded Ordnance (UXO) Technician III 40.77
30494 - Unexploded (UXO) Safety Escort 28.11
30495 - Unexploded (UXO) Sweep Personnel 28.11
30501 - Weather Forecaster I 30.82
30502 - Weather Forecaster II 37.49
30620 - Weather Observer Combined Upper Air Or Surface Programs (see 2) 25.05
30621 - Weather Observer Senior (see 2) 27.55
31000 - Transportation/Mobile Equipment Operation Occupations
31010 - Airplane Pilot 34.01
31020 - Bus Aide 14.82
31030 - Bus Driver 18.91
31043 - Driver Courier 17.46
31260 - Parking and Lot Attendant 12.47
31290 - Shuttle Bus Driver 18.08
31310 - Taxi Driver 16.53
31361 - Truckdriver Light 18.61
31362 - Truckdriver Medium 19.61
31363 - Truckdriver Heavy 22.16
31364 - Truckdriver Tractor-Trailer 22.16
99000 - Miscellaneous Occupations
99020 - Cabin Safety Specialist 16.58
99030 - Cashier 11.50
99050 - Desk Clerk 12.54
99095 - Embalmer 33.88
99130 - Flight Follower 28.11
99251 - Laboratory Animal Caretaker I 13.63
99252 - Laboratory Animal Caretaker II 15.18
99260 - Marketing Analyst 33.25
99310 - Mortician 33.88
99410 - Pest Controller 22.38
99510 - Photofinishing Worker 15.49
99710 - Recycling Laborer 24.74
99711 - Recycling Specialist 28.55
99730 - Refuse Collector 22.85
99810 - Sales Clerk 12.75
99820 - School Crossing Guard 12.22
99830 - Survey Party Chief 25.55
99831 - Surveying Aide 13.30
99832 - Surveying Technician 20.36
99840 - Vending Machine Attendant 22.62
99841 - Vending Machine Repairer 26.06
99842 - Vending Machine Repairer Helper 22.62

Note: Executive Order (EO) 13706 Establishing Paid Sick Leave for Federal Contractors applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1 2017. If this contract is covered by the EO the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness injury or other health-related needs including preventive care; to assist a family member (or person who is like family to the employee) who is ill injured or has other health-related needs including preventive care; or for reasons resulting from or to assist a family member (or person who is like family to the employee) who is the victim of domestic violence sexual assault or stalking. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: $4.60 per hour up to 40 hours per week or $184.00 per week or $797.33 per month

HEALTH & WELFARE EO 13706: $4.23 per hour up to 40 hours per week or $169.20 per week or $733.20 per month*

*This rate is to be used only when compensating employees for performance on an SCA-covered contract also covered by EO 13706 Establishing Paid Sick Leave for Federal Contractors. A contractor may not receive credit toward its SCA obligations for any paid sick leave provided pursuant to EO 13706.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor 3 weeks after 5 years and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor wherever employed and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of eleven paid holidays per year: New Year's Day Martin Luther King Jr.'s Birthday Washington's Birthday Memorial Day Juneteenth National Independence Day Independence Day Labor Day Columbus Day Veterans' Day Thanksgiving Day and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b) this wage determination does not apply to any employee who individually qualifies as a bona fide executive

administrative or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than $27.63 (or on a salary or fee basis at a rate not less than $455 per week) an hour would likely qualify as exempt computer professionals (29 C.F.R. 541. 400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds $27.63 per hour conformances may be necessary for certain nonexempt employees. For example if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally because job titles vary widely and change quickly in the computer industry job titles are not determinative of the application of the computer professional exemption. Therefore the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures including consulting with users to determine hardware software or system functional specifications;

(2) The design development documentation analysis creation testing or modification of computer systems or programs including prototypes based on and related to user or system design specifications;

(3) The design documentation testing creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

** HAZARDOUS PAY DIFFERENTIAL **

An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance explosives and incendiary materials. This includes work such as screening blending dying mixing and pressing of sensitive ordnance explosives and pyrotechnic compositions such as lead azide black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization modification renovation demolition and maintenance operations on sensitive ordnance explosives and incendiary materials. All operations involving re-grading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with or in close proximity to ordnance (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands face or arms of the employee engaged in the operation irritation of the skin minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving unloading storage and hauling of ordnance explosive and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance explosives and incendiary material differential pay.

** UNIFORM ALLOWANCE **

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract by the employer by the state or local law etc.) the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition where uniform cleaning and maintenance is made the responsibility of the employee all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount or the furnishing of contrary affirmative proof as to the actual cost) reimburse all employees for such cleaning and maintenance at a rate of $3.35 per week (or $.67 cents per day). However in those instances where the uniforms furnished are made of ""wash and wear"" materials may be routinely washed and dried with other personal garments and do not require any special treatment such as dry cleaning daily washing or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract by the contractor by law or by the nature of the work there is no requirement that employees be reimbursed for uniform maintenance costs.

** SERVICE CONTRACT ACT DIRECTORY OF OCCUPATIONS **

The duties of employees under job titles listed are those described in the ""Service Contract Act Directory of Occupations"" Fifth Edition (Revision 1) dated September 2015 unless otherwise indicated.

** REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE Standard Form 1444 (SF-1444) **

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e. the work to be performed is not performed by any classification listed in the wage determination) be classified by the contractor so as to provide a reasonable relationship (i.e. appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination (See 29 CFR 4.6(b)(2)(i)). Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees (See 29 CFR 4.6(b)(2)(ii)). The Wage and Hour Division shall make a final determination of conformed classification wage rate and/or fringe benefits which shall be paid to all employees performing in the classification from the first day of work on which contract work is performed by them in the classification. Failure to pay such unlisted employees the compensation agreed upon by the interested parties and/or fully determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract. (See 29 CFR 4.6(b)(2)(v)). When multiple wage determinations are included in a contract a separate SF-1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

1) When preparing the bid the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).

2) After contract award the contractor prepares a written report listing in order the proposed classification title(s) a Federal grade equivalency (FGE) for each proposed classification(s) job description(s) and rationale for proposed wage rate(s) including information regarding the agreement or disagreement of the authorized representative of the employees involved or where there is no authorized representative the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.

3) The contracting officer reviews the proposed action and promptly submits a report of the action together with the agency's recommendations and pertinent information including the position of the contractor and the employees to the U.S. Department of Labor Wage and Hour Division for review (See 29 CFR 4.6(b)(2)(ii)).

4) Within 30 days of receipt the Wage and Hour Division approves modifies or disapproves the action via transmittal to the agency contracting officer or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour Division's decision to the contractor.

6) Each affected employee shall be furnished by the contractor with a written copy of such determination or it shall be posted as a part of the wage determination (See 29 CFR 4.6(b)(2)(iii)).

Information required by the Regulations must be submitted on SF-1444 or bond paper.

When preparing a conformance request the ""Service Contract Act Directory of Occupations"" should be used to compare job definitions to ensure that duties requested are not performed by a classification already listed in the wage determination. Remember it is not the job title but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split combine or subdivide classifications listed in the wage determination (See 29 CFR 4.152(c)(1))."

TITLE 29--LABOR

PART 4_LABOR STANDARDS FOR FEDERAL SERVICE CONTRACTS--Table of Contents

Subpart A Service Contract Labor Standards Provisions and Procedures

Sec. 4.6 Labor standards clauses for Federal service contracts exceeding $2,500.

The clauses set forth in the following paragraphs shall be included in full by the contracting agency in every contract/Inter-Governmental Service Agreement (IGSA) entered into by the United States or the District of Columbia, in excess of $2,500, or in an indefinite amount, the principal purpose of which is to furnish services through the use of service employees:

(a) Service Contract Act of 1965, as amended: This contract/IGSA is subject to the Service Contract Act of 1965 as amended (41 U.S.C. 351 et seq.) and is subject to the following provisions and to all other applicable provisions of the Act and regulations of the Secretary of Labor issued there under (29 CFR part 4).

(b)(1) Each service employee employed in the performance of this Contract/IGSA by the contractor or any subcontractor shall be paid not less than the minimum monetary wages and shall be furnished fringe benefits in accordance with the wages and fringe benefits determined by the Secretary of Labor or authorized representative, as specified in any wage determination attached to this contract.

(2)(i) If there is such a wage determination attached to this Contract/IGSA, the contracting officer shall require that any class of service employee which is not listed therein and which is to be employed under the Contract/IGSA (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed class of employees shall be paid the monetary wages and furnished the fringe benefits as are determined pursuant to the procedures in this section.

(ii)Such conforming procedure shall be initiated by the contractor prior to the performance of contract/IGSA work by such unlisted class of employee. A written report of the proposed conforming action, including information regarding the agreement or disagreement of the authorized representative of the employees involved or, where there is no authorized representative, the employees themselves, shall be submitted by the contractor to the contracting officer no later than 30 days after such unlisted class of employees performs any Contract/IGSA work. The contracting officer shall review the proposed action and promptly submit a report of the action, together with the agency's recommendation and all pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. The Wage and Hour Division will approve, modify, or disapprove the action or render a final determination in the event of disagreement within 30 days of receipt or will notify the contracting officer within 30 days of receipt that additional time is necessary.

(iii) The final determination of the conformance action by the Wage and Hour Division shall be transmitted to the contracting officer who shall promptly notify the contractor of the action taken. Each affected employee shall be furnished by the contractor with a written copy of such determination or it shall be posted as a part of the wage determination.

(iv)(A) The process of establishing wage and fringe benefit rates that bears a reasonable relationship to those listed in a wage determination cannot be [[Page 41]] reduced to any single formula. The approach used may vary from wage determination to wage determination depending on the circumstances. Standard wage and salary administration practices, which rank various job classifications by pay grade pursuant to point schemes or other job factors may, for example, be relied upon. Guidance may also be obtained from the way different jobs are rated under Federal pay systems (Federal Wage Board Pay System and the General Schedule) or from other wage determinations issued in the same locality. Basic to the establishment of any conformable wage rate(s) is the concept that a pay relationship should be maintained between job classifications based on the skill required and the duties performed.

(B) In the case of a Contract/IGSA modification, an exercise of an option or extension of an existing contract, or in any other case where a contractor succeeds a Contract/IGSA under which the classification in question was previously conformed pursuant to this section, a new conformed wage rate and fringe benefits may be assigned to such conformed classification by indexing (i.e., adjusting) the previous conformed rate and fringe benefits by an amount equal to the average (mean) percentage increase (or decrease, where appropriate) between the wages and fringe benefits specified for all classifications to be used on the Contract/IGSA which are listed in the current wage determination, and those specified for the corresponding classifications in the previously applicable wage determination. Where conforming actions are accomplished in accordance with this paragraph prior to the performance of Contract/IGSA work by the unlisted class of employees, the contractor shall advise the contracting officer of the action taken but the other procedures in paragraph (b) (2) (ii) of this section need not be followed.

(C) No employee engaged in performing work on this Contract/IGSA shall in any event be paid less than the currently applicable minimum wage specified under section 6(a) (1) of the Fair Labor Standards Act of 1938, as amended. (v) The wage rate and fringe benefits finally determined pursuant to paragraphs (b)(2)(i) and (ii) of this section shall be paid to all employees performing in the classification from the first day on which Contract/IGSA work is performed by them in the classification. Failure to pay such unlisted employees the compensation agreed upon by the interested parties and/or finally determined by the Wage and Hour Division retroactive to the date such class of employees commenced Contract/IGSA work shall be a violation of the Act and this contract.(vi) Upon discovery of failure to comply with paragraphs (b)(2)(i) through (v) of this section, the Wage and Hour Division shall make a final determination of conformed classification, wage rate, and/or fringe benefits which shall be retroactive to the date such class of employees commenced Contract/IGSA work.

(3) If, as authorized pursuant to section 4(d) of the Service Contract Act of 1965 as amended, the term of this Contract/IGSA is more than 1 year, the minimum monetary wages and fringe benefits required to be paid or furnished there under to service employees shall be subject to adjustment after 1 year and not less often than once every 2 years, pursuant to wage

determinations to be issued by the Wage and Hour Division, Employment Standards Administration of the Department of Labor as provided in such Act.

(c) The contractor or subcontractor may discharge the obligation to furnish fringe benefits specified in the attachment or determined conformably thereto by furnishing any equivalent combinations of bona fide fringe benefits, or by making equivalent or differential payments in cash in accordance with the applicable rules set forth in subpart D of 29 CFR part 4, and not otherwise.

(d)(1) In the absence of a minimum wage attachment for this contract, neither the contractor nor any subcontractor under this Contract/IGSA shall pay any person performing work under the Contract/IGSA (regardless of whether they are service employees) less than the minimum wage specified by section 6(a)(1) of the Fair Labor Standards Act of 1938. Nothing in this provision shall relieve the contractor or any subcontractor of any other obligation under [[Page 42]] law or Contract/IGSA for the payment of a higher wage to any employee.

(2) If this Contract/IGSA succeeds a contract, subject to the Service Contract Act of 1965 as amended, under which substantially the same services were furnished in the same locality and service employees were paid wages and fringe benefits provided for in a collective bargaining agreement, in the absence of the minimum wage attachment for this Contract/IGSA setting forth such collectively bargained wage rates and fringe benefits, neither the contractor nor any subcontractor under this Contract/IGSA shall pay any service employee performing any of the Contract/IGSA work (regardless of whether or not such employee was employed under the predecessor contract), less than the wages and fringe benefits provided for in such collective bargaining agreements, to which such employee would have been entitled if employed under the predecessor contract, including accrued wages and fringe benefits and any prospective increases in wages and fringe benefits provided for under such agreement. No contractor or subcontractor under this Contract/IGSA may be relieved of the foregoing obligation unless the limitations of Sec. 4.1b(b) of 29 CFR part 4 apply or unless the Secretary of Labor or his authorized representative finds, after a hearing as provided in Sec. 4.10 of 29 CFR part 4 that the wages and/or fringe benefits provided for in such agreement are substantially at variance with those which prevail for services of a character similar in the locality, or determines, as provided in Sec. 4.11 of 29 CFR part 4, that the collective bargaining agreement applicable to service employees employed under the predecessor Contract/IGSA was not entered into as a result of arm's-length negotiations. Where it is found in accordance with the review procedures provided in 29 CFR 4.10 and/or 4.11 and parts 6 and 8 that some or all of the wages and/or fringe benefits contained in a predecessor contractor's collective bargaining agreement are substantially at variance with those which prevail for services of a character similar in the locality, and/or that the collective bargaining agreement applicable to service employees employed under the predecessor Contract/IGSA was not entered into as a result of arm's-length negotiations, the Department will issue a new or revised wage determination setting forth the applicable wage rates and fringe benefits. Such determination shall be made part of the Contract/IGSA or subcontract, in accordance with the decision of the Administrator, the Administrative Law Judge, or the Administrative Review Board, as the case may be, irrespective of whether such issuance occurs prior to or after the award of a Contract/IGSA or subcontract. 53 Comp. Gen. 401 (1973). In the case of a wage determination issued solely as a result of a finding of substantial variance, such determination shall be effective as of the date of the final administrative decision.

(e) The contractor and any subcontractor under this Contract/IGSA shall notify each service employee commencing work on this Contract/IGSA of the minimum monetary wage and any fringe benefits required to be paid pursuant to this contract, or shall post the wage determination attached to this contract. The poster provided by the Department of Labor (Publication WH 1313) shall be posted in a prominent and accessible place at the worksite. Failure to comply with this requirement is a violation of section 2(a) (4) of the Act and of this contract.

(f) The contractor or subcontractor shall not permit any part of the services called for by this Contract/IGSA to be performed in buildings or surroundings or under working conditions provided by or under the control or supervision of the contractor or subcontractor which are unsanitary or hazardous or dangerous to the health or safety of service employees engaged to furnish these services, and the contractor or subcontractor shall comply with the safety and health standards applied under 29 CFR part 1925.

(g)(1) The contractor and each subcontractor performing work subject to the Act shall make and maintain for 3 years from the completion of the work records containing the information specified in paragraphs (g)(1) (i) through (vi) of this section for each employee subject to the Act and shall make them available for inspection [[Page 43]] and transcription by authorized representatives of the Wage and Hour Division, Employment Standards Administration of the U.S. Department of Labor:

(i) Name and address and social security number of each employee.

(ii)The correct work classification or classifications, rate or rates of monetary wages paid and fringe benefits provided, rate or rates of fringe benefit payments in lieu thereof, and total daily and weekly compensation of each employee.

(iii) The number of daily and weekly hours so worked by each employee.

(iv) Any deductions, rebates, or refunds from the total daily or weekly compensation of each employee.

(v) A list of monetary wages and fringe benefits for those classes of service employees not included in the wage
determination attached to this Contract/IGSA but for which such wage rates or fringe benefits have been determined by the interested parties or by the Administrator or authorized representative pursuant to the labor standards clause in paragraph (b) of this section. A copy of the report required by the clause in Paragraph (b) (2) (ii) of this section shall be deemed to be such a list.

(vi) Any list of the predecessor contractor's employees which had been furnished to the contractor pursuant to Sec. 4.6(l)(2).

(2) The contractor shall also make available a copy of this Contract/IGSA for inspection or transcription by authorized representatives of the Wage and Hour Division.

(3) Failure to make and maintain or to make available such records for inspection and transcription shall be a violation of the regulations and this contract, and in the case of failure to produce such records, the contracting officer, upon direction of the Department of Labor and notification of the contractor, shall take action to cause suspension of any further payment or advance of funds until such violation ceases.

(4) The contractor shall permit authorized representatives of the Wage and Hour Division to conduct interviews with employees at the worksite during normal working hours.

(h) The contractor shall unconditionally pay to each employee subject to the Act all wages due free and clear and without subsequent deduction (except as otherwise provided by law or Regulations, 29 CFR part 4), rebate, or kickback on any account. Such payments shall be made no later than one pay period following the end of the regular
pay period in which such wages were earned or accrued. A pay period under this Act may not be of any duration longer than semi-monthly.

(i) The contracting officer shall withhold or cause to be withheld from the Government prime contractor under this or any other Government Contract/IGSA with the prime contractor such sums as an appropriate official of the Department of Labor requests or such sums as the contracting officer decides may be necessary to pay underpaid employees employed by the contractor or subcontractor. In the event of failure to pay any employees subject to the Act all or part of the wages or fringe benefits due under the Act, the agency may, after authorization or by direction of the Department of Labor and written notification to the contractor, take action to cause suspension of any further payment or advance of funds until such violations have ceased. Additionally, any failure to comply with the requirements of these clauses relating to the Service Contract Act of 1965, may be grounds for termination of the right to proceed with the Contract/IGSA work. In such event, the Government may enter into other contracts or arrangements for completion of the work, charging the contractor in default with any additional cost.

(j) The contractor agrees to insert these clauses in this section relating to the Service Contract Act of 1965 in all Subcontracts subject to the Act. The term contractor as used in these clauses in any subcontract shall be deemed to refer to the subcontractor, except in the term Government prime contractor.

(k)(1) As used in these clauses, the term service employee means any person engaged in the performance of this Contract/IGSA other than any person employed in a bona fide executive, administrative, or professional capacity, as those terms are defined in part 541 of title 29, Code of Federal Regulations, as of July [[Page44)) 30, 1976, and any subsequent revision of those regulations. The term service employee includes all such persons regardless of any contractual relationship that may be alleged to exist between a contractor or subcontractor and such persons.

(2) The following statement is included in contracts pursuant to section 2(a) (5) of the Act and is for informational purposes only:

The following classes of service employees expected to be employed under the Contract/IGSA with the Government would be subject, if employed by the contracting agency, to the provisions

of 5 U.S.C. 5341 or 5 U.S.C. 5332 and would, if so employed, be paid not less than the following rates of wages and fringe benefits:

Employee class	wage-fringe benefit
GS-05	$
GS-07	$
GS-09	$

Search current rates at http://www.opm.gov/oca/12tables/

(l)(1) If wages to be paid or fringe benefits to be furnished any service employees employed by the Government prime contractor or any subcontractor under the Contract/IGSA are provided for in a collective bargaining agreement which is or will be effective during any period in which the Contract/IGSA is being performed, the Government prime contractor shall report such fact to the contracting officer, together with full information as to the application and accrual of such wages and fringe benefits, including any prospective increases, to service employees engaged in work on the contract, and a copy of the collective bargaining agreement. Such report shall be made upon commencing performance of the contract, in the case of collective bargaining agreements effective at such time, and in the case of such agreements or provisions or amendments thereof effective at a later time during the period of Contract/IGSA performance, such agreements shall be reported promptly after negotiation thereof.

(2) Not less than 10 days prior to completion of any Contract/IGSA being performed at a Federal facility where service employees may be retained in the performance of the succeeding Contract/IGSA and subject to a wage determination which contains vacation or other benefit provisions based upon length of service with a contractor (predecessor) or successor (Sec. 4.173 of Regulations, 29 CFR part 4), the incumbent prime contractor shall furnish to the contracting officer a certified list of the names of all service employees on the contractor's or subcontractor's payroll during the last month of Contract/IGSA performance. Such list shall also contain anniversary dates of employment on the Contract/IGSA either with the current or predecessor contractors of each such service employee. The contracting officer shall turn over such list to the successor contractor at the commencement of the succeeding contract.

(m) Rulings and interpretations of the Service Contract Act of 1965, as amended, are contained in Regulations, 29 CFR part 4.

(n)(1) By entering into this contract, the contractor (and officials thereof) certifies that neither it (nor he or she) nor any person or firm who has a substantial interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of the sanctions imposed pursuant to section 5 of the Act.

(2) No part of this Contract/IGSA shall be subcontracted to any person or firm ineligible for award of a Government Contract/IGSA pursuant to section 5 of the Act.

(3) The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001.

(o) Notwithstanding any of the clauses in paragraphs (b) through (m) of this section relating to the Service Contract Act of 1965, the following employees may be employed in accordance with the following variations, tolerances, and exemptions, which the Secretary of Labor, pursuant to section 4(b) of the Act prior to its amendment by Public Law 92-473, found to be necessary and proper in the public interest or to avoid serious impairment of the conduct of Government business:

(1)Apprentices, student-learners, and workers whose earning capacity is impaired by age, physical, or mental deficiency or injury may be employed at wages lower than the minimum wages otherwise required by section 2(a) (1) or([Page 45]]

(2)(b)(1) of the Service Contract Act without diminishing any fringe benefits or cash payments in lieu thereof required under section 2(a) (2) of that Act, in accordance with the conditions and procedures prescribed for the employment of apprentices, student-learners, handicapped persons, and handicapped clients of sheltered workshops under section 14 of the Fair Labor Standards Act of 1938, in the regulations issued by the Administrator (29 CFR parts 520, 521, 524, and 525).

(3) The Administrator will issue certificates under the Service Contract Act for the employment of apprentices, student-learners, handicapped persons, or handicapped clients of sheltered workshops not subject to the Fair Labor Standards Act of 1938, or subject to different minimum rates of pay under the two acts, authorizing appropriate rates of minimum wages (but without changing requirements concerning fringe benefits or supplementary cash payments in lieu thereof), applying procedures prescribed by the applicable regulations issued under the Fair Labor Standards Act of 1938 (29 CFR parts 520, 521, 524, and 525).

(4) The Administrator will also withdraw, annul, or cancel such certificates in accordance with the regulations in parts 525 and 528 of title 29 of the Code of Federal Regulations.

(p) Apprentices will be permitted to work at less than the predetermined rate for the work they perform when they are employed and individually registered in a bona fide apprenticeship program registered with a State Apprenticeship Agency which is recognized by the U.S. Department of Labor, or if no such recognized agency exists in a State, under a program registered with the Bureau of Apprenticeship and Training, Employment and Training Administration, U.S. Department of Labor. Any employee who is not registered as an apprentice in an approved program shall be paid the wage rate and fringe benefits contained in the applicable wage determination for the journeyman classification of work actually performed. The wage rates paid apprentices shall not be less than the wage rate for their level of progress set forth in the registered program, expressed as the appropriate percentage of the journeyman's rate contained in the applicable wage determination. The allowable ratio of apprentices to journeymen employed on the Contract/IGSA work in any craft classification shall not be greater than the ratio permitted to the contractor as to his entire work force under the registered program.

(q) Where an employee engaged in an occupation in which he or she customarily and regularly receives more than $30 a month in tips, the amount of tips received by the employee may be

credited by the employer against the minimum wage required by Section 2(a)(1) or 2(b)(1) of the Act to the extent permitted by section 3(m) of the Fair Labor Standards Act and Regulations, 29 CFR Part 531. To utilize this provison:

(1)The employer must inform tipped employees about this tip credit allowance before the credit is utilized;

(2)The employees must be allowed to retain all tips (individually or through a pooling arrangement and regardless of whether the employer elects to take a credit for tips received);

(3) The employer must be able to show by records that the employee receives at least the applicable Service Contract Act minimum wage through the combination of direct wages and tip credit;

(4) The use of such tip credit must have been permitted under any predecessor collective bargaining agreement applicable by virtue of section 4(c) of the Act.

(r) Disputes concerning labor standards. Disputes arising out of the labor standards provisions of this Contract/IGSA shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR parts 4, 6, and 8. Disputes within the meaning of this clause include disputes between the contractor (or any of its subcontractors) and the contracting agency, the U.S. Department of Labor, or the employees or their representatives.(The information collection, recordkeeping, and reporting requirements contained in this section have been approved by the Office of Management and Budget under the following numbers:
[[Page 46]]

Paragraph	OMB control number
(b)(2) (i)--(iv)	1215-0150
(e)	1215-0150
(g)(1) (i)--(iv)	1215-0017
(g)(1) (v), (vi)	1215-0150
(l) (1), (2)	1215-0150
(q)(3)	1215-0017

[48 FR 49762, Oct. 27, 1983; 48 FR 50529, Nov. 2, 1983, as amended at 61 FR 68663, Dec. 30, 1996]

Attachment 3

QUALITY ASSURANCE SURVEILLANCE PLAN

1. INTRODUCTION

ICE's Quality Assurance Surveillance Plan (QASP) is based on the premise that the Service Provider, and not the Government, is responsible for the day-to-day operation of the Facility and all the management and quality control actions required to meet the terms of the Agreement. The role of the Government in quality assurance is to ensure performance standards are achieved and maintained. The Service Provider shall develop a comprehensive program of inspections and monitoring actions and document its approach in a Quality Control Plan (QCP). The Service Provider's QCP, upon approval by the Government, will be made a part of the resultant Agreement.

This QASP is designed to provide an effective surveillance method to monitor the Service Provider's performance relative to the requirements listed in the Agreement. The QASP illustrates the systematic method the Government (or its designated representative) will use to evaluate the services the Service Provider is required to furnish.

This QASP is based on the premise the Government will validate that the Service Provider is complying with ERO-mandated quality standards in operating and maintaining detention facilities. Performance standards address all facets of detainee handling, including safety, health, legal rights, facility and records management, etc. Good management by the Service Provider and use of an approved QCP will ensure that the Facility is operating within acceptable quality levels.

2. DEFINITIONS

Performance Requirements Summary (Attachment 3[A]): The Performance Requirements Summary (PRS) communicates what the Government intends to qualitatively inspect. The PRS is based on the American Correctional Association (ACA) Standards for Adult Local Detention Facilities (ALDF) and ICE 2019 National Detention Standards (NDS). The PRS identifies performance standards grouped into nine functional areas, and quality levels essential for successful performance of each requirement. The PRS is used by ICE when conducting quality assurance surveillance to guide them through the inspection and review processes.

Functional Area: A logical grouping of performance standards.

Contracting Officer's Representative (COR): The COR interacts with the Service Provider to inspect and accept services/work performed in accordance with the technical standards prescribed in the Agreement. The Contracting Officer issues a written memorandum that appoints the COR. Other individuals may be designated to assist in the inspection and quality assurance surveillance activities.

Performance Standards: The performance standards are established in the ICE 2019 NDS at https://www.ice.gov/detention-standards/2019 as well as the ACA standards for ALDF. Other standards may also be defined in the Agreement.

Measures: The method for evaluating compliance with the standards.

Acceptable Quality Level: The minimum level of quality that will be accepted by ICE to meet the performance standard.

Withholding: Amount of monthly invoice payment withheld pending correction of a deficiency. See Attachment 3(A) for information on the percentages of an invoice amount that may be withheld for each functional area. Funds withheld from payment are recoverable (See Sections 7 and 8) if the COR and Contracting Officer confirm resolution or correction, and should be included in the next month's invoice.

Deduction: Funds may be deducted from a monthly invoice for an egregious act or event, or if the same deficiency continues to occur. The Service Provider will be notified immediately if such a situation arises. The Contracting Officer in consultation with the ERO will determine the amount of the deduction. Amounts deducted are not recoverable.

4. QUALITY CONTROL PLAN

The Service Provider shall develop, implement, and maintain a Quality Control Plan (QCP) that illustrates the methods it will use to review its performance to ensure it conforms to the performance requirements. (See Attachment 3[A] for a summary list of performance requirements.) Such reviews shall be performed by the Service Provider to validate its operations, and assure ICE that the services meet the performance standards.

The Service Provider's QCP shall include monitoring methods that ensure and demonstrate its compliance with the performance standards. This includes inspection methods and schedules that are consistent with the regular reviews conducted by ERO. The reports and other results generated by the Service Provider's QCP activities should be provided to the COR as requested.

The frequency and type of the Service Provider's reviews should be consistent with what is necessary in order to ensure compliance with the performance standards.

The Service Provider is encouraged not to limit its inspection to only the processes outlined in the 2019 NDS; however, certain key documents shall be produced by the Service Provider to ensure that the services meet the performance standards. Some of the documentation that shall be generated and made available to the COR for inspection is listed below. The list is intended as illustrative and is not all-inclusive. The Service Provider shall develop and implement a program that addresses the specific requirement of each standard and the means it will use to document compliance.

- Written policies and procedures to implement and assess operational requirements of the standard
- Documentation and record keeping to ensure ongoing operational compliance with the standards (e.g.; inventories, logbooks, register of receipts, reports, etc.)
- Staff training records
- Contract discrepancy reports (CDRs)
- Investigative reports

- Medical records
- Records of investigative actions taken
- Equipment inspections
- System tests and evaluation

5. METHODS OF SURVEILLANCE

ICE will monitor the Service Provider's compliance with the Performance Standards using a variety of methods. All facilities will be subject to a full annual inspection, which will include a review of the Service Provider's QCP activities. In addition, ICE may conduct additional routine, follow-up, or unscheduled ad hoc inspections as necessary (for instance, as a result of unusual incidents or data reflected in routine monitoring). ICE may also maintain an on-site presence in some facilities in order to conduct more regular or frequent monitoring. Inspections and monitoring may involve direct observation of facility conditions and operations, review of documentation (including QCP reports), and/or interviews of facility personnel and detainees.

5.1 Documentation Requirements: The Service Provider shall develop and maintain all documentation as prescribed in the 2019 NDS (e.g., post logs, policies, and records of corrective actions). In addition to the documentation prescribed by the standards, the Service Provider shall also develop and maintain documentation that demonstrates the results of its own inspections as prescribed in its QCP. The Government may review 100% of the documents, or a representative sample, at any point during the period of performance.

6. FUNCTIONAL PERFORMANCE AREAS AND STANDARDS

To facilitate the performance review process, the required performance standards are organized into nine functional areas. Each functional area represents a proportionate share (i.e., weight) of the monthly invoice amount payable to the Service Provider based on meeting the performance standards. Payment withholdings and deductions will be based on these percentages and weights applied to the overall monthly invoice.

The Contracting Officer may, by written order, and with the bilateral agreement of the Service Provider, make changes within the general scope of this Agreement in any one or more of the following:

(a) Description of services to be performed, including revisions to the applicable Detention Standards.
(b) Place of performance of the transportation, escort and stationary guard services.

7. FAILURE TO MEET PERFORMANCE STANDARDS

Performance of services in conformance with the PRS standards is essential for the Service Provider to receive full payment as identified in the Agreement. The Contracting Officer may take withholdings or deductions against the monthly invoices for unsatisfactory performance documented through surveillance of the Service Provider's activities gained through site inspections, reviews of documentation (including monthly QCP reports), interviews and other

feedback. As a result of its surveillance, the Service Provider will be assigned the following rating relative to each performance standard:

Rating	Description
Acceptable	Based on the measures, the performance standard is demonstrated.
Deficient	Based on the measures, compliance with most of the attributes of the performance standard is demonstrated or observed with some area(s) needing improvement. There are no critical areas of unacceptable performance
At-Risk	Based on the performance measures, the majority of a performance standard's attributes are not met.

Using the above standards as a guide, the Contracting Officer will implement adjustments to the Service Provider's monthly invoice as prescribed in Attachment 3(A).

Rather than withholding funds until a deficiency is corrected, there may be times when an event or a deficiency is so egregious that the Government ***deducts*** (vs. "withholds") amounts from the Service Provider's monthly invoice. This may happen when a significant event occurs, when a particular deficiency is noted multiple times without correction, or when the Service Provider has failed to take timely action on a deficiency about which he was properly and timely notified. The amount deducted will be consistent with the relative weight of the functional performance area where the deficiency was noted. The deduction may be a one-time event, or may continue until the Service Provider has either corrected the deficiency, or made substantial progress in the correction.

Further, a deficiency found in one functional area may tie into another. If a detainee escaped, for example, a deficiency would be noted in "Security," but may also relate to a deficiency in the area of "Administration and Management." In no event will the withhold or deduction exceed 100% of the invoice amount.

8. NOTIFICATIONS

(a) Based on the inspection of the Service Provider's performance, the COR will document instances of deficient or at-risk performance (e.g., noncompliance with the standard) using the CDR located at Attachment 3(B). To the extent practicable, issues should be resolved informally, with the COR and Service Provider working together. When documentation of an issue or deficiency is required, the procedures set forth in this section will be followed.

(b) When a CDR is required to document performance issues, it will be submitted to the Service Provider with a date when a response is due. Upon receipt of a CDR, the Service Provider shall immediately assess the situation and either correct the deficiency as quickly as possible or prepare a corrective action plan. In either event, the Service Provider shall return the CDR with the action planned or taken noted. After the COR reviews the Service Provider's response to the CDR including its planned remedy or corrective action taken, the COR will either accept the plan or correction or reject the correction or plan for revision and provide an

explanation. This process should take no more than one week. The CDR shall not be used as a substitute for quality control by the Service Provider.

(c) The COR, in addition to any other designated ICE official, shall be notified immediately in the event of all emergencies. Emergencies include, but are not limited to the following: activation of disturbance control team(s); disturbances (including gang activities, group demonstrations, food boycotts, work strikes, work-place violence, civil disturbances, or protests); staff use of force including use of lethal and less-lethal force (includes detainees in restraints more than eight hours); assaults on staff or detainees resulting in injuries requiring medical attention (does not include routine medical evaluation after the incident); fights resulting in injuries requiring medical attention; fires; full or partial lock down of the Facility; escape; weapons discharge; suicide attempts; deaths; declared or non-declared hunger strikes; adverse incidents that attract unusual interest or significant publicity; adverse weather (e.g., hurricanes, floods, ice or snow storms, heat waves, tornadoes); fence damage; power outages; bomb threats; significant environmental problems that impact the Facility operations; transportation accidents resulting in injuries, death or property damage; and sexual assaults. Note that in an emergency situation, a CDR may not be issued until an investigation has been completed.

(d) If the COR concludes that the deficient or at-risk performance warrants a withholding or deduction, the COR will include the CDR in its monthly report, with a copy to the Contracting Officer. The CDR will be accompanied by the COR's investigation report and written recommendation for any withholding. The Contracting Officer will consider the COR's recommendation and forward the CDR along with any relevant supporting information to the Service Provider in order to confirm or further discuss the prospective cure, including the Government's proposed course of action. As described in section 7 above, portions of the monthly invoice amount may be withheld until such time as the corrective action is completed, ***or*** a deduction may be taken.

(e) Following receipt of the Service Provider's notification that the correction has been made, the COR may re-inspect the Facility. Based upon the COR's findings, he or she will recommend that the Contracting Officer continue to withhold a proportionate share of the payment until the correction is made, or accept the correction as final and release the full amount withheld for that issue.

(f) If funds have been withheld and either the Government or the Service Provider terminates the Agreement, those funds will not be released. The Service Provider may only receive withheld payments upon successful correction of an instance of non-compliance. Further, the Service Provider is not relieved of full performance of the required services hereunder; the Agreement may be terminated upon adequate notice from the Government based upon any one instance, or failure to remedy deficient performance, even if a deduction was previously taken for any inadequate performance.

(g) The COR will maintain a record of all open and resolved CDRs.

9. DETAINEE OR MEMBER OF THE PUBLIC COMPLAINTS

The detainee and the public are the ultimate recipients of the services identified in this Agreement. Any complaints made known to the COR will be logged and forwarded to the Service Provider for remedy. Upon notification, the Service Provider shall be given a pre-specified number of hours after verbal notification from the COR to address the issue. The Service Provider shall submit documentation to the COR regarding the actions taken to remedy the situation. If the complaint is found to be invalid, the Service Provider shall document its findings and notify the COR.

10. ATTACHMENTS

A. Performance Requirements Summary

B. Contract Discrepancy Report

Attachment 3(A) - Performance Requirements Summary

FUNCTIONAL AREA/ WEIGHT	PERFORMANCE STANDARD (NDS, ICE POLICIES, PWS)	PERFORMANCE MEASURE	METHOD OF SURVEILLANCE	ACCEPTABLE QUALITY LEVEL	WITHHOLDING CRITERIA
Guard Services (20%) (Addresses staffing, work schedule, post orders, log books, firearms, body armor, equipment, training in accordance with ACA standards, and temporary lodging services)	***NDS Reference:*** Post Orders	Performance measures are reflected in the monitoring instrument that accompanies each standard or in the supplemental performance monitoring tool issued by the COR	• Annual review of the facility by the Detention Standards Compliance Unit Periodic reviews in accordance with the attached performance monitoring tool • Monthly review of corrective action plan results • Ad-hoc reviews as needed • CDRs	Performance fully complies with all elements of standard at a level no less than acceptable (see Section 6 of the QASP)	A rating of Deficient will result in up to a 20% *deduction* in the monthly invoiced per-diem day rate until compliance with the standard is established A rating of At-Risk will result in up to a 20% *deduction* in the monthly invoiced per-diem day rate until compliance with the standard is established
Transportation Services (10%) (Addresses ground transportation of detainees, staffing and vehicles)	***NDS Reference:*** Non-Medical Emergency Escorted Trips Detainee Transfers Transportation (Land Transportation)	Performance measures are reflected in the monitoring instrument that accompanies each standard or in the supplemental performance monitoring tool issued by the COR	• Annual review of the facility by the Detention Standards Compliance Unit Periodic reviews in accordance with the attached performance monitoring tool • Monthly review of corrective action plan results • Ad-hoc reviews as needed • CDRs	Performance fully complies with all elements of standard at a level no less than acceptable (see Section 6 of the QASP)	A rating of Deficient will result in up to a 10% *deduction* in the monthly invoiced per-diem day rate until compliance with the standard is established A rating of At-Risk will result in up to a 10% *deduction* in the monthly invoiced per-diem day rate until compliance with the standard is established

Attachment 3(A)

Food Services (10%) (Addresses compliance with ICE standards regarding food quality, nutrition, transportation, and sanitation)	***NDS Reference:*** *Food Service*	Performance measures are reflected in the monitoring instrument that accompanies each standard or in the supplemental performance monitoring tool issued by the COR	• Annual review of the facility by the Detention Standards Compliance Unit • Periodic reviews in accordance with the attached performance monitoring tool • Monthly review of corrective action plan results Ad-hoc reviews as needed • CDRs	Performance fully complies with all elements of standard at a level no less than acceptable (see Section 6 of the QASP)	A rating of Deficient will result in up to a 10% *deduction* in the monthly invoiced per-diem day rate until compliance with the standard is established A rating of At-Risk will result in up to a 10% *deduction* in the monthly invoiced per-diem day rate until compliance with the standard is established
Systems Maintenance (15%) (Addresses facility preventative maintenance and repair services)		Performance measures are reflected in the monitoring instrument that accompanies each standard or in the supplemental performance monitoring tool issued by the COR Equipment maintenance and repair services performed in a timely manner resulting in minimum interruption to normal operations	• Preventative maintenance service schedule • Maintenance records and logs • Monthly review of corrective action plan results • Ad-hoc reviews as needed • Review of contractor's quality control program monitoring reports CDR's	Performance fully complies with all elements of standard at a level no less than acceptable (see Section 6 of the QASP)	A rating of Deficient will result in up to a 15% *deduction* in the monthly invoiced per-diem day rate until compliance with the standard is established A rating of At-Risk will result in up to a 15% *deduction* in the monthly invoiced per-diem day rate until compliance with the standard is established
General Grounds Maintenance and Landscaping Services (10%) (Addresses the interior and exterior appearance of facilities)		Performance measures are reflected in the monitoring instrument that accompanies each standard or in the supplemental performance monitoring tool issued by the COR	• Periodic reviews in accordance with the attached performance monitoring tool • Monthly review of corrective action plan results • Ad-hoc reviews as needed • CDR	Performance fully complies with all elements of standard at a level no less than acceptable (see Section 6 of the QASP)	A rating of Deficient will result in up to a 10% *deduction* in the monthly invoiced per-diem day rate until compliance with the standard is established A rating of At-Risk will result in up to a 10% *deduction* in the monthly invoiced per-diem day rate until compliance with the standard is established

Attachment 3(A)

Facility Security and Control (20%) (Addresses compliance with ICE standards to maintain Security and Control at locations with a detainee population) (Addresses Contractor compliance with ICE emergency procedures, reporting of serious incidents, evacuation plans, injury, illness, medical requests, evacuation, detainee death or injury)	***NDS Reference:*** *Admission and Release* *Contraband* *Detention Files* *Detention Searches* *Disciplinary Policy* *Emergency Plans* *Environmental Health and Safety* *Funds and Personal Property* *Hold Rooms in Detention Facilities* *Issuance and Exchange of Clothing, Bedding and Towels* *Key and Lock Control Medical Care* *Population Counts* *Post Orders* *Security Inspections* *Telephone Access* *Terminal Illness, Advance Directives and Death* *Visitation* *Use of Force*	Performance measures are reflected in the monitoring instrument that accompanies each standard or in the supplemental performance monitoring tool issued by the COR	• Annual review of the facility by the Detention Standards Compliance Unit Periodic reviews in accordance with the attached performance monitoring tool • Monthly review of corrective action plan results • Ad-hoc reviews as needed • CDRs	Performance fully complies with all elements of standard at a level no less than acceptable (see Section 6 of the QASP)	A rating of Deficient will result in up to a 20% *deduction* in the monthly invoiced per-diem day rate until compliance with the standard is established A rating of At-Risk will result in up to a 20% *deduction* in the monthly invoiced per-diem day rate until compliance with the standard is established
Administration and Personnel (10%) (Addresses Contractor responsibilities in providing employees to perform under this contract) (Addresses Contractor responsibilities for developing plans and programs, maintaining manuals, attending meetings, and preparing records and reports)	***NDS Reference*** Emergency Plans	Performance measures are reflected in the monitoring instrument that accompanies each standard or in the supplemental performance monitoring tool issued by the COR	• Annual review of the facility by the Detention Standards Compliance Unit Periodic reviews in accordance with the attached performance monitoring tool • Monthly review of corrective action plan results • Ad-hoc reviews as needed • CDRs	Performance fully complies with all elements of standard at a level no less than acceptable (see Section 6 of the QASP)	A rating of Deficient will result in up to a 10% *deduction* in the monthly invoiced per-diem day rate until compliance with the standard is established A rating of At-Risk will result in up to a 10% *deduction* in the monthly invoiced per-diem day rate until compliance with the standard is established

Attachment 3(A)

Background and Clearance Procedures (5%) (Addresses background investigations, security requirements, suitability determinations, background investigations, employment and continued eligibility, and security management) (Reporting alleged employee misconduct, arrests, employees under investigation by any law enforcement agency)	***PWS Reference:*** Section H, Background and Clearance Procedures	Performance measures are reflected in the monitoring instrument that accompanies each standard or in the supplemental performance monitoring tool issued by the COR	• Ad-hoc reviews as needed • CDRs	Performance fully complies with all elements of standard at a level no less than acceptable (see Section 6 of the QASP)	A rating of Deficient will result in up to a 5% *deduction* in the monthly invoiced per-diem day rate until compliance with the standard is established A rating of At-Risk will result in up to a 5% *deduction* in the monthly invoiced per-diem day rate until compliance with the standard is established

Attachment 3(A)

The following is a breakdown of the percentage amounts that will be withheld or deducted for each functional area for 1st offense through 4th offense in deficient and at-risk within the entire contract period of performance. As stated in the withholding and deduction criteria, no more than the total weight for each functional area (for example 20% for Guard Services) will be withheld or deducted on the monthly invoice. The offenses will be recorded on a twelve (12) month basis.

WITHHOLDING

Deficient	1st	2nd	3rd	4th
Guard Services	5.00%	10.00%	15.00%	20.00%
Transportation Services	2.50%	5.00%	7.50%	10.00%
Food Services	2.50%	5.00%	7.50%	10.00%
Systems Maintenance	3.75%	7.50%	11.25%	15.00%
General Grounds Maintenance and	2.50%	5.00%	7.50%	10.00%
Facility Security and Control	5.00%	10.00%	15.00%	20.00%
Administration and Personnel	2.50%	5.00%	7.50%	10.00%
Background and Clearance Procedures	1.25%	2.50%	3.75%	5.00%

DEDUCTION

At-Risk	1st	2nd	3rd	4th
Guard Services	5.00%	10.00%	15.00%	20.00%
Transportation Services	2.50%	5.00%	7.50%	10.00%
Food Services	2.50%	5.00%	7.50%	10.00%
Systems Maintenance	3.75%	7.50%	11.25%	15.00%
General Grounds Maintenance and	2.50%	5.00%	7.50%	10.00%
Facility Security and Control	5.00%	10.00%	15.00%	20.00%
Administration and Personnel	2.50%	5.00%	7.50%	10.00%
Background and Clearance Procedures	1.25%	2.50%	3.75%	5.00%

CONTRACT DISCREPANCY REPORT .	1. CONTRACT NUMBER
Report Number:	**Date:**

2. TO: (Contractor and Manager Name)	3. FROM: (Name of COR)

DATES

CONTRACTOR NOTIFICATION	CONTRACTOR RESPONSE DUE BY	RETURNED BY CONTRACTOR	ACTION COMPLETE

4. DISCREPANCY OR PROBLEM *(Describe in Detail: Include reference in PWS / Directive: Attach continuation sheet if necessary.)*

5. SIGNATURE OF CONTRACTING OFFICER'S REPRESENTATIVE (COR)

6. TO: (*COR*)	7. FROM: (*Contractor*)

8. CONTRACTOR RESPONSE AS TO CAUSE, CORRECTIVE ACTION AND ACTIONS TO PREVENT RECURRENCE. ATTACH CONTINUATION SHEET IF NECESSARY. (*Cite applicable Q.A. program procedures or new A.W. procedures.*)

9. SIGNATURE OF CONTRACTOR REPRESENTATIVE	10. DATE

11. GOVERNMENT EVALUATION OF CONTRACTOR RESPONSE/RESOLUTION PLAN: (*Acceptable response/plan, partial acceptance of response/plan, rejection: attach continuation sheet if necessary*)

12. GOVERNMENT ACTIONS (*Payment withholding, cure notice, show cause, other.*)

CLOSE OUT

	NAME AND TITLE	SIGNATURE	DATE
CONTRACTOR NOTIFIED			
COR			
CONTRACTING OFFICER			

ATTACHMENT 4: DHS PREA STANDARDS

This document incorporates the requirements from Subpart A of the U.S. Department of Homeland Security (DHS) regulation titled, "Standards to Prevent, Detect, and Respond to Sexual Abuse and Assault in Confinement Facilities," 79 Fed. Reg. 13100 (Mar. 7, 2014) that are specifically applicable to detention facilities. Requirements that are applicable to the agency only have not been included, and accordingly, the numbering and sequential order within each of the below sections may not necessarily reflect those contained in Subpart A. Where any requirements of the DHS standards may conflict with the terms of the ICE detention standards currently applicable at the facility, the DHS PREA standards shall supersede:

115.6 **Definitions Related to Sexual Abuse and Assault**

(1) Sexual abuse includes –
   (a) Sexual abuse and assault of a detainee by another detainee; and
   (b) Sexual abuse and assault of a detainee by a staff member, contractor, or volunteer.

(2) Sexual abuse of a detainee by another detainee includes any of the following acts by one or more detainees, prisoners, inmates, or residents of the facility in which the detainee is housed who, by force, coercion, or intimidation, or if the victim did not consent or was unable to consent or refuse, engages in or attempts to engage in:
   (a) Contact between the penis and the vulva or anus and, for purposes of this subparagraph, contact involving the penis upon penetration, however slight;
   (b) Contact between the mouth and the penis, vulva, or anus;
   (c) Penetration, however, slight, of the anal or genital opening of another person by a hand or finger or by any object;
   (d) Touching of the genitalia, anus, groin, breast, inner thighs or buttocks, either directly or through the clothing, with an intent to abuse, humiliate, harass, degrade or arouse or gratify the sexual desire of any person; or
   (e) Threats, intimidation, or other actions or communications by one or more detainees aimed at coercing or pressuring another detainee to engage in a sexual act.

(3) Sexual abuse of a detainee by a staff member, contractor, or volunteer includes any of the following acts, if engaged in by one or more staff members, volunteers, or contract personnel who, with or without the consent of the detainee, engages in or attempts to engage in:
   (a) Contact between the penis and the vulva or anus and, for purposes of this subparagraph, contact involving the penis upon penetration, however slight;
   (b) Contact between the mouth and the penis, vulva, or anus;
   (c) Penetration, however slight, of the anal or genital opening of another person by a hand or finger or by any object that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
   (d) Intentional touching of the genitalia, anus, groin, breast, inner thighs or buttocks, either directly or through the clothing, that is unrelated to official duties or where

the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;

(e) Threats, intimidation, harassment, indecent, profane or abusive language, or other actions or communications, aimed at coercing or pressuring a detainee to engage in a sexual act;

(f) Repeated verbal statements or comments of a sexual nature to a detainee;

(g) Any display of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate, detainee, or resident, or

(h) Voyeurism, which is defined as the inappropriate visual surveillance of a detainee for reasons unrelated to official duties. Where not conducted for reasons relating to official duties, the following are examples of voyeurism: staring at a detainee who is using a toilet in his or her cell to perform bodily functions; requiring an inmate detainee to expose his or her buttocks, genitals, or breasts; or taking images of all or part of a detainee's naked body or of a detainee performing bodily functions.

PREVENTION PLANNING

115.11 Zero tolerance of sexual abuse; Prevention of Sexual Assault Coordinator.

(1) Each facility shall have a written policy mandating zero tolerance toward all forms of sexual abuse and outlining the facility's approach to preventing, detecting, and responding to such conduct. The agency shall review and approve each facility's written policy.

(2) Each facility shall employ or designate a Prevention of Sexual Assault Compliance Manager (PSA Compliance Manager) who shall serve as the facility point of contact for the ICE PSA Coordinator and who has sufficient time and authority to oversee facility efforts to comply with facility sexual abuse prevention and intervention policies and procedures.

115.13 Detainee supervision and monitoring.

(1) Each facility shall ensure that it maintains sufficient supervision of detainees, including through appropriate staffing levels and, where applicable, video monitoring, to protect detainees against sexual abuse.

(2) Each facility shall develop and document comprehensive detainee supervision guidelines to determine and meet the facility's detainee supervision needs, and shall review those guidelines at least annually.

(3) In determining adequate levels of detainee supervision and determining the need for video monitoring, the facility shall take into consideration generally accepted detention and correctional practices, any judicial findings of inadequacy, the physical layout of each facility, the composition of the detainee population, the prevalence of substantiated and unsubstantiated incidents of sexual abuse, the findings and recommendations of sexual abuse incident review reports, and any other relevant factors, including but not limited to the length of time detainees spend in agency custody.

(4) Each facility shall conduct frequent unannounced security inspections to identify and deter sexual abuse of detainees. Such inspections shall be implemented for night as well

as day shifts. Each facility shall prohibit staff from alerting others that these security inspections are occurring, unless such announcement is related to the legitimate operational functions of the facility.

115.15 **Limits to cross-gender viewing and searches.**

(1) Searches may be necessary to ensure the safety of officers, civilians and detainees; to detect and secure evidence of criminal activity; and to promote security, safety, and related interests at immigration detention facilities.
(2) Cross-gender pat-down searches of male detainees shall not be conducted unless, after reasonable diligence, staff of the same gender is not available at the time the pat-down search is required or in exigent circumstances.
(3) Cross-gender pat-down searches of female detainees shall not be conducted unless in exigent circumstances.
(4) All cross-gender pat-down searches shall be documented.
(5) Cross-gender strip searches or cross-gender visual body cavity searches shall not be conducted except in exigent circumstances, including consideration of officer safety, or when performed by medical practitioners. Facility staff shall not conduct visual body cavity searches of juveniles and, instead, shall refer all such body cavity searches of juveniles to a medical practitioner.
(6) All strip searches and visual body cavity searches shall be documented.
(7) Each facility shall implement policies and procedures that enable detainees to shower, perform bodily functions, and change clothing without being viewed by staff of the opposite gender, except in exigent circumstances or when such viewing is incidental to routine cell checks or is otherwise appropriate in connection with a medical examination or monitored bowel movement. Such policies and procedures shall require staff of the opposite gender to announce their presence when entering an area where detainees are likely to be showering, performing bodily functions, or changing clothing.
(8) The facility shall not search or physically examine a detainee for the sole purposes of determining the detainee's genital characteristics. If the detainee's gender is unknown, it may be determined during conversations with the detainee, by reviewing medical records, or, if necessary, learning that information as part of a standard medical examination that all detainees must undergo as part of intake or other processing procedure conducted in private, by a medical practitioner.

115.16 **Accommodating detainees with disabilities and detainees who are limited English proficient.**

(1) The agency and each facility shall take appropriate steps to ensure that detainees with disabilities (including, for example, detainees who are deaf or hard of hearing, those who are blind or have low vision, or those who have intellectual, psychiatric, or speech disabilities) have an equal opportunity to participate in or benefit from all aspects of the agency's and facility's efforts to prevent, detect, and respond to sexual abuse. Such steps shall include, when necessary to ensure effective communication with detainees who are deaf or hard of hearing, providing access to in-person, telephonic, or video interpretive services that enable effective, accurate, and impartial interpretation, both receptively and

expressively, using any necessary specialized vocabulary. In addition, the agency and facility shall ensure that any written materials related to sexual abuse are provided in formats or through methods that ensure effective communication with detainees with disabilities, including detainees who have intellectual disabilities, limited reading skills, or who are blind or have low vision. An agency or facility is not required to take actions that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity, or in undue financial and administrative burdens, as those terms are used in regulations promulgated under title II of the Americans with Disabilities Act, 28 CFR 35.164.

(2) The agency and each facility shall take steps to ensure meaningful access to all aspects of the agency's and facility's efforts to prevent, detect, and respond to sexual abuse to detainees who are limited English proficient, including steps to provide in-person or telephonic interpretive services that enable effective, accurate, and impartial interpretation, both receptively and expressively, using any necessary specialized vocabulary.

(3) In matters relating to allegations of sexual abuse, the agency and each facility shall provide in-person or telephonic interpretation services that enable effective, accurate, and impartial interpretation, by someone other than another detainee, unless the detainee expresses a preference for another detainee to provide interpretation, and the agency determines that such interpretation is appropriate and consistent with DHS policy. The provision of interpreter services by minors, alleged abusers, detainees who witnessed the alleged abuse, and detainees who have a significant relationship with the alleged abuser is not appropriate in matters relating to allegations of sexual abuse.

115.17 **Hiring and promotion decisions.**

(1) An agency or facility shall not hire or promote anyone who may have contact with detainees, and shall not enlist the services of any contractor or volunteer who may have contact with detainees, who has engaged in sexual abuse in a prison, jail, holding facility, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997); who has been convicted of engaging or attempting to engage in sexual activity facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse; or who has been civilly or administratively adjudicated to have engaged in such activity.

(2) An agency or facility considering hiring or promoting staff shall ask all applicants who may have contact with detainees directly about previous misconduct described in paragraph (1) of this section, in written applications or interviews for hiring or promotions and in any interviews or written self-evaluations conducted as part of reviews of current employees. Agencies and facilities shall also impose upon employees a continuing affirmative duty to disclose any such misconduct. The agency, consistent with law, shall make its best efforts to contact all prior institutional employers of an applicant for employment, to obtain information on substantiated allegations of sexual abuse or any resignation during a pending investigation of alleged sexual abuse.

(3) Before hiring new staff who may have contact with detainees, the agency or facility shall conduct a background investigation to determine whether the candidate for hire is suitable for employment with the facility or agency, including a criminal background

records check. Upon request by the agency, the facility shall submit for the agency's approval written documentation showing the detailed elements of the facility's background check for each staff member and the facility's conclusions. The agency shall conduct an updated background investigation every five years for agency employees who may have contact with detainees. The facility shall require an updated background investigation every five years for those facility staff who may have contact with detainees and who work in immigration-only detention facilities.

(4) The agency or facility shall also perform a background investigation before enlisting the services of any contractor who may have contact with detainees. Upon request by the agency, the facility shall submit for the agency's approval written documentation showing the detailed elements of the facility's background check for each contractor and the facility's conclusions.

(5) Material omissions regarding such misconduct, or the provision of materially false information, shall be grounds for termination or withdrawal of an offer of employment, as appropriate.

(6) In the event the agency contracts with a facility for the confinement of detainees, the requirements of this section otherwise applicable to the agency also apply to the facility and its staff.

115.18 **Upgrades to facilities and technologies.**

(1) When designing or acquiring any new facility and in planning any substantial expansion or modification of existing facilities, the facility or agency, as appropriate, shall consider the effect of the design, acquisition, expansion, or modification upon their ability to protect detainees from sexual abuse.

(2) When installing or updating a video monitoring system, electronic surveillance system, or other monitoring technology in an immigration detention facility, the facility or agency, as appropriate, shall consider how such technology may enhance their ability to protect detainees from sexual abuse.

RESPONSIVE PLANNING

115.21 **Evidence protocols and forensic medical examinations.**

(1) To the extent that the agency or facility is responsible for investigating allegations of sexual abuse involving detainees, it shall follow a uniform evidence protocol that maximizes the potential for obtaining usable physical evidence for administrative proceedings and criminal prosecutions. The protocol shall be developed in coordination with DHS and shall be developmentally appropriate for juveniles, where applicable.

(2) The agency and each facility developing an evidence protocol referred to in paragraph (1) of this section, shall consider how best to utilize available community resources and services to provide valuable expertise and support in the areas of crisis intervention and counseling to most appropriately address victims' needs. Each facility shall establish procedures to make available, to the full extent possible, outside victim services following incidents of sexual abuse; the facility shall attempt to make available to the victim a victim advocate from a rape crisis center. If a rape crisis center is not available

to provide victim advocate services, the agency shall provide these services by making available a qualified staff member from a community-based organization, or a qualified agency staff member. A qualified agency staff member or a qualified community-based staff member means an individual who has received education concerning sexual assault and forensic examination issues in general. The outside or internal victim advocate shall provide emotional support, crisis intervention, information, and referrals.

(3) Where evidentiarily or medically appropriate, at no cost to the detainee, and only with the detainee's consent, the facility shall arrange for an alleged victim detainee to undergo a forensic medical examination by qualified health care personnel, including a Sexual Assault Forensic Examiner (SAFE) or Sexual Assault Nurse Examiner (SANE) where practicable. If SAFEs or SANEs cannot be made available, the examination can be performed by other qualified health care personnel.

(4) As requested by a victim, the presence of his or her outside or internal victim advocate, including any available victim advocacy services offered by a hospital conducting a forensic exam, shall be allowed for support during a forensic exam and investigatory interviews.

(5) To the extent that the agency is not responsible for investigating allegations of sexual abuse, the agency or the facility shall request that the investigating agency follow the requirements of paragraphs (1) through (4) of this section.

115.22 **Policies to ensure investigation of allegations and appropriate agency oversight.**

(1) The agency shall establish an agency protocol, and shall require each facility to establish a facility protocol, to ensure that each allegation of sexual abuse is investigated by the agency or facility, or referred to an appropriate investigative authority.

(2) The agency shall ensure that the agency and facility protocols required by paragraph (a) of this section, include a description of responsibilities of the agency, the facility, and any other investigating entities; and require the documentation and maintenance, for at least five years, of all reports and referrals of allegations of sexual abuse.

(3) The agency shall post its protocols on its Web site; each facility shall also post its protocols on its Web site, if it has one, or otherwise make the protocol available to the public.

(4) Each facility protocol shall ensure that all allegations are promptly reported to the agency as described in paragraphs (5) and (6) of this section, and, unless the allegation does not involve potentially criminal behavior, are promptly referred for investigation to an appropriate law enforcement agency with the legal authority to conduct criminal investigations. A facility may separately, and in addition to the above reports and referrals, conduct its own investigation.

(5) When a detainee, prisoner, inmate, or resident of the facility in which an alleged detainee victim is housed is alleged to be the perpetrator of detainee sexual abuse, the facility shall ensure that the incident is promptly reported to the Joint Intake Center, the ICE Office of Professional Responsibility or the DHS Office of Inspector General, as well as the appropriate ICE Field Office Director, and, if it is potentially criminal, referred to an appropriate law enforcement agency having jurisdiction for investigation.

(6) When a staff member, contractor, or volunteer is alleged to be the perpetrator of detainee sexual abuse, the facility shall ensure that the incident is promptly reported to the Joint

Intake Center, the ICE Office of Professional Responsibility or the DHS Office of Inspector General, as well as to the appropriate ICE Field Office Director, and to the local government entity or contractor that owns or operates the facility. If the incident is potentially criminal, the facility shall ensure that it is promptly referred to an appropriate law enforcement agency having jurisdiction for investigation.

TRAINING AND EDUCATION

115.31 **Staff training.**

(1) The agency shall train, or require the training of, all employees who may have contact with immigration detainees, and all facility staff, to be able to fulfill their responsibilities under this part, including training on:
   (a) The agency's and the facility's zero-tolerance policies for all forms of sexual abuse;
   (b) The right of detainees and staff to be free from sexual abuse, and from retaliation for reporting sexual abuse;
   (c) Definitions and examples of prohibited and illegal sexual behavior;
   (d) Recognition of situations where sexual abuse may occur;
   (e) Recognition of physical, behavioral, and emotional signs of sexual abuse, and methods of preventing and responding to such occurrences;
   (f) How to avoid inappropriate relationships with detainees;
   (g) How to communicate effectively and professionally with detainees, including lesbian, gay, bisexual, transgender, intersex, or gender nonconforming detainees;
   (h) Procedures for reporting knowledge or suspicion of sexual abuse; and
   (i) The requirement to limit reporting of sexual abuse to personnel with a need-to-know in order to make decisions concerning the victim's welfare and for law enforcement or investigative purposes.

(2) All current facility staff, and all agency employees who may have contact with immigration detention facility detainees, shall be trained within one year of May 6, 2014, and the agency or facility shall provide refresher information every two years.

(3) The agency and each facility shall document that staff that may have contact with immigration facility detainees have completed the training.

115.32 **Other training.**

(1) The facility shall ensure that all volunteers and other contractors (as defined in paragraph (4) of this section) who have contact with detainees have been trained on their responsibilities under the agency's and the facility's sexual abuse prevention, detection, intervention and response policies and procedures.

(2) The level and type of training provided to volunteers and other contractors shall be based on the services they provide and level of contact they have with detainees, but all volunteers and other contractors who have contact with detainees shall be notified of the agency's and the facility's zero-tolerance policies regarding sexual abuse and informed how to report such incidents.

(3) Each facility shall receive and maintain written confirmation that volunteers and other contractors who have contact with immigration facility detainees have completed the training.
(4) In this section, the term *other contractor* means a person who provides services on a non-recurring basis to the facility pursuant to a contractual agreement with the agency or facility.

115.33 **Detainee education.**

(1) During the intake process, each facility shall ensure that the detainee orientation program notifies and informs detainees about the agency's and the facility's zero-tolerance policies for all forms of sexual abuse and includes (at a minimum) instruction on:
    (a) Prevention and intervention strategies;
    (b) Definitions and examples of detainee-on-detainee sexual abuse, staff-on-detainee sexual abuse and coercive sexual activity;
    (c) Explanation of methods for reporting sexual abuse, including to any staff member, including a staff member other than an immediate point-of-contact line officer (e.g., the compliance manager or a mental health specialist), the DHS Office of Inspector General, and the Joint Intake Center;
    (d) Information about self-protection and indicators of sexual abuse;
    (e) Prohibition against retaliation, including an explanation that reporting sexual abuse shall not negatively impact the detainee's immigration proceedings; and
    (f) The right of a detainee who has been subjected to sexual abuse to receive treatment and counseling.
(2) Each facility shall provide the detainee notification, orientation, and instruction in formats accessible to all detainees, including those who are limited English proficient, deaf, visually impaired or otherwise disabled, as well as to detainees who have limited reading skills.
(3) The facility shall maintain documentation of detainee participation in the intake process orientation.
(4) Each facility shall post on all housing unit bulletin boards the following notices:
    (a) The DHS-prescribed sexual assault awareness notice;
    (b) The name of the Prevention of Sexual Abuse Compliance Manager; and
    (c) The name of local organizations that can assist detainees who have been victims of sexual abuse.
(5) The facility shall make available and distribute the DHS-prescribed "Sexual Assault Awareness Information" pamphlet.
(6) Information about reporting sexual abuse shall be included in the agency Detainee Handbook made available to all immigration detention facility detainees.

115.34 **Specialized training: Investigations.**

(1) In addition to the general training provided to all facility staff and employees pursuant to § 115.31, the agency or facility shall provide specialized training on sexual abuse and effective cross-agency coordination to agency or facility investigators, respectively, who conduct investigations into allegations of sexual abuse at immigration detention facilities. All investigations into alleged sexual abuse must be conducted by qualified investigators.

(2) The agency and facility must maintain written documentation verifying specialized training provided to investigators pursuant to this section.

115.35 **Specialized training: Medical and mental health care.**

(1) The agency shall review and approve the facility's policy and procedures to ensure that facility medical staff is trained in procedures for examining and treating victims of sexual abuse, in facilities where medical staff may be assigned these activities.

ASSESSMENT FOR RISK OF SEXUAL VICTIMIZATION AND ABUSIVENESS

115.41 **Assessment for risk of victimization and abusiveness.**

(1) The facility shall assess all detainees on intake to identify those likely to be sexual aggressors or sexual abuse victims and shall house detainees to prevent sexual abuse, taking necessary steps to mitigate any such danger. Each new arrival shall be kept separate from the general population until he/she is classified and may be housed accordingly.
(2) The initial classification process and initial housing assignment should be completed within twelve hours of admission to the facility.
(3) The facility shall also consider, to the extent that the information is available, the following criteria to assess detainees for risk of sexual victimization:
    (a) Whether the detainee has a mental, physical, or developmental disability;
    (b) The age of the detainee;
    (c) The physical build and appearance of the detainee;
    (d) Whether the detainee has previously been incarcerated or detained;
    (e) The nature of the detainee's criminal history;
    (f) Whether the detainee has any convictions for sex offenses against an adult or child;
    (g) Whether the detainee has self-identified as gay, lesbian, bisexual, transgender, intersex, or gender nonconforming;
    (h) Whether the detainee has self-identified as having previously experienced sexual victimization; and
    (i) The detainee's own concerns about his or her physical safety.
(4) The initial screening shall consider prior acts of sexual abuse, prior convictions for violent offenses, and history of prior institutional violence or sexual abuse, as known to the facility, in assessing detainees for risk of being sexually abusive.
(5) The facility shall reassess each detainee's risk of victimization or abusiveness between 60 and 90 days from the date of initial assessment, and at any other time when warranted based upon the receipt of additional, relevant information or following an incident of abuse or victimization.
(6) Detainees shall not be disciplined for refusing to answer, or for not disclosing complete information in response to, questions asked pursuant to paragraphs (3)(a), (3)(g), (3)(h), or (3)(i) of this section.
(7) The facility shall implement appropriate controls on the dissemination within the facility of responses to questions asked pursuant to this standard in order to ensure that sensitive

information is not exploited to the detainee's detriment by staff or other detainees or inmates.

115.42 **Use of assessment information.**

(1) The facility shall use the information from the risk assessment under § 115.41 of this part to inform assignment of detainees to housing, recreation and other activities, and voluntary work. The agency shall make individualized determinations about how to ensure the safety of each detainee.
(2) When making assessment and housing decisions for a transgender or intersex detainee, the facility shall consider the detainee's gender self-identification and an assessment of the effects of placement on the detainee's health and safety. The facility shall consult a medical or mental health professional as soon as practicable on this assessment. The facility should not base placement decisions of transgender or intersex detainees solely on the identity documents or physical anatomy of the detainee; a detainee's self-identification of his/her gender and self-assessment of safety needs shall always be taken into consideration as well. The facility's placement of a transgender or intersex detainee shall be consistent with the safety and security considerations of the facility, and placement and programming assignments for each transgender or intersex detainee shall be reassessed at least twice each year to review any threats to safety experienced by the detainee.
(3) When operationally feasible, transgender and intersex detainees shall be given the opportunity to shower separately from other detainees.

115.43 **Protective custody.**

(1) The facility shall develop and follow written procedures consistent with the standards in this subpart for each facility governing the management of its administrative segregation unit. These procedures, which should be developed in consultation with the ICE Enforcement and Removal Operations Field Office Director having jurisdiction for the facility, must document detailed reasons for placement of an individual in administrative segregation on the basis of a vulnerability to sexual abuse or assault.
(2) Use of administrative segregation by facilities to protect detainees vulnerable to sexual abuse or assault shall be restricted to those instances where reasonable efforts have been made to provide appropriate housing and shall be made for the least amount of time practicable, and when no other viable housing options exist, as a last resort. The facility should assign detainees vulnerable to sexual abuse or assault to administrative segregation for their protection until an alternative means of separation from likely abusers can be arranged, and such an assignment shall not ordinarily exceed a period of 30 days.
(3) Facilities that place vulnerable detainees in administrative segregation for protective custody shall provide those detainees access to programs, visitation, counsel and other services available to the general population to the maximum extent practicable.
(4) Facilities shall implement written procedures for the regular review of all vulnerable detainees placed in administrative segregation for their protection, as follows:

(a) A supervisory staff member shall conduct a review within 72 hours of the detainee's placement in administrative segregation to determine whether segregation is still warranted; and
(b) A supervisory staff member shall conduct, at a minimum, an identical review after the detainee has spent seven days in administrative segregation, and every week thereafter for the first 30 days, and every 10 days thereafter.

(5) Facilities shall notify the appropriate ICE Field Office Director no later than 72 hours after the initial placement into segregation, whenever a detainee has been placed in administrative segregation on the basis of a vulnerability to sexual abuse or assault.

REPORTING

115.51 **Detainee reporting.**

(1) The agency and each facility shall develop policies and procedures to ensure that detainees have multiple ways to privately report sexual abuse, retaliation for reporting sexual abuse, or staff neglect or violations of responsibilities that may have contributed to such incidents. The agency and each facility shall also provide instructions on how detainees may contact their consular official, the DHS Office of the Inspector General or, as appropriate, another designated office, to confidentially and, if desired, anonymously, report these incidents.
(2) The agency shall also provide, and the facility shall inform the detainees of, at least one way for detainees to report sexual abuse to a public or private entity or office that is not part of the agency, and that is able to receive and immediately forward detainee reports of sexual abuse to agency officials, allowing the detainee to remain anonymous upon request.
(3) Facility policies and procedures shall include provisions for staff to accept reports made verbally, in writing, anonymously, and from third parties and to promptly document any verbal reports.

115.52 **Grievances.**

(1) The facility shall permit a detainee to file a formal grievance related to sexual abuse at any time during, after, or in lieu of lodging an informal grievance or complaint.
(2) The facility shall not impose a time limit on when a detainee may submit a grievance regarding an allegation of sexual abuse.
(3) The facility shall implement written procedures for identifying and handling time-sensitive grievances that involve an immediate threat to detainee health, safety, or welfare related to sexual abuse.
(4) Facility staff shall bring medical emergencies to the immediate attention of proper medical personnel for further assessment.
(5) The facility shall issue a decision on the grievance within five days of receipt and shall respond to an appeal of the grievance decision within 30 days. Facilities shall send all grievances related to sexual abuse and the facility's decisions with respect to such grievances to the appropriate ICE Field Office Director at the end of the grievance process.

(6) To prepare a grievance, a detainee may obtain assistance from another detainee, the housing officer or other facility staff, family members, or legal representatives. Staff shall take reasonable steps to expedite requests for assistance from these other parties.

115.53 **Detainee access to outside confidential support services.**

(1) Each facility shall utilize available community resources and services to provide valuable expertise and support in the areas of crisis intervention, counseling, investigation and the prosecution of sexual abuse perpetrators to most appropriately address victims' needs. The facility shall maintain or attempt to enter into memoranda of understanding or other agreements with community service providers or, if local providers are not available, with national organizations that provide legal advocacy and confidential emotional support services for immigrant victims of crime.
(2) Each facility's written policies shall establish procedures to include outside agencies in the facility's sexual abuse prevention and intervention protocols, if such resources are available.
(3) Each facility shall make available to detainees information about local organizations that can assist detainees who have been victims of sexual abuse, including mailing addresses and telephone numbers (including toll-free hotline numbers where available). If no such local organizations exist, the facility shall make available the same information about national organizations. The facility shall enable reasonable communication between detainees and these organizations and agencies, in as confidential a manner as possible.
(4) Each facility shall inform detainees prior to giving them access to outside resources, of the extent to which such communications will be monitored and the extent to which reports of abuse will be forwarded to authorities in accordance with mandatory reporting laws.

115.54 **Third-party reporting.**

(1) Each facility shall establish a method to receive third-party reports of sexual abuse in its immigration detention facilities and shall make available to the public information on how to report sexual abuse on behalf of a detainee.

OFFICIAL RESPONSE FOLLOWING A DETAINEE REPORT

115.61 **Staff reporting duties.**

(1) The agency and each facility shall require all staff to report immediately and according to agency policy any knowledge, suspicion, or information regarding an incident of sexual abuse that occurred in a facility; retaliation against detainees or staff who reported or participated in an investigation about such an incident; and any staff neglect or violation of responsibilities that may have contributed to an incident or retaliation. The agency shall review and approve facility policies and procedures and shall ensure that the facility specifies appropriate reporting procedures, including a method by which staff can report outside of the chain of command.
(2) Staff members who become aware of alleged sexual abuse shall immediately follow the

reporting requirements set forth in the agency's and facility's written policies and procedures.

(3) Apart from such reporting, staff shall not reveal any information related to a sexual abuse report to anyone other than to the extent necessary to help protect the safety of the victim or prevent further victimization of other detainees or staff in the facility, or to make medical treatment, investigation, law enforcement, or other security and management decisions.

115.62 **Protection duties.**

(1) If an agency employee or facility staff member has a reasonable belief that a detainee is subject to a substantial risk of imminent sexual abuse, he or she shall take immediate action to protect the detainee.

115.63 **Reporting to other confinement facilities.**

(1) Upon receiving an allegation that a detainee was sexually abused while confined at another facility, the agency or facility whose staff received the allegation shall notify the ICE Field Office and the administrator of the facility where the alleged abuse occurred.
(2) The notification provided in paragraph (1) of this section shall be provided as soon as possible, but no later than 72 hours after receiving the allegation.
(3) The agency or facility shall document that it has provided such notification.
(4) The agency or facility office that receives such notification, to the extent the facility is covered by this subpart, shall ensure that the allegation is referred for investigation in accordance with these standards and reported to the appropriate ICE Field Office Director.

115.64 **Responder duties.**

(1) Upon learning of an allegation that a detainee was sexually abused, the first security staff member to respond to the report, or his or her supervisor, shall be required to:
    (a) Separate the alleged victim and abuser;
    (b) Preserve and protect, to the greatest extent possible, any crime scene until appropriate steps can be taken to collect any evidence;
    (c) If the abuse occurred within a time period that still allows for the collection of physical evidence, request the alleged victim not to take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking, or eating; and
    (d) If the sexual abuse occurred within a time period that still allows for the collection of physical evidence, ensure that the alleged abuser does not take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking, or eating.
(2) If the first staff responder is not a security staff member, the responder shall be required to request that the alleged victim not take any actions that could destroy physical evidence and then notify security staff.

115.65 **Coordinated response.**

(1) Each facility shall develop a written institutional plan to coordinate actions taken by staff first responders, medical and mental health practitioners, investigators, and facility leadership in response to an incident of sexual abuse.
(2) Each facility shall use a coordinated, multidisciplinary team approach to responding to sexual abuse.
(3) If a victim of sexual abuse is transferred between DHS immigration detention facilities, the sending facility shall, as permitted by law, inform the receiving facility of the incident and the victim's potential need for medical or social services.
(4) If a victim is transferred between DHS immigration detention facilities or to a non-DHS facility, the sending facility shall, as permitted by law, inform the receiving facility of the incident and the victim's potential need for medical or social services, unless the victim requests otherwise.

115.66 **Protection of detainees from contact with alleged abusers.**

(1) Staff, contractors, and volunteers suspected of perpetrating sexual abuse shall be removed from all duties requiring detainee contact pending the outcome of an investigation.

115.67 **Agency protection against retaliation.**

(1) Staff, contractors, and volunteers, and immigration detention facility detainees, shall not retaliate against any person, including a detainee, who reports, complains about, or participates in an investigation into an allegation of sexual abuse, or for participating in sexual activity as a result of force, coercion, threats, or fear of force.
(2) For at least 90 days following a report of sexual abuse, the agency and facility shall monitor to see if there are facts that may suggest possible retaliation by detainees or staff, and shall act promptly to remedy any such retaliation.

115.68 **Post-allegation protective custody.**

(1) The facility shall take care to place detainee victims of sexual abuse in a supportive environment that represents the least restrictive housing option possible (e.g., protective custody), subject to the requirements of § 115.43.
(2) Detainee victims shall not be held for longer than five days in any type of administrative segregation, except in highly unusual circumstances or at the request of the detainee.
(3) A detainee victim who is in protective custody after having been subjected to sexual abuse shall not be returned to the general population until completion of a proper re-assessment, taking into consideration any increased vulnerability of the detainee as a result of the sexual abuse.
(4) Facilities shall notify the appropriate ICE Field Office Director whenever a detainee victim has been held in administrative segregation for 72 hours.

INVESTIGATIONS

115.71 Criminal and administrative investigations.

(1) If the facility has responsibility for investigating allegations of sexual abuse, all investigations into alleged sexual abuse must be prompt, thorough, objective, and conducted by specially trained, qualified investigators.

(2) Upon conclusion of a criminal investigation where the allegation was substantiated, an administrative investigation shall be conducted. Upon conclusion of a criminal investigation where the allegation was unsubstantiated, the facility shall review any available completed criminal investigation reports to determine whether an administrative investigation is necessary or appropriate. Administrative investigations shall be conducted after consultation with the appropriate investigative office within DHS, and the assigned criminal investigative entity.

(3) (a) The facility shall develop written procedures for administrative investigations, including

provisions requiring:

i. Preservation of direct and circumstantial evidence, including any available physical and DNA evidence and any available electronic monitoring data;
ii. (ii) Interviewing alleged victims, suspected perpetrators, and witnesses;
iii. (iii) Reviewing prior complaints and reports of sexual abuse involving the suspected perpetrator;
iv. (iv) Assessment of the credibility of an alleged victim, suspect, or witness, without regard to the individual's status as detainee, staff, or employee, and without requiring any detainee who alleges sexual abuse to submit to a polygraph;
v. (v) An effort to determine whether actions or failures to act at the facility contributed to the abuse; and
vi. (vi) Documentation of each investigation by written report, which shall include a description of the physical and testimonial evidence, the reasoning behind credibility assessments, and investigative facts and findings; and
vii. (vii) Retention of such reports for as long as the alleged abuser is detained or employed by the agency or facility, plus five years.

(b) Such procedures shall govern the coordination and sequencing of the two types of investigations, in accordance with paragraph (2) of this section, to ensure that the criminal investigation is not compromised by an internal administrative investigation.

(4) The agency shall review and approve the facility policy and procedures for coordination and conduct of internal administrative investigations with the assigned criminal investigative entity to ensure non-interference with criminal investigations.

(5) The departure of the alleged abuser or victim from the employment or control of the facility or agency shall not provide a basis for terminating an investigation.

(6) When outside agencies investigate sexual abuse, the facility shall cooperate with outside investigators and shall endeavor to remain informed about the progress of the investigation.

DISCIPLINE

115.76 **Disciplinary sanctions for staff.**

(1) Staff shall be subject to disciplinary or adverse action up to and including removal from their position and the Federal service for substantiated allegations of sexual abuse or for violating agency or facility sexual abuse policies.
(2) The agency shall review and approve facility policies and procedures regarding disciplinary or adverse actions for staff and shall ensure that the facility policy and procedures specify disciplinary or adverse actions for staff, up to and including removal from their position and from the Federal service for staff, when there is a substantiated allegation of sexual abuse, or when there has been a violation of agency sexual abuse rules, policies, or standards. Removal from their position and from the Federal service is the presumptive disciplinary sanction for staff who have engaged in or attempted or threatened to engage in sexual abuse, as defined under the definition of sexual abuse of a detainee by a staff member, contractor, or volunteer, paragraphs (a) - (d) and (g) - (h) of the definition of "sexual abuse of a detainee by a staff member, contractor, or volunteer" in § 115.6.
(3) Each facility shall report all removals or resignations in lieu of removal for violations of agency or facility sexual abuse policies to appropriate law enforcement agencies, unless the activity was clearly not criminal.
(4) Each facility shall make reasonable efforts to report removals or resignations in lieu of removal for violations of agency or facility sexual abuse policies to any relevant licensing bodies, to the extent known.

115.77 **Corrective action for contractors and volunteers.**

(1) Any contractor or volunteer who has engaged in sexual abuse shall be prohibited from contact with detainees. Each facility shall make reasonable efforts to report to any relevant licensing body, to the extent known, incidents of substantiated sexual abuse by a contractor or volunteer. Such incidents shall also be reported to law enforcement agencies, unless the activity was clearly not criminal.
(2) Contractors and volunteers suspected of perpetrating sexual abuse shall be removed from all duties requiring detainee contact pending the outcome of an investigation.
(3) The facility shall take appropriate remedial measures, and shall consider whether to prohibit further contact with detainees by contractors or volunteers who have not engaged in sexual abuse, but have violated other provisions within these standards.

115.78 **Disciplinary sanctions for detainees.**

(1) Each facility shall subject a detainee to disciplinary sanctions pursuant to a formal disciplinary process following an administrative or criminal finding that the detainee engaged in sexual abuse.
(2) At all steps in the disciplinary process provided in paragraph (1), any sanctions imposed shall be commensurate with the severity of the committed prohibited act and intended to encourage the detainee to conform with rules and regulations in the future.
(3) Each facility holding detainees in custody shall have a detainee disciplinary system with

progressive levels of reviews, appeals, procedures, and documentation procedure.

(4) The disciplinary process shall consider whether a detainee's mental disabilities or mental

illness contributed to his or her behavior when determining what type of sanction, if any, should be imposed.

(5) The facility shall not discipline a detainee for sexual contact with staff unless there is a finding that the staff member did not consent to such contact.

(6) For the purpose of disciplinary action, a report of sexual abuse made in good faith based upon a reasonable belief that the alleged conduct occurred shall not constitute falsely reporting an incident or lying, even if an investigation does not establish evidence sufficient to substantiate the allegation.

MEDICAL AND MENTAL CARE

115.81 **Medical and mental health assessments; history of sexual abuse.**

(1) If the assessment pursuant to § 115.41 indicates that a detainee has experienced prior sexual victimization or perpetrated sexual abuse, staff shall, as appropriate, ensure that the detainee is immediately referred to a qualified medical or mental health practitioner for medical and/or mental health follow-up as appropriate.

(2) When a referral for medical follow-up is initiated, the detainee shall receive a health evaluation no later than two working days from the date of assessment.

(3) When a referral for mental health follow-up is initiated, the detainee shall receive a mental health evaluation no later than 72 hours after the referral.

115.82 **Access to emergency medical and mental health services.**

(1) Detainee victims of sexual abuse shall have timely, unimpeded access to emergency medical treatment and crisis intervention services, including emergency contraception and sexually transmitted infections prophylaxis, in accordance with professionally accepted standards of care.

(2) Emergency medical treatment services provided to the victim shall be without financial cost and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident.

115.83 **Ongoing medical and mental health care for sexual abuse victims and abusers.**

(1) Each facility shall offer medical and mental health evaluation and, as appropriate, treatment to all detainees who have been victimized by sexual abuse while in immigration detention.

(2) The evaluation and treatment of such victims shall include, as appropriate, follow-up services, treatment plans, and, when necessary, referrals for continued care following their transfer to, or placement in, other facilities, or their release from custody.

(3) The facility shall provide such victims with medical and mental health services consistent with the community level of care.

(4) Detainee victims of sexually abusive vaginal penetration by a male abuser while incarcerated shall be offered pregnancy tests. If pregnancy results from an instance of sexual abuse, the victim shall receive timely and comprehensive information about lawful

pregnancy-related medical services and timely access to all lawful pregnancy-related medical services.

(5) Detainee victims of sexual abuse while detained shall be offered tests for sexually transmitted infections as medically appropriate.

(6) Treatment services shall be provided to the victim without financial cost and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident.

(7) The facility shall attempt to conduct a mental health evaluation of all known detainee-on-detainee abusers within 60 days of learning of such abuse history and offer treatment when deemed appropriate by mental health practitioners.

DATA COLLECTION AND REVIEW

115.86 **Sexual abuse incident reviews.**

(1) Each facility shall conduct a sexual abuse incident review at the conclusion of every investigation of sexual abuse and, where the allegation was not determined to be unfounded, prepare a written report within 30 days of the conclusion of the investigation recommending whether the allegation or investigation indicates that a change in policy or practice could better prevent, detect, or respond to sexual abuse. The facility shall implement the recommendations for improvement, or shall document its reasons for not doing so in a written response. Both the report and response shall be forwarded to the Field Office Director, for transmission to the ICE PSA Coordinator.

(2) The review team shall consider whether the incident or allegation was motivated by race; ethnicity; gender identity; lesbian, gay, bisexual, transgender, or intersex identification, status, or perceived status; or gang affiliation; or was motivated or otherwise caused by other group dynamics at the facility.

(3) Each facility shall conduct an annual review of all sexual abuse investigations and resulting incident reviews to assess and improve sexual abuse intervention, prevention and response efforts. If the facility has not had any reports of sexual abuse during the annual reporting period, then the facility shall prepare a negative report. The results and findings of the annual review shall be provided to the facility administrator and Field Office Director or his or her designee, who shall transmit it to the ICE PSA Coordinator.

115.87 **Data collection.**

(1) Each facility shall maintain in a secure area all case records associated with claims of sexual abuse, including incident reports, investigative reports, offender information, case disposition, medical and counseling evaluation findings, and recommendations for post-release treatment, if necessary, and/or counseling in accordance with these standards and applicable agency policies, and in accordance with established schedules.

(2) On an ongoing basis, the PSA Coordinator shall work with relevant facility PSA Compliance Managers and DHS entities to share data regarding effective agency response methods to sexual abuse.

AUDITS AND COMPLIANCE

115.93 Audits of standards.

(1) The agency may require an expedited audit if the agency has reason to believe that a particular facility may be experiencing problems relating to sexual abuse. The agency may also include referrals to resources that may assist the facility with PREA-related issues.

ADDITIONAL PROVISIONS IN AGENCY POLICIES

115.95 Additional provisions in agency policies.

(1) The regulations in this subpart A establish minimum requirements for agencies and facilities. Agency and facility policies may include additional requirements.

COUNTY OF ST.CLAIR
Purchasing Division

CONTRACT APPROVAL REQUEST

☐ NEW CONTRACT ☒ CONTRACT RENEWAL ☐ CONSOLIDATION OF EXISTING CONTRACTS

☐ BIDS REQUIRED
☐ BIDS RECEIVED

☒ NO BIDS REQUIRED
☒ SINGLE SOURCE
☒ CONTRACT EXTENSION

☒ BOC POLICY COMPLIANCE
☐ REVIEWED BY CORP COUNSEL

☐ INCREASE WITHIN CPI-U
☐ VALUE LESS THAN THRESHOLD

VENDOR: OverDrive, Inc.

VALUE: $198,000 ($66,000/annually)

TERM: 36 months, 3/1/22 – 2/28/25

CONTRACT TYPE: Online subscription service

SERVICE DESCRIPTION: eBook and Audiobook distribution services subscription

DEPARTMENT(S): Library

COMMENTS: This is a three year contract renewal for digital distribution of eBooks and Audiobooks for all St. Clair County Library locations. The annual hosting/subscription fee is $6,000; $60,000 is applied to a content credit commitment.

ST. CLAIR COUNTY
LIBRARY SYSTEM
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210 McMorran Blvd. • Port Huron, MI 48060

January 18, 2022

Board of Commissioners
County of St. Clair
Attn: Karry Hepting
County Administrator
200 Grand River Ave., Suite 203
Port Huron, MI 48060

RE: OverDrive, Inc. subscription renewal

Dear Sirs;

Library administration is requesting the St. Clair County Library System enter into a three-year agreement with OverDrive, Inc. for the provision of access to eBook, eAudiobook, and eMagazine content for library patrons. **The subscription is for three years, the total cost of which will be $198,000.00.** Annually, this is broken down as a $6,000.00 hosting/service fee and a $60,000.00 Content Credit Commitment to use toward the selection and addition of digital content.

Use of the Library's OverDrive collections has increased steadily over the past several years. Total circulation of e-material via OverDrive increased nearly 15% last year, reflecting more than 63,000 check outs. There was a 17% increase in unique users in 2020. The Library's OverDrive collection has remained accessible to patrons throughout the pandemic, offering users a valuable alternative to the traditional library service model.

This contract with OverDrive, Inc. includes support for delivery and fulfillment of digital materials; the associated copyright protection services; and any third party software and technology licenses. No additional hardware or software is required by the Library. OverDrive, Inc. also provides a patron access website that incorporates the Library's logo, look and feel. The patron website is a complete digital book center that provides browsing, searching, promotional and checkout services to download digital media to their own computers and/or mobile devices.

Thank you for your consideration.

Sincerely,

Allison S. Arnold
Director
St. Clair County Library System

ALLISON S. ARNOLD
Director

Branches

Algonac-Clay Twp.
2011 St. Clair River Dr.
Algonac, MI 48001
810.794.4471

Capac
111 N. Main St.
Capac, MI 48014
810.395.7000

G. Lynn Campbell/Kimball Twp.
1955 N. Allen Rd.
Kimball, MI 48074
810.982.9171

Ira Township
7013 Meldrum Rd.
Fair Haven, MI 48023
586.725.9081

Burtchville Twp.
7093 Second St.
Lakeport, MI 48059
810.385.8550

Marine City
300 S. Parker St.
Marine City, MI 48039
810.765.5233

Marysville
1175 Delaware Ave.
Marysville, MI 48040
810.364.9493

Memphis
34830 Potter St.
Memphis, MI 48041
810.392.2980

St. Clair
310 S. Second St.
St. Clair, MI 48079
810.329.3951

Yale
2 Jones St.
Yale, MI 48097
810.387.2940

Library for the Blind and Physically Handicapped (LBPH)
800.272.8570

OverDrive

OverDrive Digital Library Reserve Order Form

Library Information	
Name of Library: Saint Clair County Library	
Address: 210 McMorran Blvd	
City, State/Province, Postal Code: Port Huron, MI 48060-4014	Country: U.S.
Primary Contact	
Name: NICOLE PINSKEY	Title: ITC COORDINATOR
Telephone: 810.987.7323 x 2503	Email: NPINSKEY@SCCL.LIB.MI.US
Accounting Contact *(all invoices will be emailed to the contact listed below)*:	
Name: KIM RADATZ	Title: OFFICE SPECIALIST
Telephone: 810.987.7323 x 2504	Email: KRADATZ@SCCL.LIB.MI.US
Bill To Address: 210 MCMORRAN BLVD	
City, State/Province, Postal Code: PORT HURON, MI 48060	Country: US

☐ OverDrive sends emails about promotions, new products and services. By checking this box, you consent to receiving OverDrive's communications and promotional emails to your Primary Contact email address. These emails also include an easy method to manage your subscription(s), including unsubscribing to future emails.

Annual Fee

My Library will be invoiced an **Annual Fee of $ 6,000 (USD)** within thirty (30) days from OverDrive's receipt of this signed OverDrive Digital Library Reserve Order Form.

Library shall be required to spend a Minimum Annual Required Digital Content Spend of $60,000 during each year (period running March 1 – February 28) under this Agreement. In the event Library fails to meet the Minimum Annual Required Digital Content Spend during any of the first three (3) years under this Agreement, Library will be invoiced in March of the subsequent year for the difference between the amounts spent on Digital Content during the preceding year and $60,000, and such amount will be invoiced and allocated as a non-refundable content credit to use toward the purchase of Digital Content. If Library fails to meet the Minimum Annual Required Digital Content Spend during the last year of this Agreement and does not continue OverDrive service under a new agreement, OverDrive will invoice Library for a retroactive supplemental hosting fee for the third year of DLR Service equal to the difference between the amounts spent on Digital Content during the preceding year and $60,000.

All payments due to OverDrive under this Agreement are due within thirty (30) days of presentation of invoice.

OverDrive Terms and Conditions:

The Term of this Agreement shall be for a thirty-six (36) month term, commencing on March 1, 2022.

OverDrive Digital Library Reserve is licensed pursuant to the OverDrive Digital Library Reserve Access Agreement, available at http://www.overdrive.com/dlr-aa.pdf, the terms of which are incorporated herein and may be modified from time to time.

Acknowledgement and Acceptance:

On behalf of my Library, I represent and warrant that I have the authority to enter into this Agreement and my signature below indicates my Library's agreement and acceptance of the OverDrive Digital Library Reserve Access Agreement.

By (signature) _____ Title ITC COORDINATOR

Name (Print) NICOLE PINSKEY Date 1/13/22

©2021 OverDrive, Inc. • One OverDrive Way • Cleveland, OH 44125 • P: +1 216-573-6886 • F: +1 216-573-6889

OverDrive Digital Library features included with Annual Fee:

Collection
Thousands of classic ebooks from Project Gutenberg – free
Web-based staff training to use collection development tools in OverDrive's Marketplace catalog of popular & educational ebooks, audiobooks, digital magazines & video
Services
Library-branded website plus system-wide updates
Authentication options
Web-based staff training – lead by expert trainer (live)
Web-based staff training – access to online Learning Center (recordings)
Reporting module
Customizable marketing resources to promote service to staff and community both inside & outside the library
Secondary-level user support
Technology
OverDrive apps for ebooks, audiobooks, video
Support for Kindle® (US only), iPad®, plus all major devices
Configuration and license fee
Third-party licenses for digital rights management
Maintenance, hosting & support services
Bandwidth for all downloads

Please complete this order form and return by email to your OverDrive Account Manager.

Thank you for your order!

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Contract Approval Request - Community Educational Network (CEN) - Library Internet Service

Summary:

ATTACHMENTS:

	Description	Upload Date	Type
🗋	Contract Approval Request - CEN 2022_2025	2/9/2022	Cover Memo
🗋	Library_Memo_CEN Contract	2/9/2022	Cover Memo

COUNTY OF ST.CLAIR

Purchasing Division



CONTRACT APPROVAL REQUEST

☒ NEW CONTRACT ☐ CONTRACT RENEWAL ☐ CONSOLIDATION OF EXISTING CONTRACTS

☒ BIDS REQUIRED ☐ NO BIDS REQUIRED
☒ BIDS RECEIVED ☐ SINGLE SOURCE
☐ CONTRACT EXTENSION
☒ BOC POLICY COMPLIANCE ☐ INCREASE WITHIN CPI-U
☒ REVIEWED BY CORP COUNSEL ☐ VALUE LESS THAN THRESHOLD

VENDOR: CEN-Community Education Network

VALUE: $243,000

TERM: 7/1/22-6/30/25

CONTRACT TYPE: Service Agreement

SERVICE DESCRIPTION: Internet Service Provision

DEPARTMENT(S): Library System

COMMENTS: RFP-LB-1221-425 Internet Access and Leased Lit Fiber was solicited on MITN and Community Education Network was the low bidder. The Library has applied for USF e-rate reimbursement for this service.

ST. CLAIR COUNTY LIBRARY SYSTEM

Main Library
810.987.7323 ● www.stclaircountylibrary.org
210 McMorran Blvd. ● Port Huron, MI 48060

ALLISON S. ARNOLD
Director

Branches

Algonac-Clay Twp.
2011 St. Clair River Dr.
Algonac, MI 48001
810.794.4471

Burtchville Twp.
7093 Second St.
Lakeport, MI 48059
810.385.8550

Capac
111 N. Main St.
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810.395.7000

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1955 N. Allen Rd.
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810.982.9171

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300 S. Parker St.
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810.765.5233

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1175 Delaware Ave.
Marysville, MI 48040
810.364.9493

Memphis
34830 Potter St.
Memphis, MI 48041
810.392.2980

St. Clair
310 S. Second St.
St. Clair, MI 48079
810.329.3951

Yale
2 Jones St.
Yale, MI 48097
810.387.2940

Advocacy & Outreach Center
LBPH
800.272.8570

February 3, 2022

Board of Commissioners
County of St. Clair
Attn: Karry Hepting
County Administrator
200 Grand River Ave., Suite 203
Port Huron, MI 48060

RE: Internet Service contract for the St. Clair County Library System

Dear Commissioners;

The library administrative team is requesting the approval of a contract for Internet Service provision with the Community Educational Network (CEN), which has assumed responsibility of the ongoing operation and maintenance of the St. Clair County Regional Educational Service Agency (RESA) private fiber network. The contract is a three year agreement running from July 1, 2022 through June 30, 2025, with an **annual cost of $81,000. The total contract cost is $243,000.** This contract has been reviewed and approved by corporation counsel.

The Library has requested federal reimbursement with the Universal Service Fund (USF or e-rate) for this service. The Library applies for federal funds through USF to assist with the provision of internet access throughout the library system. This process is very structured and requires the library follow specific timelines as dictated by the Federal Communications Commission (FCC).

This contract will be presented to the library board at their February 22, 2022 meeting. However, due to the deadlines, I request that this contract be considered for Final Action at the February 17, 2022 Board of Commissioners Regular Full meeting.

The USF program for the library system has historically meant reimbursements and I anticipate the granting of similar for this next funding cycle.

Sincerely,

Allison S. Arnold

Allison S. Arnold, MLIS
Director
St. Clair County Library System

Community Educational Network

PO Box 1500
Marysville, MI 48040
(810) 455-1017
(a Michigan Nonprofit Corporation)

January 5, 2022

Allison Arnold
St. Clair County Library System
210 McMorran Blvd.
Port Huron MI 48060

RE: St. Clair County Library System
FCC Form 470 (220008260)-Funding Years 2022-2025

Dear Allison,

We are pleased to respond to your Form 470 dated December 15, 2021 and the related Request for Proposal requesting Internet Access and Leased Lit Fiber Services for the funding years beginning July 1, 2022 through June 30, 2025.

We have read the content of your RFP and understand all the provisions. We are well qualified to satisfy all the parameters that are included. The enclosed information details the scope of the services we will provide as well as the depth of experience and capabilities we can offer your organization. We are enclosing an Internet Access and Leased Lit Fiber Agreement for your signature. We are confident that we can fulfill all of your objectives and look forward to working with you.

Sincerely,

Marsh Campbell, President

Community Educational Network

PO Box 1500
Marysville, MI 48040
(810) 455-1017

APPENDIX A: BID FORM AND PRICING SUMMARY

SCOPE OF SERVICES-ST. CLAIR COUNTY LIBRARY SYSTEM (July 1, 2022-June 30, 2025)

CEN will provide the following services:

- *Deliver Broadband Internet Access (currently burstable to 10 Gbps) to each of the library's facilities*
- *Provide a managed lit fiber connection of at least 10 Gbps from each library building in the St. Clair County Library System to the county wide fiber optic network with all on network bandwidth included.*
- *Provide for Domain Name Service (DNS)*
- *Network Address Translation (NAT)*
- *Provide public IP addresses*
- *Provide a district manageable firewall with integrated content filtering service, logging, and reporting capabilities*
- *Access to our Engineering team to assist with Internet and network related issues is included at no additional cost*
- *24 hour 365 day "live" on-call technical support*

Warranty/Service Provider Contact Information:

Community Educational Newtork
499 Range Rd. PO Box 1500
Marysville, MI 48040
810-455-1017

Grand Total Base Bid: **$ 81,000.00 /year**

The undersigned certifies that this bid meets or exceeds the minimum bid specifications and the price listed under "Grand Total Base Bid" is the complete, delivered price.

Company Authorized Signature

January 5, 2022
Date

mcampbell@communityeducation.net
Contact Email

810-455-1017
Contact Number

Community Educational Network

PO Box 1500
Marysville, MI 48040
(810) 455-1017
(a Michigan Nonprofit Corporation)

APPENDIX B: VENDOR PROFILE

Location of office that will provide support and respond to trouble calls.

Community Educational Network
499 Range Road
Marysville MI 48040

REFERENCES

Evan Humphrey
Algonac Public School District
5200 Taft Road
Algonac, MI 48001
810-794-9365

Tony Harmer
Yale Public Schools
198 School Drive
Yale, MI 48097
810-387-3231

Brian Gerstenberger
Memphis Community Schools
34110 Bordman Road
Memphis, MI 48041
810-535-8228

Submitted by:

mcampbell@communityeducation.net
Contact Email

January 5, 2022

810-455-1017
Contact Number

Community Educational Network

PO Box 1500
Marysville, MI 48040
(810) 455-1017

The Community Educational Network(CEN) is a Michigan nonprofit corporation organized and operated exclusively for the promotion of civic and social welfare to benefit the common good and general welfare of the community for the purpose of supporting the educational mission of the St. Clair County Regional Educational Service Agency. In that capacity, it supports, enhances and reinvests in the educational community of St. Clair County, Michigan by operating and maintaining an educational fiber optic network for the use and benefit of educational and related institutions.

CEN is a participating vendor in the USF E-rate program and has been issued a SPIN number of 143050342.

CAPACITY AND EXPERIENCE

CEN has assumed responsibility of the ongoing operation and maintenance of St. Clair County RESA's private fiber network, including the provision of internet services. The private fiber network has been in operation and delivering high speed Internet (and Internet II) service to local school districts and public libraries for 20 years. The network has three separate connections to the Internet through two upstream providers for more reliable service. Over 20 full time network support staff are available to assist with continuing operation of the network. An on call engineer is assigned, and available via a toll free telephone number, to assist with service interruptions outside of normal business hours.

INTERNET ACCESS AND LEASED LIT FIBER AGREEMENT

This Agreement is for services provided from July 1, 2022 through June 30, 2025.

The Community Educational Network(CEN) will provide the district quarterly invoices for its USF-discounted portion of the fees which are due within 30 days of the billing date. CEN will invoice SLD directly for the USF-funded portion of fees.

The CEN will use reasonable effort to maintain Internet connectivity at all times, however, cannot guarantee this connection. The CEN is not responsible for any failure or inadequacies of the connection or any damages resulting there from.

The St. Clair County Library System is responsible for regulating the appropriate use of the connection and for any damages resulting from the inappropriate use thereof. Inappropriate uses include, without limitation, any use that is illegal or that violates the security of the CEN, other parties connected to the CEN or the lease line providers; sending unsolicited e-mail messages; the unauthorized use of another site's mail server to relay mail; and excessive cross-posting or multiple-posting of messages.

Either party may terminate this Agreement at any time. In the event of termination during a contract year, the CEN will reimburse the St. Clair County Library System for any contract days remaining on a pro rata basis, less any other amounts due under this Agreement.

St. Clair County Library System-Total Price for bundled internet and leased lit fiber service $81,000.00/year

Accepted by:

St. Clair County Library System Date

Community Educational Network Date
President

COUNTY OF ST. CLAIR
COMMISSION ON AGING / ST. CLAIR COUNTY SENIOR MILLAGE

JENNIFER J. POSEY
Administrative Services Manager
Senior Citizens Millage Administrator

To: Board of Commissioners

From: Jennifer Posey, Millage Administrator

Date: February 3, 2021

Re: Resolution for Senior Citizens' Millage Renewal

St. Clair County citizens first approved a Senior Citizens' Millage in 1979 and it has renewed each term since, typically by a 70%-80% margin. The millage funds essential services for citizens 60 years of age and older in our community. Some of the services provided include meals on wheels, emergency shelter/housing, transportation to medical appointments, counseling, legal services, memory care programs and numerous programs that provide assistance with home or personal care.

The Commission on Aging voted to recommend a renewal of the Senior Citizens Millage and place it on the August 2022 primary election. The St. Clair County Senior Citizens' Millage expired on December 31, 2021. Due to the Headlee Amendment a millage reduction was applied and the renewal rate is now 0.7983. The attached proposed Resolution was reviewed and approved by Corporation Counsel and the rate and tax revenue was provided by the Equalization Director.

Request: On behalf of the Commission on Aging, I respectfully request that the Board of Commissioners adopt Resolution 22-03 Placing Senior Millage Renewal on the August 2022 Primary Ballot.

Resolution 22-03

Placing Proposed Renewal for St. Clair County Senior Millage on Ballot

Whereas, the Board of Commissioners of the County of St. Clair recognizes the need and value of senior services provided to the citizens of the County of St. Clair; and

Whereas, the Commission on Aging has been given the responsibility of determining and prioritizing the needs of the senior population, meaning citizens 60 years of age or older, within the County of St. Clair; and

Whereas, the County of St. Clair senior citizens population continues to grow; and

Whereas, the need for services is increasing at a rate greater than the resources available to adequately provide for those needs; and

Whereas, Article IX, Section 6 of the Michigan Constitution of 1963 provides that the fifteen (15) mill limitation on property taxes therein imposed may be altered by a vote of the majority of the qualified electors of the County;

Whereas, the Commission on Aging has recommended that a request to levy a tax of .7983 mills, constituting a renewal of a previously authorized millage of .8 mills, to provide funding to be used exclusively for senior citizens services in St. Clair County be placed on the August Primary Ballot; and

Whereas, it is the desire of the Board of Commissioners to permit the electorate of the County to express its view on the question of the aforementioned Senior Citizen Millage.

Now, Therefore, Be it resolved that:

The Clerk of the County of St. Clair is hereby directed to place on the ballot for the primary election of August 2, 2022, a proposition to renew the imposition of an addition not to exceed .7983mills to be used for the sole purpose of providing senior citizen services in the County of St. Clair, and that the proposition shall be placed on the ballot in the following form:

Proposition____

RENEWAL OF ST. CLAIR COUNTY SENIOR CITIZENS MILLAGE

1. To raise funds to be used for the sole purpose of providing senior citizens services in St. Clair County, shall St. Clair County be authorized to levy a millage of .7983 mills per year, which constitutes renewal of a previously approved voter authorized millage, for a period of four years, being 2022 through 2025, generating estimated revenues for the first year the millage is authorized and levied of $5,368,188?

2. Said election shall be held and conducted and the results of the said election shall be canvassed in accordance with the provisions of the State law pertaining to the submission of such questions to the electors entitled to vote thereon and that the County Clerk of St. Clair County and the Treasurer of St. Clair County shall do and perform all acts required by law for the calling and effecting of such election, and that the said Clerk shall within five (5) days of said election file with the County Treasurer for St. Clair County a certified copy of the official declaration of the results of said election.

Adopted at a regular meeting of the Board of Commissioners of the County of St. Clair, on the _____ day of _____, 2022.

Dated:

Reviewed and Approved by:

_____

_____

Gary A. Fletcher
Corporation Counsel
1411 Third St. Ste. F
Port Huron, MI 48060

_____

_____

STATE OF MICHIGAN

OFFICE OF THE COURT ADMINISTRATOR
31ST JUDICIAL CIRCUIT COURT
ST. CLAIR COUNTY PROBATE COURT
31ST JUDICIAL CIRCUIT COURT - FAMILY DIVISION

201 McMORRAN BLVD. ROOM 2800
PORT HURON, MICHIGAN 48060
Adult Probate (810) 985-2066
Family Division (810) 985-2155

MICHAEL K. MCMILLAN
Court Administrator

NATHAN ROSKEY
Director of Juvenile Services
SAMANTHA LORD
Attorney Referee
JOSEPH SCHULTE
Probate Register

To: St. Clair County Board of Commissioners
From: Michael McMillan, Court Administrator
Date: January 25, 2022
RE: Staffing Changes

The St. Clair County Courts are respectfully requesting a reclassification of the Juvenile Attorney Referee position within the Family Court.

Currently, this position is in the wage range II-LL ($72,346- $95,203). When this position was placed during the wage study of 2017, it was not supervisory and the responsibilities were not as expansive as they are today. This position has evolved to be a judicial official and include supervisory duties of a team of 4; authorized to hold hearings; take sworn testimony; call witnesses; issue orders; and the ability to remove/establish custody.

This position is nearly identical to that of a Domestic Relations Referee. Both positions require a law degree and both act as a quasi-judicial officer. Please see the attached memo from Diane Barbour, Human Resources Director. We are asking that the Juvenile Referee wage (II-LL $72,346 - $95,203) be brought in line with the Domestic Relations Referee wage (III-K $81,381 - $107,091)

Fiscal Impact:

The court has been working with the County Administration on the funding component. The court is a mandated service that is traditionally unable to generate revenue outside of court assessments and costs. The Probate court is not able to generate much revenue, nor should it.

That being said, the court originally proposed reducing the county appropriation for the State Institution line item in the Child Care Fund to offset these costs. The State Institution line item is completely controlled by the court as has been under budget for the last number of years; this is due to law changes and the work of court administration to reduce out of county placements. We were told that this was not an option and perhaps contingency could be used.

We were then informed that contingency would not be able to be used and that we would need to find other ways to come up with the money. The court has rarely approached the Board to ask for funds outside of the money that is allocated. We are normally under budget in several areas and we anticipate that the next several years will be no different.

Nevertheless, the court feels that this request is paramount to the needs of our operation and we have attempted to identify ways to come up with additional funds. We are recommending that two newly vacant positions be eliminated in the DTNW program. We must balance the needs of the present against the needs of the future; and while the court would rather not make this recommendation, we feel that we have no other choice.

We are asking that following amendments to the budget be made; this calculation will cover the changes to the Probate Court as well as the changes to the Family Court.

Added Expenses			Deleted Expenses		
PT Clerk III to FT Clerk III	$	35,081	Remove 2 PT Positions	$	29,125
FT Clerk I to FT Clerk III	$	10,417	Professional Services	$	15,000
Juvenile Referee Reclass	$	13,948	Mileage	$	15,500
Total	$	59,446	Total	$	59,625

Action Requested:

We are respectfully requesting that the Board of Commissioners reclassify the Juvenile Attorney Referee to III-K ($81,381 - $107,091)

The Family Division would like to thank the Human Resources Director and the Finance Director for their assistance in this matter, and we would like to thank the BOC for their continued support of the courts. Please do not hesitate to contact me if you have any questions or would like additional information. (810) 985-2181.

COUNTY OF ST. CLAIR
OFFICE OF THE ADMINISTRATOR/CONTROLLER

DENA ALDERDYCE
Finance Director

MEMO

To: Board of Commissioner's

From: Dena Alderdyce

Date: January 26, 2022

Re: Circuit Court Family Division wage class change

The Court Administrator is requesting to change the Circuit Court Family Division's wage structure for the Attorney Referee position. He is requesting to convert an Attorney Referee position currently at wage range II-LL ($72,346-$95,203) to the same as a FOC Attorney Referee at wage range III-K ($81,381-$107,090). The work being done in this position is equivalent to that of a FOC Attorney Referee. The cost for this manning table change is $13,947. Human Resources has also agreed that this change is appropriate.

For this request, the Court Administrator would be asking for an appropriation to the Circuit Court Family Division's budget in the amount of $13,947.

I recommend that the Board of Commissioners approve the manning table change above and use the Board's contingency to cover the additional funds needed of $13,947.

This will leave the contingency at $93,853.

COUNTY OF ST. CLAIR

MEMO

To: Board of Commissioners

From: Diane Barbour, Director of Human Resources

Date: January 25, 2022

Subject: Wage Reclassification Attorney Referee-Circuit Court Family

☒ COMPLIANCE WITH HUMAN RESOURCE POLICIES

Background:

The Circuit Court Administrator, Mike McMillan, is requesting a wage reclassification of the Attorney Referee in the Circuit Court Family Division department. Currently, this position is in the wage range II-LL ($72,346- $95,203). When this position was placed during the wage study of 2017, it was not supervisory and the responsibilities were not as expansive as they are today. This position has evolved to be a judicial official and include supervisory duties of a team of 4; authorized to hold hearings; take sworn testimony; call witnesses; issue orders; and ability to remove/establish custody. When reviewing this position, I did a comparative to the Friend of Court's Attorney Referee. I found these two position were very similar, the only difference was hearings were held with children versus adults. The FOC's Attorney Referee is at a wage range of III-K ($81,381-$107,090).

For this reason, I support the wage reclassification of the Attorney Referee in the Circuit Court Family Division to III-K. This position is currently filled by Samantha Lord, therefore, does not need to be posted.

Thank you,

Diane Barbour
Director-Human Resources

COUNTY OF ST.CLAIR
Purchasing Division

CONTRACT APPROVAL REQUEST

☐ NEW CONTRACT ☒ CONTRACT RENEWAL ☐ CONSOLIDATION OF EXISTING CONTRACTS

☐ BIDS REQUIRED
☐ BIDS RECEIVED

☒ NO BIDS REQUIRED
☐ SINGLE SOURCE
☐ CONTRACT EXTENSION
☐ INCREASE WITHIN CPI-U
☐ VALUE LESS THAN THRESHOLD

☒ BOC POLICY COMPLIANCE
☒ REVIEWED BY CORP COUNSEL

VENDOR: Justice Works, LLC

VALUE: $17,250 total ($6,300 for 2022)

TERM: 1/1/22 - 12/31/22

CONTRACT TYPE: Software subscription

SERVICE DESCRIPTION: Defender Data case management software

DEPARTMENT(S): Public Defender

COMMENTS: The original contract for case management software was initiated in 2020. Renewal for 2021 and additional users brought the contract over $10,000. The Public Defender will continue to use this software through 2022; it can be cancelled at any time.

SOFTWARE LICENSE AGREEMENT FOR defenderData™ – Prime Edition

"LICENSEE" – Name: County of St. Clair

Address: 200 Grand River Ave, Suite 203, Port Huron, MI 48060

"LICENSOR" – **JUSTICE WORKS LLC**
1148 W Legacy Crossing Blvd, Suite 330, Centerville, UT 84404

1. Grant of License. Justice Works, LLC ("Licensor") hereby grants to Licensee, and Licensee accepts from Justice Works, a limited, personal, nonexclusive, nontransferable, non-assignable license to use the defenderData™ Prime System (hereinafter the "Licensed Software," as defined in Exhibit A attached hereto and made a part of this Agreement.

2. Scope of License. Licensee agrees that it will use the Licensed Software hereunder only in connection with its own firm and, it will not, without the express written permission of Justice Works, sell, lease, or otherwise provide or make available the Licensed Software to any third party. For purposes of the foregoing, Licensee's "own firm" shall include Licensee's affiliates as identified in the attached Exhibit A.

3. Payment Terms.

(a) Monthly Subscription Fees. Licensee commits to and agrees to pay the Monthly Subscription Fees described in the attached Exhibit A ("Price of Software Subscription and License Initiation Fee").

(b) Justice Works shall invoice Licensee monthly for the License Subscription Fees. All invoiced fees are due net ~~15~~ 30 days from the date of Justice Works' invoice and are non-refundable. If Justice Works does not receive the full invoiced amount within thirty (30) days of the invoice date, an additional one-point-five percent (1.5%) (or the highest amount allowed by law, whichever is lower) per month will be added to the unpaid balance of the Licensee and shall be immediately due and payable to Justice Works. Licensee shall also be liable for any and all reasonable attorneys' fees and costs of collection arising from Justice Works' efforts to collect any unpaid balance of Licensee's account.

4. License Activation Date. The License Activation Date shall be the date that Licensee receives the Licensed Software or the Effective Date of this Agreement, whichever is later.

5. Duration and Termination

(a) Duration. Unless terminated earlier as provided elsewhere in this Agreement, Justice Works will continue to provide the Licensed Software for as long as the Licensee continues to pay the Monthly Subscription Fees during the Term defined in Exhibit A ("Term"). In the event that Licensee continues to license the Licensed Software past the Term, it shall continue only on a month to month basis, with either party having the right to terminate the Agreement at any time upon thirty (30) days prior written notice to the other party, unless terminated earlier as provided elsewhere in this Agreement. During any such extended period of this Agreement, Justice Works, at its option, may invoice Licensee at the fee rates contained in this Agreement or at fee rates being charged other licensees for the Licensed Software at that time.

(b) Voluntary Termination. Effective at any time, this Agreement may be terminated by Licensee for any reason upon thirty (30) days prior written notice.

(c) For Breach. Either party may terminate this Agreement if the other party is in material breach of any term of this Agreement and fails to remedy such breach upon thirty (30) days after written notice of such breach. Without limiting the generality of the foregoing, failure to make any payment to Justice Works when due is a material breach of this Agreement on the part of Licensee.

(d) Charges. Nothing in this Agreement shall relieve Licensee from its liability for payment for services rendered by Justice Works prior to the termination of this Agreement, as the case may be.

6. License Not a Sale. The license pursuant to this Agreement does not constitute a sale, nor does it pass to Licensee any title to or any proprietary rights in the Licensed Software, all of the same being expressly reserved to and vested in Justice Works. Nor shall Licensee acquire any right or interest in the Licensed Software as a result of any changes to, modifications of or additions to the Licensed Software made by Licensee.

7. Software Maintenance Justice Works shall have no obligation to provide modifications or enhancements to the Licensed Software except as may be provided in a separate maintenance agreement. Defects encountered in the software or data will be remedied by Justice Works. Failure to remedy critical defects within 30 days of the defect report is a material breach of this Agreement on the part of Justice Works.

8. User Registration. Each qualified "user" of the Licensed Software will be assigned a separate login name by Justice Works or Licensee. It is Licensee's responsibility to keep all login names and passwords secret. Licensee agrees that each registered user account will be used by one person at a time. Licensee agrees that its registered users may not use another registered user's account without the specific consent of that registered user.

9. Warranties. For so long as Licensee licenses the Licensed Software from Justice Works, Justice Works warrants that the Licensed Software will substantially conform to its documentation; provided, however, that Justice Works may void this warranty if Licensee (i) augments or alters the Licensed Software or causes or allows any other person to do so; (ii) fails to install any upgrade, enhancement, fix or release of the Licensed Software made available by Justice Works; or (iii) fails to keep its payments to Justice Works current.

10. DISCLAIMERS.

(a) DISCLAIMER OF WARRANTIES; LIMITATIONS OF LIABILITY. LICENSEE EXPRESSLY AGREES THAT USE OF THE LICENSED SOFTWARE IS AT ITS SOLE RISK. THE LICENSED SOFTWARE IS MADE AVAILABLE ON AN "AS IS" BASIS. NEITHER JUSTICE WORKS NOR ANY SUPPLIER, LICENSOR, EMPLOYEE, AGENT, OR CONTRACTOR MAKES ANY WARRANTY WHATSOEVER REGARDING THE LICENSED SOFTWARE, ANY INFORMATION, SERVICES OR PRODUCTS PROVIDED THROUGH OR IN CONNECTION WITH THE LICENSED SOFTWARE, OR ANY RESULTS TO BE OBTAINED THROUGH THE USE THEREOF, AND JUSTICE WORKS HEREBY EXPRESSLY DISCLAIMS ON BEHALF OF ITSELF AND ALL SUPPLIERS ANY AND ALL WARRANTIES, INCLUDING WITHOUT LIMITATION: ANY EXPRESS OR IMPLIED WARRANTIES OF: 1) MERCHANTABILITY; 2) FITNESS FOR A PARTICULAR PURPOSE; 3) EFFORT TO ACHIEVE PURPOSE; 4) QUALITY; 5) ACCURACY; 6) NON-INFRINGEMENT; AND 7) TITLE. LICENSEE FURTHER AGREES THAT JUSTICE WORKS SHALL NOT BE LIABLE TO LICENSEE, OR ANY THIRD PARTY, FOR ANY LOSS OF PROFITS, LOSS OF USE, INTERRUPTION OF BUSINESS, ERROR, OMISSION, DELETION, DEFECT, DELAY IN OPERATION OR TRANSMISSION, COMPUTER VIRUS, COMMUNICATIONS LINE FAILURE, THEFT OR DESTRUCTION OR UNAUTHORIZED ACCESS TO, ALTERATION OF, OR USE OF RECORDS, WHETHER FOR BREACH OF CONTRACT, TORTIOUS BEHAVIOR, NEGLIGENCE, OR UNDER ANY OTHER CAUSE OF ACTION.

(b) LICENSEE REMEDIES. LICENSEE'S REMEDIES SHALL BE STRICTLY LIMITED TO THE AMOUNT PAID TO JUSTICE WORKS BY OR ON BEHALF OF LICENSEE FOR LICENSING THE LICENSED SOFTWARE IN THE 12 MONTHS PRIOR TO THE CLAIMED INJURY OR DAMAGE. JUSTICE WORKS IS NOT LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND WHETHER UNDER THIS AGREEMENT OR OTHERWISE, EVEN IF JUSTICE WORKS WAS ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. MODIFICATIONS MADE TO THE LICENSED SOFTWARE BY LICENSEE OR ANY THIRD PARTY VOIDS ANY REMAINING EXPRESS OR IMPLIED WARRANTIES.

(c) Alternative. Some jurisdictions do not permit the exclusion or limitation of liability for consequential or incidental damages and, as such, some portion of the above limitation may not apply to Licensee. In such jurisdictions, Justice Works' liability is limited to the greatest extent permitted by law.

11. Proprietary property of Justice Works.

(a) Licensee acknowledges that the Licensed Software, including all documentation, all screens and formats used in connection therewith, are the exclusive proprietary property of Justice Works, and Licensee shall not publish, disclose, display, provide access to or otherwise make available any Licensed Software or documentation thereof, or any screens, formats, reports or printouts used, provided, produced or supplied from or in connection therewith, to any person or entity other than an employee or agent of Licensee without the prior written consent of, and on terms acceptable to, Justice Works, which consent shall not be unreasonably withheld; provided, however, that Licensee may disclose to a governmental or regulatory agency or to customers of Licensee any information expressly prepared for disclosure to such governmental or regulatory agency or to such customers of Licensee. Except as required by law, Licensee shall not disclose Licensee's use of Licensed Software in any advertising or promotional materials without the prior written consent to disclose such use, and approval of such materials, by Justice Works.

(b) Licensee acknowledges that the Licensed Software is highly confidential proprietary information and trade secrets of Justice Works, the unauthorized disclosure of any part of which would result in serious injury to Justice Works. Licensee shall take reasonable precautions to maintain the security and confidentiality of the Licensed Software, which precautions shall not be less stringent than those employed, or those that reasonably should be employed, by Licensee to protect its own most proprietary information.

(c) This License Agreement and the terms hereof are confidential, and no information concerning the same shall be disclosed without written consent of the parties, except as may be necessary to conform to generally accepted accounting principles and to comply with applicable laws and regulations.

(d) The obligations of this Paragraph 11 shall survive termination of this Agreement. Licensee understands that the unauthorized publication or disclosure of any Licensed Software or copies thereof, or the unauthorized use of the Licensed Software, would cause irreparable harm to Justice Works for which there is no adequate remedy at law. Licensee therefore agrees that in the event of such unauthorized disclosure or use, Justice Works may, at its discretion and at Licensee's expense, terminate this Agreement, obtain immediate injunctive relief in a court of competent jurisdiction, or take such other steps as it deems necessary to protect its rights. If Justice Works, in its reasonable, good faith judgment, determines that there is a material risk of such unauthorized disclosure or use, it may demand immediate assurances, satisfactory to Justice Works, that there will be no such unauthorized disclosure or use. In the absence of such assurance, Justice Works may take such steps as it deems necessary and may, in addition, terminate this Agreement, but only after submitting the controversy to mediation pursuant to paragraph 13(a). The rights of Justice Works hereunder are in addition to any other remedies provided by law.

(e) In the event Licensee intentionally and willfully engages in any unauthorized use, disclosure or application of the Licensed Software, or willfully and intentionally permits or causes the unauthorized use, disclosure or application of the Licensed Software, Licensee shall forfeit its rights to use the Licensed Software under this Agreement or any other agreement between Licensee and Justice Works, together with all payments made under this Agreement or any other agreement, cease all use of the Licensed Software, and return all copies of the Licensed Software, and all documentation, in any form, to Justice Works or its successor. Justice Works

may, at Licensee's expense, take such lawful steps as it deems necessary to preserve the security of the Licensed Software and prevent Licensee's further use thereof.

(f) The rights of Justice Works under this Agreement supplement and are not in lieu of any other remedies provided by law or in equity.

12. Non-Disclosure of Confidential Information

(a) Definition. "Confidential Information" means any material, data, or information in whatever form or media of the Licensee which the Licensee desires to protect against disclosure. Such information includes, but is not limited to, criminal history record information, intelligence or investigative information or reports, juvenile court records, attorney work product, or any other applicable state and federal laws governing the confidentiality of information and records.

(b) Confidential Relationship. Justice Works understands and acknowledges that the retention of Justice Works by the Licensee creates a relationship of confidence and trust between Justice Works and the Licensee with respect to any Confidential Information that may be learned, transferred, or developed during the performance of Justice Works' services and the Licensee is providing Justice Works access to its Confidential Information in reliance upon Justice Works' promises of confidentiality contained in this Agreement.

(c) Protection of Confidential Information. Justice Works represents and warrants that Justice Works will: (i) not disclose to any third party (excepting the Licensee) or use any Confidential Information except as expressly permitted in this Agreement; (ii) take all reasonable measures to maintain the confidentiality of all Confidential Information in its possession or control and shall not directly or indirectly disclose, copy, redistribute, republish or allow any third party to have access to any Confidential Information; (iii) not seek to benefit personally or permit others to benefit personally by any Confidential Information; (iv) not knowingly include or cause to be included in any record or report a false, inaccurate or misleading entry. Notwithstanding the above, Justice Works may disclose Confidential Information: (i) to its agents and employees provided such agent or employee has been made aware of his or her obligations under this Agreement, or (ii) if so required by law (including court order or subpoena).

(d) Return of Confidential Information. Unless Justice Works has received written authorization from the Licensee otherwise, upon expiration, termination, or completion of Justice Works' services or upon request by the Licensee, Justice Works shall either: (i) return Confidential Information to the Licensee and provide the Licensee with written certification that all such Confidential Information has been returned; or (ii) destroy Confidential Information and provide the Licensee with a notarized certification, signed by an authorized representative of Justice Works, stating that such Confidential Information has been destroyed.

(e) Notification Obligation. If Justice Works becomes aware of any unauthorized use or disclosure of Confidential Information, Contractor shall promptly and fully notify the Licensee of all facts known to it concerning such unauthorized use or disclosure.

13. Dispute Resolution.

(a) Any dispute between the parties arising under or relating to this Agreement that cannot be resolved by the parties themselves shall be submitted to mediation in ~~Salt Lake City, Utah~~St. Clair County, Michigan, administered by and conducted in accordance with the Rules of Commercial Mediation of the American Arbitration Association. Each party will bear its own costs in the mediation, including attorneys' fees, and one-half the cost of the mediator.

(b) Any dispute that remains unresolved after mediation will be resolved by final and binding arbitration in ~~Salt Lake City, Utah~~St. Clair County, Michigan before a single arbitrator conducted by and in accordance with the Rules of Commercial Arbitration of the American Arbitration Association. The arbitrator shall not be the same person as the mediator. Each party shall bear its own costs in the arbitration, including attorneys' fees, and each party shall bear one-half of the cost of the arbitrator.

(c) The arbitrator shall have the authority to award such damages as are not prohibited by this agreement and may, in addition and in a proper case, declare rights and order specific performance, but only in accordance with the terms of this Agreement.

(d) Any party may apply to a court of general jurisdiction to enforce an arbitrator's award, and if enforcement is ordered, the party against which the order is issued shall pay the costs and expenses of the other party in obtaining and satisfying such order, including reasonable attorneys' fees.

(e) Notwithstanding the provisions of paragraph 13(a) and (b) above, any action by Justice Works to enforce its rights under paragraphs 3, 5 or 11 of this Agreement or to enjoin any infringement of the same by Licensee, may be commenced in the state or federal courts of Utah, and each party consents to personal jurisdiction and venue in such courts for such actions.

14. General

(a) Waiver of Breach. The fact that one party excuses or overlooks a breach of any provision of this Agreement by the other party does not mean that such party excuses any other breach or waives its right to remedy any other breach by the other party.

(b) Binding Effect. This Agreement shall be binding on and inure to the benefit of the parties and their respective successors and permitted assigns. Licensee may not assign this Agreement without the prior written consent of Justice Works or its assigns or successors.

(c) Governing Law. This Agreement shall be applied and construed according to the laws of the State of ~~Utah~~ Michigan without regard to conflicts of laws provisions thereof.

(d) Severability. If any provision of this Agreement is found to be illegal or unenforceable, then, notwithstanding such finding, this Agreement shall remain in full force and effect and such provision shall be deemed stricken.

(e) Costs and Attorneys' Fees. In any action or proceeding to enforce rights under this Agreement, the prevailing party shall be entitled to recover costs and attorneys' fees, unless otherwise specified herein.

(f) Jurisdiction. By entering this Agreement, Licensee agrees to and does hereby submit to the personal jurisdiction of the courts in or for the State of ~~Utah~~ Michigan in the event any legal action is commenced by Justice Works or its successors or assigns to enforce any rights arising hereunder.

(g) Headings. The headings in this Agreement are for convenience only and shall not be used to alter or limit the interpretation of any provision hereof.

(h) Entire Agreement. This Agreement, together with all schedules, exhibits and amendments hereto, constitutes the entire agreement of the parties and supersedes all prior discussion and correspondence between them with respect to the subject matter hereof. No modification of this Agreement shall be effective unless the same is in writing and signed by both parties.

(i) Joint and Several Obligations. All Licensee payment obligations shall be made on the basis of joint and several liability for such obligations. Licensee agrees that it has received adequate consideration in connection with the respective obligations hereunder.

(j) Notices. All legal notices between the parties shall be in writing and shall be sent by certified or registered mail or commercial overnight delivery service, with provisions for a receipt, to the address of the other party listed above (or to such other address as a party may furnish to the other in writing).

IN WITNESS WHEREOF we have set our hand as of the date first noted above.

LICENSEE:	LICENSOR: Justice Works, LLC Keith Richey
By: Tammy Upton	By: Keith Richey
Title: Administrator / Controller	Title: COO
Date: 2-6-2020	Date: 2/6/2020

EXHIBIT A

1. Description of Software:

A. defenderData™ Prime Edition - Client Application for Case/Docket management including full system hosting, administration, monitoring and maintenance.
B. Support services including support and maintenance of the system, toll free telephone support from 6:00 am to 6:00 pm MT.

2. Price of Software Subscription and License Initiation Fee

A. License Initiation Fee	$ 0.00 – (No license, startup, or up-front fees)
B. Monthly Software Subscription	$ 2.00 Per New Case Opened or $25.00 Per User Per Month

*System carries a $50.00 per month minimum fee per firm.

3. Term & Term Commitment

A. Term	Month-to-month. (First 30 days are free)
B. Term Commitment	No term commitment. You may cancel at any time.

4. Customer Installation Site(s)

A. Site Address: Site #1

STATE OF MICHIGAN

MICHAEL K. MCMILLAN
Court Administrator

OFFICE OF THE COURT ADMINISTRATOR
31ST JUDICIAL CIRCUIT COURT
ST. CLAIR COUNTY PROBATE COURT
31ST JUDICIAL CIRCUIT COURT - FAMILY DIVISION
201 McMORRAN BLVD. ROOM 2800
PORT HURON, MICHIGAN 48060
Adult Probate (810) 985-2066
Family Division (810) 985-2155

NATHAN ROSKEY
Director of Juvenile Services
SAMANTHA LORD
Attorney Referee
JOSEPH SCHULTE
Probate Register

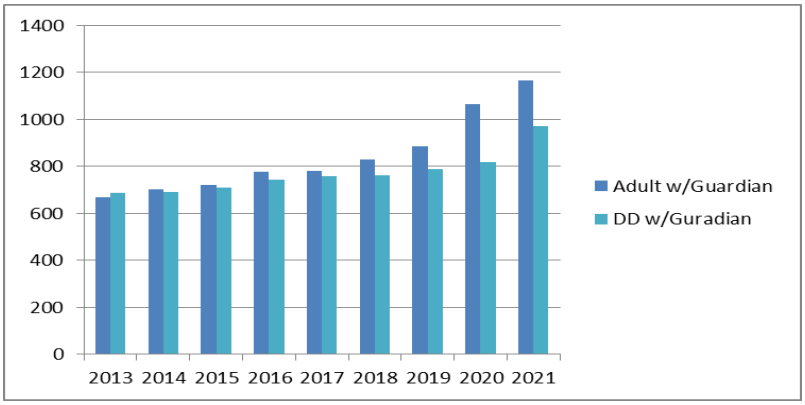
To: St. Clair County Board of Commissioners
From: Michael McMillan, Court Administrator
Date: January 25, 2022
RE: Staffing Changes

The St. Clair County Courts are respectfully requesting a change to the Manning Tables to reflect staffing needs in the St. Clair County Probate Court.

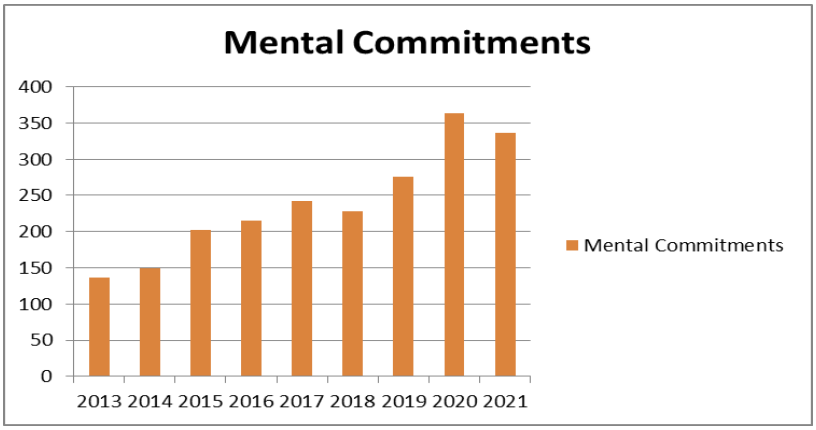
Move a Part-Time Clerk III to Full-Time Clerk III in the Probate Court

The Probate Court has seen a significant increase in Guardianship and Mental Health cases over the past five years. This increase is due to many factors: an increase in mental health needs, an increase in the aging population of our county, and a lack of services to address the needs of people before they are referred to the court system. The workload of the court has surpassed the number of employee hours that we have to complete the needs of the department. These cases must be handled in a timely fashion per Michigan statute and Michigan court rules. We feel that the additional employee hours would allow us to continue to provide excellent service in the required time frames.

Adults and Developmentally Disabled Clients with a Guardian



Mental Commitments



Reclassification of a Full-Time Clerk I to a Full-Time Clerk III

The Probate Court has two Clerk I positions, unlike other departments in the court who have one. Due to the increased workload referenced above, the court has had to assign a Clerk I to complete Clerk III duties. We are requesting that the position be reclassified to accurately represent the work that the employee is completing.

Fiscal Impact:

The court has been working with the County Administration on the funding component. The court is a mandated service that is traditionally unable to generate revenue outside of court assessments and costs. The Probate court is not able to generate much revenue, nor should it.

That being said, the court originally proposed reducing the county appropriation for the State Institution line item in the Child Care Fund to offset these costs. The State Institution line item is completely controlled by the court as has been under budget for the last number of years; this is due to law changes and the work of court administration to reduce out of county placements. We were told that this was not an option and perhaps contingency could be used.

We were then informed that contingency would not be able to be used and that we would need to find other ways to come up with the money. The court has rarely approached the Board to ask for funds outside of the money that is allocated. We are normally under budget in several areas and we anticipate that the next several years will be no different.

Nevertheless, the court feels that this request is paramount to the needs of our operation and we have attempted to identify ways to come up with additional funds. We are recommending that two newly vacant positions be eliminated in the DTNW program. We must balance the needs of the present against the needs of the future; and while the court would rather not make this recommendation, we feel that we have no other choice.

We are asking that following amendments to the budget be made; this calculation will cover the changes to the Probate Court as well as the changes to the Family Court.

Added Expenses			Deleted Expenses		
PT Clerk III to FT Clerk III	$	35,081	Remove 2 PT Positions	$	29,125
FT Clerk I to FT Clerk III	$	10,417	Professional Services	$	15,000
Juvenile Referee Reclass	$	13,948	Mileage	$	15,500
Total	$	59,446	Total	$	59,625

Action Requested:

We are respectfully requesting that the Board of Commissioners approve:

- Moving a Part-time Probate Court Clerk III to a Full-Time Court Clerk III.
- Moving a Full-time Probate Court Clerk I to a Full-time Court Clerk III.

The Family Division would like to thank the Human Resources Director and the Finance Director for their assistance in this matter, and we would like to thank the BOC for their continued support of the courts. Please do not hesitate to contact me if you have any questions or would like additional information. (810) 985-2181.

COUNTY OF ST. CLAIR
OFFICE OF THE ADMINISTRATOR/CONTROLLER

DENA ALDERDYCE
Finance Director

MEMO

To: Board of Commissioner's

From: Dena Alderdyce

Date: January 26, 2022

Re: Probate Court Manning table change

The Court Administrator is requesting two changes to the Probate Court's manning table. They are requesting to convert a Court Clerk I to a Court Clerk III as the work being done in this position is equivalent to that of a Court Clerk III. The cost for this manning table change is $8,007. Human Resources has also agreed that this change is appropriate.

The second requested change to the Probate Court's manning table is to move a Part-time Court Clerk III to a Full-time Court Clerk III. The Probate Court office has seen an increase in Mental Health and Guardianship caseloads in 2020 and 2021 and is in need of the additional labor hours to perform the minimum that is required by the State. The cost for this manning table change would be a maximum of $46,078. This cost is at full fringe benefits and top step of the pay scale. The cost could come in lower if the employee chooses to opt out of some of the benefits offered.

The Court Administrator is proposing to reduce costs in the Child Care fund so that the County can reduce their appropriation to the Child Care fund to help cover part of the increased costs. The proposed reductions include the following:

Eliminate 2 Part-time At-Risk Youth Workers	$59,337
Eliminate 50% of CMH contract/1 therapist	$29,754
Total Cost	$89,091
50% reduction in County Appropriation	($44,546)
50% reduction in State revenue reimbursement	($44,545)

For this request, the Court Administrator would be asking for an appropriation to the Probate Court's budget in the amount of $9,539.

I recommend that the Board of Commissioners approve the manning table changes above and use the Board's contingency to cover the additional funds needed of $9,539.

COUNTY OF ST. CLAIR

MEMO

To: Board of Commissioners

From: Diane Barbour, Director of Human Resources

Date: January 24, 2022

Subject: Reclassification Request-Probate Court

☒ COMPLIANCE WITH HUMAN RESOURCE POLICIES AND COLLECTIVE BARGAINING AGREEMENT

Background:

The Circuit Court Administrator, Mike McMillan, is requesting a reclassification of a full-time position from a Court Clerk I to a Court Clerk III within the Probate Court department. The department's workload and responsibilities have increased, therefore, the need for an advanced skill set is necessary. The current level of performance meets the expectations and job framework of a Court Clerk III.

Also, for the same reason of an increased workload, Mike McMillan has requested one part-time Court Clerk III be converted to a full-time position.

For this reason, I support the reclassification of the full-time Court Clerk I to a Court Clerk III at a wage range of I-F as requested. I, also, support the status change of a part-time Court Clerk III to a full-time Court Clerk III.

The reclassification position will need to follow the job posting section in the collective bargaining agreement.

Thank you,

Diane Barbour
Director-Human Resources

COUNTY OF ST. CLAIR

To: St. Clair County Board of Commissioners
Karry Hepting, Administrator / Controller

From: Nancy Winzer, Director

Re: Friends of the St. Clair River Stewardship Agreement

Date: February 3, 2022

For the past several years, St. Clair County Parks and Recreation has contracted with the Friends of the St. Clair River to provide stewardship services for county parks and trails. Beginning with providing services for the County Wetlands and Blue Water River Walk, the Friends now provide technical expertise, volunteer management and educational programming services for every county park property.

This year, we are asking for your approval to renew the Stewardship Agreement for 2022 at the same price as 2021. The $30,850.00 agreement pays for the part time professional staff that does such an outstanding job for St. Clair County.

Please let me know if you have any questions about the agreement.

200 Grand River Avenue, Suite 107 – Port Huron, Michigan 48060
Phone: 810-989-6960 – Fax: 810-985-3762

Friends of the St. Clair River
P.O. Box 611496, Port Huron, MI, 48061

2022 Program & Stewardship Services Agreement

Agency Name: Friends of the St. Clair River
Address: P.O. Box 611496, Port Huron, MI 48061
EIN: 77-0670838

SUMMARY

This Program & Stewardship Services Agreement (Agreement) with St. Clair County Parks & Recreation Commission (PARC) will support Friends of the St. Clair River's (Friends) work for: (1) Volunteer Coordination, (2) Educational programming & community outreach, (3) Native & invasive plant species monitoring & management, & (4) Lead robust community science initiatives to support PARC's natural areas restoration, stewardship and program needs.

This Agreement shall be effective from the date signed below through December 31, 2022. Friends will communicate & meet regularly with designated personnel to provide updates, review progress & evaluate performance.

VISION

SCC PARC's properties are thriving ecosystems & natural assets that should be protected & enhanced to maximize their environmental, recreational, social & economic values & services.

BACKGROUND

Since 2007, Friends of the St. Clair River has been inspiring citizen action through stewardship, monitoring & education to restore, protect & enhance the St. Clair River & its watersheds. Friends' expertise & experience in land stewardship, environmental monitoring & educational programming allows us to advance & advocate on behalf of PARC's properties & initiatives, including supporting the 2022 millage renewal.

SERVICES

Friends shall offer the services below in a competent & professional manner.

I. 2022 SPECIAL PRIORITIES

- Broaden program offerings to municipal parks in the western part of county
- Enhance self-guided and online program experiences at county parks
- Assist with outreach needs for North Channel property in Clay Twp.
- Facilitate PARC staff training in natural resource management topics
- Expand Chronolog Project to other parks & properties
- Diversify outreach to more user groups at county parks & trails

II. VOLUNTEER COORDINATION

- Recruit, train, retain, & coordinate volunteers for parks & trails; track their hours
- Expand & diversify outreach to interest & user groups
- Recognize volunteers & community service groups for their commitment & contributions to parks

III. PROGRAMS & OUTREACH

- Engage school groups, residents, & visitors in tours, field trips, presentations & events
- Engage media; monitor social & traditional media streams, adapt & respond as needed

IV. LAND CARE MANAGEMENT

- Assist in & support habitat, planting & wildlife management decisions
- Restore vegetated areas to native plants that meet safety & aesthetic goals
- Prepare & review land care work plans with staff & volunteers & lead implementation
- Identify, facilitate & coordinate training opportunities for PARC staff & volunteers
- Collect seeds & divisions of native plants for restoring parks & education programs
- Lead management actions to control invasive plant species that are best managed by volunteers
- Identify, flag, map & quantify invasive plant species that are best managed by professionals
- Assist in coordination & selection of professional contractors for managing invasive species
- Represent interests in Lake St. Clair Cooperative Invasive Species Management Area

V. SCIENCE IN THE PARKS

- Identify & implement new locations for Chronolog photo monitoring stations
- Continue butterfly, macroinvertebrate, water quality, native & invasive species monitoring
- Enhance community science programs to support natural areas restoration & stewardship, public education

SCHEDULE

This Agreement will begin Effective Date signed below & end on December 31, 2022.

COMPENSATION

Friends will be compensated for this Agreement for a total of $30,850.00. This covers all expenses including wages, printing, supplies, & mileage. Friends will prepare invoices according to the payment schedule below & submit the invoices to SCC PARC. Payment is expected within 30 days.

January 12, 2022 - 40% ($12,340.00) upon signed contract
June 30, 2022 - 40% ($12,340.00) upon submittal of progress report
December 1, 2022 - 20% ($6,170.00) upon submittal of progress report & deliverables

DELIVERABLES

- Presentations & progress reports
- Copies of marketing materials, data reports, photos & training materials
- Record of volunteer hours worked & community science monitoring data
- Additional reports or updates as requested

SERVICES EXCLUDED

This Agreement excludes services for erosion control efforts, pesticide/herbicide spraying, construction, oversight of seasonal or part-time staff, excavating, controlled burns, & snow & ice removal. Requests for additional services beyond what is outlined in this Agreement will commence upon approval of the fee for those efforts.

TERMINATION

The obligation to provide services under this Agreement may be terminated for cause, by either party upon 30 days written notice, in the event of failure by either party to perform in accordance with the terms through no fault of the terminating party. PARC shall have no liability to Friends on account of such termination.

PARC & Friends hereby have approved this Agreement at the effective date indicated below.

2022 Program & Stewardship Services Agreement

Agency Name: Friends of the St. Clair River
Contact: Kirsten Lyons, Stewardship Director
Address: P.O. Box 611496, Port Huron, MI 48061; info@scriver.org
EIN: 77-0670838

FRIENDS OF THE ST CLAIR RIVER

Printed Name :_____

Signature: _____

Title: _____

Effective Date Signed: _____

Address for giving notices:
Friends of the St. Clair River
P.O. Box 611496
Port Huron, MI 48061

SCC PARKS & RECREATION COMMISSION

Printed Name :_____

Signature: _____

Title: _____

Effective Date Signed: _____

Address for giving notices:
SCC Parks & Recreation Department
200 Grand River Avenue, Suite 107
Port Huron, MI 48060

COUNTY OF ST. CLAIR

Smiths Creek Landfill 6779 Smiths Creek Road Smiths Creek, MI 48074 (810) 989-6981
scclandfill@stclaircounty.org

January 24, 2022

From: Matt Williams

To: St. Clair County Environmental and Public Works Committee

Subject: Landfill Survey Rover Purchase Request

Commissioners,

Our current GPS Survey Rover unit (purchased in the Fall of 2013) will not be functional after February 28 when 3G gets upgraded to 4G. As soon as AT&T decommissions and upgrades its 3G network in our area, our existing equipment will NOT communicate the wireless web and thus will not communicate with the MDOT CORS network.

Also, since a LAN option is not available on our existing CS15 field controller, our current SIM card cannot be upgraded so our system will no longer function. Of note also,

As a County agency, we are included in the State of Michigan MiDEAL program. The MiDEAL program (Leica/State of Michigan Contract # 180000000005) enables government agencies to purchase equipment based on the "bid" prices for the State of Michigan. In this case the discount is assigned as 20% for new equipment. Since we have an existing rover, we can avail ourselves of added trade in value.

All of the Michigan CORS stations have been, or will soon be outfitted to the newest Leica GR50 GNSS receivers and AT30 precision GNSS antennas. As a result the entire network is now full GNSS which includes the existing GPS satellite network, as well as Galileo (European), GLONASS (Russian), and Beidou (Chinese) constellations. This results in a significant improvement in the number of satellites available for tracking as well as dramatically improved signal to noise ratios. The result is significantly improved accuracies and ability to work in more obstructed areas, particularly important for our survey work.

Further, the new field controller (CS20) is LTE, so it will accept either a Verizon or AT&T SIM card. This was previously not an option; the Verizon network works much better at the landfill.

COUNTY OF ST. CLAIR

Smiths Creek Landfill 6779 Smiths Creek Road Smiths Creek, MI 48074 (810) 989-6981
scclandfill@stclaircounty.org

The total purchase price for the new Survey Rover with field controller from Leica (attached) is $35,754.75. After applying the 20% MiDEAL discount and trade-in value, and free training on the unit, the final cost to the landfill is $25,100.97.

I request a positive recommendation of approval for this purchase by the COmmittee in the amount of **$25,100.97**, for final approval at the February 17th BOC meeting.

Respectfully,

Matthew B. Williams

Cc: Karry Hepting, Administrator/Controller
Melissa Krolczyk, Purchasing

Equipment Proposal

St. Clair County - Environmental Services Department
6779 Smiths Creek Road
Smiths Creek, Michigan 48074
Telephone: (810) 989-6980
Facsimile: (810) 367-3062
Contact: Mr. Matt Williams, P.E. / Mr. Travis Heslop
MWilliams@Stclaircounty.org

Leica Geosystems, Inc.

7469 Buckell Lake Road
Holly, Michigan 48442
Cell: (313) 670-3395
Rick.Sauve@Leicaus.com

21-Jan-21

PN	Equipment Description	Qty	Price	Extended
	GS18T Full Constellation - 555 Channel - GNSS Receivers with Tilt Sensor			
855304	GS18 T LTE&UHF Performance GNSS SmartAntenna for NAFTA. Geodetic 555 channels GNSS receiver with integrated LTE and UHF RTK modems and IMU module. Includes multi-frequency, 20 Hz position rate, Raw data logging, RTK unlimited, RTK Network, Reference station setup. Easily upgradeable with GS18 options (e.g. Glonass, Galileo). Tilt Compensator	1	19,300.00	19,300.00
	GNSS Constellations			
856074	LOP60, GLONASS option, enables GLONASS tracking on a GS18 re	1	1,070.00	1,070.00
856075	LOP61, Galileo option, enables Galileo tracking on GS18 receiver.	1	1,070.00	1,070.00
856076	LOP62, BeiDou option, enables BeiDou tracking on GS18 receiver.	1	1,070.00	1,070.00
905306	GEB333 Battery int Li-Ion 11.1V/3500mAh	3	225.00	675.00
849256	GAT28, UHF radio antenna, 403-473MHz	1	62.50	62.50
	Firmware Upgrades + Support - 1 Year			
6003686	1 yr GNSS (GS18) Firmware Upgrade + Support	1	151.00	151.00
	Small Hard Case for GS18T + CS20 LTE			
937440	GVP743 Small Case for GNSS Rover + CS20 LTE	1	153.00	153.00
	Poles & Brackets			
8248779	GNSS Carbon Fiber Pole with 5/8"	1	520.00	520.00
8206634	Topo Shoe / Point Combo	1	52.25	52.25
807157	GHT66, Holder attaching a CS20 with a GHT63 clamp to a pole.	1	126.00	126.00
767880	GHT63, Clamp arrangement for attaching the GHT62 holder to all po	1	170.00	170.00
	CS20 - LTE Field Controller with CAPTIVATE			
	CS20 GNSS Controller	1	6,870.00	6,870.00
876479	CS20 LTE Field Controller US/CA. Ruggedized WinEC7 Full 5" WVGA Touch Display 2 GB eMMC Flash Memory 1 GB SDRAM SD Card Slot 5MP Camera with LED Flash Internal Blue Tooth Internal TPS Bluetooth QWERTY Keyad Attached Stylus		4,700.00	
827698	Captivate Onboard Software		1,000.00	
827699	CS20 - Measure and Stake to a Line		835.00	
827702	Leica Captivate DTM Stakeout CS20.		335.00	
	Firmware Upgrades + Support - 1 Year			
6009619	CS20 Firmware Upgrade and Support 1 Year	1	544.00	544.00
	CS20 Accessories			

905306	GEB333 Battery int Li-Ion 11.1V/3500mAh	3	225.00	675.00
	4- Bay - Battery Smart Chargers			
799187	GKL341 Multi Bay (4) Smart Charger	1	825.00	825.00
	Office Processing Software			
808788	Infinity Basic Floating: Includes I year Software Upgrade	1	921.00	921.00
5005102	Two Hours online Infinity Training	2	250.00	500.00
	Onsite Training			
5005102	One Day Onsite Training and Installation	1	1,000.00	1,000.00

Proposal Summary	
Price of Equipment Package	35,754.75
Less 20% MiDeal Discount (Contract # 180000000005)	(7,150.95)
Trade in of Existing GS15 + CS15	(2,502.83)
Existing Customer Training Credit	(1,000.00)
Price with Discount	25,100.97
6% Michigan Sales Tax	Exempt
Shipping	Included
Purchase Price of Equipment with Discount / Shipping / 6% Sales Tax	25,100.97

Note: Sales tax & Shipping included
Note: Proposal good for 60 days.
Note: Price includes one day of onsite training.
Note: Leica Geosystems -State of Michigan - MiDeal Contract # 180000000005

Offer subject to Leica Geosystems terms and conditions, available at:
https://portal.leicaus.com/US_GT_Cs_of_Sales.txt
Full Software License Agreement: www.leica-geosystems.com/TCSL
Full Standard Warranty: www.leica-geosystems.com/TCLW

Signature & PO Number if Required : The above is the equipment I would like shipped:
Sign , Date & Email To Rick.Sauve@Leicaus.com

January 13, 2022

Cindy Babisz
477 Maple Street
Algonac, Michigan 48001
810-748-7080

Karry A Hepting
Administrator/Controller
County of St. Clair
200 Grand River Ave. Suite 203
Port Huron, Michigan 48060

Dear Ms. Hepting,

I am currently serving as Representative Alternate District 6 & 7 on the Parks and Recreation Commission. I would like to be considered to fill the recent vacancy created by Terrel Wallis on the Parks and Recreation Commission.

I have been a lifelong advocate of Parks and Recreation. Since I have moved to St. Clair County in 1988, I have become familiar with the great amenities of St. Clair County Parks. I strongly believe that St Clair County is one of the most progressive and well-run Counties in the State of Michigan.

Now more than ever, residents and visitors need encouragement to enjoy outdoor venues and healthy pursuits. I would be honored to assist with your future projects and expansions in our County.

Sincerely,

Cindy Babisz

Cindy Babisz
Cab8260@gmail.com

Cc: Nancy Winzer

COUNTY OF ST. CLAIR



Boards and Commissions Application

First Name: Cynthia (Cindy) Middle Initial: A Last Name: Babisz

Home Address: 477 Maple St Home Phone: 810-794-7634

City: Algonac Zip Code: 48001 Bus Phone:

E-mail Address: cab8260@gmail.com Cell Phone: 810-748-7080

I am at least 18 years of age: ☒ Yes ☐ No

Employer: Clay Township Title: Recreation, Clerical

Nature of Employment: Recreation Director, Building Clerk, FOIA Coordinator

Educational Level: Technical Trade Degree Received: Certification

Board and/or Commission interested in serving on: St. Clair County Parks and Recreation

Community activities and/or experience: Recreation Field in downriver communities since 2000
Active Volunteer in Community Projects, Fundraisers, Lifelong Advocate of Parks and Recreation

Previous Held Appointments: Access to Recreation, Length of Appointment: 3 years
Algonac Clay Community Foundation 5 years
Downriver Recreation Commission Director 12 years

Other information you wish to provide to qualify you to serve on the Board and/or Commission: Continue to participate in Workshops, Trainings to increase my contribution to our Parks and Recreation

Available for day time meetings? ☒ Yes ☐ No

Available for evening meetings? ☒ Yes ☐ No

Upon appointment, the applicant must complete a standard background check including, but not limited to drug screening, driving record check, criminal background, and sex offender registry.

Cynthia Babisz Digitally signed by Cynthia Babisz Date: 2022.01.14 11:13:19 -05'00'

Signature Date

Cindy A. Babisz
810-748-7080
Cab8260@gmail.com

Ira Township 9/2019-Present
Parks and Recreation Director

Clay Township 2/2015-Present
Building Department Clerk; Recreation Coordinator; FOIA Coordinator; Website, Social Media Updates; Assists Township Clerk and other Departments Heads as needed.

Anchor Bay School District 3/2014-2/2015
District Wide Substitute Paraprofessional for Office/Clerical and/or Instructional Aid in classroom

Independent Contracts 11/2009-Present
Event/Activity Planning, Marketing, Social Media Networking, Organizational Services by Contract

- **Algonac Clay Music in the Parks**: Coordinator for summer entertainment for neighboring municipalities.
- **East China Township Summer Recreation** 2013-2014
- **Lake St. Clair Walleye Association Children's Ice Fishing Event:** 2002-2011
- **Studio 1219's Hands On Art Education Event**: 2008-2010

Director, Downtown Port Huron 11/2008-11/2009
Contracted by Community Foundation and Downtown Development Authority; Facilitated Events; Managed Streetscape Program; Supervised Welcome Center, numerous Customer Service Representatives and Shopper Shuttle Transportation for a unique atmosphere of service and tourism in the Downtown area

Director, Downriver Recreation Commission 10/2000-11/2008
Planned, Implemented and Created Recreational Programming for Algonac, Clay Township and the Algonac Community School District; Responsible for Hiring, Training, Supervisor for Office Staff and numerous Seasonal Summer Employees; Communicated Monthly Reports to Commission Members; Marketing through Brochure, Website and Media; Collaborated with Community Planning Management Services to create 2005-2010 Master Plan; Annual Budget Development; Engaged Officials, Parents and Youth in a Successful Skate Park Project; Partnered with Community and County Wide Organizations, including Access to Recreation, SCC River Day, MSU Project F.I.S.H., Dustin Bachman Safety Day; Greatly Increased Awareness of the Benefits of Recreation for all Ages

Programmer, Council on Aging of St. Clair County 2/1994-6/2000
Created and Implemented Activities and Programs; Partnered with groups for County Wide Events; Compiled Accurate Reports for Funding Requirements; Created Highly Productive Fundraisers; Increased Memberships; Responsible for Senior Center operational and supervisory duties, when Supervisor vacationed.

Independent Home Care Provider 8/1990-2/1994
Personal Home Care; Scheduled Staff and Services; Preferred Liaison between Patient, Family, Medical Providers

Field Technician, Konica Business Machines 3/1988-8/1990
Technical Servicing of Office Equipment for numerous accounts in a large, remote geographical area.

Cindy A. Babisz
Accomplishments and Affiliations

Treasurer, Woman's Life Chapter 883, 2015-2020
Algonac Clay Music in the Parks Coordinator 2012-Current
Blueways of St. Clair County Volunteer Website Editor 2013-2015

Lake St. Clair Walleye Association Children's Ice Fishing Promotion, 2004-2011

Access to Recreation Executive Board Member, 2006-2010

Special Olympics Coach and Volunteer, 2006-2009

Algonac Lions Pickerel Tournament Bike Tour Chair, 2007-2009

St. Clair County Senior Olympics Committee Member, 1994-2008

St. Clair County River Day Contributor and Host, 2005-2008

Dustin Bachman Memorial Safety Day 2007-2009

Algonac Clay Community Board Member, 2004-2008

Algonac Skate Park Project, Coordinator, Fundraising and Volunteer Committee, 2001-2004

Algonac Clay North Channel Offshore Racing Association, 2004 and 2006

Recreation Partner Program, 2004-2008

Algonac Clay Flag Day Contributor, 2007-2008

Safe Kids Car Seat Inspection Program, 2005-2006

Teen Band Sessions and Benefit Concerts, 2004-2008

MSU Cooperative Extension Project F.I.S.H. Graduate and Host, 2002-2004

Mentor and Social Support Summit for Fishing, Boating and Aquatic Stewardship, 2005

Community Foundation Recreation Youth Fest Host, 2003-2004

Michigander Bike Tour Host and Finish Line, 2005

Universal Person to Person Cultural Diversity Program Host, 2003-2008

Muskrats on the River 3 on 3 Tournaments, 2002-2005

Muskrat Volley Fest Tournament, 2000-2002

Boards and Commissions Committee Report

Parks and Recreation Commission

Created 6-28-89 Resolution 89-23; Name change to Parks and Recreation Commission 3-8-95 by B

	Position	*Term*	*Expiration*
Mr. John P. Cooper 4187 River Rd. Fort Gratiot Twp MI 48059 *Home Phone* *Work Phone* (810) 985-5000 *Mobile Phone* *Email* John@CooperRealEstate.net / jpc	Alternate: Sharon Haggerty	3 Years	12/31/2023
Ms. Mary Clark 2821 Military St. Port Huron MI 48060 *Home Phone* *Work Phone* *Mobile Phone* (810) 488-9508 *Email* meclark806@gmail.com	District 3 Alternate: Patrick McPharlin	3 Years	12/31/2023
Mr. Peter Leto 515 Connecticut Ave. Marysville MI 48040 *Home Phone* (810) 334-8647 *Work Phone* *Mobile Phone* (810) 334-8647 *Email* peteleto@hotmail.com	District 4 and 5 Alternate: James Bier	3 Years	12/31/2022
** ~~Vacancy~~ Cindy Babisz *Home Phone* *Work Phone* *Mobile Phone* *Email*	District 6 and 7 Alternate: ~~Cindy Babisz~~ vacancy	3 Years	12/31/2024
Mr. Robert E. Wiley 21 Airport Dr. St. Clair MI 48079 *Home Phone* *Work Phone* (810) 364-5369 *Mobile Phone* *Email*	Drain Commissioner (by virtue of office) Alternate: James Hartson		

Parks and Recreation Commission

Created 6-28-89 Resolution 89-23; Name change to Parks and Recreation Commission 3-8-95 by B

	Position	*Term*	*Expiration*
Mr. William M. Foster 6176 Urban Drive East China MI 48054 *Home Phone* (810) 765-8923 *Work Phone* *Mobile Phone* (810) 334-0777 *Email* w_foster_mi@comcast.net	Member at Large Alternate: Don Sheldon	3 Years	12/31/2024
Ms. Melissa Hanners 1075 Virginia Ave Marysville MI 48040 *Home Phone* *Work Phone* (810) 794-8880 *Mobile Phone* (810) 650-9654 *Email* mhanners@acsk12.us	Member at Large Alternate: Bea Castillo	3 Years	12/31/2022
Dr. Geoffry Kusch, M.D. 4470 Gratiot Ave. Port Huron MI 48060 *Home Phone* (810) 937-5107 *Work Phone* *Mobile Phone* (810) 334-3706 *Email* goefk@comcast.net	Metro Planning Commission Alternate: Dorothy DeBoyer		
Mr. Duke Dunn 755 Victorian Woods Ct. Marysville MI 48040 *Home Phone* (810) 355-5226 *Work Phone* *Mobile Phone* *Email* ddunn@stclaircounty.org	Represents BOC's Alternate: Greg McConnell		
Mr. Timothy J. LaLonde 1919 Kennedy Road St. Clair MI 48079 *Home Phone* (810) 329-9822 *Work Phone* *Mobile Phone* *Email*	Road Commission Alternate: Tim Ward		

COUNTY OF ST. CLAIR



To: St. Clair County Board of Commissioner
Karry Hepting, Administrator/Controller

From: Nancy Winzer, County Parks Director

Re: St. Clair County Parks and Recreation Millage Renewal

Date: February 17, 2022

The current authorization for the St. Clair County Parks and Recreation millage expires this year. At their last meeting, the St. Clair County Parks and Recreation Commission voted unanimously to recommend that the County Board of Commissioners authorize that placement of a ballot question on the August primary ballot asking voters to approve the Parks and Recreation Millage of .4944 mills per year, constituting a renewal of a previously authorized millage of .4954 mills, for a period of six years. Please see the attached resolution.

Corporation Counsel has reviewed the ballot language for your consideration. I plan to attend the Board of Commissioners meeting on February 17, 2022, to answer any questions.

200 Grand River Avenue, Suite 107 – Port Huron, Michigan 48060
Phone: 810-989-6960 – Fax: 810-985-3762

Resolution 22-02

Placing Proposed Renewal for
St. Clair County Parks and Recreation Millage on Ballot

Whereas, the Board of Commissioners of the County of St. Clair recognizes the value provided by the St. Clair County Parks system to the residents; and

Whereas, the parks, trails recreation facilities and programs provided by millage funds add to the quality of life for St. Clair County residents and their guests by providing health, wellness and economic benefits to the community; and

Whereas, millage funds have allowed St. Clair County, as well as local units of government, to apply for and receive numerous Federal, State and private grants to invest in parks and recreation projects throughout the county; and

Whereas, twenty-five (25) percent of the St. Clair County Parks and Recreation Millage funds collected each year have been distributed to the thirty-three (33) local units of government to invest in local parks and recreation projects; and

Whereas, Article IX, Section 6 of the Michigan Constitution of 1963 provides that the fifteen (15) mill limitation on property taxes therein imposed may be altered by a vote of the majority of the qualified electors of the County; and

Whereas, it is the desire of the Board of Commissioners to permit the electorate of the County to express its view on the question of continuation of funding for St. Clair County Parks and Recreation.

Now, Therefore, Be it resolved that:

The Clerk of the County of St. Clair is hereby directed to place on the ballot for the primary election of August 2, 2022, a proposition to renew the imposition of an addition not to exceed .4944 mill to be used primarily for acquiring, developing and maintaining parks and recreational facilities, and that the proposition shall be placed on the ballot in the following form:

Proposition____
RENEWAL OF THE ST. CLAIR COUNTY PARKS AND RECREATION MILLAGE

1. Shall St. Clair County levy a St. Clair County Parks and Recreation Millage of .4944 mills per year, constituting a renewal of a previously authorized millage of .4954 mills, for a period of six (6) years, 2022 through 2027, generating estimated tax revenues for the first year the millage is authorized and levied of approximately $3,324,605 to be used and disbursed for the purpose of acquiring, developing and maintaining parks and recreational facilities in St. Clair County in accordance with the Parks and Recreation Plan for St. Clair County as adopted and amended?

2. Said election shall be held and conducted and the results of the said election shall be canvassed in accordance with the provisions of the State law pertaining to the submission of such questions to the electors entitled to vote thereon and that the County Clerk of St. Clair County and the Treasurer of St. Clair County shall do and perform all acts required by law for the calling and effecting of such election, and that the said Clerk shall within five (5) days of said election file with the County Treasurer for St. Clair County a certified copy of the official declaration of the results of said election.

Adopted at a regular meeting of the Board of Commissioners of the County of St. Clair, on the 17th day of February, 2022.

Dated: February 17, 2022

Reviewed and Approved by:

_____

_____

_____

_____

Gary A. Fletcher
Corporation Counsel
1411 Third Street, Suite F
Port Huron, MI 48060

COUNTY OF ST. CLAIR
OFFICE OF THE ADMINISTRATOR/CONTROLLER

Karry Hepting, CPA
Administrator/Controller

MEMO

To: Board of Commissioners

From: Karry Hepting

Date: January 27, 2022

Re: Commissioner District American Rescue Plan Projects

The following ARPA projects have been submitted, reviewed as eligible projects and are ready for approval.

Commissioner Rushing has chosen to allocate his full amount to each unit on a per capita basis as shown below. The attached documentation from each municipality shows how they intend to spend the funds. The funds will be distributed on a reimbursement basis as the projects are completed.

	2020 Census	Allocation Amount
Berlin Township	3,115	68,078.50
Casco Township	3,990	87,201.68
Columbus Township	4,112	89,868.00
Ira Township	4,967	108,554.07
Memphis City	315	6,884.34
Riley Township	3,199	69,914.33
Wales Township	3,180	69,499.08
	22,878	500,000

Commissioner Beedon has requested to use $60,721 of her allocation to replace the back-up generator at Radio First. Their current generator was purchased by the County using grant funds. Radio First serves as the County's emergency broadcast partner for all hazard events. These funds will also be distributed on a reimbursement basis.

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BERLIN Township

740 Capac Road
Allenton, MI 48002
Phone: 810-395-4518
Fax: 810-395-4698

December 2, 2021

Mr. Dave Rushing,

We here in Berlin Township are pleased you attended our November board meeting to explain the county has money to give to the township for projects for us to use on projects we think will help the residents of our township. Our projects are to pave our track we have with asphalt to make it better for them to walk on. The other project will be to do more ditching on our roads to help get the water off the roads to help keep them in good shape to make it safer for our residents to drive on.

Thanks for your help on these projects.

Regards,

Bill Winn

Bill Winn
Berlin Township Supervisor

Ira Township
County of St. Clair

7085 Meldrum Road
Fair Haven, Michigan 48023
(586) 725-0263
Fax: (586) 725-8790

November 22, 2021

Mr. Dave Rushing
12618 Masters Rd.
Riley, Mi. 48041

Hi Dave,

Thank You for attending the November meeting here at Ira Township and bringing the news of the availability of funds from The County Board of Commissioners.

Per your request this letter will inform you of our decision as how to use the forthcoming allocation from The Board of Commissioners.

We have decided to put the monies toward a sorely needed infrastructure project here in Ira Township, specifically a large culvert and dilapidated guard rail system on a gravel, east / west bound road that is a safety concern for the traveling public. Not only for Ira Township resident's but anyone traversing this stretch of Arnold Road. This project is set for the year 2023 and will be done through The St. Clair County Road Commission and their crews.

We here in Ira Township greatly appreciate the monies coming from your office and look forward to the improvements that it will help create for our resident's

Once again, Thank You and Happy Holidays.

Sincerely,

James Endres, Jr.
Ira Township Supervisor

RILEY TOWNSHIP
13042 BELLE RIVER RD.
RILEY TOWNSHIP, MI 48041
Phone (810)392-2326 FAX (810)392-2918

November 10, 2021

Commissioner Rushing,

The Riley Township Board has voted unanimously to use the moneys you offered us in combination with other funds to work on three of our needed road projects.

1. Eagling Road Culvert Replacement
2. Hunt Road Culvert Replacement
3. Braidwood Road Bridge Replacement

We as a board would like to thank you for your assistance with these funds and helping to keep our roads safe and usable for years to come.

Alvin Titus - Supervisor

Dawn Behem - Clerk

Mike Rushing - Treasurer

Web Contact to District 6 - David Rushing

supervisorcasco@comcast.net

Tue 11/23/2021 11:06 AM

To:Rushing, David <drushing@stclaircounty.org>;

Mr. Rushing,
Here are things for our townhship Ashphalt overlay-St Clair Hwy. From Meldrum Road-Church Road. Broad Band. Weather Warning Siren. Supervisor Casco Patricia Allagreen

COLUMBUS TOWNSHIP RESOLUTION
11-1-21

RESOLUTION TO REQUEST FUNDS FOR
COVID RELIEF PROGRAM

B. Rusher moved the adoption of the following resolution:

WHEREAS, The Saint Clair County Board of Commissioners has informed Columbus Township that COVID relief money in the amount of approximately $2000 per Township resident has been made available

WHEREAS, The County Board of Commissioners has desired to know how the relief money will be spent prior to approval,

WEREAS, The Columbus Township Board has determined that the Palms Rd. culvert 40 ft. x 73 in. x 55 in. arch 120 ft. north of Rattle Run Rd. be replaced when funds are available. The total cost of the project is estimated to be approximately $55,000.00 and,

WEREAS, The Columbus Township Board has determined that the Frith Rd. culvert over the Dawson Drain be replaced when funds are available. The total cost of the project is estimated to be approximately $60,000.00 and,

WEARAS, Any leftover money will be spent on other ditching projects,

WHEREAS, the total funds will not be committed prior to the 2022 fiscal year.

NOW, THEREFORE, BE IT RESOLVED, That Columbus Township request the Board of County Commissioners of the County of St. Clair approve Columbus Township's participation in the COVID relief program outlined by Commissioner Rushing.

Motion supported by Dawson

AYES: by by by ok

NAYS:

I hereby certify that the foregoing is a true and correct copy of a portion of the minutes of a Board meeting of the Columbus Township Board held on November 9th 2021 at 7:30 pm.

Angie Brunger
Clerk

City of Memphis

From: MEMPHIS CITY HALL <cityofmemphis@comcast.net>
Date: 12/14/2021 15:59
To: "drushing@klondyke.net" <drushing@klondyke.net>

Hi Dave,
The City decided to use the $6,300.00 to go towards the library. Any questions please call at 810-392-2385.
Thank you,
City of Memphis
Donna Janssens/Clerk

WALES TOWNSHIP

1372 WALES CENTER RD. WALES, MI 48027
TEL: 810-325-1517 FAX: 810-325-9009
Web: www.walestownship.org Email: wales@walestownship.org

Office Hours: 8:00 AM to 4:00 PM, Monday, Tuesday, and Thursday
Closed: Wednesday, Friday, Saturday, and Sunday

St. Clair County
Administration
Attn: Commissioner Dave Rushing, 6th Dist.
200 Grand River Ave.
Ste. 203
Port Huron, MI 48060

December 9, 2021

County Covid-19 Relief Funding District 6, Wales Township

Dear Commissioner Rushing,

Wales Township Board graciously accepts the grant award for County Covid-19 relief funding to our municipality. With Wales Board of Trustees unanimously agreeing that the granted funding shall be used in it's entirety for various secondary road maintenance projects to improve safety and integrity of Wales township's road system. We gladly present to you Board approved projects as follows for 2021 and 2022:

Nolan Rd. Major Culver Replacement Project – Alpine Drain Crossing
Material rebuild/restoral of grade and elevation for drainage improvement for safe School bus and utility truck access and turn around, Cove Rd. north of Sparling Rd. at I-69
Berm removal Smith Creek Rd. 1 Mile between Cove and Wales Ridge.
Berm removal Masters Rd. 2 Mile between Stapleton and Cove Rd.

Again, we're appreciative for the opportunity to decide these necessary projects to best serve the people of Wales Township, of St. Clair County. Attached is detail of the projects with corresponding supporting estimates from the St. Clair County Road Commission. Please let us know if you shall need any more information regarding this.

Respectfully,

Elizabeth Masters

Elizabeth Masters

cc. Cindy Bobcean, Clerk

Proposal and Acceptance

Proposal Submitted from:

Ainsworth Electric Inc.



3200 Dove Rd., Suite A
Port Huron, MI 48060
810-984-5768 / 810-984-8856 fax
www.ainsworthelectric.com

Proposal Submitted to:

RADIO FIRST
808 HURON AVE
PORT HURON, MI 48060

TERMS	JOB NAME	ESTIMATE NUMBER	DATE
Upon Receipt		2022-067	1/27/2022

Description	TOTAL QUOTE
QUOTE TO SUPPLY AND INSTALL THE FOLLOWING:	
REMOVE EXISTING 60 KW KOHLER GENERATOR AND 200 AMP 120/208V AUTOMATIC TRANSFER SWITCH.	
SUPPLY AND INSTALL ONE (1) 80 KW GENERAC GENERATOR MODEL: QT07068X 1800 RPM	
SUPPLY AND INSTALL ONE NEW (1) 200 AMP AUTOMATIC TRANSFER SWITCH. ATS TO BE CHANGED OUT AFTER BUSINESS HOURS.	
REWORK ALL WIRING FOR NEW SETUP	
REWORK ALL GAS AS NEEDED	
STARTUP TO FACTORY TRAINED GENERAC TECHNICIAN	
COMPLETE TIME AND MATERIAL	60,721.00
NOTE: 70KW IS NO LONGER BEING BUILT ***AINSWORTH ELECTRIC INC IS NOW OFFERING FINANCING**** ****6 MONTHS SAME AS CASH!**** *CALL OUR OFFICE FOR MORE INFORMATION!!* ***Ainsworth Electric Inc. is the areas ONLY ELITE full Service & Sales GENERAC Dealer. We offer 24/7 EMERGENCY generator service.***	

ESTIMATE DOES NOT INCLUDE THE FOLLOWING:
1. GAS METER UPGRADE IF REQUIRED. 2. PERMITS (ELECTRICAL, MECHANICAL, BUILDING, ETC).
3. UNFORSEEN CONDITONS.

☐ 60,721.00

Acceptance of Proposal

_____ Date: _____

All material is guarenteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

FY2022 Marine Safety Program Grant Application

Summary:

ATTACHMENTS:

	Description	Upload Date	Type
🗋	FY2022 Marine Safety Program Grant Application	2/9/2022	Cover Memo
🗋	2022 Marine Safety grant application	2/9/2022	Cover Memo

COUNTY OF ST. CLAIR
OFFICE OF THE ADMINISTRATOR/CONTROLLER

KARRY HEPTING
Administrator/Controller

MEMO

To: Board of Commissioners

From: Marsha M. Adamkiewicz, Staff Accountant and Undersheriff, James Spadafore

Date: February 9, 2022

Re: FY2022 Marine Safety Program Grant Application

Attached is the FY2022 Marine Safety Program grant application. The St. Clair County Sheriff's Office-Marine Division is applying for this grant for the 2022 calendar year. Grant applications are due March 1, 2022.

This grant covers personnel expenditures for salaries, wages and benefits for Marine Law enforcement, boaters safety courses, livery inspections, as well as operating expenditures such as fuel, oil, parts for patrol vehicles, watercraft, and trailers, uniforms, leasing of vehicles, dockage, storage, office space, boat repairs and travel expenditures. The Sheriff's Office Marine Division has applied for this grant every year to support its annual operations.

This grant has been split between a State grant and Federal grant. The State grant funds require a 25% local match, and the Federal grant funds do not require any local match.

The amounts we have received in previous years are as follows:
FY2021 - $182,366
FY2020 - $171,550
FY2019 - $146,550
FY2018 - $134,000
FY2017 - $136,000
FY2016 - $133,175

The grant funding is based on a 3 year average of actual expenditures. They are applying for the maximum they would need to fully patrol their operations.

We recommend approving the FY2022 Marine Safety Program Grant application at the February 17, 2022 Board of Commissioner's meeting.

Michigan Department of Natural Resources
Law Enforcement / Grants Management
Marine Safety Program
Grant Application
This information is required under the authority of Part 801 Marine Safety, 1994 PA 451, as amended.

CFDA 97.012 Boating Safety Financial Assistance

Grant Applicant (Law Enforcement Agency)

St. Clair County Sheriff's Department

* Grant Type

☑ Operating

* Contact Person

Mrs. Dena Alderdyce

* Type of Funds Requested

○ State ◉ Federal ○ No Preference

Number and Street or Rural Route	Telephone	FAX
200 Grand River Ave Suite 203	(810) 989-6324	N/A

City	State	ZIP
Port Huron	MI	48060

Email

dalderdyce@stclaircounty.org

Summary of Estimated Expenditures

tructions:

1. Click **Save** to update totals on this page.

Law Enforcement Wages and Benefits Total (Operating grant)		$212,513
Contracted Services, Supplies & Materials Total (Operating grant)		$108,850
Total Equipment to be Purchased (Equipment grant)		$0
	Total	**$321,363.00**

Law Enforcement Wages And Benefits

Instructions:

1. Enter the number of Full Time and/or Part Time personnel working in the Marine Safety Program.
2. If personnel are entered, then the information must be completed below.
3. Click **Save** to update totals on this page.

*Number of law enforcement personnel working in the Marine Safety program:

1
Full Time

37
Part Time

Detail of Law Enforcement Wages and Benefits:

Full Time

A) Average hourly wage of officers working in the county Marine Safety program	*$38.42*
B) Average Fringe percentage	*38.00%*
C) Estimated total hours of Marine Safety law enforcement and related activities	*1,120*

Part Time

A) Average hourly wage of officers working in the county Marine Safety program	*$15.13*
B) Average Fringe percentage	*1.21%*
C) Estimated total hours of Marine Safety law enforcement and related activities	*10,000*
Total Full Time	*$59,381.95*
Total Part Time	*$153,130.73*
Total	***$212,513.00***

Contracted Services, Supplies & Materials

Instructions:

1. Enter the information below as it pertains to this grant request.
2. Click **Save** to update totals on this page.

Patrol Vehicle Usage

A) Mileage rate calculation for 1 vehicles.

Mileage rate		$ 0.34
Total estimated miles	x	
Subtotal		$0.00

B) Leased vehicle calculation for vehicles.

Total Lease amount/month (all vehicles)		$
Number of months	x	
Total estimated fuel & oil costs	+	$
Subtotal		$0.00

C) Actual cost calculation for 2 vehicles.

Total estimated fuel & oil costs		$ 3,800.00
Total estimated maintenance costs	+	$ 2,800.00
Subtotal		$6,600.00
Patrol Vehicle Total		**$6,600.00**

Patrol Boat Usage

A) Actual cost calculation for 7 vehicles.

Total estimated fuel & oil costs		$ 25,000.00
Total estimated maintenance costs	+	$ 12,000.00
Patrol Boat Total		**$37,000.00**

Materials/Supplies to be purchased

Item	Quantity	Cost per item	Total
Office, operating	1	$ 10,000.00	$10,000.00
Training	1	$ 3,500.00	$3,500.00
Uniforms, cleaning, tr	1	$ 3,500.00	$3,500.00
General Services, (ph	1	$ 5,250.00	$5,250.00
		Materials/Supplies Total	**$22,250.00**

Services to be Contracted

Service	Cost per service
Rent, docks, utilities, storage	$ 24,000.00
Repair	$ 19,000.00
Contracted Services Total	**$43,000.00**

Total Contracted Services, Supplies & Materials **$108,850.00**

Contract Extension Approval Request - Interwest Technology Group

Summary:

ATTACHMENTS:

	Description	Upload Date	Type
	Contract Approval Request -Interwest HUB extension 2022	2/9/2022	Cover Memo
	HUB Interwest 2022 extension	2/9/2022	Cover Memo
	Interwest HUB MOU 2021	2/9/2022	Cover Memo

COUNTY OF ST.CLAIR
Purchasing Division



CONTRACT APPROVAL REQUEST

☐ NEW CONTRACT ☐ CONTRACT RENEWAL ☐ CONSOLIDATION OF EXISTING CONTRACTS

☐ BIDS REQUIRED
☐ BIDS RECEIVED

☐ NO BIDS REQUIRED
☒ SINGLE SOURCE
☒ CONTRACT EXTENSION

☒ BOC POLICY COMPLIANCE
☐ REVIEWED BY CORP COUNSEL

☐ INCREASE WITHIN CPI-U
☐ VALUE LESS THAN THRESHOLD

VENDOR: Interwest Technology Group

VALUE: $15,920

TERM: Additional 6 months, end 5/31/22

CONTRACT TYPE: Service

SERVICE DESCRIPTION: HUB website services

DEPARTMENT(S): Health Department

COMMENTS: The original Memorandum of Understanding was anticipated to be complete in 10 months' time, at a cost of $9950. The project needs an additional 6 months of support and development, bringing the total to $15,950 and exceeding the approval threshold.

ST. CLAIR COUNTY HEALTH DEPARTMENT

Our Community. Our Environment.

3415 28th Street Port Huron MI 48060

ANNETTE MERCATANTE MD, MPH
MEDICAL HEALTH OFFICER

GREG BROWN
ADMINISTRATOR

ADVISORY BOARD OF HEALTH

MARIE J. MULLER
CHAIRPERSON

JOHN F. JONES
VICE CHAIRPERSON

ARNOLD KOONTZ
SECRETARY

MONICA STANDEL

CHERYL SMITH, R.N.

HOWARD HEIDEMANN
CO. COMMISSIONER

Divisions

ADMINISTRATION
P 810.987.5300
F 810.985.2150

DENTAL CLINIC
P 810.984.5197
F 810.984.0747

EMERGENCY PREPAREDNESS
P 810.987.5300
F 810.987.0630

ENVIRONMENTAL HEALTH
P 810.987.5306
F 810.985.5533

HEALTH EDUCATION
P 810.987.5300
F 810.985.2150

NURSING DIVISION
P 810.987.5300
F 810.985.4487

TEEN HEALTH
P 810.987.1311
F 810.987.0651

WIC PROGRAM
P 810.987.8222
F 810.966.2898

www.scchealth.co
/scchdmi | @scchdmi

MEMORANDUM

DATE: February 9, 2022

TO: St. Clair County Board of Commissioners

FROM: Greg Brown, Administrator

RE: HUB InterWest MOU Extension

Dear Commissioners:

In February 2021 the St. Clair County Health Department (SCCHD) entered in to a MOU with InterWest to provide SCCHD with needed support and solutions to keep the existing Early Childhood HUB system online. This MOU was under the threshold for Board of Commissioners approval at that time. The MOU is expired with still some additional work to be completed. An extension of this MOU will bring the value over the threshold amount. Therefore, SCCHD is asking for approval to extend the in MOU with InterWest for a limited term of six months at a cost of $995.00 per month. SCCHD is able to absorb that cost in to our current budget.

INTERWEST

MEMORANDUM OF UNDERSTANDING

Introduction

The ST. CLAIR COUNTY HEALTH DEPARTMENT has come to depend on the Early Childhood Education HUB system as an indispensable tool for helping parents and families in the community. HUB contains all available County support services in one spot. When Parents and families access the website, they answer basic questions and HUB will connect them to available programs and agencies.

For years the ST. CLAIR COUNTY HEALTH DEPARTMENT has been attempting to procure funding for HUB but has not been successful. HUB is barely useable in its current condition and needs consistent support and development for the long term.

This MOU will create a mechanism that works for both for the ST. CLAIR COUNTY HEALTH DEPARTMENT and INTERWEST TECHNOLOGY GROUP Inc. This agreement will allow HUB to move forward and thrive.

Here are the Commitments and Benefits for the ST. CLAIR COUNTY HEALTH DEPARTMENT

Commitments

1. Pay a monthly service fee of $995 per month.
2. Provide clear and prioritized requirements for HUB upgrades.
3. Provide clear and prioritized requirements for HUB bug fixes.

Benefits

1. 40 hours of HUB development by Interwest.
    - These hours include development, testing and deployment.
2. Monthly service Level agreement
    - We will apply best efforts to restore functionality as soon as possible in the event of an outage.
3. ITG Project Management attendance at the monthly HUB meetings (pro bono).

Here are the Commitments and Benefits for
INTERWEST TECHNOLOGY GROUP, Inc.

Commitments

1. 40 additional hours of HUB development funded by Interwest.
    - These hours include development, testing and deployment.
2. Assist the Health Department with creating & prioritized requirements for HUB upgrades, bug fixes, coordinating testing and deployments.
3. Provide consulting and advice, be part of the HUB leadership team.

Benefits

- Interwest will be allowed to market the HUB solution to other organizations as a monthly subscription service.

Additional Benefits for
ST. CLAIR COUNTY HEALTH DEPARTMENT

- For any successful introduction of HUB to other organizations, ST. CLAIR COUNTY HEALTH DEPARTMENT will receive a credit for the full value of the monthly service fee.

Other Considerations

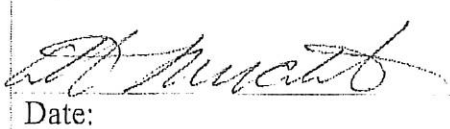
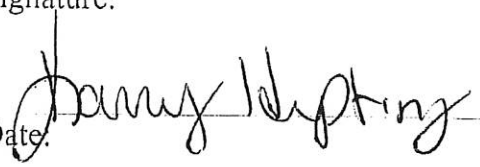
- From time to time, ST. CLAIR COUNTY HEALTH DEPARTMENT may find additional funding. This funding could be used towards new feature development or accelerating the schedule for already identified features.

Exiting the agreement

a. Each partner in this agreement would retain full rights to the code and can exit the agreement with 90 days' notice and the latest version of the code at that time.

b. The code will be kept in an online code vault (presently GITHUB) under the management of InterWest Technology Group, Inc. and a username/password would be provided to ST. CLAIR COUNTY HEALTH DEPARTMENT.

AGREEMENT SIGNATURES

St. Clair Health Department	InterWest Technology Group, Inc. 3455 Riverside Dr. Port Huron, MI 48060
Printed Name: Annette Mercatante	Printed Name: Karry Hepting
Signature: 	Signature: 
Date: 2/5/2021	Date: 2/22/21



Director: InterWest Technology Group, inc.
Date: 02/23/2021

Tree Harvesting Agreement with Tri-County Logging, Inc. for Airport Properties

Summary:

ATTACHMENTS:

	Description	Upload Date	Type
🗋	MEMO_Tri-County_Logging	2/10/2022	Cover Memo
🗋	ssc airport contract	2/10/2022	Cover Memo

MEMO

St. Clair County International Airport

TO: Karry Hepting, County Administrator Controller
St. Clair County Board of Commissioners

FROM: Catherine Fiore, Airport Director

DATE: February 9th 2022

SUBJECT: Approve Tree Harvesting Agreement with Tri-County Logging, Inc. for Airport Properties

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Approve agreement with Tri-County Logging, Inc. to sell and harvest hardwood trees on airport property for the total of $21,500.00. A total of 157 trees have been identified on airport property within the runway protection zone, 75 trees in the north woodlot of the Airport on Smiths Creek Road (approach into Runway 22) and 82 trees in the woodlot north of Gratiot Avenue. Harvesting will be completed by March 31st, 2022 prior to the conclusion of the 2021 – 2022 tree cutting season.

Per the estimate, Tri-County agrees to cut the trees and leave the stumps and tops for the County to remove at a later date. Both areas are to be clear of fill due to wet-land requirements. The County will make arrangements to remove the remaining tree tops are large branches during the next cutting season, November 1st 2022 – March 31st 2023, using the funds from the tree harvest and community assistance.

With your approval, this estimated work will assist in the mitigation of airway and approach obstacles and obstructions the St. Clair County International Airport is required to comply with to receive federal grant assistance for airport operations.

TRI-COUNTY LOGGING, INC.

Post Office Box 620 Clinton, Michigan 49236
Phones: (517) 456-7431 or (517) 456-7133 Fax: (517) 456-6346

Sellers Phone #_____ Date_____

Tri-County Logging, Inc. of Clinton, Michigan, hereby agrees to purchase, upon the terms and conditions specified, and _____Soc. Sec. # _____

_____

Street City State

agrees to sell merchantable timber as follows: _____

_____

The tops of the timber will be the property of ☐ Buyer ☐ Seller

For the sum of_____Dollars,

($_____), on the following described land: Section_____, T_____,

R _____, Township of_____, County of_____, State of

_____consisting of_____acres, more or less.

Seller is the owner of the land and/or logs free and clear of all mortgages and other encumbrances except as follows (see attached) _____

Additional Comments: _____

_____

Seller is the owner of the timber and has not and will not enter into any other contracts involving the timber.

If seller desires to sell all or any part of the Land and the Timber has not been removed, Seller will reserve the Timber in the deed to the purchaser of the Land showing Tri-County Logging, Inc. as owning the Timber.

If the Land is subject to a mortgage or other encumbrances, Seller will obtain and furnish to Purchaser a written waiver by the lien holder regarding the sale of the Timber. If the written waiver is not furnished to Purchaser, payment will be made by Purchaser by check to the joint order of Seller and the lien holder.

Purchaser or its agents may enter lands of Seller for purpose of cutting, removing and storing timber. Seller to furnish right of way to timber purchased for ingress and egress, same to be upon a route acceptable to Purchaser. Purchaser also to be entitled to use right of way and needed lands adjacent thereto for storage of equipment.

This Contract will be interpreted under the laws of the State of Michigan. This Contract is the entire agreement among the parties regarding the purchase and sale of the timber and may only be amended by a written document signed by both Seller and Purchaser.

Weather and logging conditions permitting, timber is to be cut and removed by Purchaser and/or its agents, from the above described lands on or before the_____day of_____, 20_____.

The Seller shall be held free and clear of all responsibility for injuries, death, and/or property damage resulting from operations necessary to harvest the timber designated by this contract.

The sum of $_____will be remitted upon receipt of signed contract at Tri-County Logging, Inc.

Balance of purchase price shall be paid in full _____

Accepted: (Seller(s) Signature) TRI-COUNTY LOGGING, INC.

_____ by_____Buyer

_____ by_____Procurement Mgr.

Moving of Parks and Recreation Offices

Summary:

ATTACHMENTS:

	Description	Upload Date	Type
🗋	Moving of Parks and Recreation Offices	2/11/2022	Cover Memo

COUNTY OF ST. CLAIR

Parks and Recreation Commission

To: Board of Commissioners
Karry Hepting, Administrator / Controller

From: Nancy Winzer, Parks and Recreation Director

Re: Moving of Parks and Recreation Offices

Date: February 17, 2022

St Clair County Parks is looking to move our main office to Goodells Park in the Garden Center. This move will allow staff to work together in one location. It will allow administrative support to be convenient and easily accessible. The move will also allow for easy access to the public to our office since a majority of activity happens at Goodells and it is the most centralized park in the park system. Our primary goal is to make it convenient and easy for our residents/users to be able to access staff.

In addition to this when staffing changes were implemented earlier this year, we realized that we need to switch the location of our office since one of the biggest concerns brought up by staff is poor communication. Right now, our Deputy Director of Operations works at the Fort Gratiot Light Station; our office staff works in Downtown Port Huron; and our Deputy Director of Training and Projects works at Goodells County Park. With our staff so scattered, it is very inconvenient and inefficient for meetings, projects, etc. I believe that the best solution to this problem is to have all staff in one location.

We determined that the Garden Center at Goodells County Park would fit our needs perfectly. It is a building we already owned that was sitting vacant. The building will be more parks focused than being in the downtown location and it will allow all of our administration staff to be in one location. It will also allow our staff that work at the parks to have easier access to all of these staff members who currently work elsewhere.

Whether parks staff moved here or not there were improvements the Garden Center needed like security system, repairs to heating system and electrical. Now with this move these will get repaired and so will some infrastructure changes that will only enhance this building for years to come. Other upgrades that will be done will be IT upgrade, carpet and dry wall. Many of these repairs will be done by staff and the only cost will be supplies.

I am asking for Board of Commissioners approval to make the necessary repairs to the Garden Center in an amount not to exceed $40,000.00.

200 Grand River Avenue, Suite 107 – Port Huron, Michigan 48060
Phone: 810-989-6960 – Fax: 810-985-3762