



AGENDA

St. Clair County Board of Commissioners Human Services Committee

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

February 3, 2022 at 6:00 PM

-
- 1. Roll Call/Opening/Pledge of Allegiance**
 - 2. Additions/Deletions/Changes to the Agenda**
 - 3. Citizens to be Heard**
 - 4. Updates**
 - 5. Closed Session at the Request of the Public Health Officer**
 - A. Consider Potential Discipline of Public Health Officer
 - 6. Conceptual Initiatives**
 - 7. Old Business**
 - 8. New Business**
 - A. Medical Health Officer Censure Letter
 - B. Public Health Officer Position
 - C. Contract Approval Request - OverDrive, Inc.
 - D. Resolution 2022-03 Placing Proposed Renewal for St. Clair County Senior Millage on Ballot
 - 9. Other Human Services Matters**
 - 10. Information Only**
 - A. Health Department Points of Interest January 2022
 - 11. Receive and File Packets**
 - 12. Adjournment**

Committee Chair: Lisa Beedon

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.

Consider Potential Discipline of Public Health Officer

Summary:

Medical Health Officer Censure Letter

Summary:

ATTACHMENTS:

	Description	Upload Date	Type
📎	Communication Censure	1/28/2022	Cover Memo
📎	Censure Mercatante	1/28/2022	Cover Memo
📎	Mercatante Communication Expectation	1/28/2022	Cover Memo
📎	Emergency Order procedures for PHO and EMD	1/28/2022	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: January 28, 2022

Re: Censure

As directed at your 1/20/2022 meeting, attached please find a censure letter regarding Dr. Mercatante along with a proposed Emergency Order Communication Procedure. Since the last board meeting, most of you have had an opportunity to speak with Dr. Mercatante regarding the chronology of communication that took place prior to the order being issued. You were also provided the current communication protocol as it exists in the Health Department Emergency Operations manual.

Based on the follow up meetings and additional information provided, I have also provided a communication expectation letter for the Board's consideration that could be adopted in addition to or in lieu of a censure. Regardless of what option is chosen, I strongly recommend the immediate implementation of the attached Emergency Order Communication Procedures to avoid any future miscommunications.



COUNTY OF ST. CLAIR

Board of Commissioners

JEFFREY L. BOHM
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District 5
3453 St. Clair Shores Blvd.
East China, MI 48054
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jbohm@stclaircounty.org

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Vice-Chairperson
District 2
3660 Vineyard Lane
Fort Gratiot, MI 48059
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108 S. Hunter St.
Capac, MI 48014
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gmccconnell@stclaircounty.org

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2877 Military St.
Port Huron, MI 48060
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lbeedon@stclaircounty.org

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Marysville, MI 48040
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ddunn@stclaircounty.org

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Riley, MI 48041
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drushing@stclaircounty.org

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www.stclaircounty.org

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

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

To: Dr. Annette Mercatante, MD, MPH

From: Board of Commissioners

Date: January 27, 2022

Re: Censure

This censure is being issued for your failure to properly communicate critical public health decisions timely to the Board of Commissioners. The timing of the last order, issued after business hours before a long holiday weekend, did not allow the public or commissioners to receive answers to questions in a timely manner. While Commissioners received an email with the order, no backup information was provided which would allow them to understand the basis for the order and, thereby, communicate effectively with constituents.

You had previously received verbal instructions for a similar event which occurred in August of 2021. An order was issued without providing proper communication or supporting information to the Board of Commissioners. At that time it was agreed that going forward Commissioners would be properly informed of upcoming orders and be provided with supporting information so they could properly address citizen questions and concerns.

Going forward it is the expectation of the Board that the communication plan established by the Board of Commissioners will be followed to communicate important decisions that impact large sections of the community. Failure to follow the attached plan will result in disciplinary action.



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To: Dr. Annette Mercatante, MD, MPH

From: Board of Commissioners

Date: January 27, 2022

Re: Communication Expectation

This communication expectation is being established after your failure to properly communicate critical public health decisions to all Board of Commissioners in a timely manner. The timing of the last order, issued after business hours before a long holiday weekend, did not allow the public or commissioners to receive answers to questions in a timely manner. The Commissioners received an email with the order but no backup information which would allow them to understand the basis for the order and, thereby, communicate effectively with constituents.

Following the 1/20/2022 Board of Commissioners meeting, several meetings were held with you to discuss the communication that took place prior to the issuance of the public health order. As a result of these meetings it was determined that you communicated with the School Superintendents before the order was issued and you, in good faith, believed you had their support in issuing the public health order so they could keep schools open. This was an important step because ultimately the schools had to enforce the order. Second, you discussed this matter with the Board Chair and Vice Chair and were told by the Chair to email the order to the Commissioners. Looking back with the benefit of hindsight, after the quarantine order we should have put a simple communication plan in place and we will be doing so immediately.

It is the expectation of the Board of Commissioners that the attached communication plan will be followed going forward. Failure to follow the attached plan will result in disciplinary action.

St. Clair County Emergency Order Communication Procedures

This communication plan is intended to establish procedures for communication to the St. Clair County Board of Commissions and County Administration prior to any Emergency Orders are put into place that apply to more than a single person or small group of people. This procedure shall not apply to Emergency Orders issued to individuals involving HIPAA protected information or any orders which by their nature must be kept confidential. This procedure is not intended to and shall not infringe upon the statutory authority of the St. Clair County Public Health Officer (PHO), nor the St. Clair County Emergency Management Director (EMD).

The following process shall be followed in the event an Emergency Order is deemed necessary by the PHO and/or the EMD. The respective Directors shall:

1. Provide a document outlining the reasoning for the Emergency Order and back-up documentation that support the order, which can be used by the Commissioners as talking points when speaking to their constituents.
2. To the extent possible shall have consulted with other communities and/or community leaders who will be significantly affected by the emergency order to seek input and outreach regarding the need for the emergency order(s). This information should be shared with Administrator/Controller and Board of Commissioners in advance of the issuance of the emergency order.
3. Inform respective Advisory Boards of the proposed emergency order in advance of issuing.
4. Personally contact Administrator/Controller and each Board of Commissioner to discuss the emergency order and/or talking points prior to issuing. Board of Commissioner Members who are unavailable for a conference call will be provided with a follow-up e-mail containing notes or information from the calls.

Public Health Officer Position

Summary:

Contract Approval Request - OverDrive, Inc.

Summary:

ATTACHMENTS:

Description		Upload Date	Type
	Contract Approval Request - OverDrive, Inc.	1/26/2022	Cover Memo
	OverDrive_Library_Memo	1/25/2022	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 | |
| ☒ BOC POLICY COMPLIANCE | ☒ CONTRACT EXTENSION | |
| ☐ 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.

January 18, 2022

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

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



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.

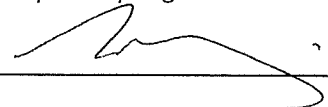
OverDrive Terms and Conditions:

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

OverDrive Digital Library features included with Annual Fee:

<i>Collection</i>
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
<i>Services</i>
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
<i>Technology</i>
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!

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

Summary:

ATTACHMENTS:

	Description	Upload Date	Type
📎	02-03-22 BOC memo re Resolution on Senior Millage Renewal	1/28/2022	Cover Memo
📎	Resolution 22-03 Senior Citizen Millage Ballot Language	1/28/2022	Cover Memo



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

Health Department Points of Interest January 2022

Summary:

ATTACHMENTS:

Description		Upload Date	Type
	POI	1/26/2022	Cover Memo

JANUARY 2022

Points of Interest...

- During the month of December, the Outreach team attended 14 community events and assisted 13 individuals to access Medicaid benefits. Furthermore, a holiday giving tree was set up near the front entrance of the health department and staff/partners contributed winter essentials such as hats, gloves, and socks for visitors in need.
- The Environmental Health Division continues to lead the St. Clair County National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Watershed Advisory Group for storm water permit compliance. The St. Clair County Health Department (SCCHD) collaborates with 18 dues-paying St. Clair County municipalities and school districts to share storm water permit costs, implement activities, submit reports, assist with audits and meet federal mandates from the Clean Water Act. Eleven of the twelve municipal Advisory Group members have received their Michigan Department of Environment, Great Lakes and Energy (EGLE) storm water permit. The City of Algonac is still in the permit review phase. Staff training available for Advisory Group members was completed last year with guest speakers from EGLE and the Friends of the St. Clair River. Twenty-seven people successfully completed the instruction with a posttest average of 97%. Training is required for all involved staff at least once every five years per the approved EGLE permit.
- Continuing to provide staffing support and scheduling for the St. Clair County Infusion Center site. Two schedules are produced weekly (one for each clinic). Infusers are recruited from Ascension, Lake Huron Medical Center, Tri-Hospital EMS and MiVolunteer Registry. The pool of available infusers is limited but committed.
- The St. Clair County Public Health Order requiring masks be worn in K-12 educational settings will not be extended and expires upon the completion of classes on Friday, January 28, 2022. The decision was made after careful consideration and is based on the following factors: schools reporting decreasing cases and adequate staffing; epidemiological modelling suggesting we are near or at the peak transmission and should be coming down quickly; and local hospitals and healthcare response teams reporting a slight improvement in their stressors. SCCHD believes universal masking has significantly blunted the impact of Omicron in school aged children and should be considered a primary and effective tool against future challenges with COVID-19 infections. With the Order expiring, the SCCHD strongly recommends masks continue to be worn in K-12 settings as well as all public and crowded spaces until viral transmission rates are below 10%. Applying preventive measures that include physical distancing, mask wearing, hand hygiene, and cleaning of high-touch surfaces does reduce the spread and impact of COVID-19.