

ALLEGAN COUNTY BOARD OF COMMISSIONERS

INDEX

MAY 14, 2020 SESSION

JOURNAL 68

<u>PAGE</u>	<u>ITEM</u>	<u>SUBJECT MATTER</u>
517	1	MAY 14, 2020 SESSION - INVOCATION, PLEDGE OF ALLEGIANCE, ROLL CALL
517	2	COMMUNICATIONS
517	3	APPROVAL OF MINUTES FOR APRIL 23, 2020
517	4	PUBLIC PARTICIPATION - NO COMMENTS
517	5	ADDITIONAL AGENDA ITEMS
518	6	APPROVAL OF AGENDA AS AMENDED
518	7	INFORMATIONAL: ADVISORY TAX LIMITATION COMMITTEE CANDIDATE REVIEW
518	8	APPOINTMENT: ADVISORY TAX LIMITATION COMMITTEE
519-539	9	SHERIFF'S DEPT 2019 ANNUAL REPORT
540	10	ADMINISTRATIVE REPORT - LETTER OF SUPPORT TO CITY
540-542	11	CLAIMS & INTERFUND TRANSFERS - 5/1/20, 5/8/20 & 5/15/20
542-543	12	ANIMAL SHELTER ANNUAL BUDGET
543	13	PARKS ADVISORY BOARD - AMEND BY-LAWS
544-566	14	ADMINISTRATION - APPROVE COVID-19 PREPAREDNESS, RESPONSE AND SAFE WORK PLAN
567-568	15	INFORMATION SERVICES - PURCHASE AND INSTALL AUDIO/VIDEO EQUIPMENT AND SOFTWARE FOR LIVE STREAMING MEETINGS
568	16	COVID-19 TESTING FOR ALLEGAN COUNTY RESIDENTS
568	17	APPOINTMENTS: 911 POLICY & PROCEDURE BOARD; BROWNFIELD REDEVELOPMENT AUTHORITY AND COMMUNITY MENTAL HEALTH AUTHORITY

May 14, 2020 Session

569	18	ELECTION: ECONOMIC DEVELOPMENT COMMISSION
569	19	PUBLIC PARTICIPATION - COMMENTS
569	20	FUTURE AGENDA ITEMS
569	21	ADJOURNMENT UNTIL MAY 28, 2020

AFTERNOON SESSION**MAY 14, 2020 SESSION - INVOCATION, PLEDGE OF ALLEGIANCE, ROLL CALL**

1/ The Board of Commissioners of the County of Allegan, State of Michigan, met remotely online connecting through a Zoom webinar on May 14, 2020 at 1:02 P.M. in accordance with the motion for adjournment of April 23, 2020, and rules of this Board; Chairman Storey presiding.

The invocation was offered by District #1 Commissioner Kapenga.

The Deputy County Clerk led the Board in the Pledge of Allegiance to the flag.

Upon roll call the following members answered as Commissioners for the respective Districts:

DIST #1	DEAN KAPENGA	DIST #5	TOM JESSUP
DIST #2	JIM STOREY	DIST #6	GALE DUGAN
DIST #3	MAX THIELE	DIST #7	RICK CAIN
DIST #4	MARK DeYOUNG		

COMMUNICATIONS

2/ Deputy Clerk Tien noted to the board that they received the following resolutions:

1. Livingston County - resolution in support of the "Stepping Up Initiative"
2. Berrien County - letter to Governor Whitmer asking her to move forward with an objective plan of action for re-opening the Michigan economy
3. Delta County - resolution requesting the Great Lakes shoreline be declared a disaster area and to seek assistance

APRIL 23, 2020 SESSION MINUTES - ADOPTED

3/ Moved by Commissioner Kapenga, seconded by Commissioner Dugan to approve the minutes for the April 23, 2020 session as distributed. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

PUBLIC PARTICIPATION - NO COMMENTS

4/ Chairman Storey opened the meeting to public participation and as there were no comments from the public, he closed the meeting to public participation.

AGENDA - ADDITIONS

5/ Chairman Storey asked if there were any additions or changes to the agenda. Commissioner Thiele asked to add under discussion items: COVID-19 testing of Allegan County residents.

Moved by Commissioner Thiele, seconded by Commissioner Jessup to adopt the changes to the meeting agenda as requested. Motion carried by roll call vote. Yeas: Storey, Thiele, DeYoung, Jessup and Dugan. Nays: Kapenga and Cain.

AGENDA - ADOPTED AS AMENDED

6/ Moved by Commissioner Dugan, seconded by Commissioner Cain to adopt the meeting agenda as amended. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

INFORMATIONAL SESSION: ADVISORY TAX LIMITATION COMMITTEE - CANDIDATE REVIEW

7/ Applicants who applied to the Tax Advisory Tax Limitation Committee were each given five minutes to answer the following questions:

1. Do you have any philosophies or positions regarding governmental taxation you would like to share with us?
2. Do you have the time to study the information, and be committed to making the meetings?
3. Do you know the purpose of the County Advisory Tax Limitation Committee?
4. In general, are you familiar with Allegan County Government, the services it provides that are funded by the general operating tax, and the annual budget?

APPOINTMENT: ADVISORY TAX LIMITATION COMMITTEE

8/ Moved by Commissioner Cain, seconded by Commissioner Kapenga to have the appointment of the Advisory Tax Limitation Committee immediately. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

Chairman Storey opened nominations to fill the position on the Advisory Tax Limitation Committee as a public member not officially connected with or employed by any local or county unit of government.

1. Commissioner Cain, seconded by Commissioner Dugan to nominate Hon. Harry Beach of 2060 Pleasant View Dr., Otsego MI
2. Commissioner Thiele, seconded by Commissioner Jessup to nominate Patrick Roys of 2871 128th Ave., Allegan MI
3. Commissioner Storey, seconded by Commissioner DeYoung to nominate Mike Hill of 6433 Hidden Hollow Ln., Holland MI

Moved by Commissioner Kapenga, seconded by Commissioner Dugan to close the nominations and have a roll call vote on the nominations. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

Roll call vote -

Kapenga: Hon. Harry Beach
 Storey: Mike Hill
 Thiele: Patrick Roys
 DeYoung: Hon. Harry Beach

Jessup: Patrick Roys
 Dugan: Hon. Harry Beach
 Cain: Hon. Harry Beach

Honorable Harry Beach was declared the appointee to the Advisory Tax Limitation Committee as a public member not officially connected with or employed by any local or county unit of government.

INFORMATIONAL SESSION: SHERIFF'S DEPARTMENT 2019 ANNUAL REPORT

9/ Sheriff Frank Baker addressed the board with the Sheriff Department's 2019 Annual Report.

Allegan County Sheriff's Office



2019 Annual Report

Prepared by:

Sheriff Frank Baker

Undersheriff Mike Larsen, Captain Scott Matice, Captain Chris Kuhn, Lieutenant Jim Miller, Lieutenant Charity Cummins, and Lieutenant Brett Ensfield

Message from Sheriff Frank Baker

Dear Chairman Storey:

On behalf of the dedicated Deputies and Staff of the Allegan County Sheriff's Office we respectfully present the 2019 Sheriff's Office Annual Report to the Commissioners and citizens of Allegan County.

2019 saw increases in many of our activities and programs. Several are very familiar, with such as the Road Patrol and the Corrections Center. Our call volume, inmate population, and bookings into the Corrections Center are all increasing. Fortunately, many of these increases have been anticipated and planned for; however, some will require the need to work with County Administration and the Board of Commissioners to plan and prepare for our future.



The Mission of the Allegan County Sheriff's Office is to provide a full spectrum of Corrections, Law Enforcement, Emergency Preparedness and Court Services contributing to our community's growth and progression as a safe and secure place to live, work and visit

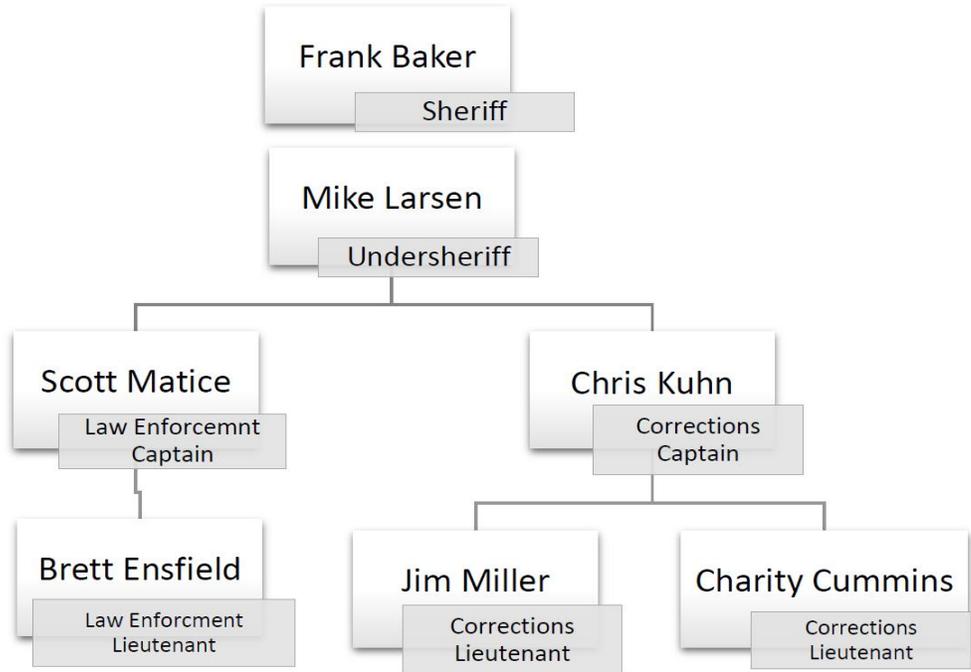
We feel we have been successful in achieving many of our goals during my first term in office. Goals such as increasing our presence in the schools, increasing our inmate program utilization rates, increasing our inmate program opportunities, and increasing our educational opportunities in the Corrections Center. We have made significant improvements in reaching other goals such as increased workplace diversity, increased community involvement, and a refocus and commitment to narcotics investigations.

It is truly an honor to serve the citizens of Allegan County as your Sheriff. I am very proud of the Deputies and staff of the Sheriff's Office who serve our communities. The level of professionalism, dedication, and commitment is remarkable. Each and every member takes pride in their work and willingness to serve. Allegan County is a great place to live and raise a family and we are grateful for the opportunity to do our part in improving the quality of life for all Allegan County residents.

Sincerely,

Sheriff Frank Baker

Sheriff's Office
Organizational Chart



Promotions in 2019

Law Enforcement

Corrections



Detective
Phil Arnsman



Sergeant
Bill Greene

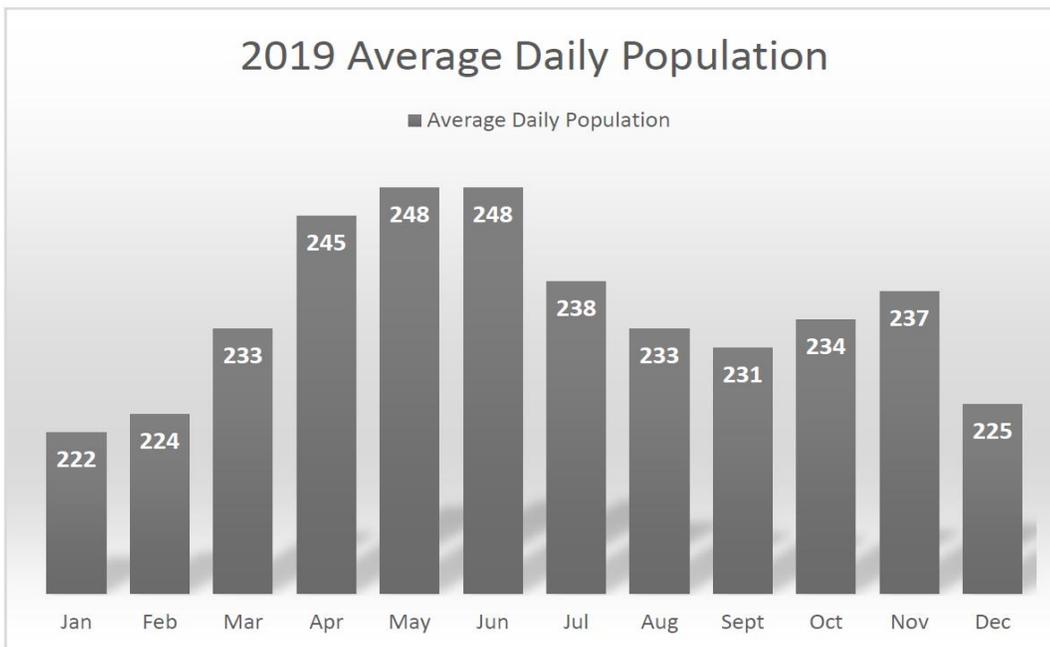
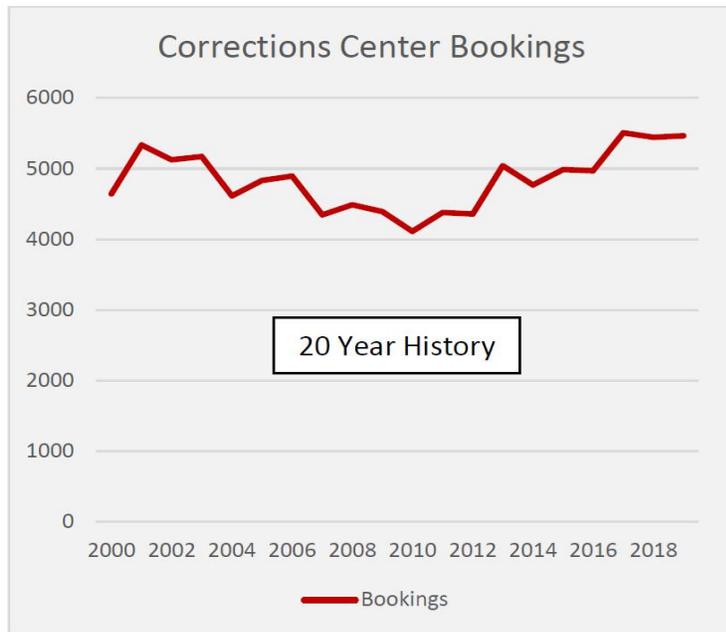


Sergeant
Randy Schafer



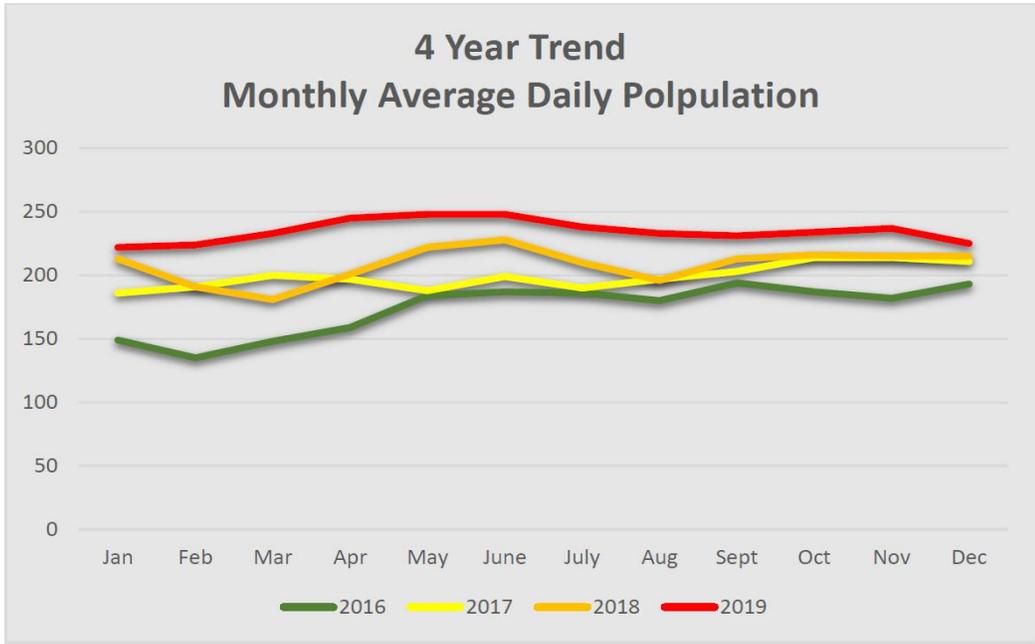
Sergeant
Nate Suzsek

Corrections Division



2019 was challenging, as bookings continued to be over 5,400 and our monthly average daily count was at or over our rated capacity. As you know, we purposely rated the facility lower than the actual capacity for budgetary reasons. Raising the capacity could end result in additional posts and increased costs for medical, mental health, and food service

ADP is monitored daily and when necessary action is taken per our jail population management plan to bring us in-line



The ADP trend indicates that we may need to evaluate our rated capacity in the future and utilize more of our existing unused bed space in the Pods.

Inmate Programs – GED/Career Readiness

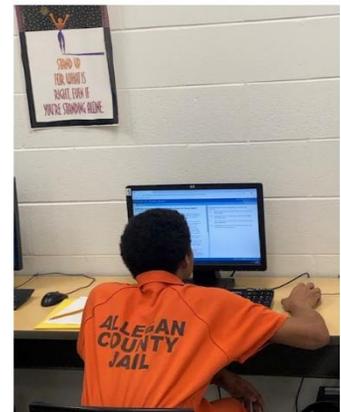
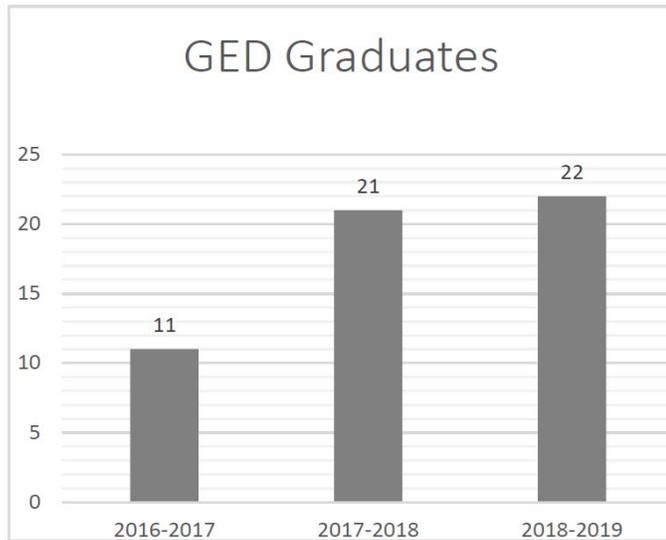
The 2018-2019 school year experienced an increase in graduates from the GED program in the Corrections Center. Our Teachers do an amazing job of working with the inmates to motivate and inspire them to complete their education.

“You mean I can go to college; you really mean I can go to college, I never thought that was something I could do”

“Me getting my GED is going to change everything for my family, now that I did it, I am going to make sure my kids do it.”

Quotes of inmate students

The teachers also work with the student inmates on college applications, financial aid forms, resume, and various tasks preparing them for employment. 137 participated in the GED program and another 106 in Career Readiness saving a total of 103 bed days saved.



Inmate Programs- D.E.B.T.S. Crew (Detail Enabling Better Transition to Society) Community Service



The DEBTS Crews can be seen around Allegan County working with the Drain Commissioner's staff, Allegan City Dept. of Public Works, the Allegan Conservation District, and the Animal Shelter. They work with various municipalities and non-profit organizations providing services. DEBTS Crew participants are sentenced to a period of time in Corrections Center

The DEBTS Program had 75 participants in 2019. 55 of those successfully completed the program and saved us 734 bed days.

Community Service participants are sentenced to weekend duty. The Community Service Crews are also out in our Communities performing various duties such as spring and fall clean ups in cemeteries and parks. There were 98 participants in 2019 with 78 successful completions saving us 798 bed days.

Inmate Programs – Case Management

Case Management accounts for the greatest number of bed days saved. 2,336 bed days were saved in 2019 as a result of this program. Additionally, this program saves a considerable amount of budget dollars. The inmates participating in Case Management work in the Kitchen preparing meals for the other inmates, they provide custodial services on a facilities management crew within the Corrections Center, They provide car wash services for our patrol cars, and porter services within the their pods.

Other Inmate Programs – MRT, Relapse Prevention, Work Release, Re-Entry Case Management

The MRT Program (Moral Reconciliation Therapy) had 109 participants with 34 successful completions.

The Work Release Program allows inmates to leave the facility wearing a GPS tether to verify they went to the work location. 31 inmates participated in 2019 and 21 successfully completed their sentence saving 134 bed days.

The Relapse Prevention Program is for substance abusers. We had 51 participants in 2019 with 29 successful completions.

The Re-Entry Case Management Program began in 2018. It is for females released from custody. 21 participated in 2019 with 8 successfully completing.



Community Re-Entry Units (Male and Female)

The Community Re-Entry Units are faith based programs. The volunteers from Forgotten Man Ministries, under the leadership of Chaplain Sarah Lindstrom, provide services to the inmates who are accepted into the program. We are very fortunate to have a tremendous group of volunteers who give so much of their time to helping these inmates.



Examples of some of the Programs offered:

*Individual and Group Therapy
Bible Study
Budgeting
Anger Management
Creative Writing
Alcoholics Anonymous*

*Successful Living
Mom's In Prayer
Families Victorious
Relapse Prevention
Parenting
MRT*

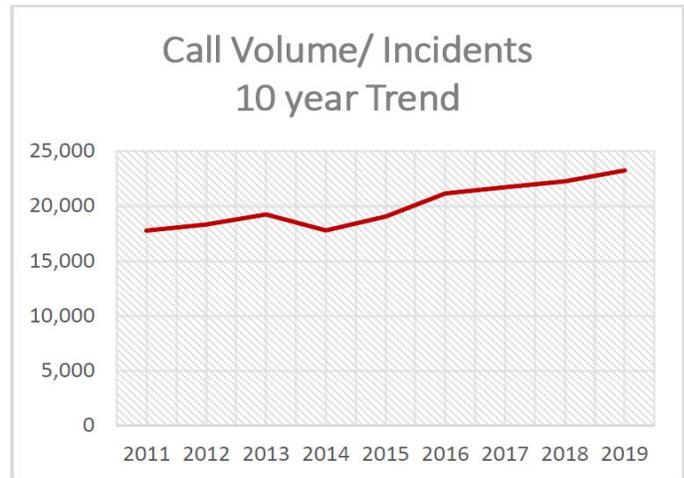
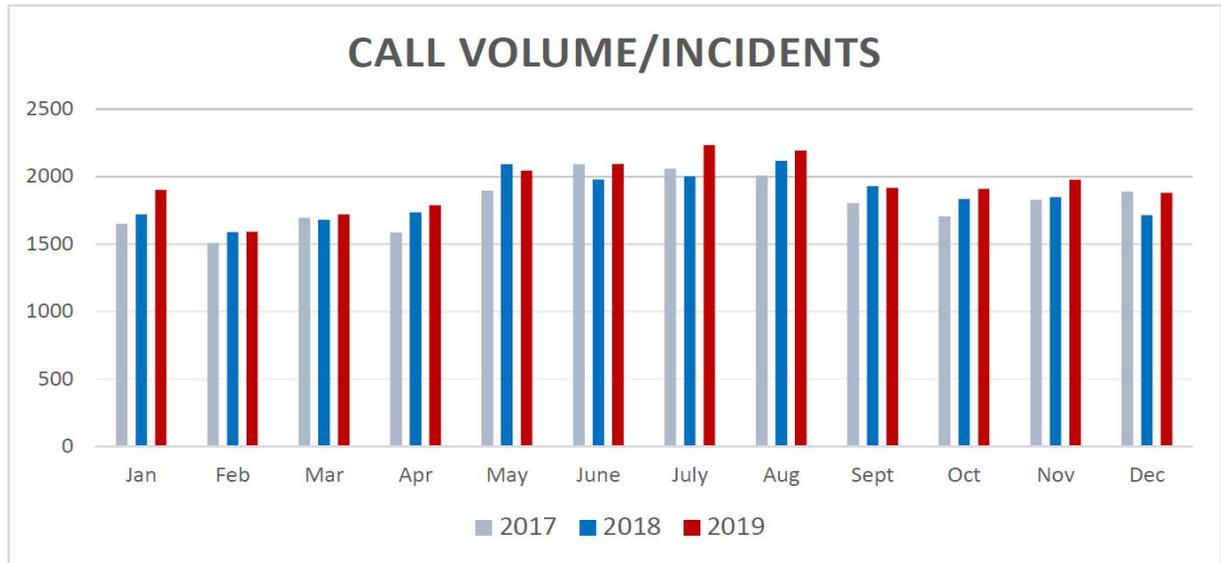


Challenges in Corrections

- Recruiting and retention continue to be a challenge in Corrections. Speaking with other Sheriffs this is an on-going issue in their counties as well. Some of our Corrections Deputies have accepted positions teaching at the Grand Rapids Community College Corrections Academy to assist us in recruiting candidates for hire.
- The Increased inmate population is a growing concern.
 - Lt. Jim Miller worked on the Governor's Task Force on Pre-Trial Detention reform.
 - Recommendations from this task force may provide some relief

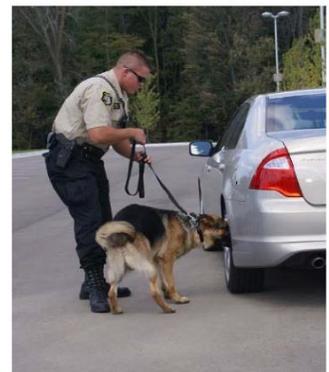
Law Enforcement Division

Road Patrol



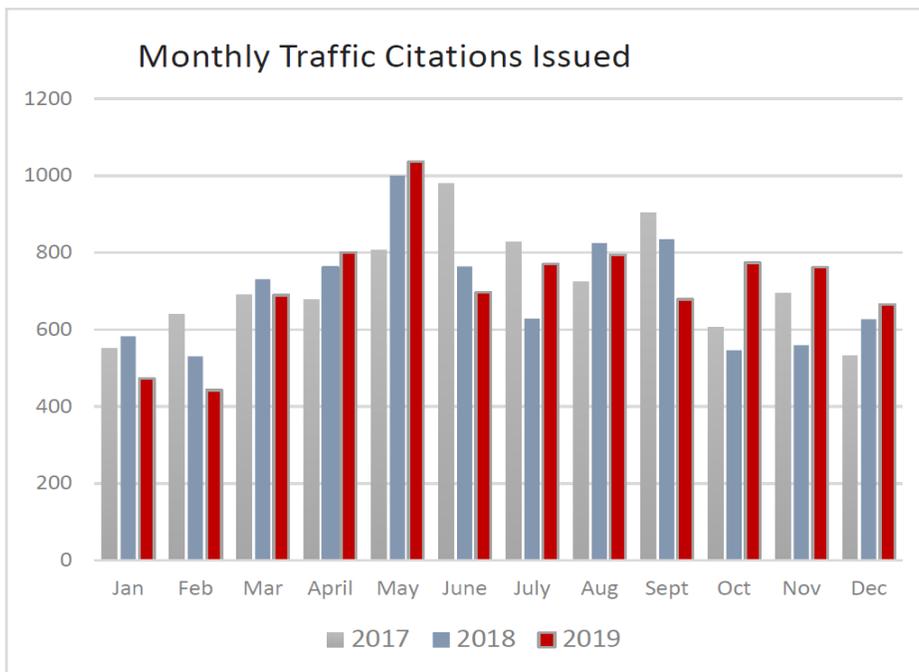
Call volume was up again 2019. Deputies responded to, or initiated, **23,261 calls for service last year**. Increased calls for service incidents seems to be a trend looking back over the last several years.

January last year was very difficult due to the polar vortex that resulted in a high volume of traffic/weather related incidents. Deputies and our public safety partners worked together under challenging conditions with drifting snow and sub-zero temperatures. Numerous Deputies worked overtime or were called in on overtime to provide the necessary manpower and resources to safely respond.



Law Enforcement – Road Patrol

Activity	2017	2018	2019	Activity	2017	2018	2019
Suicides and attempts	223	260	230	Stolen Auto	46	73	72
Damage to property	252	184	246	Larceny /shoplifting	486	503	502
Non-aggravated assault	554	501	485	Carrying concealed weapon	53	60	44
Disorderly conduct	129	191	184	Criminal sexual conduct	124	117	126
Stalking	245	228	252	Disputes/civil matters	911	1,070	1,172
Death investigations	71	78	68	Aggravated Assault	73	80	82
Drugs	451	379	222	Missing persons	42	74	71
Suspicious situations	1,090	1,419	1,306	Frauds and forgery	274	244	256
Weapons offenses	138	125	151	Mental illness	60	65	71
Burglary	192	182	167	Trespassing	162	214	240
Drunk or drugged driving	467	394	414	Loud noise	232	214	152

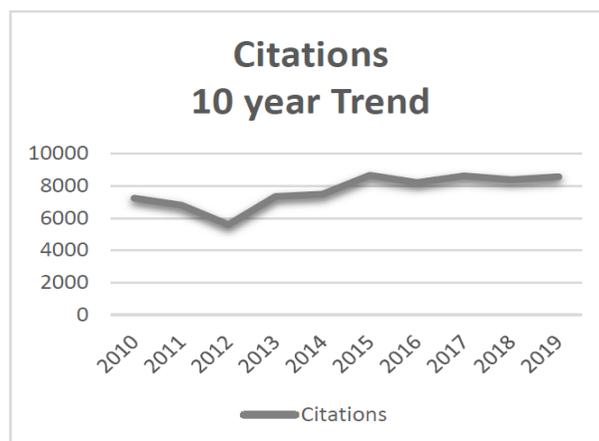


There is a relationship



between call volume, citations, and the weather. Traffic enforcement is done during unobligated time when the Deputy is not on a call or conducting follow up investigation. Calls for service involving weather related crashes can result in increased citations.

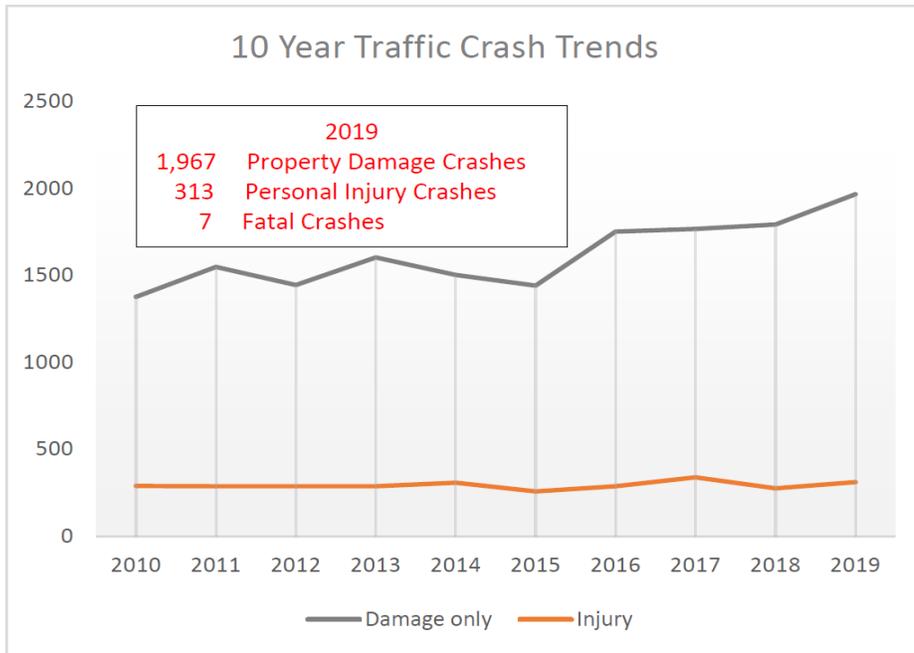
Staffing levels also have a huge impact on the number of citations issued. Increased patrol staffing results in a reduction in obligated time per deputy since Deputies not responding to calls will be conducting traffic enforcement. Several years back we experienced a reduction in staff as a result of economic/budget challenges. We received approval in 2012 to restore 5 positions. You can see from the 10 year Citation trend chart the impact of adding those positions



back into the budget. We had a 2% increase in citations in 2019 compared to 2018. The trend line indicates that based upon our current staffing levels, current call volume, and the motoring public’s compliance level we will remain fairly consistent in citations issued.

Sheriff’s Office Traffic Crash Data

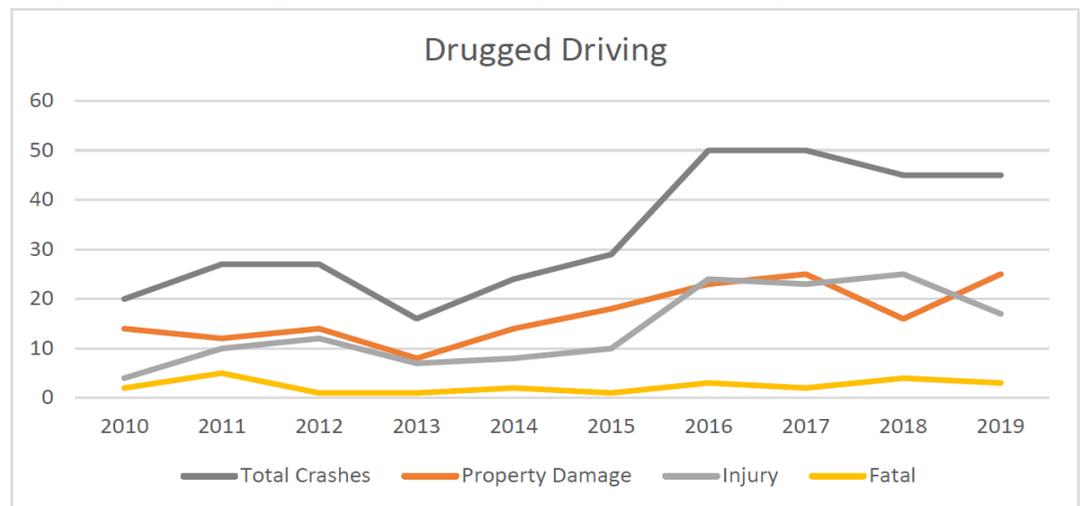
Injury crashes have remained at about the same level; however, we have experienced a rise in Property damage crashes. There could be several reasons for this. We know that better engineering is making our vehicles safer (air bags, side air bags, road design and construction) and we have a high rate of seat belt compliance. Michigan is rated at 94% compared to the rest of the



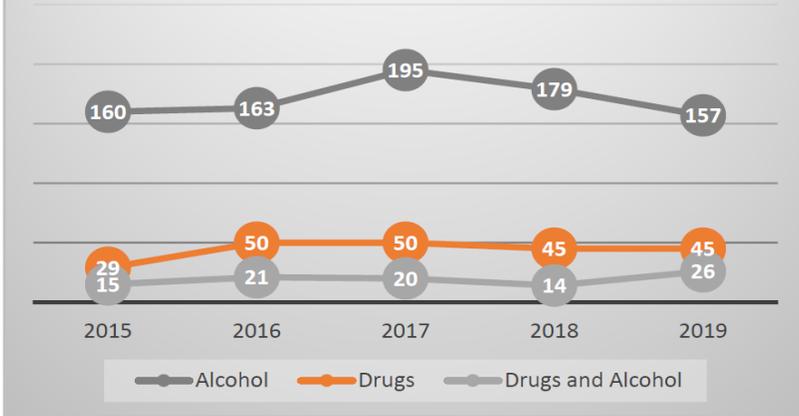
nation which is at 90% according the National Highway Traffic Safety Administration. Coupling better engineering with more road miles traveled could be why we see an increase in total crashes but a stable number of injury crashes.

Drugged Driving

We are monitoring the number of drugged driving crashes. We have anticipated that we will see a higher number due to the legalization of marijuana both medically and recreationally.



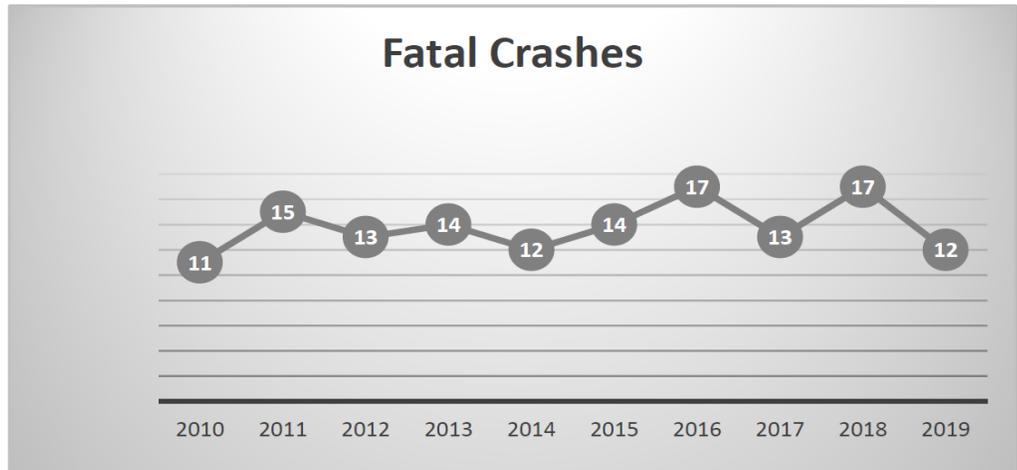
Allegan County 5 Year Alcohol and Drug related Crash Trends



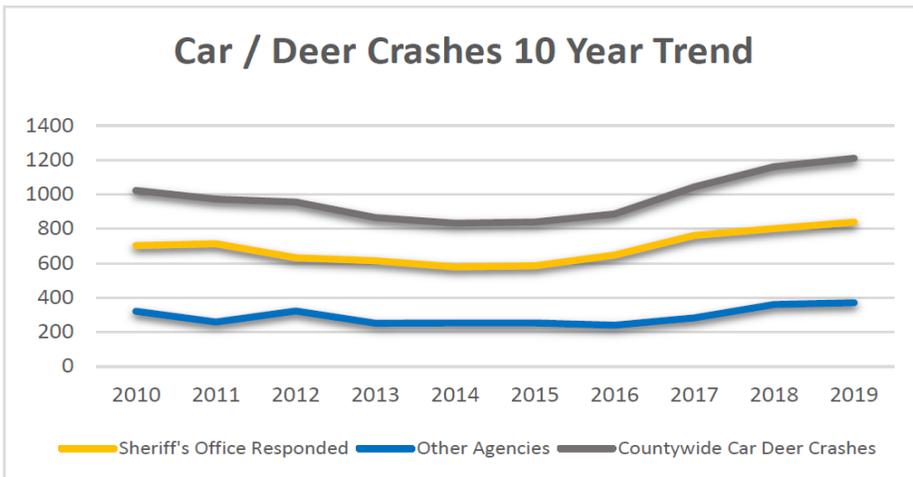
The most recent data indicates that the statewide average for alcohol related fatalities is at 27%. Allegan County was at 25% in 2019. The CDC reports that our drivers in the 21-34 age group are most at risk. Deputies strictly enforce our drunk driving laws and recently several deputies were honored by Mothers Against Drunk Driving for their efforts. We would like to thank and recognize the following deputies who received MADD awards: Deputy Kyle Baker, Deputy Brandon Berens, Deputy Ryan Gerke, Deputy Blair Kacos, and Deputy Michael Murphy.

Allegan County has made great strides in reducing the number of fatal accidents over the years. I located a 1990 Michigan Traffic Facts report from the Michigan State Police indicating Allegan County had 23 fatal crashes that year and of those nearly 70% reported alcohol having been involved.

Fatal Crashes



Car / Deer Crashes 10 Year Trend



The chart to the left represents the number of car deer crashes in Allegan County over the last 10 years. The chart reflects the total number of crashes, those handled by the Sheriff's Office, and those handled by other agencies. The decline is reportedly due to reduced travel, as a result of the economic recession, and the harsh winters of 2012-2015. The Michigan deer herd is currently believed to be rebounding from those impacts.

2015. The Michigan deer herd is currently believed to be rebounding from those impacts.

Administrative Services

Fingerprinting	2017	2018	2019	Trend
Concealed Pistol Applications	878	722	607	Down
Criminal Justice Employment	60	69	115	Up
School Employment	68	86	95	Neutral



Activity	2016	2017	2018	2019	Trend
Sex Offender Registration/Verifications	1,034	1,041	1,019	1,035	Neutral
Background Requests (CPS, Adoptions, Probation/Parole, FBI NICS)	428	1,102	1,206	1,353	Up
Case Reports Transcribed	10,544	10,989	11,888	11,921	Neutral
Freedom of Information Act Requests (Attorneys and Public)	796	906	991	988	Up

The Sheriff's Office had been experiencing a backlog of administrative work, primarily transcription, needing to be performed during the first and second quarters of 2019. The Sheriff's Office was approved to add a clerical position and by the fourth quarter were able to significantly reduce or eliminate the backlog. The Staff prepare the numerous police reports, arrest packets, and information for the Prosecutor's Office and the courts each day. Much of the work is time sensitive and has to be submitted to the Prosecutor's Office or the Courts each day. Additionally, they are responsible for the data entry, transcription of follow up investigations, filling, and collection of Citations and Crash Reports.

Marine Patrol



Boater Safety Classes	2017	2018	2019
Number of Classes	9	10	9
Students Trained	177	281	309
Students Certified	169	280	306



SAFETY AND EQUIPMENT	Citations	Warnings
Wearable Personal Floatation Devices (PFD)	13	33
Type IV/Throwable PFD	1	15
Fire Extinguisher	1	16
Visual Distress Signal	0	0
Sound Producing Device	0	4



We anticipate the Marine Patrol will have additional concerns and challenges during the upcoming 2020 boating season due to the predicted high water levels. We anticipate complaints of no-wake violations in areas impacted by high waters. Last year 10 of the 45 citations issued by Marine Patrol were for no wake violations.

Contracted Patrols



The Sheriff's Office currently contracts with the following Townships for additional policing services:



Casco Twp.	Dorr Twp.	Leighton Twp.	Gun Plain Twp.
Lee Twp.	Fillmore Twp.	Overisel Twp.	Wayland Twp.



In addition to the above listed Townships, the Sheriff's Office provides contracted policing to the City of Saugatuck. We currently have 4 Deputies working in the City of Saugatuck.



Secondary Road Patrol / PA416 (Grant Cycle - State Budget Year)

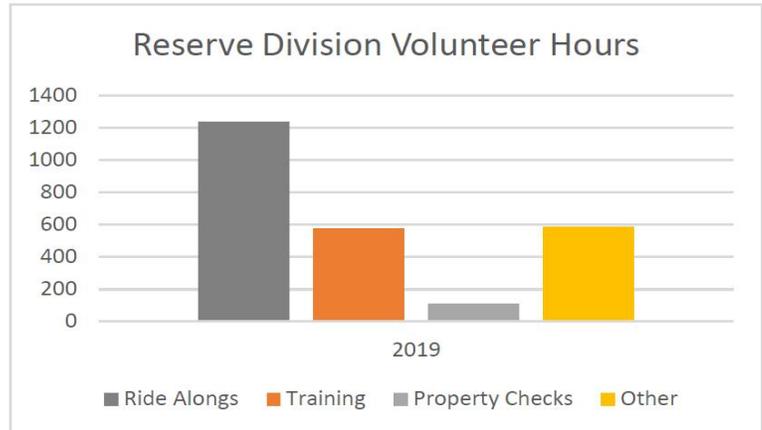
The PA 416 Grant, also known as the Secondary Road Patrol Grant, is funded through the State. The Grant began in 1978 and funding is based off the number of citations issued throughout the State. A small portion of fines paid for a citation goes to the PA 416 Fund. The State then determines the grant amount awarded to each participating by a formula. Last year the State made an additional grant appropriation due to a reduction in the number of citations issued throughout the State.

The PA 416 Secondary Road Patrol Deputies focus their efforts on patrolling our secondary roads. 75% of their time is to be spent patrolling; therefore, they only respond to calls for service in the event another Deputy is not available. We currently assign 3 Deputies to Secondary Patrol.

Activity	Oct. 2017-Sept. 2018	Oct. 2018-Sept.2019
Miles Traveled by PA 416 Deputies	87,716	83,428
Miles Traveled by County Deputies	746,733	755,660
Traffic Stops by PA 416Deputies	4,443	3,763
Traffic Stops by County Deputies	11,479	12,650
Verbal Warnings by PA 416 Deputies	1,881	1,696
Verbal Warnings by County Deputies	9,063	10,320
Citations Issued by PA 416 Deputies	2,904	2,724
Citations Issued by County Deputies	4,454	4,383
Crimes Investigated by PA 416 Deputies	1,436	1,459
Drunk Driving Arrests by PA 416 Deputies	45	39

Reserve Division

Sergeant Morgan Sullivan leads our Reserve Division. The reserve deputies were utilized a total of 6,654 hours in 2019. 2,509 of those hours were volunteered doing various activities, as shown on the chart to the right. The Reserve Division provided 400 hours of police services at the Allegan County Fair while under the direction of a law enforcement deputy.



We graduated a Reserve Academy in the



spring of 2019. Academies are held whenever we have a need to add additional Reserve Deputies. The training takes place here at the Sheriff's Office and instructors are from the Allegan County Criminal Justice System. We also invite local law enforcement agencies to send their Reserve Officers for training.

Awards and

Recognition



Several of our Deputies and Staff were recognized at a County Board meeting for their outstanding accomplishments last year.

Life Saving Awards went to Deputy Kyle Baker, Deputy Cesar Cano, Deputy Tyler Jackson, and Deputy Kurt Katje.

Unit Citations were awarded to Deputy David Ashton, Deputy Brandon Berens, Deputy Randy Beute, Detective (Ret.) Craig Gardiner, Deputy Mike Martin, Deputy Dave Miller, Deputy Ryan Rewa, and Deputy Matt VanderPloeg.

Deputy James Steuer received the Sheriff's Commendation and Deputy Kyle Baker, Deputy Ryan Gerke, Deputy Brandon Berens, and Deputy Mike Murphy, and Deputy Blair Kacos received awards from Mothers Against Drunk Driving.

Emergency Management Division



Emergency Management Director Scott Corbin has done an outstanding job preparing and managing many of the challenging issues that Allegan County faces. His efforts coordinating and building relationships between the many law enforcement, fire service, governmental agencies, non-profits, and local units of government ensures Allegan County is prepared to respond during an emergency.

Director Scott Corbin, Emergency Management

Emergency Management has a very small staff guiding the many facets of preparedness and local emergency planning such as our Local Emergency Planning Committee (LEPC) and our Community Emergency Response Team (C.E.R.T.).



Brett Apelgren, LEPC Site Area Specialist

Examples of some of the Emergency Management support units and functions:

Radio Amateur Civil Emergency Services (R.A.C.E.S.)	Citizen Corps	Local Planning Team (LPT)	Community Emergency Response Team (CERT)
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Robin Wall was honored with the Eagle Award at the Emergency Management Volunteer dinner. Robin has been updating disaster plans, responding to fire scenes, and directing Red Cross volunteers. She has participated in numerous community events and disaster exercises over the year. She was honored, along with several other volunteers, by our Emergency Management Director and several local and state elected officials.

Director Corbin works with the MSP 5th District Emergency Management and Homeland Security to coordinate our local response with the State following the National Incident Management System. This coordinated effort allows us to call upon the resources of Federal Emergency Management Agency (FEMA).

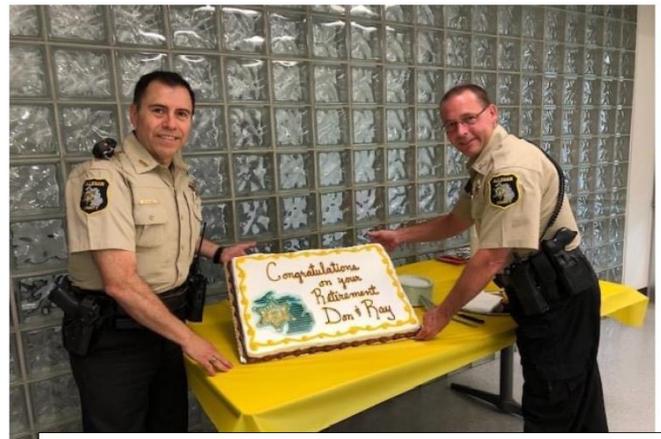


Retirements



Sgt. Tom Taverna

Congratulations to the following Deputies who retired last year!



Deputy Ray Retamal and Deputy Don Roberts



Det. Craig Gardiner



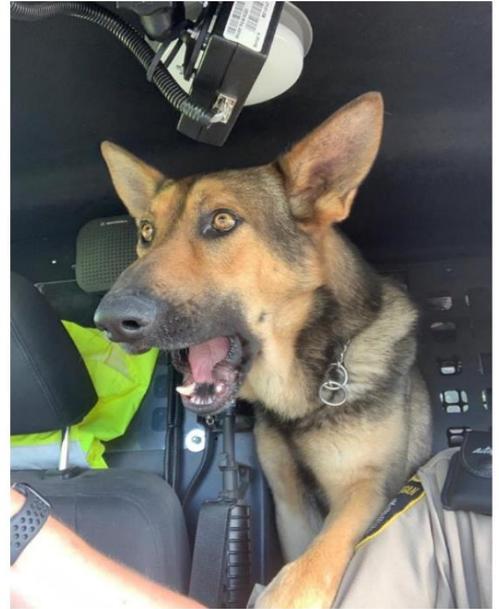
Sgt. Burt DeBoer



Det. Mary Mendell

In Closing

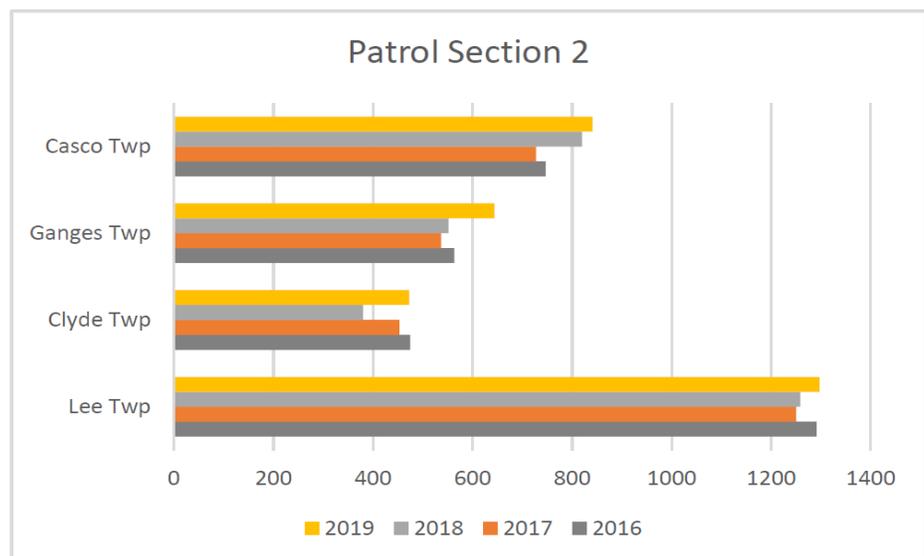
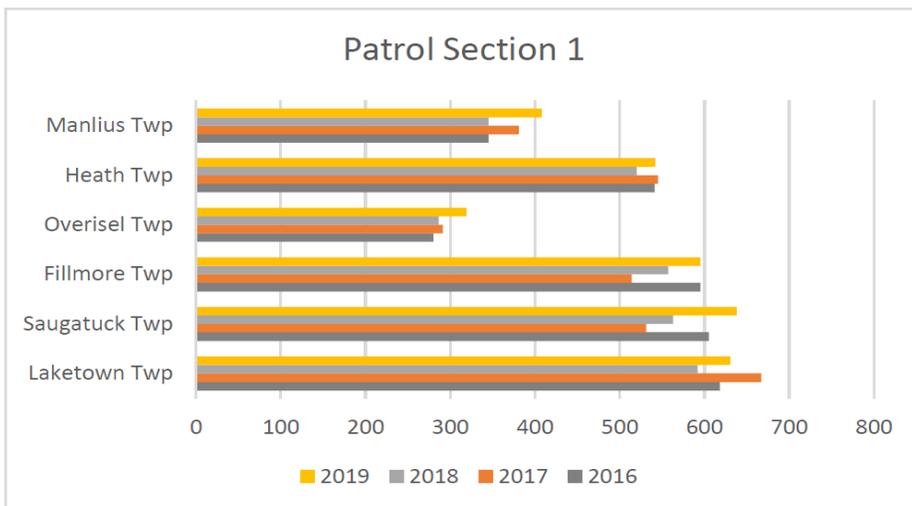
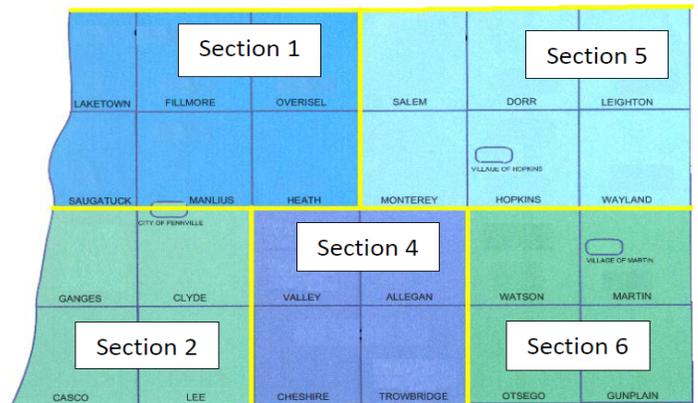
The Sheriff's Office thanks you for taking the time to review the 2019 Annual Report. Feel free to reach out if you have any questions or would like more in-depth information regarding our services or specialty teams such as Detective Bureau, K9, SWAT, Evidence Techs, Accident Reconstruction, Dive/Rescue, Honor Guard, Fleet Service, and Community outreach.

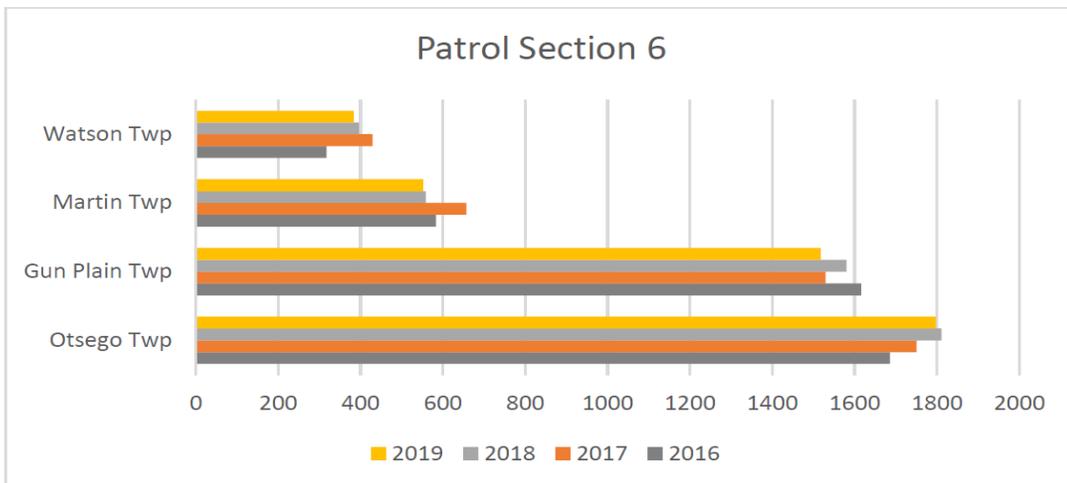
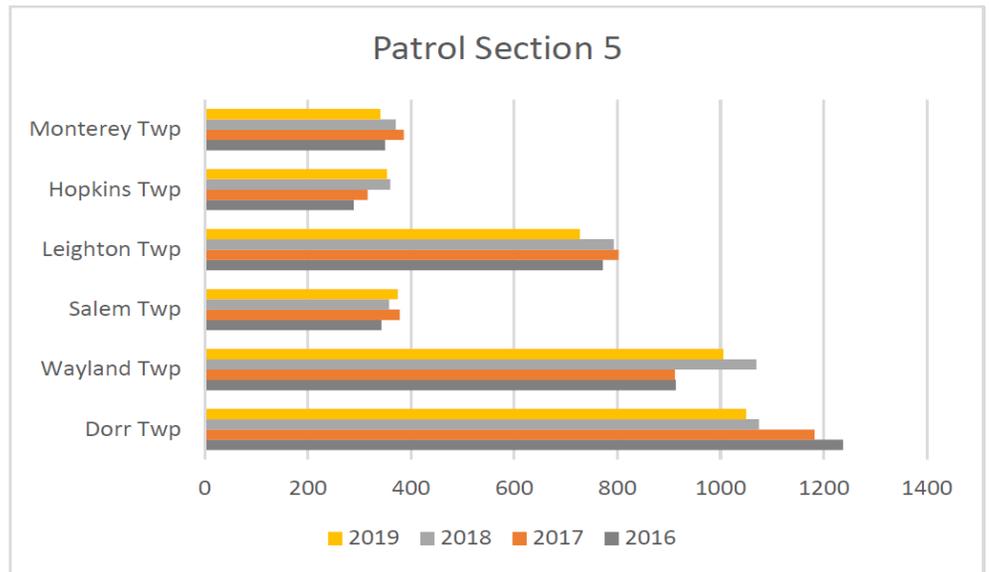
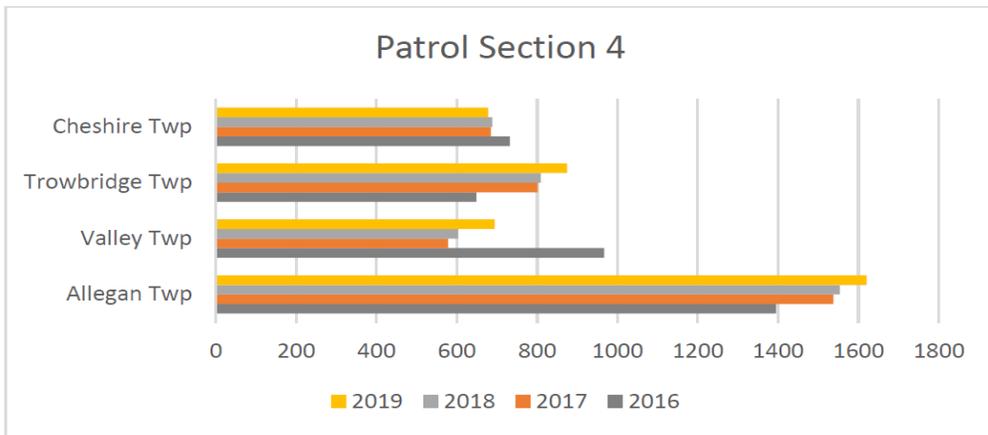


Additional data is being provided in the next pages. This data is focused at the Township level and is being provided so that Commissioners and Citizens have a better understanding of issues related to their specific geographic area.

Township Incidents/Calls for Service by Patrol Section

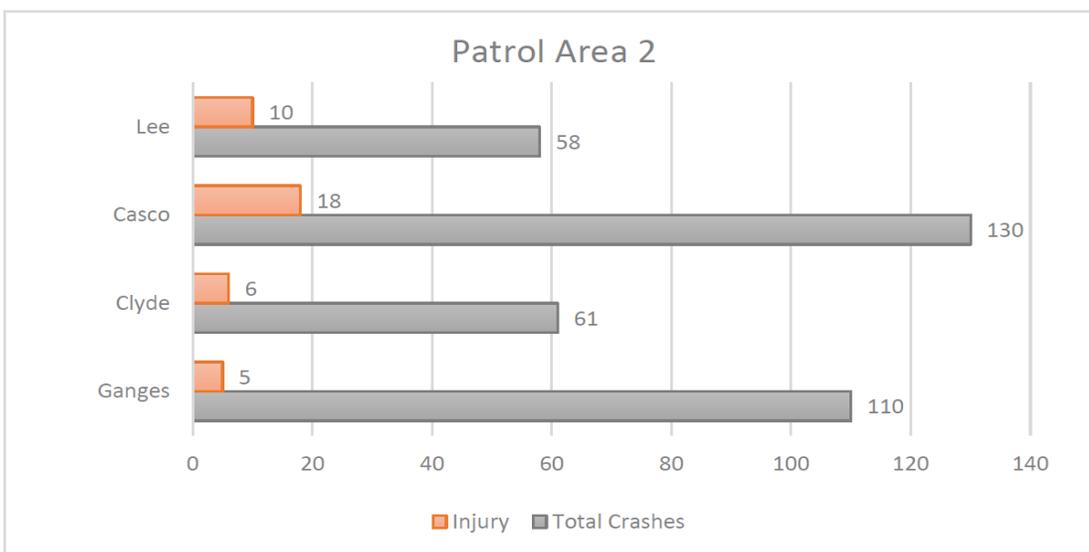
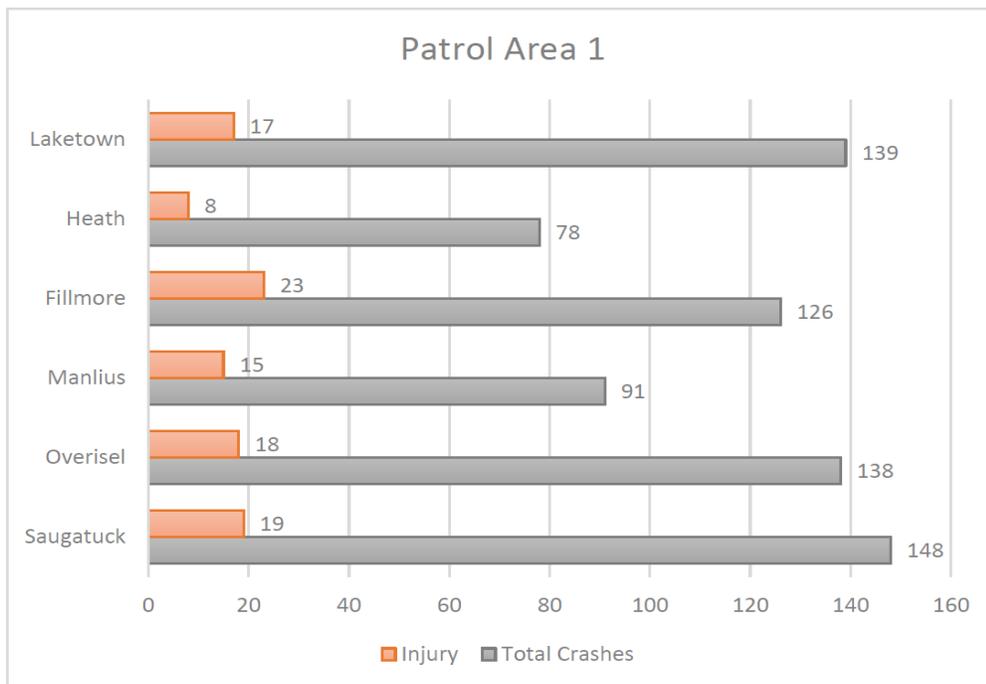
The Sheriff's Office divides the County into 5 Patrol Sections. The practice dates back decades and was established to due several factors such as geography, call volume, and population. Initially the County was divided into 6 Patrol Sections; however, due to staffing and reviewing current trends it was reduced to 5 Sections. The area of Section 3 was merged into the neighboring Sections to the east and west.

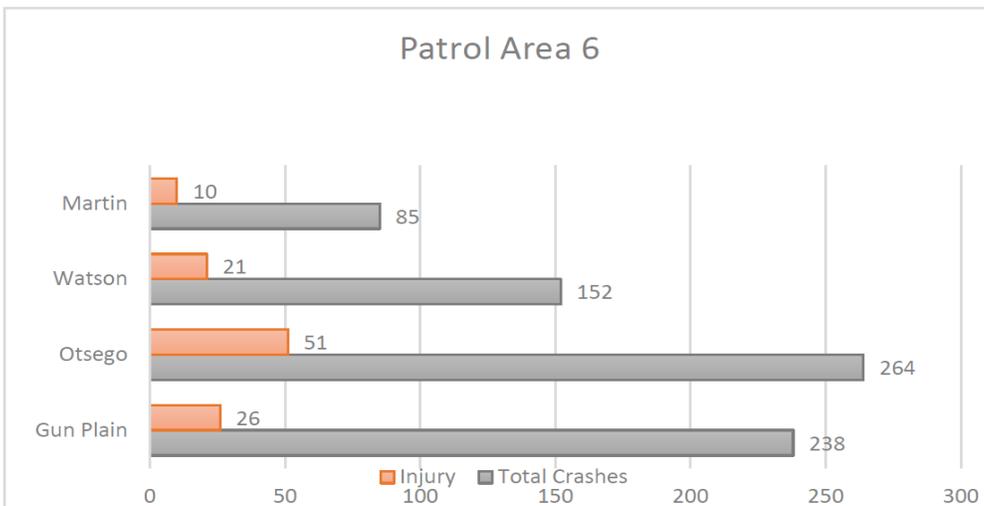
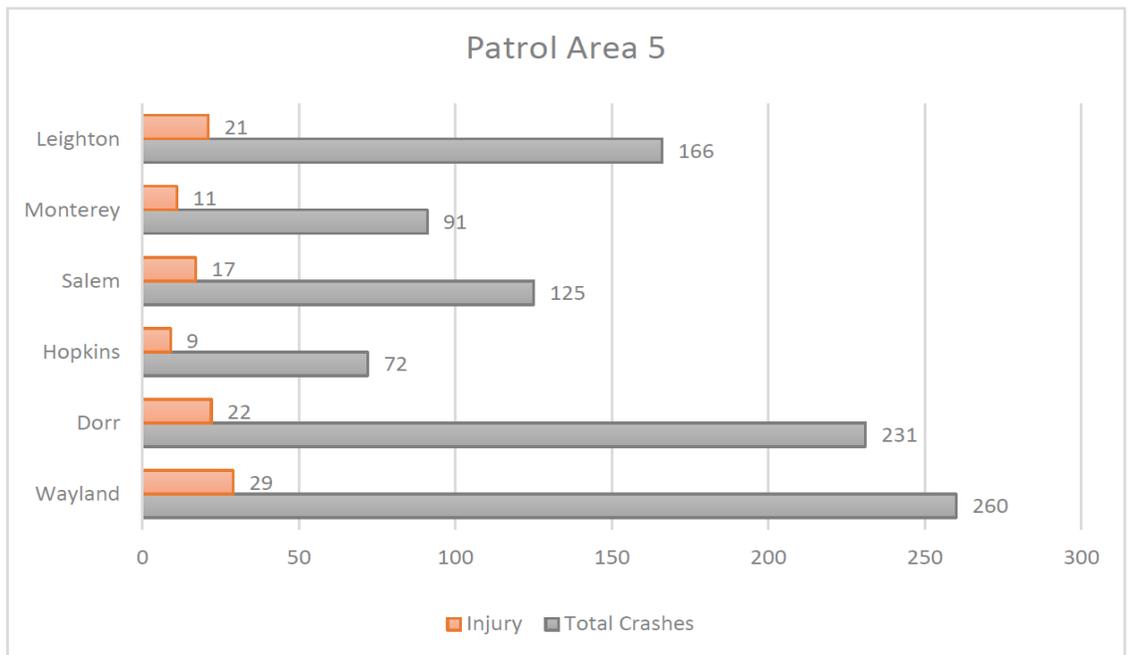
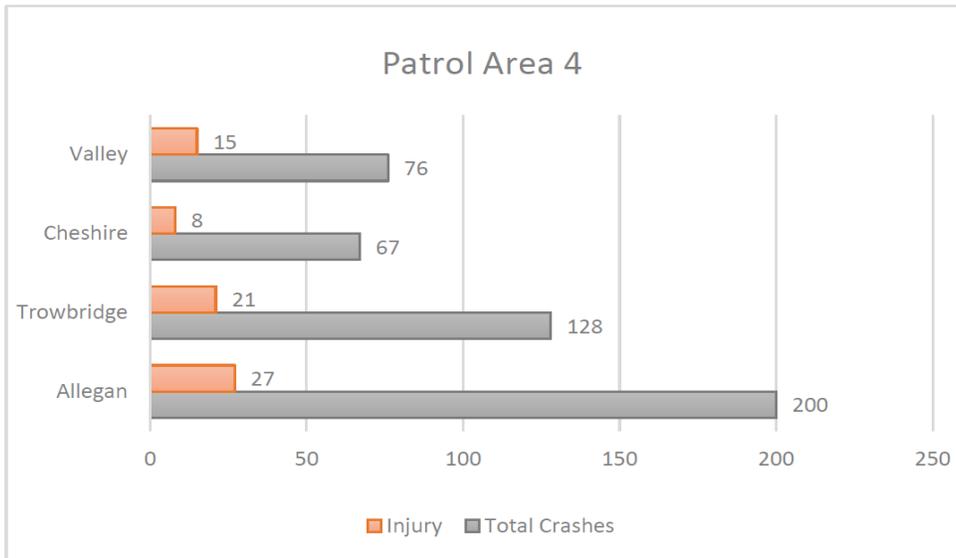




Allegan County – Total Crashes by Township

These charts represent the total crashes occurring in the Townships of Allegan County. They are organized by the Sheriff’s Office patrol areas for comparison purposes; however, include all the crashes so that all the data can be reviewed.





ADMINISTRATIVE REPORTS:

10/ Administrator Rob Sarro highlighted on his written report. As part of the regular update he referenced the Sheriff Department and County Services building parking lot resurfacing; pavement maintenance services; courthouse construction; public health still meeting thresholds of service delivery; and campgrounds - access to trails, open spaces, beaches and watercraft launches will continue. Restrooms, pavilions, playgrounds and amenities will remain closed.

As part on the Commissioner Inquiry portion he referenced a letter of support to the City of Allegan to obtain a grant from the U.S. Economic Development Administration; Gun Lake part improvements; Medical Examiner services; Wellness report; Capital report and COVID-19 financial impact on the County.

Moved by Commissioner Dugan, seconded by Commissioner Kapenga to have Administration release the letter of support for the City of Allegan to apply for a grant from the U.S. Economic Development Administration which would fund the City's Streetscape Project. Motion carried by roll call vote. Yeas: Kapenga, Storey, DeYoung, Jessup, Dugan and Cain. Nays: Thiele.

FINANCE COMMITTEE - CLAIMS & INTERFUND TRANSFERS

11/ WHEREAS, Administration has compiled the following claims for May 1, 2020, May 8, 2020 and May 15, 2020; and

WHEREAS, the following claims, which are chargeable against the County, were audited in accordance with Section 46.61 to 46.63, inclusive, M.C.L. 1970 as amended and resolutions of the Board; and

WHEREAS, said claims are listed in the 2020 Claims folder of the Commissioners' Record of Claims.

May 1, 2020

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 1010	173,042.43	173,042.43	
Park/Recreation Funs – 2080	235.53	235.53	
Central Dispatch/E911 Fund – 2110	15,003.97	15,003.97	
Friend of the Court Office – 2151	2,229.75	2,229.75	
Health Department Fund – 2210	4,675.08	4,675.08	
Solid Waste – 2211	37,159.59	37,159.59	
Transportation Grant – 2300	901.74	901.74	
Public Improvement Fund – 2450	14,500.00	14,500.00	
Animal Shelter – 2550	4,729.00	4,729.00	
Register of Deeds Automation Fund – 2560	134.25	134.25	
Indigent Defense – 2600	30,350.74	30,350.74	
Palisades Emergency Planning Facility UP – 2630	950.00	950.00	
Grants – 2790	3838.45	3838.45	
Child Care-Circuit/Family – 2921	2,461.67	2,461.67	

541

Soldiers Relief Fund – 2930	977.00	977.00	
Senior Millage – 2950	1,097.07	1,097.07	
Delinquent Tax Revolving Fund – 6160	52.87	52.87	
Tax Reversion – 6200	4,720.80	4,720.80	
Fleet Management – 6612	3,966.20	3,966.20	
Self-Insurance Fund – 6770	271,966.64	271,966.64	
Drain Fund – 8010	21,615.00	21,615.00	
TOTAL AMOUNT OF CLAIMS	594,607.78	594,607.78	

May 8, 2020

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 1010	109,568.25	109,568.25	
Park/Recreation Funs – 2080	1,188.70	1,188.70	
Central Dispatch/E911 Fund – 2110	50.00	50.00	
Central Dispatch CIP – 2118	32,487.73	32,487.73	
Friend of the Court Office – 2151	734.97	734.97	
Health Department Fund – 2210	4,597.10	4,597.10	
Solid Waste – 2211	7,287.35	7,287.35	
Transportation Grant – 2300	646.76	646.76	
Indigent Defense – 2600	106,455.31	106,455.31	
Palisades Emergency Planning Facility UP – 2630	2,456.19	2,456.19	
Justice Training Fund-P.A.302, 1982 – 2660	1,583.85	1,583.85	
Law Library Fund - 2690	2,210.44	2,210.44	
Grants – 2790	3,628.00	3,628.00	
Wayland Township – 2806	7.36	7.36	
Child Care-Circuit/Family - 2921	7,703.70	7,703.70	
Soldiers Relief Fund - 2930	200.07	200.07	
Senior Millage - 2950	314.53	314.53	
Drain Equip Revolving - 6390	156.21	156.21	
Fleet Management - 6612	387.34	387.34	
Self-Insurance Fund - 6770	371,547.76	371,547.76	
Drain Fund - 8010	17,547.30	17,547.30	
TOTAL AMOUNT OF CLAIMS	\$670,758.92	\$670,758.92	

May 15, 2020

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 1010	135,550.61	135,550.61	
Park/Recreation Funs – 2080	627.34	627.34	

May 14, 2020 Session

Central Dispatch/E911 Fund – 2110	2,828.10	2,828.10	
Friend of the Court Office – 2151	427.19	427.19	
Health Department Fund – 2210	7,152.94	7,152.94	
Solid Waste – 2211	5,153.81	5,153.81	
Transportation Grant – 2300	36,090.48	36,090.48	
Capital Improvement Fund - 2450	1,689.90	1,689.90	
Register of Deeds Automation Fund – 2560	886.31	886.31	
Indigent Defense – 2600	19,354.86	19,354.86	
Concealed Pistol Licensing Fund - 2635	349.93	349.93	
Local Corrections Officers Training Fund -2640	253.20	253.20	
Grants – 2790	5,906.75	5,906.75	
Child Care-Circuit/Family – 2921	8,259.17	8,259.17	
Soldiers Relief Fund – 2930	1,301.07	1,301.07	
Senior Millage – 2950	14,555.98	14,555.98	
Delinquent Tax Revolving Fund – 6160	1,700.24	1,700.24	
Drain Equip Revolving – 6390	1,029.89	1,029.89	
Fleet Management – 6612	76.51	76.51	
Self-Insurance Fund - 6770	797.72	797.72	
Drain Fund - 8010	12,490.72	12,490.72	
TOTAL AMOUNT OF CLAIMS	\$256,482.72	\$256,482.72	

THEREFORE BE IT RESOLVED that the Board of Commissioners adopts the report of claims for May 1, 2020, May 8, 2020 and May 15, 2020.

Moved by Commissioner Dugan, seconded by Commissioner DeYoung to adopt the report of claims for May 1, 2020, May 8, 2020 and May 15, 2020. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

DISCUSSION ITEMS:

ANIMAL SHELTER ANNUAL BUDGET

12/ WHEREAS, the County entered into an Animal Shelter Services Agreement with Wishbone Pet Rescue in 2011 with an initial annual payment amount of \$48,900; and

WHEREAS, through March 2020 the annual payment has increased to \$52,920; and

WHEREAS, the County has continued to cover all facility related costs and has transitioned shelter related fee revenue to Wishbone to cover specific program costs; yet annual operating costs have received only minimal adjustments; and

WHEREAS, since 2011, Wishbone has leveraged donations and other sources to fill funding gaps and has increased and improved shelter services; and

WHEREAS, the County strives to provide operational funding at a level that represents at least the minimum expenses the County would incur in the absence of a shelter services agreement; and

WHEREAS, in an effort to renew the shelter services agreement, the County has evaluated the current operational funding level and the County's estimated expenditures to maintain minimal operations.

THEREFORE BE IT RESOLVED the Allegan County Board of Commissioners approves the County Administrator's recommendation to approve the initial of the successor agreement effective March 26, 2020, be increased to \$75,000 (prorating for remaining months will result in total payments of \$56,250 for April through December 2020); and

BE IT FURTHER RESOLVED effective January 1 of each year beginning 2021 the annual payment amount shall increase by 3%; and

BE IT FURTHER RESOLVED the County Administrator is authorized to negotiate a successor agreement with Wishbone Pet Rescue; and

BE IT FINALLY RESOLVED that the County Administrator is authorized to sign the agreement on behalf of the Board and the Executive Director of Finance is authorized to perform the necessary budget adjustments to complete this action.

Moved by Commissioner Kapenga, seconded by Commissioner Cain to take immediate action and approve the resolution as presented. Motion carried by roll call vote. Yeas: Kapenga, Storey, DeYoung and Cain. Nays: Thiele, Jessup and Dugan.

PARKS ADVISORY BOARD - APPROVE AMENDED BY-LAWS

13/ The Parks Advisory Board updated their By-laws for the Board of Commissioners approval.

Moved by Commissioner Dugan, seconded by Commissioner Jessup to amend Article II, Section 1 to read "The Parks Advisory shall consist of a minimum of five (5) and up to nine (9) residents of Allegan County, appointed by the Board of which at least one, but not more than three shall be members of the Board." Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

Moved by Commissioner Thiele, seconded by Commissioner Dugan to amend Article II, Section 2 to read "Membership of the Parks Advisory shall be for a period of three years, established on a rotation basis, with approximately one-third of the terms expiring each year. Each term expires at noon on the appropriate January 1st, or when the Parks Advisory member successor is appointed." Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

Moved by Commissioner Dugan, seconded by Commissioner Kapenga to take action to approve the amended By-Laws for the Parks Advisory Board during the May 28, 2020 board session. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

ADMINISTRATION - APPROVE COVID-19 PREPAREDNESS, RESPONSE AND SAFE WORK PLAN

14/ WHEREAS, under Executive Order 2020-77, organizations must establish a COVID-19 preparedness and response plan; and

WHEREAS, Allegan County has been developing such plans and instructions to the organization since March 10, 2020; and

WHEREAS, the Michigan Municipal Risk Management Authority in cooperation with the Michigan Association of Counties has developed a template plan that the County has integrated with its existing plans.

THEREFORE BE IT RESOLVED, that the Allegan County Board of Commissioners hereby approves the County's 2020 COVID-19 Preparedness, Response and Safe Work Plan, as attached; and

BE IT FURTHER RESOLVED, as new guidance is developed and Executive Orders or other regulatory changes are released, the County Administrator is authorized to make necessary modifications to the plan; updated plans shall be made available to the Board and the organization through the designated posting area; and

BE IT FINALLY RESOLVED, the County's plan shall remain in effect through December 31, 2020, unless otherwise terminated prior and shall be reviewed for continuance prior to September 30, 2020.

Moved by Commissioner Dugan, seconded by Commissioner Kapenga to take immediate action and approve the resolution as presented. Motion carried by roll call vote. Yeas: Kapenga, Storey, DeYoung, Dugan and Cain. Nays: Thiele and Jessup.



Allegan County COVID-19 Preparedness, Response and Safe Workplace Plan¹

Date Approved: May 14, 2020

Date Revised: _____

¹ This model plan will need to be updated to address the specific aspects of your operations as well as any local (city, village, township, or county) requirements for your location. Under Executive Order 2020-77, a copy of your Plan must be available at your headquarters or worksite.

**Allegan County
COVID-19 Preparedness and Response Plan
Table of Contents**

Plan

Essential Workers Necessary to Perform Critical Infrastructure Functions 3

Protective Safety Measures

Remote Work..... 3

Employee Screening Before Entering the Workplace 3

Personal Protection Equipment..... 5

Enhanced Social Distancing 6

Enhanced Hygiene 7

Enhanced Cleaning and Disinfecting..... 7

Tools and Equipment 7

Visitors..... 7

Sick Leave 8

Employees with Suspected or Confirmed COVID-19 Cases

Suspected Cases..... 10

Confirmed Cases..... 11

Business Continuity Plan 12

Appendices

A: Critical Infrastructure Workers 13

B: Employee Entry Screening Questionnaire 15

C: Employee Return to Work Plan 16

D: Visitor Screening Form..... 17

E: Signs for Buildings..... 18

F: Other Resources 19

G: Certification by Responsible Public Official 20

H: Frequently Asked Questions RE: Leave 21

Model COVID-19 Preparedness and Response Plan²

In order to respond to the current state of emergency related to the novel coronavirus (“COVID-19”) and to comply with relevant state and local orders related to COVID-19, Allegan County has prepared the following COVID-19 Preparedness and Response Plan (“Plan”). This Plan may be updated by the County Administrator (COVID-19 Workplace Coordinator) as this situation evolves or as state or local orders related to COVID-19 are issued or amended.

This plan is intended to cover aspects that are generally applicable to the overall County organization. In consideration of the different work environments and nature of the offices that operate within Allegan County facilities the COVID Workplace Coordination Team will work with each office to understand specific needs and customized plan development. It is important that each area focus on “root issues” in identifying whether to bring staff on-site or introduce increased visitors on-site. A root issue approach would look at the actual service gap that may exist as opposed to focusing on physical presence and considering alternatives to resolve that gap.

Please contact Facilities Management by submitting a Track-It work order or by calling 673-0474 to assist in the development of specific plans that may be needed for your service are to continue operations.

ESSENTIAL WORKERS NECESSARY TO PERFORM CRITICAL INFRASTRUCTURE FUNCTIONS OR CONDUCT MINIMUM BASIC OPERATIONS

Executive Order 2020-42, 2020-59, 2020-70 and 2020-77 prohibit businesses or operations to operate a business or conduct operations that requires workers to leave their homes except to the extent those workers are necessary to sustain or protect life (*i.e.*, critical infrastructure workers) or to conduct minimum basic operations. Appendix A contains a list of critical infrastructure workers as described by the U.S. Cybersecurity and Infrastructure Security Agency in its March 19, 2020 guidance as well as additional categories of such workers identified by Governor Whitmer in the Executive Orders.

Workers who are necessary to conduct minimum basic operations are “those workers whose in-person presence is strictly necessary to allow the business or operation to maintain the value of inventory and equipment, care for animals, ensure security, process transactions (including payroll and employee benefits), or facilitate the ability of other workers to work remotely.”

Only “critical infrastructure workers” or those required to conduct minimum basic operations may be permitted to perform in-person activities so long as any in-person work is performed consistently with the social distancing and mitigation measures required under any relevant executive order or public health order. Workers designated as critical infrastructure workers or those required to conduct minimum basic operations will be informed of such designations in writing, if so required.

Protective Safety Measures

Remote Work

All employees who are not essential to operations, and whose job duties reasonably allow to them telework, will work remotely under the following parameters

² This model plan will need to be updated to address the specific aspects of your operations as well as any local (city, village, township, or county) requirements for your location. Under Executive Order 2020-77, a copy of your Plan must be available at your headquarters or worksite.

- Staff remains available for work.
- Staff reports for work at their normal designated times from their home location, unless otherwise directed.
- Employees assist in supporting the work of other service areas if their own workload becomes limited.
- If all workloads or assignments become limited, employees are expected to participate in online education and development.
 - There are many skill building opportunities available. Examples may include:
 - EAP – Stress and Mental Health Courses
 - Think HR – Customer Service Skills, Workplace Safety, Workplace Management and Employment Law, Office Safety
 - Microsoft – Office 365 Training
 - For the most up to date information, the County will post onto the Intranet; link below: <http://connect/hr/SitePages/Training.aspx>; also found under the Quick Link entitled, *Training*.
- All employees are to stay in contact with their supervisor and if time availability exists, they are to offer assistance to their department and the County in general through a number of review and planning tasks that normal business times do not always allow for. Examples include:
 - Developing or reviewing standard operating procedures for all tasks performed on a daily basis, and reviewing policies;
 - Developing multi-year budget plans including updating goals and objectives;
 - Reviewing and updating departmental Continuity of Operations Plans;
 - Developing or updating strategic plans;
 - Researching ideas to create efficiency in our processes or improve delivery of service;
 - Reviewing email accounts for emails that can be deleted or need to be filed elsewhere, organizing and maintaining electronically stored files in employee, departmental and other shared storage locations, and many more tasks that often get cast aside in our daily work.

Employees in need of assistance, such as training or templates, to conduct any of these tasks may contact Human Resources.
- If supervisors and employees in good faith meet the above criteria, employees shall receive pay for their normal work schedule. Employees are to fill out a timecard as normal.
- If employees do not wish to be available for work, they are to follow the normal process for requesting and recording leave, unpaid time could apply if due to special circumstances.

Employee Screening Before Entering the Workplace

To protect health and safety in the workplace Allegan County implemented the following Mandatory Employee monitoring process effective Wednesday, April 8, 2020:

1. Employees shall complete the screening form; appendix A at home before reporting into work.
2. If an employee answers “yes” to any of the symptoms in section 1 or at least 2 of the symptoms listed in section 2, or your temperature is greater than 100.4 F The employee is to stay home and immediately contact their supervisor or designee and a health provider via telemedicine for additional guidance. (If covered by Priority Health – call 844-322-7374 for telemedicine access.)
3. Temperatures are not currently required to be taken. If community wide spread of a virus occurs we could transition to requiring a temperature to be taken in the future.

4. If employee answers “no” to all questions, the employee is to email the completed form (or provide a paper copy) to their supervisor or designee once they report to work.
5. Employees are reminded to follow all hygiene and social distancing precautions outlined within this plan.

Personal Protective Equipment

Allegan County shall provide and make available to all workers performing in-person work, personal protective equipment (PPE) such as gloves, goggles, face shields, face masks and physical barriers (such as clear plastic sneeze guards) as appropriate for the activity being performed by the worker. Any in-person worker able to medically tolerate a face covering, must wear a covering over his or her nose and mouth when in any enclosed public space. **Organizational PPE and cleaning supplies may be obtained through Facilities Management by submitting a Track-It work order or by calling 673-0474.**

Face Masks - A distribution process of masks was deployed on April 27, 2020. Individually wrapped prewashed face masks covering the nose and mouth were delivered to departments. Priority was given to those employees whom did not already have their own. Employees who already had a suitable non-medical mask and prefer to use their own may do so.

As more employees report back to work, supervisors are to ask each employee if they need a mask; report your findings to HR@allegancounty.org. Human Resources will provide masks upon request.

Employees are required to wear a cloth mask (see below for the proper way to wear) when they are working directly with the public, in a shared office space with other employees, in other shared spaces, e.g. lunch rooms, lobby’s, common areas etc. and if they go into any shared public space (store, restaurant, etc.) as part of their duties or any time during work hours.

Employees should wash their facemask(s) once a day by hand or machine using detergent. The face covering should be fully dry before using. You should have a couple of face coverings so you can rotate for washing.

How to Wear a Cloth Face Covering



Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

Enhanced Social Distancing

Supervisors will direct employees to perform their work in such a way so as to reasonably avoid coming within six feet of other individuals. Where possible, employees may be relocated or provided additional resources in order to avoid shared use of offices, desks, telephones, and tools/equipment. Employees should remain in their assigned work areas as much as possible.

While County Services will remain in operation; the organization’s focus is to prioritize everyone’s health and safety in a sustainable way by trying to minimize close contact and spread of germs while continuing to serve the public.

On March 13, 2020, in an effort to decrease the density of staff population in working areas, the County began encouraging employees to work with their supervisor to consider remote work, time off, or any other flexible scheduling options within the bounds of law and current policy. Service areas may retain on site staffing levels where necessary to still provide essential services. Employees that are working in the building(s) must work minimum 6 ft. apart.

Meal and Break Periods - The number of employees permitted in any break areas or shared kitchen/dining areas shall be limited to ensure the necessary social distancing restrictions can be adhered to. To the furthest extent possible, schedules shall be staggered to avoid increased traffic in these areas.

Fitness Centers and Activities – The Fitness Centers shall remain closed throughout the term of this plan or until amended. All in-person wellness activities are suspended (one-on-one health risk assessments, fitness classes, etc.) until further notice.

Meetings - Any nonessential meetings or gatherings to be cancelled or converted to a call-in or online meeting. In general, “essential” should be considered absolutely necessary for safety or continued operations. When meetings are essential, avoid close contact by keeping separation of at least six feet where possible. Ensure that there is proper ventilation in the meeting room.

Travel - All nonessential travel, conferences, trainings, etc. shall be suspended or converted to a call-in or online event. In cases where an employee may need to travel for business or personal reasons the employee shall notify their supervisor and the supervisor in conjunction with the Executive Director Human Resources shall develop a plan for potential quarantine upon return from travel.

Alternative Work Options – Supervisors should consider scheduling changes to leverage telecommuting (remote work), staggered shifts, decreasing number of employees to report for in-person work, decreasing face-to-face interactions, and limiting number of non-employees who are able to enter facilities or areas within facilities.

Enhanced Hygiene

Employees are instructed to wash their hands frequently, to cover their coughs and sneezes with tissue, and to avoid touching their faces. Employees will be provided with access to places to frequently wash hands or to access hand sanitizer. Employees will also be provided with access to tissues and to places to properly dispose of them. Signs regarding proper hand washing methods will be posted in all restrooms. Hand shaking is also prohibited to ensure good hand hygiene.

On March 10, 2020, the County implemented the following OSHA protocols and building signage was posted;

- Stay home if you are sick. (Such absences may qualify for leave under the FMLA).
- Wash hands frequently with soap and water, for at least 20 seconds, or use sanitizer if soap and water are not available.
- Avoid touching nose, mouth and eyes.
- Cover coughs and sneezes with tissues (or in elbow rather than hand if a tissue is not available).
- Wash hands or use hand sanitizer after sneeze or cough.
- Avoid close contact with coworkers and customers (maintain separation of at least six feet).
- Avoid shaking hands and always wash hands after contact with others.
- Avoid using other employees' phones, desks, offices or other work tools and equipment. Clean all equipment frequently.
- Use email and phones to communicate as much as possible.
- Minimize meetings. When meetings are necessary, avoid close contact by keeping separation of at least six feet where possible. Ensure that there is proper ventilation in the meeting room.

Enhanced Cleaning and Disinfecting

To assist in limiting the spread of viruses and germs, the County has hired additional custodial resources and increased frequency of schedules to disinfect door handles and hardware, plumbing fixtures, hardware, knobs etc. with hospital grade disinfectant as part of their day today standard operating procedures. In addition to the existing hand sanitizing stations in services areas, mobile hand sanitizing stations were purchased and placed in public areas near building entrances. Increased signage was placed throughout buildings to provide guidance. On March 24, 2020, Facilities Management began distributing individual cartons of disinfecting wipes to departments throughout all facilities. Staff continues to work on increasing supply stock and will maintain an emergency stock for future events such as this.

Employees are encouraged to continue to use existing standard procedures for work or cleaning requests by using the [Track-IT](#) work order system or if unable to do so, call 269-673-0474. Track-IT remains the best and most efficient method of communicating any needs of staff and buildings.

Tools and Equipment

Allegan County limits the sharing of tools and equipment among in-person employees. Should any sharing of tools be required, employees must disinfect and clean each tool or piece of equipment following their use of same and before any other employee uses the tool or piece of equipment. Allegan County will provide employees with disinfectant wipes and other disinfecting products for this purpose.

VISITORS

While County Services will remain in operation; the organization's focus is to prioritize everyone's health and safety in a sustainable way by trying to minimize close contact and spread of germs while continuing to serve the public. To the degree possible, visitors that are allowed entry into a county facilities should be limited by trying to assist individuals over the phone, guiding them to online resources, postponing

non-essential visits, etc. When in person services are essential, individuals shall maintain the recommended social distancing protocols.

No visitors should be allowed in the workplace unless they are deemed essential to address an issue related to critical infrastructure functions. All visitors entering the building shall be screened prior to entering the building. A screening questionnaire should be utilized to decide if the visitor can enter the building. If a visitor presents with symptoms of COVID-19 or answers yes to any of the screening questions do not allow them into the building. Provide visitor handout regarding what to do if you might have COVID-19.

Allegan County requires that any member of the public able to medically tolerate a face covering must wear a covering over his or her nose and mouth, such as a homemade mask, scarf, bandana or handkerchief, while in any enclosed public space.

The COVID-19 Workplace Coordinator or designee(s) will communicate on a regular basis with each building to determine the level of public access needed to maintain services and the health and safety of the staff and public. The Youth Home, Medical Care Community, Community Mental Health, Sheriff's Office/Corrections Center and Central Dispatch currently remain under a limited or no visitor protocol. The Animal Shelter is available by appointment only. All continue to provide in-house services and are available to the public via phone or other means.

With their diverse operations and constituencies, the Courthouse and Human Service Buildings remain open; however, a press release was sent to reduce the need for visitors and update the public on the other buildings as well. Courts and elected offices may choose to alter service processes, further limit need for public appearance, go to appointment only, etc. as appropriate for their office.

As restrictions loosen proportionate to the level of COVID-19 spread within the community, the COVID-19 Workplace Coordinator or designee(s) will engage each department and building to develop a phased approach to increasing access to the buildings in a manner that maintains social distancing and precautions.

SICK LEAVE

Any onsite employee who appears to have a respiratory illness may be separated from other employees and sent home.

The purpose of this section is to provide guidance to employees on the availability of leave benefits that have been newly created by the Families First Coronavirus Response Act, a federal law that will become effective on April 1, 2020.

Under the law, employees may be eligible for paid leave for absences that meet certain criteria related to the COVID-19 pandemic, and the County will provide leave consistent with the federal law. Details are discussed below.

Please contact Human Resources at 269-673-0205 ext. 2649 or HR@allegancounty.org for questions or assistance, as needed.

Emergency Paid Sick Leave

Effective April 1, 2020, all regular full-time and part-time employees who are unable to work (or telework) due to one or more of the following reasons related to the outbreak of COVID-19 will be

eligible to receive up to 80 hours of Emergency Paid Sick Leave (part-time employees are eligible to receive paid leave equal to the average number of hours that the employee works over a 2-week period):

1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. The employee has been advised by a health care provider to self-quarantine related to COVID-19;
3. The employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. The employee is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. The employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. The employee is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services.

Pay Rates:

Employees utilizing Emergency Paid Sick Leave for reasons 1, 2, or 3 shall be paid at their regular rate of pay up to a maximum of \$511 per day and \$5,110 in the aggregate (over a 2-week period).

Employees utilizing Emergency Paid Sick Leave for reasons 4, 5, or 6 shall be paid at 2/3 their regular rate of pay up to a maximum of \$200 per day and \$2,000 in the aggregate (over a 2-week period).

Public Health Emergency FMLA Leave

Effective April 1, 2020, all regular full-time and part-time employees who have been employed with the County for at least 30 days prior to beginning leave under this provision will be eligible to receive up to 12 weeks of family and medical leave if the employee is unable to work (or telework) because the employee needs to care for his or her minor child whose school or place of care has been closed, or whose child care provider is unavailable, due to a COVID-19 emergency declared by a Federal, State, or local authority (part-time employees are eligible for leave for the number of hours that the employee is normally scheduled to work over that 12-week period).

The first 10 days of leave under this provision will be unpaid. However, during the first 10 days, the employee may be eligible to utilize Emergency Paid Sick Leave, as described above, or may choose to be compensated with PTO or COMP time.

FMLA leave taken by the employee for other FMLA-qualifying reasons reduces the amount of leave available under this provision.

Pay Rate:

Employees utilizing leave under this provision shall be paid at 2/3 their regular rate of pay up to a maximum of \$200 per day and \$10,000 in the aggregate (over a 10-week period).

Medical Certification

The County may require employees seeking leave to provide a medical certification describing the reason(s) the employee requires leave.

Symptoms

Employees are encouraged to contact their primary care physician if they are exhibiting the following symptoms:

- Fever
- Cough

- Shortness of breath

Employees who exhibit these symptoms at work may be directed to go home and will be eligible to utilize Emergency Paid Sick Leave for their absence if they are unable to perform their job duties remotely.

Notice

Employees should provide notice of their need for leave as soon as practicable.

Exclusions

The law gives the County the right to exclude healthcare providers and emergency responders from taking these leaves. Requests for leave by healthcare providers and emergency responders will be considered on a case-by-case basis.

Expiration

The leaves provided under the federal law expire on December 31, 2020, and leave time may not be carried over into 2021.

All other qualified leaves of absences continue to apply. Additional information found on the County website under Human Resources and Employee Handbook.

EMPLOYEES WITH PROBABLE OR CONFIRMED COVID-19 CASES

Allegan County will contact the Local Health Department of the identified Probable or Confirmed COVID-19 cases (based on residency) to ensure the Local Health Department is aware. There can be delays in the reporting local health departments receive. As such, they will work with the County to identify who else in the organization might be at risk.

COVID-19 is considered a specific condition or diagnosis. Due to confidentiality and privacy requirements the County cannot disclose such information identifying a specific employee. Allegan County must protect the confidentiality of the employee. Legally, they cannot identify the employee by name. Allegan County can not disclose to other staff or third persons the name or other personal or health information of the employee who tested positive for COVID-19 except to the local health department (MCL 333.5111(1)b; HIPAA §164.512(b); R 325.173).

The County is committed to ensuring a safe working environment and to notifying employees if the County learns they have been in contact with COVID-19 in the work environment. In any case when an employee tested positive or is diagnosed as a probable, the employee is interviewed and the case investigation is completed. Any individuals (including other employees) considered a close contact would then be notified and put on mandated home quarantine. As such, it is best to let employees know that if an employee has been in close contact with a positive COVID-19 employee they would be notified by the local health department and/or Allegan County Human Resources department. If they have not been notified they should continue to follow appropriate precautions at all times.

Probable Cases

An employee will be considered to have a Probable Case of COVID-19 if:

- They are experiencing any of the following COVID-19 symptoms:
 - Cough
 - Shortness of breath
 - Difficulty breathing

OR

- They are experiencing at least two of the following symptoms:
 - Fever
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat and/or
 - New loss of taste or smell
- AND
- They have been exposed to a COVID-19 positive person, meaning:
 - An immediate family member has tested positive or is a probable case of COVID-19; or
 - In the last 14 days, the employee came in close contact with someone who has tested positive for COVID-19.

If an employee believes or has been told by the Local Health Department that he or she qualifies as a Probable Case (as a described above), he or she must:

- Immediately notify supervisor and/or Human Resources contact;
- Self-isolation for 10 days from onset of symptoms; and
- Seek immediate medical care or advice.

If an employee qualifies as a Probable Case, then Allegan County will work with their Local Health Department:

- Notify all employees who have been identified as a close contact (being within approximately six feet for a prolonged period of time without PPE) with the employee two days before their onset of symptoms (while not disclosing the identity of the employee to ensure the individual's privacy).
- Ensure that the employee's work area is thoroughly cleaned.
- If necessary, close the work area or workplace, until all necessary cleaning and disinfecting is completed; and communicate with employees about the presence of a confirmed case, the cleaning/disinfecting plans, and when the workplace will reopen.

Confirmed Cases

An employee will be considered a Confirmed Case of COVID-19 if they have received lab confirmed positive result.

If an employee believes that he or she qualifies as a Confirmed Case (as described above), he or she must:

- Immediately notify supervisor and/or Human Resources contact of his or her diagnosis; and
- Remain out of the workplace until they are cleared to return to work.

If an employee qualifies as a Confirmed Case, then Allegan County will:

- Work with the Local Health Department and ensure all employees who may have come into close contact with the employee (being within approximately six feet for a prolonged period of time without PPE) two days before the confirmed case's onset of symptoms while not disclosing the identity of the employee to ensure the individual's privacy);

- Ensure that the entire workplace, or affected parts thereof (depending on employee's presence in the workplace), is thoroughly cleaned and disinfected;
- If necessary, close the work area or workplace, until all necessary cleaning and disinfecting is completed; and
- Communicate with employees about the presence of a confirmed case, the cleaning/disinfecting plans, and when the workplace will reopen.

BUSINESS CONTINUITY PLANS

Each County department has an existing Continuity of Operations Plan (COOP) in place as part of the County's overall emergency preparedness strategy. These COOP plans shall be referenced and updated as necessary to ensure consideration of COVID-19.

The COVID-19 Workplace Coordinator and/or designee(s) will: (1) work with management to cross-train employees to perform essential functions so the workplace can operate even if key employees are absent; (2) identify alternate supply chains for critical goods and services in the event of disruption; and (3) develop an emergency communication plan to communicate important messages to employees and constituents.

APPENDIX A

CRITICAL INFRASTRUCTURE WORKERS

Consistent with the March 19, 2020 CISA guidance document, critical infrastructure workers include some workers in each of the following sectors

- a. Health care and public health.
- b. Law enforcement, public safety, and first responders.
- c. Food and agriculture.
- d. Energy.
- e. Water and wastewater.
- f. Transportation and logistics.
- g. Public works.
- h. Communications and information technology, including news media.
- i. Other community-based government operations and essential functions.
- j. Critical manufacturing.
- k. Hazardous materials.
- l. Financial services.
- m. Chemical supply chains and safety.
- n. Defense industrial base.

For purposes of Executive Order 2020-77, critical infrastructure workers also include³:

- a. Child care workers (including workers at disaster relief child care centers), but only to the extent necessary to serve the children or dependents of workers required to perform in-person work as permitted under this order. This category includes individuals (whether licensed or not) who have arranged to care for the children or dependents of such workers.
- b. Workers at suppliers, distribution centers, or service providers, as described below.
 1. Any suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate another business's or operation's critical infrastructure work may designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.
 2. Any suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate the necessary work of suppliers, distribution centers, or service providers described in subprovision (1) of this subsection may designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.

³ Under Executive Orders 2020-77, necessary government activities may continue, which includes activities performed by critical infrastructure workers as well as the following government activities including, but not limited to, public transit, trash pick-up and disposal (including recycling and composting), activities necessary to manage and oversee elections, operations necessary to enable transactions that support the work of a business's or operation's critical infrastructure workers, and the maintenance of safe and sanitary public parks so as to allow for outdoor activity permitted under Executive Order 2020-42. In-person government activities are subject to the same social distancing and mitigation measures proscribed under the executive order for businesses.

3. Consistent with the scope of work permitted under subprovision (2) of this subsection, any suppliers, distribution centers, or service providers further down the supply chain whose continued operation is necessary to enable, support, or facilitate the necessary work of other suppliers, distribution centers, or service providers may likewise designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.

4. Suppliers, distribution centers, and service providers that abuse their designation authority under this subsection shall be subject to sanctions to the fullest extent of the law.

- c. Workers in the insurance industry, but only to the extent that their work cannot be done by telephone or remotely.
- d. Workers and volunteers for businesses or operations (including both religious and secular nonprofit organizations) that provide food, shelter, and other necessities of life for economically disadvantaged or otherwise needy individuals, individuals who need assistance as a result of this emergency, and people with disabilities.
- e. Workers who perform critical labor union functions, including those who administer health and welfare funds and those who monitor the well-being and safety of union members who are critical infrastructure workers, provided that any administration or monitoring should be done by telephone or remotely where possible.
- f. Workers at retail stores who sell groceries, medical supplies, and products necessary to maintain the safety, sanitation, and basic operation of residences, including convenience stores, pet supply stores, auto supplies and repair stores, hardware and home maintenance stores, and home appliance retailers.
- g. Workers at laundromats, coin laundries, and dry cleaners.
- h. Workers at hotels and motels, provided that the hotels or motels do not offer additional in-house amenities such as gyms, pools, spas, dining, entertainment facilities, meeting rooms, or like facilities.
- i. Workers at motor vehicle dealerships who are necessary to facilitate remote and electronic sales or leases, or to deliver motor vehicles to customers, provided that showrooms remain closed to in-person traffic.

APPENDIX B



HEALTH Department

COVID-19 Workplace Health Screening (May 6)

Company Name: Allegan County Employee Name: _____

Date: _____ Time In: _____

1. In the last 24 hours, have you experienced:

Subjective fever (felt feverish):	<input type="checkbox"/> Yes	<input type="checkbox"/> No
New or worsening cough:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shortness of breath or difficulty breathing:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

2. In the last 24 hours, have you experienced:

Chills:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Headache*:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sore throat:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Loss of smell or taste:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Runny nose or congestion*:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Muscle aches:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Abdominal pain:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fatigue:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Nausea:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Vomiting:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Diarrhea*:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current Temperature:		

****New or worsening symptoms outside of what individual defines as normal.***

If you answer “**yes**” to any of the symptoms listed above in section 1, *at least two of the symptoms listed in section 2*, **OR** your temperature is **100.4°F or higher**, please do not go into work. Self-isolate at home and contact your primary care physician’s office for direction.

- You should isolate at home for minimum of 10 days since symptoms first appear or per guidance of your local health department.
 - If diagnosed as a probable COVID-19 or test positive, call your local health department and make them aware of your diagnosis or testing status.
- You must also have 3 days without fevers and improvement in respiratory symptoms.

In the past 14 days, have you:

Had close contact with an individual diagnosed with COVID-19?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Traveled via airplane internationally or domestically?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answer “**yes**” to either of these questions, please do not go into work. Self-quarantine at home for 14 days. Contact your primary care physician’s office if you have symptoms or have had close contact with an individual for evaluation. If you are given a probable diagnosis or test positive call your local health department to ensure they are aware.

For questions, visit www.allegancounty.org/health. Contact the Allegan County Health Department at (269) 696-4546 or COVID-19@allegancounty.org.

APPENDIX C

EMPLOYEE RETURN TO WORK PLAN

Consistent with Executive Order 2020-36, employees who fail entrance screening will only be permitted to return to work under the following circumstances.

Employees who test positive for COVID-19 or display one or more of the principal symptoms of COVID-19 (fever, atypical cough, or atypical shortness of breath) will not be permitted to return to work until either:

1. Both 3 days have passed since their symptoms have resolved *and* 7 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result; or
2. They receive a negative COVID-19 test.

Employees* who have been in “close contact” (being within approximately six feet for a prolonged period of time) with an individual who tests positive for COVID-19 or who displays one or more of the principal symptoms of COVID-19 will not be permitted to return to work until either:

1. 14 days have passed since the last close contact with the sick or symptomatic individual; or
2. The symptomatic individual receives a negative COVID-19 test.

*The “close contact” rule does not apply to the following classes of workers: health care professionals; workers at a health care facility (including hospitals, surgical centers, health maintenance organizations, nursing homes, hospice, and veteran’s facilities); first responders (*e.g.*, police officers, fire fighters, paramedics); child protective service employees; workers at child caring institutions, as defined in MCL 722.111; and workers at correctional facilities.

APPENDIX D

SAMPLE VISITOR
COVID-19 SCREENING FORM

Court/Office Visiting: _____

Visitors Name: _____ Appointment Date: _____ Time In: _____



COVID-19
Screening

HEALTH
Department
updated April 29, 2020

BEFORE ENTERING THIS BUILDING:

- Do you have a fever or feel feverish?
- Do you have any chills?
- Do you have a headache?
- Do you have a sore throat?
- Do you have a runny nose or congestion?
- Do you have a new or worsening cough?
- Do you have shortness of breath?
- Do you have a loss of smell or taste?
- Do you have muscle aches?
- Are you fatigued or tired?
- Are you nauseous or vomiting?
- Do you have diarrhea?
- Have you been in contact with anyone with confirmed Coronavirus (COVID-19)?

If the answer is YES to any of the questions, do not enter the building. Call your medical provider for guidance or the Allegheny County Health Department COVID-19 Hotline at 269-686-4546.

Security Officer or Employee:

Contacted Court/Office and informed them the visitor was not allowed into the building.

Date: _____ Time: _____ Spoke to: _____

SIGNS FOR BUILDINGS

Allegheny County Public Health has worked with Human Resources in developing signage utilized both internally at offices and at entrances:



Per Governor Whitmer's Executive Order 2020-59,

**YOU MUST WEAR A
FACE MASK TO ENTER
THE BUILDING**

A face mask includes a homemade cloth mask, scarf, or bandana. Your mask must cover your nose and mouth.



KNOW THE SYMPTOMS OF COVID-19



Fever



Dry Cough



Shortness of Breath

BEFORE ENTERING THIS BUILDING:

- Are you sick with a cough?
- Do you have a fever?
- Any difficulty breathing?
- Have you been in contact with anyone with confirmed Coronavirus (COVID-19)?

If YES to the above questions, do not enter the building. Call your medical provider for guidance. Please consider doing business with us by phone, email or at www.allegancounty.org

SHARE FACTS NOT FEAR HEALTH Department updated March 18, 2020

KNOW THE SYMPTOMS OF COVID-19

- Fever
- Dry Cough
- Shortness of Breath

PRACTICE & REINFORCE GOOD PREVENTION HABITS

COVID-19 has made a lot of people sick. Scientists and doctors think that most people will be ok, especially kids, but some people might get pretty sick. Everyone should continue to take the following basic personal-hygiene measures to prevent the spread of the virus.

WHAT CAN I DO SO THAT I DON'T GET COVID-19?

- **Wash your hands** often with soap & water or use hand sanitizer
- **Avoid touching** your eyes, nose, and mouth with unwashed hands
 - This keeps the germs out of your body!
- **Cover your mouth and nose** with a tissue or elbow when coughing or sneezing
- **Avoid handshakes**
- **Avoid contact** with sick people who are sick
- **Stay home when you are sick**
 - Just like you don't want to get other people's germs in your body, other people don't want to get your germs either.

KEEP THINGS CLEAN!

Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.

APPENDIX F**OTHER RESOURCES**

Governor Whitmer's Executive Order 2020-42 and Executive Order 2020-59:

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-525182--,00.html

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-526894--,00.html

FAQs from Governor Whitmer on Executive Order 2020-42 and Executive Order 2020-59:

https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-525278--,00.html

https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-527027--,00.html

Helpful CDC Guidance:

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

CDC Handwashing Fact Sheet:

<https://www.cdc.gov/handwashing/pdf/hand-sanitizer-factsheet.pdf>

CDC Fact Sheet and Poster on Preventing the Spread of Germs:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>

CDC Fact Sheet on What to Do if You Are Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>

CDC Poster for Entrance Reminding Employees Not to Enter When Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stayhomefromwork.pdf>

CDC Guidance on Reopening Businesses:

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

APPENDIX G

ALLEGAN COUNTY
COVID-19 PREPAREDNESS AND RESPONSE PLAN

Certification by Responsible Public Official

This is to certify that I have reviewed the Allegan County COVID-19 Preparedness and Response Plan attached hereto and to the best of my knowledge and belief:

1. It complies with Michigan Executive Order #2020-42 dated Thursday, April 9, 2020 and Michigan Executive Order 2020-59 dated April 24, 2020.
2. The plan is consistent with the guidance from U. S. Department of Labor, Occupational Health and Safety Administration publication OSHA 3990-03-2020, Guidance on Preparing Workplaces for COVID -19.
3. The plan is available on the Allegan County website www.allegancounty.org and at each Allegan County facility where in-person operations take place during the COVID-19 emergency.

I declare that the foregoing is true and correct.

Municipality/Entity: _____

Signature: _____

Name of Official: _____

Title: _____

Date: _____

APPENDIX H

**Frequently Asked Questions (FAQ) Related to the Guidance on
Leave Related to COVID-19**

These questions and answers apply to regular full-time and regular part-time employees effective April 1, 2020.

1. **Question:** I personally am diagnosed with COVID-19 and am unable to work how will I be paid? What options are available to me as an employee with Allegan County?
 - a. *Answer:* You need to apply for a leave of absence, contact Human Resources (HR) at hr@allegancounty.org. You will be given paperwork to complete including Short Term Disability (STD) paperwork. You are eligible to submit a claim for STD. If you are approved for STD, your replacement wages will begin after a 7 day wait period. Your wages through STD will cover 2/3 of your regular wages. You will be eligible to receive up to 80 hours of Emergency Paid Sick Leave. These hours can be used to cover the 7 day wait period for STD and to make your pay whole for each week you receive STD replacement wages. For a 40 hour employee, this is 13 hours per week. Once your Emergency Paid Sick Leave (up to 80 COVID hours) is used up, you can then use your PTO or COMP or choose to take this time unpaid and receive only the STD replacement wages.

2. **Question:** If I self-quarantine, have not been advised by a medical provider to do so, and am not able to work remotely, how will I be paid? Or, if I am caring for an individual who has self-quarantined and has not been advised by a medical provider to do so, and am not able to work remotely, how will I be paid?
 - a. *Answer:* Subject to your supervisor's approval, you are able to utilize PTO, COMP time or be unpaid.

3. **Question:** If I am working remotely, but may at times not get all my hours worked due to lack of work or lack of work duties, how will I be paid?
 - a. *Answer:* If leaders and employees in good faith meet the criteria below, employees will receive pay for their normal work schedule. Therefore, if the criteria is met please fill out your timecard as you would normally.
 - i. Remote staff shall remain available for work;
 - ii. Staff shall be considered to be working remotely and shall report for work at their normal designated times from their home location, unless otherwise directed.
 - iii. Employees shall assist in supporting the work of other service areas if their own workload becomes limited.
 - iv. If all workloads or assignments became limited, employees shall be expected to participate in online education and development (links were provided).

All employees shall stay in contact with their supervisor and if time availability exists, they shall offer assistance to their department and the County in general through a number of review and planning tasks that normal business times do not always allow for. Examples include developing or reviewing standard operating procedures for all tasks performed on a daily basis, reviewing policies, etc.

4. **Question:** I am a first responder (e.g. Sheriff Deputy, Public Health Employee, Corrections Officer) what makes me eligible for workers' compensation pay when it comes to COVID-19?
 - a. *Answer:* Please follow the normal process for submitting a Workers' Compensation claim. Please contact HR at HR@allegancounty.org for assistance.

5. **Question:** If a high-risk employee chooses to stay home and there is no work to perform from home, will the employee be paid?
 - a. *Answer:* Subject to your supervisor's approval, you are able to utilize PTO, COMP time or be unpaid.

6. **Question:** If a high-risk employee stays home and is working from home, will the employee be paid?
 - a. *Answer:* Yes, in this situation the employee would be treated the same as any other employee who is working from home.

7. **Question:** What is the definition of a high-risk employee?
 - a. *Answer:* A high-risk employee is an employee at risk of severe illness. These individuals include, but are not limited to older adults and persons of any age with underlying medical conditions, such as persons with a blood disorder (e.g., sickle cell disease or a disorder being treated with blood thinners), an endocrine disorder (e.g., diabetes mellitus), or a metabolic disorder (such as inborn error of metabolism); those with heart disease, lung disease (including asthma or chronic obstructive pulmonary disease), chronic kidney disease, or chronic liver disease; those with a compromised immune system (e.g., those who are receiving treatments such as radiation or chemotherapy, who have received an organ or bone marrow transplant, who are taking high doses of immunosuppressant, or who have HIV or AIDS); those who are currently pregnant or were pregnant in the last two weeks; and those with neurological or neurological and neurodevelopment conditions.

8. **Question:** What is the difference between the terms, self-isolation or self-quarantine?
 - a. *Answer:* The Center for Disease Control and Prevention provides the following definitions:
 - i. Isolation separates sick people with a contagious disease from people who are not sick.
 - ii. Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

9. **Question:** I would like to know more about COVID-19, but there is so much information available. Are there credible sources available?
 - a. *Answer:* According to our Public Health Team:
 - i. Updates will continue to be posted on our Facebook and website. Follow [@AlleganCountyHD](https://www.facebook.com/AlleganCountyHD) on Facebook and visit www.allegancounty.org/health.
 - ii. Our COVID-19 informational hotline at (269) 686-4546 (operational from 8:00am to 8:00pm daily) and email COVID-19@allegancounty.org are available for all residents.
 - iii. Additional accurate information is available at www.michigan.gov/coronavirus; www.cdc.gov/coronavirus

INFORMATION SERVICES—PURCHASE AND INSTALL AUDIO/VIDEO EQUIPMENT AND SOFTWARE FOR LIVE STREAMING MEETINGS

15/ WHEREAS, Allegan County is a geographically large entity with a modest-sized population spread through twenty-four (24) townships, nine (9) cities and two (2) villages; and

WHEREAS, modern business and household schedules may make it challenging for citizens to attend to attend, observe, and participate in meetings of their elected board; and

WHEREAS, transparency and availability of the Board's operations may increase community engagement ratings in local government which, as reported through the recent citizen survey, demonstrated twenty percent (20%) reported having attended a local public meeting and nine percent (9%) reported having watched a local public meeting; and

WHEREAS, many Michigan county boards of commissioners broadcast or live stream their meetings including the bordering counties of Kent, Kalamazoo, and Barry; and

WHEREAS, the COVID-19 public health emergency requiring social distancing and shelter-in-place orders has brought to light barriers to attending traditional, in-person public meetings necessary for the conduct of the public's business; and

WHEREAS, the advance of technology in recent years has yielded cost-effective methods for video-audio streaming of Board of Commissioner meetings with the residents its members are elected to represent and serve.

THEREFORE BE IT RESOLVED the Allegan County Board of Commissioners authorizes the purchase and installation of equipment and software for the purpose of live streaming Board of Commissioners and other County meetings emanating from the Board's chambers delivering quality video and audio that enables residents to clearly see and hear the meetings; and

BE IT FURTHER RESOLVED the Board directs the County Administrator to proceed with the acquisition of said equipment in a manner which will include an initial timely installation with the ability to phase in progressive system improvements and will not interfere with other projects already approved for 2020; and

BE IT FURTHER RESOLVED that the County Administrator shall at least monthly report on the progress of the acquisition and installation; and

BE IT FURTHER RESOLVED concurrent with system deployment, the Board shall propose a live streaming and recording policy in coordination and consultation with the County Administrator, other elected officials, and county residents generally; and

BE IT FURTHER RESOLVED that the Executive Director of Finance is authorized to perform the necessary capital budget adjustments and fund balance transfers necessary to fund this initial project phase not to exceed \$10,000; and

BE IT FINALLY RESOLVED that the Board Chairperson and/or the County Administrator are authorized to sign any necessary documentation on behalf of the County.

Moved by Commissioner Cain, seconded by Commissioner Kapenga to take immediate action and approve the resolution as presented. Motion carried by roll call vote. Yeas: Kapenga, Storey, DeYoung, Cain. Nays: Thiele, Jessup and Dugan.

COVID-19 TESTING FOR ALLEGAN COUNTY RESIDENTS

16/ Commissioner Thiele expressed his concerns on having countywide testing on COVID-19 for Allegan County residents. Discussion followed with the Health Director on some of the testing strategies that are currently in place - congregate care facilities and community based testing. Commissioner Dugan requested that this be kept as a discussion item for the May 28, 2020 session

APPOINTMENTS

17/

911 POLICY & PROCEDURE BOARD

Chairman Storey announced the appointment of the following individual to the 911 Policy & Procedure Board to fill the remainder of a 2-year term; term to expire 07/31/2020.

Markie McGowan, 2966 56th St, Fennville MI (Medical Control Rep.)

Moved by Commissioner Dugan, seconded by Commissioner Kapenga to approve the appointment as made. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

BROWNFIELD REDEVELOPMENT AUTHORITY

Chairman Storey announced the appointment of the following individual to the Brownfield Development Authority to fill the remainder of a 3-year term; term to expire 12/31/2021.

Darrell Oakley, 323 Water St., Allegan MI

Moved by Commissioner Dugan, seconded by Commissioner Cain to approve the appointment as made. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

COMMUNITY MENTAL HEALTH BOARD

Chairman Storey announced the appointment of the following individual to the Community Mental Health Board to fill the remainder of a 3-year term; term to expire 03/31/2022.

William Buell, 2081 112th Ave, Otsego MI (General Public)

Moved by Commissioner Dugan, seconded by Commissioner Cain to approve the appointment as made. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

ELECTIONS

18/

ALLEGAN COUNTY ECONOMIC DEVELOPMENT COMMISSION

Chairman Storey opened nominations to fill the remainder of a 3-year term on the Allegan County Economic Development Commission; term to expire 12/31/2021.

Commissioner Cain nominated JD Chamberlain of 359 Highland Ct, Plainwell MI

Moved by Commissioner Cain, seconded by Commissioner Dugan to close the nominations and cast a unanimous ballot for JD Chamberlain as nominated. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

PUBLIC PARTICIPATION - COMMENTS

19/ Chairman Storey opened the meeting to public participation and the following individuals offered comments:

1. Mark Evans, Hopkins Township Supervisor, addressed the board regarding two questions he submitted to administration regarding the March 12, 2020 resolution on millage rates. Administration will follow-up on the questions.
2. Bill Sage, former County Commissioner, addressed the board with his experiences in the retail field with COVID-19 restrictions. He also submitted a resolution to the Commissioners for their review.

FUTURE AGENDA ITEMS

20/ Commissioner Dugan asked to have discussion with the Wayland Township Assessor regarding the SEV's on the casino for both gaming and non-gaming. Commissioner Dugan also asked to have discussion on suspending negotiations with the tribe on the non-gaming land.

ADJOURNMENT UNTIL MAY 28, 2020 AT 1:00 P.M.

21/ Moved by Commissioner Dugan, seconded by Commissioner Cain to adjourn until May 28, 2020 at 1:00 P.M. The motion carried and the meeting was adjourned at 5:47 P.M.

Jennifer Duen

Deputy Clerk

James M. Storey

Board Chairperson

Minutes approved during the 00/00/2020 Session

5/28/2020